

CHECOTAH MIDDLE SCHOOL

CHECOTAH

HOME OF
— the —
WILDCATS



PRIDE.



TRADITION.



EXCELLENCE.

Student HANDBOOK

2026-2027



(918) 473-2239



www.checotah.k12.ok.us



320 W Jefferson Ave.
Checotah, OK 74426

CHECOTAH



CHECOTAH

MIDDLE SCHOOL

★ EST. 1903 ★

SCHOOL BOARD & ADMINISTRATION

SUPERINTENDENT

Ryan Ambrose

Superintendent
Chief Executive Officer

BOARD OF EDUCATION

Chris Brown		President
--------------------	--	-----------

Steve Emerson		Vice President
----------------------	--	----------------

Jackie Farmer		Clerk
----------------------	--	-------

Jayme Fields		Member
---------------------	--	--------

Christie Bobo		Member
----------------------	--	--------

SCHOOL ADMINISTRATION

Shawndy Young		Principal
----------------------	--	-----------

Rebekah Burnett		Counselor
------------------------	--	-----------

Checotah Parents,

WELCOME TO MIDDLE SCHOOL!!

This year, sixth graders will transition into a whole new world when they arrive. Seventh graders will have the first year under their belt and know what to expect now, and the 8th graders will begin preparation to transition into high school.

Middle School is more than just a stopping spot between elementary and high school though. This is the place where students really start learning about self-awareness, self-management, recognizing and managing emotions, building healthy relationships and responsible decision-making.

These are crucial developmental years and we look forward to working with you to support your child along the way. The student handbook is provided as part of that support and as a reference for you and your student concerning the policies and procedures of Middle School. By becoming familiar with the handbook, you can help your child make smart decisions that will positively affect his/her school day and overall experience at Middle School.

The teachers, support staff, office staff, and I are looking forward to witnessing the growth of your child and the amazing things we know they will accomplish. We look forward to cultivating trust with our parents and providing a place where your child can thrive.

Every student, every day!

Respectfully,

Shawndy Young

Middle School Principal



CHECOTAH

MIDDLE SCHOOL

EST. 1903

BELL SCHEDULE

7:55	First Bell
8:00 - 8:47	1 st Hour
8:47 - 8:52	Passing
8:52 - 9:39	2 nd Hour
9:39 - 9:44	Passing
9:44 - 10:14	WIN
10:14 - 10:19	Passing
10:19 - 11:06	3 rd Hour
11:06 - 11:21	6 th Lunch
11:21 - 11:36	6 th Recess
11:06 - 11:21	7 th Recess
11:21 - 11:36	7 th Lunch
11:58 - 12:13	8 th Lunch
12:13 - 12:28	8 th Recess
12:28 - 12:33	Passing
12:33 - 1:20	5 th Hour
1:20 - 1:25	Passing
1:25 - 2:12	6 th Hour
2:12 - 2:17	Passing
2:17 - 3:04	7 th Hour

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are an important opportunity to discuss your child's academic progress, behavior, and overall growth.

SCHEDULED CONFERENCES

- August 4th
Meet Your Teacher
12:00 - 6:00
- Fall Conference
October 13th
3:30 - 7:00
- Spring Conference
February 11th
3:30 - 7:00

An invitation with sign-up information will be sent home prior to each conference period.

ADDITIONAL CONFERENCES

Conferences may be requested at any time throughout the school year. To schedule a conference, please contact your child's teacher or the front office.

COMMUNICATION

We encourage open communication between home and school. If you have questions or concerns, please do not hesitate to reach out.

Together, we support student success!

CHECOTAH

MIDDLE SCHOOL

EST. 1903

MISSION STATEMENT

The Mission of Checotah Middle School is to provide students with a learning environment that offers opportunities that promote and encourage intellectual, social and personal responsibility in preparation for high school and beyond. This mission encourages participation and involvement of home and community to provide mutual support in the total development of all our students.



WILDCAT PRIDE

PRIDE is a tradition at Checotah Middle School. We are proud of our students, our faculty and our facilities. We are proud of what goes on in the classroom and outside the classroom in our student activities.

As a student at Checotah Middle School, you become a part of this tradition and are expected to do only those things that will bring credit to you and your school.

Be proud of your school and do your part in keeping the campus clean and the building in excellent condition.



Be Respectful. Be Kind. Do Your Work.



Student **HANDBOOK**

2026-2027

TABLE OF CONTENTS

01	Introduction to Middle School	
02	Admission & withdrawal	
	Admissions	05
	Withdrawal	06
	Distance & Virtual Learning	06
03	Attendance	
	Attendance Policy	07
	Process & Procedure	07
	Expectations	08
	Truancy	09
	Early Dismissal/Arrival	09
	Tardy Policy	10
	Excused/Unexcused Absences	10
	Notifications	11
	Closed Campus	11
04	Student Behavior & Discipline	
	Conduct On Campus	11
	Conduct At School Activities	12
	Extention of School Authority	12
	Dress Code	12
	Drugs & Alcohol	13
	Smoking/Tobacco/Vape	14
	Cell Phone Policy	14





Student HANDBOOK

2026-2027

TABLE OF CONTENTS

Student Behavior & Discipline (Cont.)

Fighting Policy	15
Physical/Verbal Assault	16
Profanity/Derogatory	16
Language/Obscene Gestures	
Sexual Harassment	17
Bullying/Harassment/Hazing	18
Gang Involvement	19
Possession of Dangerous	
Weapon	19
Disciplinary Actions	21
Lunch Detention	22
8th Hour	21
In School Intervention	22
School Service	22
Saturday School	22
Change of Placement to	23
Distance Learning	
Due Process Procedures	24
Law Enforcement	25
Releasing Students to	25
Police	
Search & Seizure	25

05

Academic Procedures & Guidelines

Letter Grades	26
Teacher Authority to	
Issue Grades	27
Progress Reports	27





Student HANDBOOK

2026-2027

TABLE OF CONTENTS

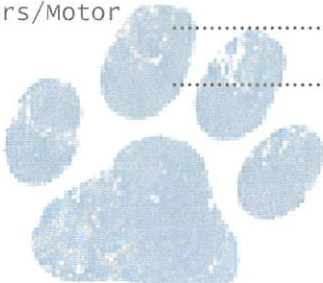
Academic Procedures & Guidelines (Cont.)

Semester Tests	27
Make Up Work	27
ZAP (Zeros Aren't Permitted)	27
Guidance Counselor	27
School Records	28
Schedules	28
Scholastic Eligibility	28
Eligibility for Activities	29
Eligibility to Volunteer	29
Remediation	29
Summer School	29
Retention	30

06

Activities/Events/Facilities/Other Campus Information

Cheerleading	30
Student Supervision	31
School Dances	31
Announcements	31
Assemblies	31
Homecoming/Special Events	31
Care of Premises	32
Destruction of School Property	32
Cheating	32
Library	32
Student Council	32
Bicycles/Scooters/Motor Bikes	32
Lockers	33





Student **HANDBOOK**

2026-2027

TABLE OF CONTENTS

Activities/Events/Facilities/Other Campus Information (cont)

Nuisance Items	33
Textbooks/Supplies	33
Identification	33
Visitors	33
Nutrition Program	34
Cafeteria Guidelines	35
Lunch/Recess Schedule	35
Transportation	35
Transportation to Activities	35
Bus Discipline	35
Bus Rider Safety Rules	36

07

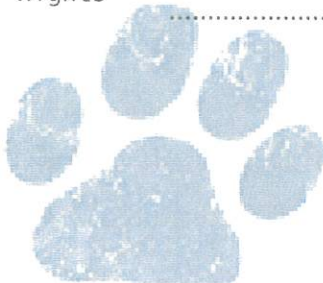
Emergency Procedure/General Information

Emergency Procedures	37
Emergency Alerts	37
Medication/First Aid	37
School Closings	38
E-Note Notification	38

08

Notifications

Policy Notification	38
Nondiscrimination Statement	38
Child Find Notice	39
Notification of Rights Under FERPA	39





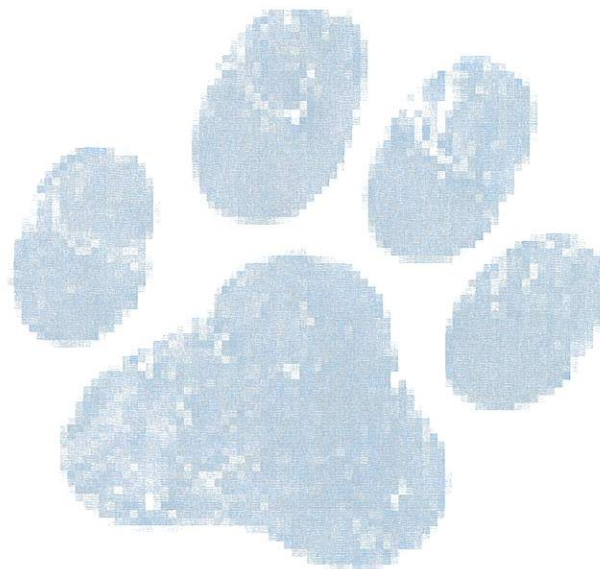
Student **HANDBOOK**

2026-2027

TABLE OF CONTENTS

Notifications (cont)

Parents Right to Know	40
Prayer in Public School	41
Asbestos Statement	41
Directory of Information	41
Checotah Faculty/Student	42
Social Networking Policy	42
Proficiency Based Promotion.....	42
Sooner Health Care	42
Insurance	42
Required Immunization	45
Schedule	45
School Health Guide Policy.....	46
Internet Agreement	48



ADMISSIONS AND WITHDRAWALS

Admissions:

The local board of education shall develop local policies, procedures and requirements for the entrance and progression of students through the educational programs of the local school system. The local board of education shall also determine the local graduation requirements for students which may exceed those of the State Board of Education. Local board of education policies and procedures shall provide, as a minimum, the following provisions.

1. All children between the age of 5 and 21 on or before September 1 shall be entitled to attend the school free of charge in the district in which they reside or are legally transferred. Students shall be placed in an appropriate educational level based upon documentation of competency in the current Oklahoma curriculum.
2. Students entering an accredited school from a school not accredited by the State Board of Education shall be tested for placement. All student placement assessments shall be administered by the receiving accredited school and the results shall be kept on file for one year.
3. A student entering an accredited school in Oklahoma who previously attended a different accredited school in Oklahoma shall receive credit in the receiving school for courses completed at the previous school. Completion of a course that satisfied a specific graduation requirement in the previous school district or state-accredited private school shall apply toward the same requirement in the subsequent school district or state-accredited private school.
4. A student entering an accredited school in Oklahoma who previously attended an accredited or similarly qualified school outside Oklahoma shall receive credit for courses completed at any previous schools that are correlated with the academic content of courses required for graduation in Oklahoma. Credit for courses shall only be transcribed as elective credit if there is no correlation between the academic content of the course and a course required for graduation in Oklahoma.
5. Students demonstrating competency in a curriculum subject shall receive credit. Credit can also be given for the successful completion of a Carnegie Unit. A Carnegie Unit is defined as a course that meets 40 minutes a day, five days per week for at least 36 weeks, or the equivalent of 120 clock hours within the school year, or the equivalent block scheduling. Educational options such as correspondence courses, independent study and certain internet instruction will also be considered appropriate methods for earning credit. However, correspondence, independent study courses and internet instruction shall not be included within the minimum 38 required units of credit offered at a comprehensive high school.

A student must demonstrate competency in or successfully complete at least 21 units of credit which must include the state-mandated curriculum and meet all other state and local mandates to be eligible for graduation. Beginning in the 2002-2003 school year a student must successfully complete 23 units of credit for the standard diploma.

Senior students who have moved from out of state or from another school in Oklahoma and who have become legal residents of a local school district may complete the number of graduation units required from the previous school.

Withdrawal:

A student who moves or otherwise must withdraw from school will secure a withdrawal form from his/her counselor.

No student will be allowed to withdraw without consent of his/her parent or guardian. All school property must be returned before final clearance will be approved.

Effective July 1, 1196:

1. HB 2692 requires school district attendance officers to notify the Department of Public Safety when a child under 18 drops out of school or is dropped from school rolls due to non-attendance.
2. This bill also requires the Department of Public Safety to deny a driver's licence to any person under the age of 18 who is not attending school or has not completed high school. A person under 18 may receive a license if he/she is working 24 hours a week or more and shows proper verification.
3. A student who is absent from the classroom without excuse for ten consecutive days (10) will be recorded as absent each day. On day eleven (11), the student will be dropped from the rolls.

DISTANCE AND VIRTUAL LEARNING

It is not the recommendation of the Checotah administration that distance or virtual learning is the best choice for educating students. Parents/guardians will assume the responsibility of ensuring the student meets academic, behavioral and attendance requirements of each of these programs to guarantee their child is attending distance or virtual school and achieving the learning goals required.

Distance learning is the learning environment where a student attends hourly courses each day through Google Meets at the assigned time and turns in assignments through Google Classroom. Students who do not "attend" classes via Google Meets will be counted absent and the CMS attendance policy will be enforced.

Virtual learning is the environment where students will be assigned classes through the online platform, Imagine Edgenuity and will receive instruction by video and class assignments/assessments are completed on the platform. Virtual students will be required to complete a minimum of 5 hours of online active learning per day and must "stay on track" with each course as defined by the Edgenuity program. Progress is monitored by a Checotah certified staff member.

Distance and virtual learning procedures:

1. Students who enroll as virtual students will be required to stay enrolled as a virtual student until the end of the semester and may not switch to traditional learning during the semester.
2. CMS students may only be placed on distance learning by school administration due to discipline actions or a documented emergency that is pre-approved by administration.
3. Virtual students may not enroll in classes that require physical presence in the classroom. (Examples: vocal music, band, athletics, etc.).
4. Distance and virtual students must be present in person on days of state and national testing. Parents will be contacted by the school counselor with dates and times.

5. Students placed on distance learning as a discipline measure will not be allowed to participate in school activities or events and may not attend school events while on distance learning.
6. Distance and virtual students should check, and read, their school emails at least 2-3 times per school day and respond to emails in a timely manner.
7. Parents/guardians of distant and virtual learners are expected to check students' grades, progress and attendance weekly. It is the parent's responsibility to ensure students complete assignments, attend class and conduct themselves appropriately.
8. Distance learning students must log in to Google Meets every class period when the class begins and stay in attendance for the entirety of instruction or until dismissed by the teacher. Distance learning students must complete and turn in assignments on time and as directed by the teacher. Virtual students must log 5 "active" hours on the Edgenuity session log every day and maintain an "on track" status in all classes.
9. Distance learning students must be sitting at a desk or table when joining classes on Google Meet. Students shall be seen at all times, when asked questions the student must reply. Dress code shall be met.
10. Internet loss will not be an excused absence; it will be recorded as an unexcused absence. It is the parent's responsibility to ensure that internet access is available to the student each school day.
11. Attendance for students on distance learning is measured by the student completing assignments by the due date, joining the class via Google Meets on time, participating daily in Google Meets each class period and responding to prompts provided through Google Classroom during the appropriate time assigned by the teacher. A student assigned to distance learning will be truant if he/she does not participate or complete assignments unless the parent/guardian contacts the school concerning the absences. Any day in which the student does not meet the participation criteria will be recorded as an absence. **After five (5) absences Juvenile Services may be notified.**

In Oklahoma, students adjudicated as delinquent or on active probation, especially for certain violent or disruptive offenses, may face limitations on his/her school placement and access to regular education settings. Specifically, schools can deny regular classroom placement until they determine the student no longer poses a threat, and may utilize alternate educational settings, like home-based instruction or alternative schools. Victims of juvenile offenders also have the right to request separation from the offender at school and during school transportation.

ATTENDANCE POLICY

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times that do not conflict with classroom instruction. Students are expected to be in class on time each day of the year. **A student MUST be in attendance ninety percent (90%) of the same semester in order to meet the minimum requirements to pass a class.**

Attendance Process and Procedures

1. Parents/guardians are responsible for notifying the school office regarding the reason for the absence. This notification may be communicated through a phone call, email or written notice signed and dated by the parent/guardian.
2. Any absence without notification from a parent/guardian will be considered unexcused. Notifications should be made the day of the absence or the day the student returns to school. Verification from doctors should be brought to the office the day the student returns to school from being ill. The office will accept verification of illness no more than 5 days after the student returns to school. Verification of illness must be on a doctor's letterhead.
3. Absences due to approved school activities or administration absences will **NOT** be counted toward the maximum number of absences a student may accumulate each semester before failing classes.
4. Absences verified by approved doctor's verification **WILL BE** counted toward the maximum number of absences a student may accumulate each semester before failing classes.
5. The school has the responsibility to refer chronic attendance problems to the appropriate juvenile authorities.
6. Attendance for students on distance learning is measured by the student completing assignments by the due date, participating daily in Google Meets each class period and responding to prompts provided through Google Classroom during the appropriate time assigned by the teacher. A student assigned to distance learning will be truant if he/she does not participate or complete assignments unless the parent/guardian contacts the school concerning the absences. Any day in which the student does not meet the participation criteria will be recorded as an absence. **After five (5) absences Juvenile Services may be notified.**

Attendance Expectations

Section 10-106 of Title 70 of the Oklahoma Statute requires that school officials keep attendance records and report excessive absences to the district attorney's office for filing of misdemeanor charges.

Section 10-105 of Title 70 provides that a parent may be charged with a misdemeanor offense of Refusing and Neglecting to Cause a Child Under the Age of Eighteen to Attend School if:

1. A child is absent without a valid excuse for four (4) or more days or parts days within a 4-week period.
2. If a child is absent without a valid excuse for ten (10) or more days or parts of days within a semester.

A parent or guardian may be fined up to \$100 per count for each unexcused absence of their child upon conviction of this offense. School officials will report if your child has missed either four (4) or parts of days without a valid reason within a 4-week period, or ten (10) or more days without a valid reason within the semester.

The school will attempt to notify parents about unexcused absences each quarter. A conference may be held to discuss the nature of any unexcused absences as well as possible consequences to the students grade. Parents may request a conference through the school's administration within five (5) school days of the absence in question. Parents are encouraged to review a student's attendance record which is available on the online gradebook and meet with school officials regarding attendance records of their student at any time during the

year.

Truancy: includes but is not limited to the following:

1. Not being present for all or any part of a school day without previous knowledge or consent of a parent or guardian.
2. Leaving the campus during any part of a school day without receiving permission from administrative personnel to leave.
3. Failing to return to the designated area (classroom, counselor/administrator's office, library, gym, etc.)
4. Failing to attend assigned classes or school sponsored activities whether or not the offending student is on the school campus.

Truancy Consequences:

Students who leave campus or who are not where they are supposed to be on campus will have the following consequences:

Student did NOT leave campus:

Violation #1	8th Hour
Violation #2	Saturday School & Truancy Citation
Violation #3	In School Intervention & Truancy Citation
Violation #4	Change of Placement & OJA Referral
Violation #5	Juvenile Services May be Contacted

Student DID leave campus:

Violation #1	In School Intervention & Truancy Citation
Violation #2	Change of Placement & OJA Referral
Violation #3	Juvenile Services May be Contacted
Violation #4	Juvenile Services May be Contacted

Early Dismissal

If a student must leave during the day he/she must use the following procedure:

1. A parent/guardian must go into the office or call before a student will be allowed to leave
2. Students must sign out in the office before leaving campus
3. Students may NOT leave campus during lunch unless accompanied by a parent or legal guardian
4. Only adults listed on the student information system will be allowed to pick up a student
5. Students will not be allowed to sign out without parental consent.

Late Arrivals

A student reporting to school after the first bell must use the following procedure:

1. His/her parent must go into the office upon arrival or call the office before the student arrives
2. The student must sign in at the office and obtain the proper form for admission into class

3. Students may NOT go to class until they have checked in at the office

Tardy Policy

Being tardy to class is a disruption of the normal operation of school and must be taken seriously. A student is tardy if not in the classroom when the tardy bell rings.

1. A student must be present 37 minutes of a 47-minute period to be considered present.
2. All tardies will accumulate each semester in class.
3. Three tardies = 1 absence

Teachers may assign disciplinary action beginning with the second tardy for their respective class. Teacher action is required in at least one of the following areas:

Tardy Consequences

Violation #1	Address the student (warning/reminder)
Violation #2	Address student, assign one day of lunch detention <u>and</u> contact parents
Violation #3	Assign 2 days of lunch detention <u>and</u> contact parents
Violation #4	Assign 2 days of 8th hour <u>and</u> parents contacted
Violation #5	Refer to the office. Saturday school will be assigned <u>and</u> parents contacted
Violation #6 and beyond	Will include additional Saturday school and/or In School Intervention

Excused Absences

Excused absences result when a student misses one or more classes during a school day with the knowledge or permission of a parent/guardian or school authorities.

Example of excused absences:

1. Personal illness or serious illness in the immediate family
2. Doctor or dental appointments (please make every effort to arrange appointments outside of school hours)
3. Deaths and funerals
4. Absence of an emergency nature deemed unavoidable by the school principal

Examples of unexcused absences:

1. Over sleeping
2. Missing the bus
3. Car trouble / Flat tire
4. Leaving campus without the consent of a parent/guardian and school official
5. Weather (unless the building principal, with guidance from the superintendent, declares an emergency)

The student is responsible for obtaining, completing and turning work in to the teacher within the allotted time. In general, students will be granted one (1) school day for each school day missed due to an absence to turn work in. Assignments are available daily on Google Classroom. Students may not be given credit for work made up during an unexcused absence.

A student **MUST** be in attendance ninety (90%) of the same semester in order to meet the minimum requirements to pass a class. This means a student must not have more than 9 absences per semester (INCLUDES excused, unexcused, doctor and court absences).

Notifications

Title 70, Section 10-105 of the Oklahoma School Code states that: it shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. . It shall be unlawful for child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school to work, to neglect or refuse to attend and comply with the rules some public, private or other school, or receive an education by other means for the full term the schools of the district are in session. . It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine.

The school will attempt to notify parents about unexcused absences each quarter. A conference may be held to discuss the nature of any unexpected absences as well as the possible consequences to the student's grade. Parents may request a conference through the school's administration within five (5) days of the absence in question. Parents are encouraged to review a student's attendance record which is available on the online gradebook and meet with school officials regarding the attendance records of their students any time during the school year.

Closed Campus

CMS operates as a closed campus. Students **MUST** stay on school grounds from the time they arrive, even if the first period has not started yet, until dismissal. Students who leave campus without permission will be considered truant.

STUDENT BEHAVIOR AND DISCIPLINE

It is the district's intent to provide an orderly school climate that will foster the maximum academic learning time possible for each student. The School Code of Conduct is designed to maintain educational efficiency in the school setting. The district's expectations of student conduct are described in the code. The code also specifies the consequences for violations of those expectations. It is the district's intent to provide incentives that will promote adherence to the Student Code of Conduct.

Conduct on Campus

Students are expected to conform to the following rules:

1. Pass through hallways quietly

2. Profanity or loud, boisterous conduct will not be permitted in the buildings or on the grounds
3. Obscene gestures or remarks, profanity or possession of pornographic materials will not be permitted at school activities or during the school grounds and will result in a referral to the principal for disciplinary action
4. Public display of affection (PDA) is not appropriate behavior for school. Publicly displaying affection will result in disciplinary action. This includes holding hands, walking or sitting with arms around each other, or any physical contact that is inappropriate for the school/work setting.

Disciplinary Actions for PDA:

Violation #1	8th Hour
Violation #2	2 Days of 8th Hour
Violation #3	In School Intervention
Violation #4	2 Days In School Intervention
Violation #5 or greater	Additional Days Intervention, Saturday School, Change of Placement

5. Students are not permitted to interrupt a teacher's class to see another student without written permission from a counselor, administrator, or another teacher.
6. No food or drink is allowed on campus unless it is packed in a lunch or purchased at the concession stand. Parents may NOT drop off fast food for students to eat at lunch or breakfast.

Conduct at School Activities

Students will be held accountable for their behavior at all school activities, on and off campus. Alcohol or drug usage will not be tolerated at school-sponsored activities. Students are not permitted on any athletic field or playing surface during athletic contests. Any student entering a playing field or playing surface to intimidate or enter a fight may receive an out-of-school change of placement and/or have their opportunity to attend other school activities revoked.

Extension of School Authority

The school has authority over students at all school activities (home and away) or whatever a student is participating in a co-curricular or extracurricular activity. Fighting, use of alcohol or illegal substances, or other forms of misbehavior will be considered school problems and will be dealt with by school administration. A student may receive a change-of-placement for misbehavior that occurs outside the school day or off the school campus. Some behaviors may involve a police investigation.

Dress Code

The Checotah Public School Board and Administration are aware that most of the students exhibit taste and personal pride through good grooming and dress habits. However, it is policy that all students are to be neat, clean, and appropriately dressed to promote an educational atmosphere. Therefore, the rules below shall be followed in reference to student dress.

1. Bandannas may not be worn. This applies to both male and female students.
2. Hats may not be worn at any time inside buildings on campus
3. Non-prescription sunglasses may not be worn inside buildings

4. The following items and/or articles of clothing or tattoos are prohibited:
 - a. Those which advertise alcoholic beverages, sex, drugs or tobacco
 - b. Those which are lewd, offensive, vulgar, contain obscene language or are distracting
 - c. Those which, in the opinion of the administration, promote violence (such as weapons, political state, etc.)
 - d. Those associated with gangs or gang membership
 - e. Those which may be considered racially, religious, or gender insensitive
 - f. Those which may be considered as a weapon including, but not limited to, studded jewelry, chains, etc.
5. No cropped tops, halter tops, tank tops, muscle shirts, or any item exposing the midriff may be worn by either sex. The bottom of the shirt must overlap or be tucked into the pants, skirts, shorts, etc., so that the midriff, underwear, or any portion of the back and buttocks are not exposed.
6. No see-through clothing, clothing with holes above the knees, or extremely tight fitting clothing shall be permitted. Flesh colored leggings or undershirts will not be allowed as a means to cover holes or see through clothing.
7. Shorts, skirts and/or dresses may be worn year-round, however the length shall be no shorter than one dollar bill width above the top of the kneecap. Slits in shorts, skirts and dresses are considered as part of the measurement.
8. No house shoes, slippers or clothing designed for sleep is permitted.
9. Shoes must be worn at all times.
10. All clothes will be worn as intended by the design of the garment.
11. Leggings may be worn. Flesh colored leggings are not permitted
12. Holes in jeans must be below the knee. If holes are located above the knee the student must have the holes either patched, or wear something under the jeans so skin is not exposed. Clothing under jeans may not be flesh colored.
13. Blankets are not permitted at school.
14. No animal tails or ears may be worn at school.

Enforcement of Dress Code

Provisions of the dress code are applicable to the school day AND to school related activities. The building principal may authorize exceptions or modifications of a provision of the dress code for a specific purpose. The principal, or other designated school official of each school, is delegated the authority to determine the proper action to be taken in issues related to dress code.

Discipline Steps for Dress Code Violations

Violation #1	Noon Detention
Violation #2	8th Hour
Violation #3	Saturday School
Violation #4	3 Days In School Intervention
Violation #5	5 Days In School Intervention
Violation #6	Change of Placement

The intervention program and change of placement may be used along with parent and/or student conferences. Students may be sent home at any step if the violation is determined to be flagrant or the student refuses to

conform to dress code policy. In all instances, the student will change clothes to meet the dress code or be sent to Intervention for the day. Students choosing to go home to change clothes will be considered absent and an unexcused absence will be recorded.

Rules Regarding Drugs and Alcohol

1. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, 3.2 beer), illegal or illicit drugs, or other mood altering substances at school, while on school property or in school vehicles, or at any school-sponsored event.
2. Counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
3. Violation of these rules will result in imposition of disciplinary measures, which may include change of placement for the remainder of the current semester and the following semester.
4. Student violation of these rules, which also constitutes illegal conduct, will be reported to law enforcement authorities.

Smoking / Tobacco / Vape Products

The Board of Education asserts that smoking and/or the use of smokeless tobacco is harmful and injurious to health. Oklahoma Statute 10A-2-8-224 states, "Purchase, receipt, or possession of tobacco or vapor products or any product containing nicotine by minors is prohibited."

CMS students are not allowed to smoke, dip snuff, chew tobacco or be in possession of tobacco products, vapor products or lighters in school buildings, on school grounds, or on school buses. This rule applies to any school sponsored activity, on or off campus.

Discipline Steps for Smoking / Tobacco / Vape Products

Violation #1	5 days Change of Placement and 5 Days In School Intervention
Violation #2	10 days Change of Placement and 5 Days In School Intervention
Violation #3	15 days Change of Placement and 5 Days In School Intervention
Violation #4	20 days Change of Placement and 5 Days In School Intervention
Violation #5	25 days Change of Placement and 5 Days In School Intervention

Continuing offenses will result in a long term change of placement.

Students in violation of the smoking, tobacco, tobacco substitutes, vapor products policy may not attend or participate in any school events or be on campus other than for intervention, counseling, or testing during their discipline period.

Law enforcement may choose to issue a ticket beginning with the first offense.

Cell Phone / Personal Electronic Device Policy

To promote a focused, respectful, and productive learning environment by reducing distractions caused by student cell phones and other personal electronic devices, in accordance with Oklahoma Senate Bill 139, students are prohibited from using or possessing powered-on cell phones or personal electronic devices (this includes any device that is capable of cellular or internet access, including smartphones, smartwatches, smart headphones, tablets or smart glasses,) during the entire school day.

Powered-off devices must always be out of sight and in a bag. Students may not store devices on their person (i.e., pants pocket, hoodie pocket, jacket, etc.) Devices provided or approved by Checotah School District for classroom instruction are exempt.

Students with documented medical requirements (such as glucose monitors) or other health related devices may possess and use those devices as necessary but only for the use documented and must notify the office of such devices. In the event of a school or health emergency, administration may notify students that they may use a device to contact parent/guardian or emergency personnel during a genuine emergency. Administration will determine if an emergency exists and deems the need for use of a device.

The school will provide a lock box for students to utilize in the office area if they do not have a safe place to store their cell phone. This is not a discipline measure and students may come and get the phone at the end of the day. Students in 8th hour and/or intervention will be required to keep their devices in a provided lock box while in that setting.

Disciplinary Consequences

Violation #1	Device confiscated and returned at the end of the day
Violation #2	Device confiscated and returned at the end of the 2nd school day
Violation #3	Device confiscated. Parents may pick up the device at the end of the 3rd day. Students will now be required to check the device in at the office each morning.
Violation #4	Device confiscated. Parents may pick the device at the end of the 4th school day. 2 days of intervention assigned. Students will be required to check the device in at the office each morning.
Subsequent Violations	Progressive discipline actions with confiscation extended and up to at home distance learning.

Alternative Consequences at Parent Request

Violation #1	Device confiscated and returned at the end of the day. 5 days in school intervention.
Violation #2	Device confiscated and returned at the end of the day. 8 days in school intervention.
Violation #3	Device confiscated and returned at the end of the day. 10 days in school

	intervention.
Violation #4	Device confiscated and returned at the end of the day. 12 days in school intervention.
Subsequent Violations	Progressive disciplinary actions with confiscation extended and up to at home distance learning assigned for flagrant violations.

Zero Tolerance for Fighting Policy

Fighting will not be tolerated at CMS. Neither verbal abuse nor any other nonphysical provocation shall be an excuse for physical violence. Any student who strikes another person on the CMS campus or during school sanctioned activities may be subject to a change of placement up to the remainder of the semester and/or the following semester. In a case involving excessive violence or physical damage, the change of placement may extend into the following year.

As soon as possible after a fight, any student participating in the fight will meet individually with the administrator. At that time the student will be informed of the charges against him/her, the factual basis for the charges, and shall be given the opportunity to tell his/her side of the story. If the student participated in the fight, he/she will immediately be given a change of placement, unless the administrator finds that the student acted solely in self-defense.

Tickets, fines and/or community services may be issued by law enforcement for fighting. If assault and/or battery is determined, fines may be increased.

Consequences of Fighting

Violation #1	Change of placement up to 10 days and up to 35 days In School Intervention
Violation #2	Change of placement up to 45 days and up to 45 days In School Intervention

Facts to be considered regarding length of change of placement for fighting:

1. Whether the student has previously complied with the student discipline policy
2. Damage done or injuries sustained by any person as a result of the fight
3. Potential danger the student poses to other persons

In the absence of aggravating circumstances, short term change of placement may be appropriate for a first time fighting offense.

Contributing to the Altercation

Any student who contributes to the instigation or further aggravation of a situation that leads to a fight or disturbance will receive consequences and possibly a disorderly conduct ticket if the situation is deemed a contributing factor to the disturbance of the school environment by administration.

Physical Assault / Verbal Assault on Adult Supervisors

Any act of physical violence directed at the administration, teachers, staff member, and/or bus driver will result in the following consequences. Charges may also be filed with the police department and tickets/fines of up to \$2000 for assault and/or battery and up to \$5000 for aggravated assault and/or battery.

Violation #1: May result in a change of placement to the home for the current semester and the following semester and may include any of the following:

1. Recommendation for permanent exclusion
2. Parent conference
3. Police involvement and a recommendation for prosecution under the terms of the law

Upon his/her return to school, the student will be placed on a behavior contract which will set forth the terms and conditions for continued attendance.

Profanity / Derogatory Language / Obscene Gestures

Profanity, derogatory language, racial slurs and/or obscene gestures will not be permitted or tolerated at CMS or at any school activity at any time.

The aforementioned, in either spoken or written language, directed toward an adult supervisor, teacher, administrator, staff member or bus driver may result in a change of placement of up to 45 school days.

If directed toward another student it may result in a up to 5 days of change of placement and 10 days of in school intervention depending on the offense.

Sexual Harassment

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment of any of its employees or students. This policy applies to all students and employees, including non-employee volunteers whose work is subject to the control of school personnel.

Definition of Sexual Harassment

Any unwelcome sexual advances, requests for sexual favors, or verbal, physical, or other sexually offensive conduct made by anyone on district property or during any district-sponsored event when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual's education or employment
2. Submission to or the rejection of such conduct by an individual is used as a basis for educational or employment decisions affecting that individual; and or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational or work performance creating an intimidating, hostile or offensive educational or work environment

Examples of acts of sexual harassment that shall not be tolerated, include but are not limited to

1. Written: Sexually suggestive obscene letters, notes, invitations, graffiti or emails
2. Verbal: Sexually derogatory comments, epithets, slurs, degrading jokes, "teasing" or "kidding" about sexual prowess, demeaning comments about a person of a particular sex, solicitations of sexual favors or attention
3. Visual: Sexually oriented gestures, displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, posters, etc.
4. Other: Any other action which emphasizes the vulnerability of the victim specifically because of

gender.

Actions to be taken

Students who sexually harass shall be subject to any and all disciplinary actions that may be imposed by the district's policy regarding student behavior.

If a member of the public is in violation of this policy, the response may include barring the person(s) from district property, termination of business relationships with individual(s) and/or prosecution of the person(s).

Procedures

1. A student who feels comfortable doing so, should directly inform the harasser that such conduct is unwelcome and must stop.
2. A student, or parent of the student, may bring a complaint to the principal or counselor.
3. The principal will be responsible for notifying the superintendent of the complaint if the complaint involves an employee.
4. If the complaint involves an employee, the principal and superintendent shall immediately investigate the complaint and shall, at the end of the investigation, recommend disciplinary action against the harasser if the complaint is substantiated. Both parties shall be notified of the investigation.
5. If the complaint does not involve an employee, the principal shall immediately investigate the complaint, and, at the end of the investigation, recommend disciplinary action to be taken against the harasser if the complaint is substantiated.
6. Any formal complaint investigated under this policy shall be handled pursuant to Board Policy.

Retaliation

Retaliation shall not be permitted against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation or proceeding conducted under this policy.

Bullying / Harassment/ Hazing

It is the policy of Checotah School District that no student or employee of the district shall participate in or be members of a secret organization that is in any degree related to the school or to a school activity.

For the purposes of this policy,

Bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. It is a pattern of behavior by a student, or group of students, that is intended to harass, intimidate, ridicule, humiliate or instill fear in another child or group of children whether done in person, by written communication, or by use of any electronic device. Bullying behavior can be a threat of, or actual, separate actions directed against multiple students.

Hazing is defined as an activity which recklessly or intentionally endangers the mental health and/or physical health or safety of a student for the purpose of initiation or admission in or with any

organization operating subject to sanctions of the school district.

Harassment is defined as the deliberate taunting of a student, or adult, by means of language or physical contact in an attempt to degrade or humiliate. Harassment exists when an individual student or an unorganized group of individuals who use(s) rough practical jokes or cause(s) a student to perform meaningless, difficult or humiliating tasks during school hours, functions and activities.

No student in this district will be subject to bullying, hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities whether connected to an organization or not.

Any act of bullying or harassment should be reported to a teacher or the CMS principal by email (sdyoung@checotah.k12.ok.us), in person at the office, or by phone at 918-473-2239. Students may also report incidents anonymously through the school's STOPit app. All reports will be investigated, addressed, and notification to proper authorities will be conducted by the administration.

District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include expulsion for students and employment termination for employees in compliance with state law.

References: 21 O.S. 1190 (Section 826, School Law Book, 1997) Amended by S.B. 129, 1995 Legislative Session and S.B. 992, 2002 Legislative Session

Gang Involvement Policy

To enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, Checotah Public School Prohibits any gang-related involvement during activities at school, during school related functions, or on any school district property.

The school identifies gang activity and/or involvement as:

1. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliated with a gang or other secret society
2. Committing any act or using speech, either verbal or nonverbal, (gestures, handshakes, stances, etc.) showing membership in or affiliation with a gang or other secret society
3. Using speech or committing an act which furthers any kind of interest in any gang activity including but not limited to
 - a. Soliciting and/or initiating others to membership in a gang or other secret societies
 - b. Requesting a person to pay for protection or otherwise intimidating or threatening of a person
 - c. Committing an illegal act or violation of school district policies
 - d. Inciting other students to act with physical violence upon another person
 - e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

Violation #1	Parent and police notification. Law enforcement may issue tickets/fines. 3 days change of placement to distance learning and 45 days in school intervention
--------------	---

Policy Prohibiting Possession of Dangerous Weapons In School

1. In order to provide a safe environment for the students and staff of the Checotah School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons or replicas or facsimiles of dangerous weapons.
2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the school district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school.
3. For this foregoing reason, possession by any student or employee of a dangerous weapon, as that defined in this policy, or replica or facsimile of a dangerous weapon, while on school property, at a school sponsored activity, or in a school bus or vehicle, is prohibited.
4. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon (1) on his person, (2) in his locker, (3) in his vehicle, (4) held by another person for his benefit, (5) at any place on school property, a school bus or vehicle, or at a school activity with such person's knowledge of the weapon's location.
5. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade of greater than three (3) inches, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife where the blade is carried in a partially open position, any pocketknife with blade shorter than three (3) inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replica or facsimiles thereof or any item which is used to threaten harm or is used to harm any person.
6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency change of placement from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may receive a change of placement or placed on distance learning and suspended from all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.
7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, school district employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any board policy and any negotiated agreement that is applicable to the employee.
8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall

- immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any student or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or principal's designee of the situation.
9. If the teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.
 10. If the principal or designee learns that a student or employee is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the principal or designee shall observe the following procedure:
 - a. Immediately investigate the matter and contact the police, if appropriate.
 - b. If not already confiscated by an employee of the school and if it can be accomplished without risk of injury, the principal or designee should take possession of the dangerous weapon or replica or facsimile.
 - c. Notify the superintendent of schools or designee.
 - d. In the case of a student, notify the parents.
 - e. Cooperate fully with the police.
 - f. Transfer confiscated weapon to the police department.
 - g. Notify juvenile authorities. Law enforcement may issue tickets/fines.
 - h. SDE – Safe School
 11. Except as may be required by law for disabled students, any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another school district school site in lieu of change of placement to distance learning.
 12. A student, who has been suspended or placed on distance learning from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the Checotah School District.
 13. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools, is required.
 14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

Explanation of Disciplinary Actions

Administrative Discipline

1. Conference with student
2. Conference with parent/guardian
3. Lunch detention
4. 8th hour
5. Behavior contract

6. No contact contract
7. School service
8. In school intervention
9. Saturday school
10. Change of place to home
11. Any other correction deemed appropriate and/or a combination of corrections.

Administrative disciplinary action is determined at the discretion of the administrator and may include any alternative available.

Lunch Detention

Students may be assigned lunch detention for minor infractions. When assigned, students spend lunch and recess in the detention room. After four (4) lunch detentions for the same or similar infractions, students will be assigned 8th hour. Missing a lunch detention or arriving late will result in another day of lunch detention being assigned.

8th Hour Detention

8th hour is an after school detention used for repetitive minor infractions and will be assigned after a student has served 4 lunch detentions. It may also be used at the principal's discretion for certain behaviors.

Procedures for 8th hour

1. Monday and Wednesday 3:10 - 4:10
2. Located in the office
3. Tardies to 8th hour detention will result in another detention being assigned.
4. Failure to attend on the assigned day will result in further disciplinary action
5. Should a student not be able to attend on the assigned day due to transportation issues, he/she must be excused by the school administrator BEFORE detention begins and will be assigned a half day of in school intervention in lieu of 8th hour.
6. Any disorder or disruption which causes a student to be removed from 8th hour detention will result in further disciplinary action.

In School Intervention

Many school behavioral problems can be eliminated by effectively intervening before change of placement becomes necessary. CMS has provided an additional option for our students by providing in school intervention. Parents will be notified of this placement.

It is the intent of this program to provide a short-term placement in this temporary environment. However, the length of stay will be determined by the individual circumstances in each case. Students assigned to intervention more than once, may be assigned a time to meet with a counselor to address behavior and/or discipline concerns.

The aim of this program is to deter inappropriate behavior while keeping the offenders in the school environment. CMS believes a program of this type is necessary to ensure the school is able to deal more effectively with students who have behavioral problems.

In general terms the purpose of the program is to identify students who show signs of chronic misbehavior in class, to remove them from class to correct or modify their behavior in a positive manner, and to return the student to class as soon as possible to function in a more productive and responsible way.

In school intervention times are from 7:55 a.m. to 3:04 p.m. Students assigned to in school intervention will go directly to the designated area immediately upon arriving at school. The intervention teacher will collect

students and escort them to the intervention room.

School Service

The School Service Program is sometimes used to serve in lieu of other normally prescribed student disciplinary actions. The administrative staff will have the authority to make this recommendation.

School service is a restorative work program, which is held before, during and/or after school hours, and under the guidance of an administrator. The time of the program will be determined on an individual basis. The administrative staff will establish the number of hours for a student to perform school service work.

The service work may include, but not be limited to

1. parking lot clean up,
2. grounds trash pick-up,
3. inside building cleaning, or
4. Transportation Department assignment.
5. Any other restorative measures that are appropriate for a particular situation

Should a student fail to perform the assigned number of hours within the allotted time, the punishment will revert to an alternative disciplinary measure.

Saturday School

A student may be assigned Saturday School in lieu of other forms of discipline. Saturday School will be served from 8:00 a.m. to 12:00 noon. Saturday School is located at the High School.

Procedure

1. Saturday School will begin promptly at 8:00 a.m. in a designated room and will be dismissed at 12:00 noon sharp. (No admittance after 8:00. No early dismissals)
2. The following policy will be in force during the entire time that students are in the room:
 - a. NO TALKING (not even whispering) during the entire time students are in the room.
 - b. NO DISTRACTIONS of any sort (no noise making of any type, getting out of seats, passing or throwing articles to others, etc.). Students may get out of their seats to get paper, sharpen pencils, or to see the supervisor. Trash will be thrown away at break time only.
 - c. NO CELL PHONES or electronic devices. A referral will be written for additional disciplinary actions if a student activates, uses, or is in contact with a cell phone or electronic device.
 - d. NO FOOD OR DRINK
 - e. SCHOOL WORK ONLY. Students must be fully engaged with school work (no newspapers, magazines, art, crafts, or games). No sleeping, window gazing, or doodling. Students must be engaged in four (4) hours of profitable brain activity with school work. If all assignments are completed satisfactorily and time still remains, disciplinary packets will be assigned.
 - f. NO BACK TALK WHATSOEVER. Follow all directions when given

Any violation of these rules will result in Saturday School failure and the student will be asked to leave at that time.

Students will be allowed one ten (10) minute break at 10:00 a.m. At 11:55 a.m., all students will stop work, turn

in all assignments, and straighten up the room prior to being dismissed at 12:00 noon.

If a student fails to attend an assigned Saturday school, he/she will be assigned one (1) day of in school intervention and Saturday school will be reassigned for the next scheduled Saturday.

Change of Placement to Distance Learning

Change of Placement is designed to remove the student from the school for his/her benefit and/or the benefit of the general school population. Students may be excluded from school for the current semester and the succeeding semester for a violent crime, drug possession, weapons, continued defiance of rules and policies or other offenses as allowable by law. Any change of placement where a parent refuses to pick up the student will result in law enforcement being contacted to remove the student from campus.

Students who are placed in distance learning for disciplinary reasons are NOT permitted to come on campus until they are reinstated unless they have special permission from the administrator (testing, counseling, IEP meeting).

Students who are placed in distance learning are NOT permitted to attend, practice for, or participate in ANY Checotah School District activity.

Change of Placement Procedural Rules and Regulations

The principal shall have the authority to change the placement of any pupil who is guilty of any of the following acts while in attendance at such school or in transit (by school transportation or under school supervision) to or from school, at any school function authorized by the school district, or when present on any facility under the control of the school district.

1. Immorality, racial remarks, or profanity
2. Truancy
3. Violation of written school rules, regulations or policies
4. Assault upon another student or person
5. Possession, threat, or use of a dangerous weapon as defined by State Statute
6. Possession or being under the influence of any narcotic drug, stimulant, barbiturate or alcohol
7. Use and/or possession of any tobacco/vapor product
8. Conduct that disrupts the operation of school
9. Conduct that jeopardizes the safety of others
10. The willful disobedience of the request of any school official in the performance of such school officials duties.
11. Failure to attend an assigned detention class or intervention without prior approval
12. Failure to comply with State Immunization Law
13. Vandalism or theft
14. Excessive tardiness
15. Fighting on school premises or at school activities
16. Verbal or physical abuse
17. Illegal use of parking permits
18. Unauthorized departure from campus and/or class
19. Unauthorized entry to buildings and/or campus
20. Failure to attend assigned class while on campus without prior office approval
21. Gambling
22. Harassment
23. Disrespect to staff member

- 24. Failure to have proper enrollment forms signed and completed, including medical documentation
- 25. Bullying and/or racism

Upon returning to the school setting from a change of placement to distance learning, the student and parent/guardian must meet with the principal, or designee, to discuss behavioral expectations and consequences moving forward.

The constitutional rights of individuals assure them the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is approved with regard to the administration of discipline in Checotah Public Schools.

Educational Plan for Change of Placement to Distance Learning.

The school administration and/or counselor will provide the student with an education plan designed for the eventual reintegration of the student into school. The parent or guardian of the student shall be responsible for monitoring the student's educational progress until the student is readmitted into school. Failure of the student to comply with the educational plan will result in the student being placed in intervention until he/she has completed academic expectations following the change of placement period. The administration will consider this as non-compliant with the terms of the suspension/change of placement.

Due Process Procedures

If the student, student and parents, or parents, desire to appeal the decision, they may request an appeal by filling out an appeal request form (available in the Principal's office) within (2) two school days after receiving the decision. Suspensions of five days or less may only be appealed to the building principal. Suspension of six to ten days may be appealed to the committee. Suspension exceeding 10 days may be appealed to the superintendent and then to the Board of Education. **Intervention is not considered an out-of-school suspension and may not be appealed.**

1. The first level of appeal will be before a committee consisting of seven persons, a school administrator, and six classroom teachers, all of whom will be appointed by the principal.
2. The student shall be allowed to continue in school until such hearing is held and a final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process or the safety of school staff members or other students.
3. At the appeal hearing, each side will present their evidence, cross-examine witnesses, and present any evidence that they deem to be of interest.
4. At the completion of the appeal hearing, the panel will meet (without principal or parents present) and issue a written advisement to the principal concerning the situation.
5. The principal will make a decision based upon the evidence and the input of the panel. The principal will notify the parents as to the decision within 24 hours of the appeal hearing. The letter shall contain a statement advising the parents of their right to appeal the decision to the Board of Education by filing an appeal request at the Superintendent's Office within two (2) school days of receiving the decision.
6. If the parents elect to appeal the decision and fill out the appeal request at the Superintendent's Office within two (2) days of receiving the Principal's decision, a hearing is to be scheduled at the next regular Board meeting or at a special Board meeting called for this purpose. The student shall be allowed to

continue in school until such hearing is held and final disposition of the matter is made, unless the student's presence in school is a threat to the orderly educational process or the safety of school staff members or other students. In this case, a student may be prohibited from attending school until final disposition of the matter by the Board of Education. The principal shall make this decision.

7. The student and his or her parents are to be advised of the time and date of the Board hearing and that they are entitled to be represented by counsel if they so choose. The principal shall have the option of representation by counsel also.

8. At the end of the Board hearing, evidence is to be presented by both parties. The student shall be afforded an opportunity to question his or her accusers at both the preliminary and the Board hearings either personally or through counsel.

9. Accurate minutes of hearings are to be kept, along with all evidence as to the guilt or innocence of the student.

10. The Board of Education shall render a decision either upholding the suspension or revoking

Law Enforcement

Law enforcement may issue tickets for offenses conducted at school or school activities. This includes fighting, assault, alcohol, drugs, vapes, weapons or any behavior that disrupts the educational process.

Releasing Students to Police

When an officer with police authority comes to the school for the removal of a student by arrest (legal warrant); the student will be released to the officer. The school will make every effort possible to notify the parents that the officer has removed the student from the school. The school will record the name and title of the arresting officer so follow-up attempts by the school or the parents may be facilitated. An officer is allowed to come to the school for the purpose of questioning a pupil.

Search and Seizure

The superintendent or principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, and hereinafter referred to as controlled dangerous substances, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The Superintendent or principal authorizing such search shall notify the local law enforcement agency, which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search.

The superintendent or principal authorizing the search shall have authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled substance.

PUPILS SHALL NOT HAVE ANY REASONABLE EXPECTATION OF PRIVACY TOWARD SCHOOL ADMINISTRATORS OR TEACHERS IN THE CONTENTS OF A SCHOOL LOCKER, DESK, OR OTHER SCHOOL PROPERTY. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be given a change of placement by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. **Any Tobacco/Vape/Drugs/Alcohol products and/or weapons will be confiscated and parents notified with each offense.**

ACADEMIC PROCEDURES AND GUIDELINES

The letter grades of A, B, C, D, F, and I are used to indicate the level of achievement of all students in CHS. The letter grades used will indicate the following degree of achievement:

100 - 90	A	Excellent: A superior quality of work
89 - 80	B	Above Average: Good quality of work
79 - 70	C	Average: Satisfactory work and progress
69 - 60	D	Below expected quality of work
59 - Below	F	Failure to meet minimum competency level
Incomplete	I	Student is given an extension (usually 2 weeks) to complete work
70 - Above	P	Pass
69 - Below	F	Fail
*F	F	Fail unless conditions set by the principal are met for attendance and/or grades.

Teacher Authority to Issue Grades

The teacher has the responsibility to determine an appropriate grading system and to evaluate student progress. If a student has a question about his/her grade, he/she should first discuss it with his/her teacher. Appeals may be heard by the school's administration following a student/teacher conference. Teachers should communicate their grading procedures to their students when the semester begins.

Progress Reports

Progress reports will be provided during parent/teacher conferences or at the end of nine weeks. ALL students have access to their online gradebook. Parents/guardians can access information with their student's login information. Progress reports will not be mailed home. Report cards will be mailed to the address listed on the student information system.

Semester Tests

Semester tests will be administered the last 2 days of each semester. Students must complete a semester test during the required class time to receive a grade for the subject.

- Day 1: **EVEN** hour tests
- Day 2: **ODD** hour tests

Students will be exempt from the final semester tests if:

- Student has two (2) absences per semester
Semester letter grade of "B" or better
No change of placements

OR

- Student has three (3) absences per semester
Semester letter grade of "A"
No change of placements

Make-Up Work

Students will be allowed one (1) school day for each school day he/she was absent to turn in make-up work. All assignments are posted daily on Google Classroom. Students are encouraged to complete assignments during his/her absence to avoid an overwhelming amount of work upon returning to school.

Students who are on a change of placement must complete and turn in work daily.

ZAP (Zeros Aren't Permitted)

Students who are in attendance at school but refuse to do work and students who are absent and do not submit his/her work on time will be assigned ZAP during WIN period. Students will remain in ZAP until missing assignments have been completed and turned in. Parents will be notified by the assigning teacher. ZAP is not intended as a discipline measure, but as an opportunity for students to have focussed time at school to complete work and avoid zeros. However, students who are assigned ZAP for an extended period or who refuse to work during ZAP may be referred to the principal for discipline action.

Guidance Counselor

The guidance counselor's goal is to help each student achieve growth mentally, emotionally, socially and academically. Parents are welcome to discuss any problem affecting their student by calling for an appointment at (918) 473-2239 or (918) 473-8042.

Students may come in to see the counselor any time between classes or email the counselor to see when she is available. The counselor will call the student to the office as quickly as her schedule allows.

The counselor helps new students feel welcome and adjust to our school environment, counsels with individual students who have personal problems, coordinates the testing program to assess students' capabilities, and provides 8th graders with OHLAP information if requested.

Scholarships Under Oklahoma's Promise / OHLAP (Oklahoma Higher Learning Access Program)

1. Students must enroll in OHLAP programs by 8th, 9th or 10th grade to be eligible
2. Families below \$50,000 / year may qualify
3. Minimum GPA 2.5

4. Must abide by certain conduct standards - no excessive absences, no delinquent acts, no substance abuse
5. Financial awards are dependent on funding.

School Records

A cumulative folder of student records is kept on file in the counselor's office. Student records may be inspected according to provisions outlined in Public Law 93-380. Checotah Public Schools maintain student confidentiality according to Family Educational Rights and Privacy Act.

Schedules

The counselor will use the registration from the enrollment process held in the spring of each school year to decide how many sections of each course will need to serve all students who have selected each course. Once the decisions are made, we will assign teachers to each of those sections. In recent years we have had a large number of students request schedule changes at the beginning of each semester. This has become a problem because all of our sections and teacher assignments are already made.

Striving to eliminate the unnecessary schedule changes, yet still providing the opportunity for valid change requests, the following will be regarded as justifiable reasons for a change request:

1. To correct an enrollment error
2. To achieve class balance
3. To provide for placement in special classes
4. To implement changes to an IEP
5. Other requests will be honored only in unusual circumstances after the principal's approval

Unless your request falls within one of the aforementioned guidelines, we will not honor it. Since this is the case, please be certain to carefully select the courses you want to take. A careless choice during pre-enrollment could result in a problem for you in the fall. Appropriate deadlines for schedule changes will be established by the administration. All schedule changes are discouraged after the first week of school.

Students may request a schedule change at the end of the first semester. The counselor will determine if the request can be honored based on class size, required classes, and reason for the request.

Scholastic Eligibility

A student must have received a passing grade in five (5) subjects he/she was enrolled in during the last semester where he/she attended 15 days. If a student does not meet minimum scholastic standards he/she will not be eligible to participate during the first 6 weeks of the next semester he/she attends.

A student who does not meet the above minimum scholastic standards may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of the six-week period.

1. Scholastic eligibility for students will be checked at the end of the third week of each semester and each succeeding week thereafter.
2. A student must be passing in ALL subjects he/she is enrolled in during a semester. If a student is failing one (1) or more classes at the end of the week, he/she will be placed on probation for the next one-week period.
3. If a student is still failing one (1) or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week period.
4. **The eligibility period will begin on Monday and end on the following Sunday. Therefore, ineligible students will NOT be allowed to participate in weekend school activities during that time.**
5. **Students can NOT become eligible in the middle of a week. If a student's grades go up to passing during the week they are ineligible, it will reflect on the next week's eligibility list.**
6. Grades will be cumulative grades for the semester at the time of grade checks.

7. Any fee a student has paid to participate in an activity is non-refundable if the student becomes ineligible to participate or attend the activity.

Eligibility for School Sponsored Student Activities

A student who has not attended class 90% of the time for the semester becomes ineligible. Exceptions may be made by the principal due to illness, injury, death in the immediate family, or valid reasons for late enrollment.

A student will not participate in a school-sponsored activity, home or away, during the time he/she is assigned to in school intervention, during a change of placement or while academically ineligible.

School related absences (sports, band, Ag, academics, etc.), will not be used as an excuse for failure to do classwork. Any student who misses class due to school activities should be performing satisfactorily in class. Classwork comes first and a student, in no case, should miss a class he/she is in danger of failing.

Eligibility for Volunteer Activities

The following will be required for any student volunteering or assisting in events that require them to miss class. These events will include, but not limited to track meets, powerlifting, elementary school events, basketball tournaments, special olympics, decorating or setting up for any school event, choir or band performances, etc. The sponsor of the event will be responsible for making sure all volunteers meet these requirements.

1. Students must be in attendance that semester 90% of days school is in session or better, this will include doctor's notes, court dates, funerals.
2. Students must have no grade lower than 70% during the current semester
3. Students must have no more than three disciplinary referrals that semester.

Remediation / Summer School / Retention and Guidelines

Remediation:

Sixth and seventh grade students who fail one (1) core class and/or scores "below basic" on math or reading state tests will be required to enroll in an academic achievement class in lieu of one of his/her electives the following year.

Academic Summer School:

Any student (6th - 7th) at CMS who fails 2 or more core classes and any 8th grader who fails 1 or more core classes, and/or who does not meet the minimum attendance requirements set forth by the state of Oklahoma and the Checotah School Board, **WILL BE REQUIRED TO ATTEND AND SUCCESSFULLY COMPLETE SUMMER SCHOOL. FAILING SUMMER SCHOOL MAY RESULT IN A STUDENT BEING RETAINED.** Summer school is an attempt at credit and/or attendance recovery in lieu of retention. Eighth grade students who are required to attend summer school will **NOT** participate in 8th grade promotion.

Summer School Procedures and Guidelines

1. 8:00 - 12:00
2. Breakfast and lunch provided
3. Transportation is **NOT** provided
4. Students must be in attendance 13 of the 14 days of summer school. More than 1 absence will be considered summer school failure.
5. If a student is checked out early, they will be considered absent for the day

6. If a student arrives more than 10 minutes late, they will be considered absent for the day
7. Three (3) tardies (9 minutes late or less) will equal one (1) absence
8. If a student must be removed from the program due to behavioral issues, the student will fail summer school
9. Students are required to meet all course requirements in all subjects in which they are enrolled during summer school to pass
10. Summer school curriculum is Imagine Edgenuity

Retention

Consideration for retention includes, but is not limited to, age, academic performance, attitude, effort, attendance, decorum, and the student's school history. The school board makes the final decision based on the above considerations.

State law allows a teacher to recommend a student be retained at the present grade or failed in a specific academic course. If a parent/guardian is dissatisfied with the recommendation, he/she may appeal the decision by complying with the district's appeal process. The decision of the local school board is final.

If a student fails a class(s) first semester he/she will receive a passing grade in the class IF his/her final grade averages 60% (D) when the first and second semester grades are averaged together.

Eighth (8th) grade students who are failing three (3) or more core subjects will not be allowed to participate in 8th grade graduation activities.

Any student who fails three (3) or more core classes may be retained and repeat the same grade the next school year.

ACTIVITIES / EVENTS / FACILITIES / OTHER CAMPUS INFORMATION

Cheerleading

The purpose of the Checotah Middle School Cheerleading Squad is to promote school spirit, school pride and student and community support for the entire Checotah Middle School Athletic Program.

*See cheerleading sponsor for a complete list of membership requirements and rules.

Supervision of Students

Students must be supervised at all times. Students are not permitted to practice or meet in the building without a faculty member present.

School Dances

Students must be eligible in order to attend any of the CMS school dances. Students who are assigned in school intervention or who are on a change of placement at the time of the dance are NOT permitted to attend. Eighth (8th) grade students who receive a change of placement after spring break will NOT be permitted to attend the 8th grade dance at the end of the year. Only students currently enrolled in CMS are permitted to attend.

Teachers will act as chaperones. For safety reasons, no other adult and/or siblings of CMS students will be admitted into dances. CMS dress code will be enforced at all dances.

Announcements

Official announcements will be made on the public address system. In an effort to protect instructional time, every effort will be made to limit announcements during the school day to WIN time. Interrupting other classes to give students messages will be kept to a minimum. Changes in student's after school transportation should be discussed before the student comes to school when possible.

Each Monday, all students will receive a "Wildcat Weekly" newsletter emailed to them. The newsletter will contain CMS activities and due dates for the current week and the upcoming week. It will also include reminders and other information relevant to students at CMS.

Parents and students can also find activities on the following:

CMS webpage (<https://www.checotah.k12.ok.us/o/cms>)

CMS Facebook page (<https://www.facebook.com/Checotahmiddleschool/>)

Assemblies

Parents are welcome to attend assemblies at CMS. Student of the Month assemblies are the last Friday of each month from 9:44 am to 10:14 am. in the CMS auditorium. If a student is receiving an award parents/guardians will be notified ahead of time.

Assemblies are an integral part of a student's educational experience. Student attendance is compulsory unless an exception is made by the principal. Unauthorized absence from an assembly will be considered truancy and will be treated as such.

Assembly Procedures and Guidelines for Students

1. Sit with your grade
2. Find your seat promptly
3. Remain at attention during pledges
4. Be respectful of the speaker by listening quietly
5. Keep hands and feet to yourself. No horseplay
6. Cheer other's successes

Homecoming and Special Events

As a whole school, CMS may attend special events at the High School such as homecoming pep assemblies and the talent show. Decisions to attend such events will be determined by the high school and middle school principals. Students may be dismissed at the discretion of the principal to attend parades, with teacher supervision.

If the entire CMS school body does not attend an assembly, students who are checked out early to attend WILL receive an unexcused absence. However, student organizations, such as band or cheerleading, may be part of a pep assembly or parade at the discretion of the cheerleading sponsor and band directors, in which case students would not be counted absent. Students may only participate if they meet all the eligibility requirements.

Students must be physically checked out by his/her parent/guardian in order to attend any assembly that our entire student body does not attend. We will NOT accept phone calls, notes, or verbal messages.

Care of Premises

Trash cans are placed near all entrances, in every classroom and other strategic places around the CMS campus.

Students are expected to place wrappers, papers, broken items, etc., in the appropriate container. Students are expected to maintain clean areas in classrooms, locker rooms, and restrooms.

Destruction of School Property

The cost of repairing or replacing school property damaged because of neglect, misuse or vandalism will be charged to the student and his/her parents. Willful damage or destruction of school property will bring disciplinary action from the administration. Legal charges may be filed at the discretion of the administration.

Cheating

Whenever a student is guilty of cheating, the teacher may collect the student's paper, mark a zero for the work and notify the office and the parent/guardian of the situation. Students found cheating on AR tests, will have his/her test deleted. Any student found to be helping another student cheat, may also receive the same consequence.

Library

The library is open for student use Monday through Thursday from 7:55 - 3:04. Materials are checked out for two (2) weeks and may be renewed once unless it has been reserved by someone else. Students are permitted two (2) books each. Reference materials may be checked out only with the librarian's permission. Students with overdue books will be denied library privileges until overdue items are checked in. If materials are lost or damaged, students are responsible for paying replacement costs of the material, plus a \$5.00 processing fee.

Reading teachers in each grade level are scheduled one day per week to accompany his/her classes to the library to check out materials in and/or out.

- 6th grade: Monday
- 7th grade: Tuesday
- 8th grade: Wednesday
- Any class: Thursday
- Closed on Friday

Students may go to the library on non-assigned days with the permission of his/her teacher at a time when another class is not present. The librarian is available to help students locate needed information and resources.

Student Council

Representatives and officers are elected annually through a student voting process. The council meets regularly to plan peer governing activities, sponsor service projects, social events and to promote good citizenship and active school spirit.

Bicycles / Scooters / Motor Bikes

All CMS students who ride bicycles, scooters or motorbikes to school are to park in the designated area immediately upon his/her arrival at school. Bicycles, scooter and/or motor bikes are not to be moved or ridden until school is out at 3:04 and buses have departed. It is the student's responsibility to lock the bicycle, scooter or motor bike with a chain or other device to prevent loss or theft.

Lockers

All students will be assigned a locker. Lockers are provided for the safekeeping of school materials, outdoor clothing and gym materials. Lockers are to be kept clean at all times. They are not for general storage of personal property.

In order to maintain discipline and to ensure the proper functioning of the educational process, school personnel must have access at all times to all school property, including lockers, desks, etc., assigned to students.

Although students have privacy rights for desks and lockers from other students, they do not have privacy rights to their lockers and desks from school administrators and/or teachers. School officials will have access to lockers and/or desks periodically for cleaning purposes, to locate overdue library books and/or class materials. In addition, school officials may open and examine student lockers, desks, and all school property assigned to students for general and specific inspections at any time.

Lockers are provided as a convenience but are not theft proof. Lockers should be locked at all times. **DO NOT SHARE LOCKERS. DO NOT SHARE LOCKER COMBINATIONS.** Students are only allowed to use the locker assigned to them. Seventh and eighth graders will need to provide locks for their lockers.

Disciplinary action will be taken against any student who is found guilty of tampering with another student's locker.

A "jammed" locker is NOT an excuse for being tardy to class. Students must report to class on time then get permission to go to the office for locker assistance in order to avoid an unexcused tardy.

Nuisance Items

Nuisance items (electronics, toys, collectables, ear pods, etc.), should not be brought to school. Students who bring these items to school shall be responsible for them. Administration, teachers and school staff will NOT use time during the day to look for lost or stolen nuisance items. Earbuds, headphones, etc., shall only be worn during teacher approved lessons and should not be seen at any other time. Cell phones and other devices are considered nuisance items.

Textbooks and Supplies

Students at Checotah Middle School are provided free textbooks for all classes where required. Once a student is issued a textbook, he/she is expected to keep and care for the book until it is returned. In the event a textbook becomes lost or damaged beyond use, another will not be issued until the first one is paid for. The same is true for books not returned to the library. A student may temporarily lose checkout privileges of library books for failure to return books already checked and not returned. "Charge" statements will be attached to student transcripts for any legitimate debt owed the school. Failure to clear such debts may result in a student being unable to participate in activities at the close of the school year. The school also has the authority to retain a student's school records until all financial obligations are met. The STUDENT will purchase certain materials, such as gym clothes.

Identification

All persons on school grounds or at school-sponsored events, must, upon request, promptly identify themselves to proper school authorities. Students off school grounds during the school day must identify themselves to school officials upon request.

Visitors

Checotah Middle school encourages visitation by parents, guardians and interested citizens. The following guidelines should be observed:

1. All visitors must register at the office and state the purpose of visitation.
2. Visitors will be required to have his/her driver's license or other state issued I.D. to enter the building.
3. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit

based on the stated purpose for the visit.

4. At the discretion of the principal and/or his/her designee, the visitor may be requested to wear a nametag while a guest of the school.
5. No visitor is permitted to see a student or a teacher in the classroom.
6. All visits by pupils from other schools or persons interested only in personal visits with Checotah Middle School students or teachers are prohibited.
7. Students will not be called from class to see visitors.
8. Infants are not allowed beyond the school office except those attending a special class day function or in the presence of a parent attending a school function.

Nutrition Program

Several federal programs are determined by the number of free and/or reduced meal applications on file in our school. We encourage all parents/guardians to complete the necessary application and return it to the office even if your student never plans to use the service. Breakfast and lunch will be served at no charge to all students during the 2026- 2027 school year.

In accordance with the federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, D.C. 20250- 0410, or call (202) 720-5694 (voice and TDD). USDA is an equal opportunity employer.

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered. Students who are off the CMS campus until WIN (9:44), have an opportunity for a grab-n-go breakfast when they return to campus.

Monthly calendars for breakfast and lunch can be found on the Checotah Public School Website (www.checotah.k12.ok.us). Click on "Menu" at the top; then choose the "Dining" icon. Once in the menu, students with dietary restrictions can click on the individual food item to see ingredients and nutritional information.

Cafeteria Guidelines:

1. Deposit all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leave the table and floor in your area in a clean condition.
4. Maintain orderly conduct in the lunch line. Cutting into the line is prohibited.
5. Use table manners while eating.
6. Horseplay is prohibited.
7. Five (5) chairs to a table.
8. Do not leave the cafeteria without permission.
9. NO food and/or drinks are allowed to leave the cafeteria.

Lunch and Recess Schedule

6th Grade	Lunch 11:06 - 11:21 Recess 11:21 - 11:36
7th Grade	Recess 11:06 - 11:21 Lunch 11:21 - 11:36
8th Grade	Lunch 11:58 - 12:13 Recess 12:13 - 12:28

Transportation

Free transportation in district-owned buses is furnished to the students who reside one and one-half miles or further from the school. City buses only serve Marshall, Intermediate and special education students. All buses operated by the Checotah Schools meet the requirements of the State Board of Education and operate in compliance with their regulations.

All students are urged to regard the bus as a classroom as far as conduct is concerned. The bus driver of each bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver is expected to look after the welfare of all students in his/her care. He/she may recommend to the principal that a student be removed from the bus if that student persists in disobeying regulations. A full report of each discipline problem will be made to the principal concerned. A copy of the bus regulations is posted on each bus. Bus students should read these regulations and become familiar with what is expected of a bus student.

If the bus fails to run the route for any reason, excused absences are recorded. No tardies will be charged against the student if the bus is late.

Students who are riding a bus home with another student must obtain a bus pass from the office prior to 1:00 pm. Both the parent receiving the student and the student's parent who is riding home with another student must contact the office and provide permission to allow the student to receive the bus pass.

Transportation to Activities

Students who are participating in a school activity must travel in school transportation. Students may be permitted to return home with their parents if they have the approval of their advisor. Students are never to be permitted to return home with friends or other families. Students who are riding an activity bus to a student function or who are participating in a field trip are expected to use school transportation for the return trip to Checotah. The principal and the advisor of the activity must approve any exceptions to this rule.

Bus Discipline

The following consequences may be used for students violating bus rules:

1. Verbal warning by bus driver
2. Assigned seat for a minimum of 3 days. Bus drivers may assign seats to any or all students for any length of time for any reason
3. Parent contact
4. A bus incident report will be submitted to the administrator in charge of bus discipline. This may mean loss of bus riding privileges

Second Incident Report may result in a 10-day suspension of bus privileges. Third Incident Report could result in 45 days or more suspensions. Subsequent offenses will be dealt with more severely and may result in a

permanent loss of riding privilege.

Students who severely misbehave, directly jeopardize the safe operation of the school bus, or directly challenge the authority of the driver, will lose their riding privileges. Possible school suspension will result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with the driver, possession and use of drugs, weapons, etc., or any other violation that affects safety of other student passengers or school personnel.

NOTE: At the discretion of the administrator, other District discipline consequences may be used instead of or in addition to denial of bus privilege.

Questions or concerns regarding the transportation of students should be directed to the Transportation Department of the Checotah School District (473-8005).

Private vehicles may be used for activity trips only under the following guidelines:

1. Permission must first be obtained from the principal.
2. A parent or teacher sponsor must drive all vehicles transporting students.

Agriculture students may drive a private vehicle to transport livestock to and from shows and fairs under the following conditions:

1. Non-licensed drivers will not be permitted to drive private vehicles to transport livestock to and from shows under any circumstances.
2. The vocational agriculture instructor must obtain a permission statement, signed by the parent of the student who is to drive the vehicle, before the trip is made. The statement must be filed in the office of the principal before the trip is made and must contain a waiver of liability in case of an accident.

Bus Rider Safety Rules

Before Bus Arrives

1. Arrive at the bus stop 5 minutes before the bus is due. Dress appropriately for the weather. You may have to wait in the rain or cold.
2. Wait for the bus in a safe place, stand 10 feet back from the roadway and wait until the bus comes to a stop before approaching.
3. Form a single line and enter the bus in an orderly manner without pushing or shoving.
4. When entering or exiting the bus, always use the handrail.
5. Once you have entered the bus, find a seat quickly.
6. Carry belongings in a backpack or book bag and if something falls under or around the bus, tell the driver. Never try to pick it up yourself.

While on the Bus

1. All rules for the classroom apply to the bus. No loud talking or yelling is permitted.
2. Always cooperate with the bus driver and other school officials.
3. Remain seated facing forward at all times, do not change seats, and keep feet out of the aisle. Bus seats are designed to protect you in an accident and can only do so if you are seated properly.
4. Do not be destructive. Throwing objects on or off the bus is strictly prohibited. Students and their parents may be held responsible for damage to the bus or property outside the bus, vandalism, including writing on seats will not be tolerated.
5. Harmful items, such as drugs, tobacco, vapes, alcohol, knives, weapons, etc. are strictly prohibited.
6. Be courteous to your bus driver and fellow passengers. Use no profane language or gestures.
7. Help keep the bus clean.
8. Keep all parts of the body inside the bus at all times.

9. No food or beverage of any kind is permitted. Lunch may be taken to school if kept inside a lunch box or in a backpack/book bag.
10. Only those items that can be safely held in your lap or stored under the seat will be permitted on the bus.
11. Remain absolutely quiet when the bus is approaching and stopped at railroad crossings.
12. Students will not be allowed to have balloons on the bus.

When Leaving the Bus

1. Exit the bus in an orderly manner.
2. If you must cross the street, walk away from the bus and forward about 12 feet until you can see the driver's face. Cross only after the driver motions for you to cross then check traffic before you cross the street.
3. Never cross behind the bus.
4. Move about 6 feet away from the side of the bus and stay away from the wheels.
5. Never attempt to crawl under the bus for any reason.
6. Go directly home after leaving the bus; do not return to it for any reason.

EMERGENCY PROCEDURE / GENERAL INFORMATION

Emergency Procedures

Emergency drill procedures will be discussed with students the first week of each semester. Throughout the year students will participate in practice drills for fire, tornado, intruder, lockdown and hazardous materials. Teachers and staff have been trained in proper protocols and procedures necessary to keep themselves and students safe.

Emergency Alerts

1. The **Fire Alert** is a voice activated warning that states to exit the building immediately and flashing lights.
2. The **Tornado Alert** is a voice activated warning that states "take cover" over the intercom system.
3. The **All Clear** will be announced by intercom. Written procedures will be posted in each classroom

Medication / First Aid

All appropriate paperwork for administering medication must be completed and signed before students are enrolled or allowed to start school.

School employees are not permitted to administer or supervise the administration of any medication unless the student's file contains the appropriate waiver form permitting such action. All administration of medication must conform to the board policies established by the Checotah School Board. Parents of children with legitimate health need for over the counter or prescription medication at school shall deliver such medications to the Nurse's office in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.

Self-administration of asthma medication by students will be permitted only with approval of the school nurse and only after proper forms have been filled out and signed by a parent/guardian.

In case of sudden illness or an accident resulting in an injury while at school, the student will be cared for as well as possible. Any student ill enough to need an extended period in the restroom must check with his administrator or counselor, to notify the parents to come to the school. In case of injury, the school will administer first aid. If the illness or injury constitutes an emergency, the student will be sent to the emergency room of the hospital.

The Board of Education does not assume responsibility for payment of hospital, doctor, or ambulance fees. An insurance policy covering the student for the school day is available at a minimum cost. All students are strongly encouraged to either participate in the student insurance program or have other emergency medical insurance.

Head Lice Any student found to have head lice and/or nits (eggs) will be excluded from school until the school nurse verifies that the student has been treated and **ALL NITS REMOVED**. Students will be responsible for any work missed during their absence.

School Closings

In the event that it is necessary to close the school the following radio and television stations will be notified. Parents will be notified through the school's phone notification system, Facebook and the following:

Television: KOTV-CH 6, KTUL-CH 8, and KJRH-CH 2.

Social Media: Checotah Middle School Facebook & Checotah Public School Facebook

Text/email/Phone Call: Parents/guardians who have signed up on the Apptegy app, will receive a text message, email or phone call

Every effort will be made to keep school in session once students have arrived on campus. However, if it becomes necessary to close schools during the regular day students need to know where to go or what they should do.

E-Note Notification Service

In the event school has to be closed early, it is necessary that all students know what to do or where to go. Checotah Public School has adopted the E-Note Notification Service which allows us to send a telephone, text, or e-mail message to you providing important information about school events or emergencies. We anticipate using E-Note to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing you will be informed immediately by phone. The successful delivery of information is dependent upon accurate contact information for each student, so make certain we have your most current phone numbers. If this information changes during the year, please let us know immediately. You can sign up for E-Note on the district website.

NOTIFICATIONS

Policy Notification

It is the policy of the Checotah Public Schools to provide equal opportunities without regard to race, color, national origin, sex, sexual orientation, qualified handicap, or veteran status in its educational programs and

activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of this policy may be referred to:

Mr. Ryan Ambrose
Compliance Coordinator Checotah Public Schools
320 West Jefferson Checotah, Oklahoma, 74426
Phone: 918-473-5610

Nondiscrimination Statement

Checotah Public Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Checotah Public Schools forbids sex discrimination or sex-based harassment of students. The following person has been designated to handle inquiries and grievance procedures, providing prompt and equitable resolution of complaints made by students, employees, or other individuals participating or attempting to participate in its education program or activity regarding the non-discrimination policies:

Jennifer Campbell HS Principal, Title IX Coordinator
Or Kim Blizzard, Assistant Title IX Coordinator
491 West Paul Carr Drive Checotah, OK 74426
Phone: 918-473-9100
Email: jlcampbell@checotah.k12.ok.us

For further information on notice of nondiscrimination, visit U.S. Department of Education Contact Information for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Child Find Notice

Checotah Public Schools is consistently in search of handicapped individuals who may benefit from Special Education. Public Law 94-142, which was passed by Congress in 1976 insures the handicapped a right to a free and appropriate public school education. We serve people from birth to age 21. If you have or know of a child who might benefit from this service, please contact:

Janie Underhill
Director of Special Education
Middle School & High School
491 West Paul Carr Drive Checotah, OK 74426
Phone: 918-473-9100
jmunderhill@checotah.k12.ok.us

Catherine Ross
Director of Special Education
Marshall Elementary & Intermediate
1401 SW 2nd St Checotah, Ok 74426
Phone: 918-473-2384
cwross@checotah.k12.ok.us

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the district

receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another, school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

The name and address of the Office that Administers FERPA are:

Family Policy Compliance Office U.S. Department of Education
600 Independence Avenue, Southwest
Washington, D.C. 20202-4605

More information may be obtained by contacting Janie Underhill, Director of Secondary Special Services for Checotah Public Schools. Phone: (918) 473-9100.

Parents' Right to Know

At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teacher, including, at a minimum, the following:

- A. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- B. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

- C. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- D. Whether the child is provided with services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request under subparagraph (a), a school that receives funds under this part shall be provided to each individual parent.
- E. Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

Prayer in Public School

Each year questions arise concerning prayer or other religious activities in school. This is a brief overview of the law concerning religious activity in school. A copy of the full explanation is available in the principal's office.

From the Secretary of Education, Washington, D. C.

The First Amendment forbids religious activity that is sponsored by the government but protects religious activity that is initiated by private individuals such as students. At the same time school employees may not "compel students to participate in prayer or other religious activities or participate in such activities with students." Students may pray when not engaged in school activities or instruction as long as they do not disrupt the educational program. Staff members may not lead or join in the prayer. Example: A student or group of students may say grace before a meal but a staff member could not lead the group in that prayer.

Prayer is not allowed at graduation, FFA banquets, sports banquets, or any other school sponsored activities. *Events such as baccalaureate, Senior Sunrise/Sunset, and Wildcat Welcome are not school sponsored events.

If a school has a "Moment of Silence" during the school day, students are free to pray silently, or not to pray, during these periods of time. Teachers and other school employees may neither encourage nor discourage students from praying during such time periods. The "Moment of Silence" is only used during the school day.

Asbestos Statement

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three-year re-inspection of our buildings that contained asbestos building materials. As a result of our re-inspection, we are pleased to report that areas that contain asbestos pose no health problems. The Management Plan and the results of the re-inspections will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

Directory of Information

The Checotah Public Schools proposes to designate the following personally identifiable information contained in a student's education record, as "directory information" and it will disclose that information without prior written consent.

1. The student's name and address
2. The names of the student's parents
3. The student's class designation

4. The student's extracurricular participation
5. The student's achievement awards or honors
6. The student's weight and height if a member of an athletic team
7. The student's photograph
8. The school or school district the student attended before he or she enrolled in Checotah Public School.

The law further provides that any student may upon written request restrict the printing of such personal information relating to himself/herself as is provided in "directory information." Forms for withholding student "directory information" are available with the following exceptions:

1. Other school officials within the education institution who have legitimate educational interests.
2. Officials of schools to which the student seeks to transfer.
3. The Comptroller General of the United States.
4. State educational authorities.
5. In connection with a student's application for, or receipt of financial aid.
6. Accrediting organizations.
7. Agencies conducting legitimate research (no personal identifiable information).

Checotah Faculty / Student Social Networking Site Policy

Checotah Public School discourages social fraternization between students and faculty members.

1. Improper private contact via emails, social networking or phone is prohibited
2. All e-contact between students and Checotah faculty should be through the district's computer and telephone system
3. All contact and messages by coaches and team members shall be sent to all team members, except messages involving medical or academic privacy matters, in which case, messages will be copied to the athletic director and the school principal.
4. Inappropriateness of posting items with sexual content is prohibited
5. Inappropriateness of posting items exhibiting or advocating use of drugs or alcohol is prohibited.

Proficiency Based Promotion Procedures

Every school year is vital to the growth of each student. The growth of the "whole" student is important when exploring the possibility of proficiency based promotion. This includes academic progress along with social and emotional maturation. Although this type of promotion is not recommended, Checotah Public Schools offers an option for students in grades one through eight who demonstrate exceptional proficiency in a subject or subjects to be promoted. Please contact the counselor or building principal for additional information.

Sooner Care Health Insurance

Checotah Public School provides health-related services to children eligible for SoonerCare Health Insurance. SoonerCare is Oklahoma's new healthcare system. It is designed to make sure children and pregnant women get the healthcare services they need. SoonerCare is health insurance that is absolutely free to qualifying participants.

Examples of services that are provided through Checotah Public School 36 are speech therapy, occupational therapy, physical therapy, counseling and school nursing services. Checotah Public School has a contractual

intergovernmental agreement with the Oklahoma Health Care Authority.

The purpose of this agreement is to establish an early intervention diagnosis and treatment delivery system whereby early identification of health and mental health problems which adversely affect the development of children and impair educational functions can be determined and needed medical services can be delivered to children via the school districts on a fee-for-service basis. These services are provided in accordance with the Early Periodic Screening Diagnosis and Treatment (EPSDT) Program.

No person on the ground of race, color, disability, or national origin will be excluded from participation, be denied the benefits of, or be subjected to discrimination under the SoonerCare program or any activity administered by the Oklahoma Health Care Authority.

For an application or more information, you may contact the counselor or the principal at your child's school. You may also contact the Director of Special Services.

Required Immunization Schedule



ALL children should be immunized at this age



SOME children should get this dose of vaccine or preventive antibody at this age



Parents/caregivers should talk to their health care provider to decide if this vaccine is right for their child

Vaccine or Preventive Antibody	Birth	1 Month	2 Months	4 Months	6 Months	7 Months	8 Months	12 Months	15 Months	18 Months	19 Months	20-23 Months	2-3 Years	4-6 Years
RSV antibody	Depends on mother's RSV vaccine status							Depends on child's health status						
Hepatitis B	Dose 1	Dose 2			Dose 3									
Rotavirus			Dose 1	Dose 2	Dose 3									
DTaP			Dose 1	Dose 2	Dose 3				Dose 4					Dose 5
Hib			Dose 1	Dose 2	Dose 3			Dose 4						
Pneumococcal			Dose 1	Dose 2	Dose 3			Dose 4						
Polio			Dose 1	Dose 2	Dose 3								Dose 4	
COVID-19														
Influenza/Flu					Every year, two doses for some children									
MMR								Dose 1						Dose 2
Chickenpox								Dose 1						Dose 2
Hepatitis A								2 doses separated by 6 months						



ALL children in age group should get the vaccine



SOME children in age group should get the vaccine



ALL children in age group can get the vaccine



Parents/caregivers should talk to their health care provider to decide if this vaccine is right for their child

Recommended Vaccines	7 Years	8 Years	9 Years	10 Years	11 Years	12 Years	13 Years	14 Years	15 Years	16 Years	17 Years	18 Years
HPV												
Tdap												
Meningococcal ACWY												
Meningococcal B												
Influenza/Flu	Every year, two doses for high risk people		Every year									
COVID-19												
Mpox												
Dengue			ONLY if living in a place where dengue is common AND has laboratory test confirming past dengue infection									

SCHOOL HEALTH GUIDE POLICY

CHECOTAH BOARD OF EDUCATION

FFAA-E

SCHOOL HEALTH GUIDE

COMMUNICABLE DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	MAY RETURN TO SCHOOL WHEN
CHICKEN POX	14 - 21 days	1 day before rash & until lesions have crusted	All scabs should be dry and hard but not necessarily off.
FIFTH DISEASE <i>Pregnant women should contact their doctor if exposed to this disease.</i>	4 - 21 days	Greatest before onset of rash and while fever is present.	Any student with a temperature of 100 degrees will be considered contagious and should be excluded from school until fever free for 24 hours or with a doctor's note to reenter school.
IMPETIGO	2 - 10 days	Until all lesions are healed. Should see doctor if lesions on face.	When student has been on treatment for 24 hours. Physician release necessary for return to school. Lesions must be covered.
LICE	Variable	Until lice and eggs are destroyed.	Written permission from a health professional is required. (Required by law when lice are identified at school.)
INFECTIOUS MONO	30 - 60 days	Unknown	On advice of physician. Exclude while symptomatically ill (fever, sore throat, etc.)
INFLUENZA A or B or H1N1	1 - 4 days	3 - 4 days	Must be excluded while symptomatically ill and until 24 hours fever free without the use of anti-fever medication.
MRSA/STAPH INFECTIONS	Variable Commonly 1 - 10 days	Active non-treated drainage is infectious.	May stay in school as long as lesion is being treated and is kept covered, unless otherwise directed by a physician.
MEASLES (Rubella)	6 - 14 days	4 days before rash appears to 4 days after onset of rash	Upon receipt of doctor's release note from doctor
MUMPS	14 - 21 days	6 days before to 9 days after symptoms or swelling appear.	10 days after onset of symptoms with written permission from doctor or public health agency.
PINK EYE (Bacterial Conjunctivitis)	24 - 72 hours	During course of active infection.	24 hours after treatment is begun.
RINGWORM	Variable	As long as lesions are present and untreated.	As long as lesion is being treated with antifungal ointment. Cover if possible.
RUBELLA	14 - 21 days	7 days before and 4 days after rash appears.	5 days after onset of rash with written permission from doctor or public health agency.

Adoption Date: November 7, 2022

Revision Date(s):

Page 1 of 2

CHECOTAH BOARD OF EDUCATION**FFAA-E****SCHOOL HEALTH GUIDE (Cont.)**

SCABIES	2 - 6 weeks - 1st time; 1 - 4 days subsequent times.	Until nits and eggs are destroyed.	When recommended treatment is complete.
----------------	--	---------------------------------------	--

STREP THROAT, SCARLET FEVER, SCARLETINA	1 - 3 days	Variable	48 hours after treatment begins or with written permission from doctor.
VOMITING OR DIARRHEA	Variable	Variable	Exclusion from school is required for 24 hours after the last episode.

Any student running a temperature of 100 degrees or more may be excluded from school. They may not return until they have been fever free without medication for 24 hours.

Adoption Date: November 7, 2022

Revision Date(s):

Page 2 of 2

**CHECOTAH PUBLIC SCHOOL
POLICY, TERMS AND CONDITIONS FOR USE OF INTERNET
User Agreement**

**THE FOLLOWING IS A LEGALLY BINDING DOCUMENT
PLEASE READ CAREFULLY BEFORE SIGNING.**

INTRODUCTION

Internet access is now available to school personnel in Checotah Public School System. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the Checotah Public Schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Checotah Public Schools will have access to:

1. electronic mail communication with people all over the world;
2. information and news as well as the opportunity to correspond with the scientists at NASA and other research institutions;
3. shared, world-wide educational projects;
4. access to many University Library Catalogs, the Library of Congress, the United Nations and other resources around the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Checotah Public Schools has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrial user may discover controversial information. We firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Checotah Public School System.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If Checotah Public School System user violates any of the provisions, his or her access will be terminated and future access could possibly be denied. The signature (s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

TERMS AND CONDITIONS

1. **ACCEPTABLE USE** - The purpose of Internet connection is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your access must be in support of education and research and consistent with the educational objectives of the Checotah Public School System. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.
2. **PRIVILEGES** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will be a part of a discussion with a faculty member pertaining to the proper use of the network. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administration, faculty and staff of Checotah Public Schools may request the system administrator deny, revoke or suspend specific user accounts.
3. **NETIQUETTE** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not get abusive in your messages to others.

- b. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Do not reveal your personal address or phone number or those of fellow students or school personnel.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. All communications and information accessible via the network should be assumed to be private property.

4. **WARRANTIES** – The Chocotah Public School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Chocotah Public School System will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via Chocotah Public Schools is at your own risk. The Chocotah Public School System specifically denies any responsibility for the accuracy or quality of information obtained through this service.

5. **SECURITY** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Attempts to log in to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

6. **VANDALISM** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the about listed or other networks that are connected to the Internet backbone. This includes, but not limited to, the uploading, downloading or creation of computer viruses.

7. **EXCEPTION OF TERMS AND CONDITIONS** – All terms and conditions as stated in this document are applicable to the Chocotah Public School System. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

8. **CHILDRENS INTERNET PROTECTION ACT** – Passed by Congress December 2000, known as CIPA from this point on. The law states that all computer workstations that can access the Internet must have some type of blocking or filtering technology in place. Chocotah Public Schools has this system in place and uses a SonicWall Firewall and its software for the Web and filtering for Email. The school's Director of Technology oversees this operation and keeps the system updated. This filtering includes students, staff, administration, and patron workstations accessed by minors or adults. This law requires the filtering of visual depictions of

- 1. Obscenity
- 2. Child pornography
- 3. Materials harmful to minors

The CIPA requires that Chocotah Public Schools filter all types of electronic communications that includes Email, Chat room, or any other form of electronic communications use in this school system.

9. **WORLD WIDE WEB PUBLISHING** – As part of our Internet program here at Chocotah Schools, we are adding student work to our website located at <http://chocotah.k12.ok.us>. In order to publish student artwork, writing, photos or other work, we need to have parent or legal guardian permission.

These guidelines will be followed:

- No personal information about the students, such as last name, home address or telephone numbers will be published.
- All student work will appear with a copyright notice prohibiting the copying of students work and/or photos without express written permission.
- If anyone should request such permission, those requests will be forwarded to the child and their parents/guardians.
- The copyright of the work will still belong to the student.
- A copy of all student work that is published to the Internet will be printed and sent home for parents to see.
- Ability to download or copy images from the website will be restricted.

**CHECOTAH SCHOOLS
INTERNET STUDENT DISCIPLINE POLICY**

Student use of the Internet will be supervised by staff, but abuse and inappropriate use can happen. You and your child have read and signed an Internet Use Agreement promising to adhere to the rules and regulations regarding Internet use in his/her school. This is to inform you that students caught violating the Checotah Public Schools Internet Use Policy are subject to disciplinary action based on the offense.

Disciplinary consequences may include the following actions:

1. Temporary loss of Internet privileges for specified time period.
2. Permanent loss of Internet privileges.
3. School detention, Intervention Program, Suspension from schools and monetary repayment for damages.

As with any school violations, you and your child will be notified if consequences are assigned by the Administration.

(Please return this page of the agreement only)

Student Name _____
(Print Name)

Date _____

Student Grade _____

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this document)

As the parent or guardian of this student, I have read the Terms and Conditions for Internet Access & the Discipline Policy. I understand that this access is designed for educational purposes and the Checotah Public School System has taken available precautions to eliminate controversial materials. However, I also recognize it is impossible for the Checotah Public School System to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the network is not in a school setting. I hereby give permission to issue access for my child and certify that the information contained on this form is correct.

Do you understand the Internet Usage Agreement and grant access for Michael Green to have access to the Internet provided by the school?

Yes	No

Parent/Guardian Signature _____

Date _____

Student Signature _____

Date _____

PERMISSION FOR WORLD WIDE WEB PUBLISHING

I understand that my child's artwork, writing, name or image, and/or class photo will be considered for publication on the World Wide Web (WWW), a part of the Internet.

Yes	No

Parent/Guardian Signature _____

Date _____