Welcome to the 2019-2020 school year. We look forward to a productive and successful year. We are pleased to present each student with this agenda. Counselors will maintain a list signed by each student evidencing receipt of the agenda. This agenda is to be kept with the student at all times throughout the school day and is the responsibility of the student to maintain. Any lost planner shall be replaced with a $10.00 fee.

Name:________________________________________________________________________________
Address:______________________________________________________________________________
City:_______________________________________ Zip:______________________________________
Phone:________________________ Advisory Teacher:________________________________________

The following handbook should be used as a guide for general questions regarding procedures and policies at CMS. However, common sense is always a wonderful method to determine appropriate behavior.
<table>
<thead>
<tr>
<th><strong>August</strong></th>
<th><strong>January</strong></th>
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<tbody>
<tr>
<td>08</td>
<td>06 Professional Development--No</td>
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<td>School for Students</td>
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<td>12</td>
<td>07 Classes Resume</td>
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<td>10 Report Cards—1st Semester</td>
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<td>07 Progress Reports</td>
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<td>13</td>
<td>13 Sweetheart Dance</td>
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<td>17 Professional Development--No</td>
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<td>School for Students</td>
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<td>26 Spring Pictures</td>
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<td>10 Pre-Enrollment</td>
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<td>16-20 Spring Break--No School</td>
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<th><strong>November</strong></th>
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<tbody>
<tr>
<td>01</td>
<td>03 1st Make-Up Day</td>
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<tr>
<td>17</td>
<td>01 5th Make-Up Day</td>
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<td>20</td>
<td>12 Academic Awards 6th grade 9:30 a.m. and 7th grade 8:30 a.m.</td>
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<td>23</td>
<td>07 Mr. and Miss CMS Pageant</td>
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<td>13 Academic Awards 8th grade 9:00 a.m.</td>
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<td>14 LAST DAY OF SCHOOL!</td>
</tr>
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<td>22 Report Cards Mailed</td>
</tr>
</tbody>
</table>

**Note:** March 27, April 3, April 10, April 17, April 24, and May 1 are designated as make-up days. If make-up is not necessary, school will not be in session on those days.
In some parts of the world, students are going to school every day. It’s their normal life. But in other parts of the world, we are starving for education... it’s like a precious gift. It’s like a diamond.
—Malala Yousafzai

**Choctaw Middle School...the bridge to excellence.**

The mission of Choctaw Middle School is to enrich the academic experience of students for college, career and citizenship.

The 2019-2020 School Year’s Theme is “Adventure On at CMS”.

**Our Teams**

Each grade level is divided into two teams. These teams are comprised of a math, English, science and social studies teacher. These teachers begin the day with a 36 minute advisory class used to focus upon character development and tutorial time. The second period of the day is a Core Literacy class used on a 9-week rotation basis to review literacy within the teacher’s content area. Our teams are modeled after the “school within a school” philosophy. The team’s vision statements and basic operational structures are as follows:

6th Grade:

**Stingers:** Our students will become courageous, confident citizens, able to meet challenges and greet opportunities.

Late Work: Students who are present the day the work is assigned are expected to have that work turned in on time. Normally an assignment is due the following day unless otherwise indicated by the teacher. Work completed on time will be graded for full credit. To discourage late work, a student can earn up to 50% credit within one day after the due date. An assignment in the Parent Portal with a dash indicates a grade that hasn't been entered yet.

Detentions/General Discipline: Any infraction of the general class procedures or school procedures found in the student handbook can result in a detention. Students will be assigned a detention to be served in a designated teacher’s classroom. Detention days are Monday-Friday. A missed or forgotten detention will result in the doubling of the detention. Missing a 2nd detention can result in an office referral.

Parental Contacts: Parents are contacted by phone during planning times between 10:50 a.m.-1 p.m., before school, and after school. Emails are sent to parents as needed either by individual team members or as a team.

Flex Scheduling: Used as needed.

**Thunder:** To provide a stimulating learning environment across the whole curriculum, which maximizes individual potential and ensures students of all ability levels are well equipped to meet the challenges of education and life.

Late Work: Students who are present the day the work is assigned are expected to have that work turned in on time. Normally an assignment is due the following day unless otherwise indicated by the teacher. The student will receive full credit for 2 days, then after 3 days, a grade of 70% is the maximum possible. If an assignment is turned in without a name, it will be a zero in the grade book as long as the assignment has not been turned in. An assignment in the parent Portal with a dash indicates a grade that has not been entered yet. Parent Portal is your best tool to stay informed about your child’s assignments and grades.

Detentions/General Discipline: Any infraction of the general class procedures or school procedures found in the student handbook can result in a detention. Detention days are Monday through Friday. A missed or forgotten detention will result in the doubling of the detention. Missing a 2nd detention can result in an office referral.

Parental Contacts: Parents are contacted by either phone or email for any severe behavior and/or huge drop in grades.

Flex scheduling: Will be used as needed.
**7th Grade:**

**Blue Crew:** ABC, Academics, Behavior and Character. Their policies include these components—

Late Work: late work will be accepted up to 3 days late for 70%. After that students will have to attend Saturday school to make up work.

Detentions/General Discipline: The Blue Crew follows a system of re-focus worksheets which are given out to students for a first offense. There are different re-focus forms for different offenses. Upon the second offense a parent will be contacted and an additional re-focus sheet given out. Upon a third offense, the student receives an office referral.

Parental Contacts: The Blue Crew contacts parents upon the second offense of any unacceptable behavior. Parents are also called when students go above and beyond expectations.

Flex Scheduling: Flex scheduling will be done as needed after being discussed and decided upon by the team during team meeting time.

**Masterminds:** to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

Late work – No late work will be accepted.

Detentions/General Discipline: Detentions given are served the following morning at 7:20 am.

Parental Contacts: Parents will be contacted on an as needed basis by email or phone.

**8th Grade:**

**The Gnomes:** Students will remain actively engaged in the learning process as they acquire the skills and knowledge necessary to become responsible, contributing citizens.

Late Work: The team does not accept late work.

Detentions/General Discipline: Lunch detentions are assigned by teachers on an individual basis.

Parental Contacts: Parents are contacted as needed via phone call or e-mail.

Flex Scheduling: Classes are shortened by 15 minutes to accommodate special events

**The Pride:** The Pride team strives to provide a learning environment that challenges and enriches students. As a team, we will collaborate to provide opportunities for students to grow academically and socially and facilitate their transition into young adulthood.

Late Work: No late homework will be accepted. The student is encouraged to do the homework and get it graded to have the practice. However, the grade will not count if it is late.

Detentions and general discipline: Each teacher has a list of consequences that the student receives upon misbehavior. Each teacher conducts his/her own detention. As a team, we discuss ways to reward good behavior. Also, we have thumbs up/down for repeated problems.

Parental Contacts: Parent Contacts are made as necessary. Each teacher decides when he/she must contact individual parents. Also, as a team, we decide on positive parent calls to make weekly. Thumbs down might also initiate a phone call from a team member.

Flex Scheduling: We use flex scheduling when we have an assembly in the morning or a special team activity in the morning. We divide the remaining time by four (for the core classes).

**Elective Classes:**

Our elective classes are divided into two teams. The Winged Explorers are comprised of our Spanish, Keyboarding, STEM, Art and Modern Living teachers. The Chameleons are comprised of our PE, ISI, Band, Choir, Media Center, and Remediation teachers.

**Closed Campus**

No students will be allowed to leave the campus except in emergency situations authorized by the principal.

**Textbooks**

Take good care of your books:  
1. Textbooks are the property of the State of Oklahoma.  
2. Covering your books will help to protect them.  
3. Write your name in every book checked out to you for class.
4. Let your teacher know immediately when you receive a book if it has ink blots, pages missing or torn, so that you won’t be held responsible.
5. Repair tears in your own books. They will last much longer.
6. Make no marks in books except your name.
7. You must pay for any book you lose or damage.
8. You are responsible for any and all books checked out to you regardless of what happens to the book.

**Use of the Media Center**

We are proud of our Media Center and the people who staff it. Please cooperate with them in the use of the Media Center.

1. **Hours:** 7:20 A.M. - 3:15 P.M.
2. Gum, food, and drinks are not allowed in the media center.
3. Appropriate behavior in the Media Center is essential. Please remain seated and work quietly.
4. Have a purpose for visiting the media center. For example, students may check out books, read magazines, take Reading Counts quizzes, study, or work on the internet.
5. The rule for taking care of books and materials checked out from the Media Center is the same as for textbooks. You must pay for any books or materials you lose or damage.
6. Return all books promptly. Others may be waiting for them.
7. Students may check out two books at a time for a loan period of ten school days.
8. Return all books promptly. Others may be waiting for them.
9. Overdue books are fined at ten cents (.10) per school day.
10. Students are required to have a signed agenda as a hall pass on individual visits from a class.
11. The Media specialist and assistant are entitled to the same consideration given to teachers.
12. Book bags and gym bags are not allowed in the media center.

**Internet Access**

Students may have access to the internet with permission from parents. Violation of the Internet Use Policy will result in forfeiture of all internet user privileges. Violators shall also be subject to appropriate disciplinary action.

**Tardy Policy**

A *tardy* is defined as the student not being in his assigned work area when the tardy bell rings. It is the responsibility of the student to get to school and class on time. The district provides transportation to and from school. Should a student and his/her parents choose to provide their own transportation, it is incumbent upon them to arrive on time. **Tardies will not be excused.** Students who arrive after 7:45 must be signed in by a parent and they will be given one day of lunch detention for that day. Lunch detentions add up to ISI.

Consequences:
- **First Infraction**—Warning
- **Second Infraction**—3 days lunch detention
- **Third Infraction**—5 days lunch detention
- **Fourth Infraction**—1 day ISI
- **Fifth Infraction**—3 days ISI
- **Sixth Infraction**—Administrator contacts parent and ISI as determined by administration.

**Attendance Policy**

An *absence* is defined as any time a student misses more than fifteen (15) minutes of a class period during the school day. An excused absence is failure to attend class due to an unavoidable reason, such as illness. An unexcused absence is a day of class for which no credit will be received. A documented absence is an absence for which further confirmation has been received, for instance a note from a doctor to confirm an illness.

If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for completing missed daily work. Tests or assignments missed during an unexcused absence may not be made up. State mandated tests must be taken in all cases.

For any excused absence, a student has two (2) days to make up a missed assignment or test. It is the student’s/parent’s responsibility to notify the teacher in regard to missed assignments or tests. If the timeline is met, there should be 100% credit; if not, zero credit. Exceptions to this practice may be allowed if there is mutual agreement between the appropriate parties.

When a student misses class to participate in school-sponsored activities, he/she is not counted absent. Students must be in
By State Statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done between 7:30 a.m. and 3:00 p.m. on the day the student misses school. It is the duty of school personnel to make every reasonable effort to notify the parent or guardian of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for students to accept responsibility for their absences. Accordingly, if a student is out of school without a valid reason, he/she will not be allowed to make up the missed work. An absence of this nature is known as an **UNEXCUSED** absence.

To implement Board Policy EBM and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than six (6) times (excused or unexcused) in any one nine-week period, without proper documentation.
2. Any student who has more than six (6) absences without proper documentation may not receive a passing grade in the appropriate subjects or grade level for that nine-week period.
3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work, in addition to receiving some disciplinary action taken toward the student.
4. When a student has accumulated six (6) undocumented absences, the school will notify the parent as soon as possible that the student is in danger of failure.
5. Principals will make final determination as to whether or not an absence is excused or unexcused and to the acceptability of documentation.
6. In some cases, tests and assignments missed during an unexcused absence may not be made up.

**Consequences**

1st Truancy - 3 days ISI
2nd Truancy - 6 days ISI
3rd Truancy - 12 days ISI

**Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>Below 60%</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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**Check Out**

A parent or legal guardian must check student out through the office. Only persons on the contact list will be permitted to check out a student. Parent or legal guardian must sign dismissal slip before student will be allowed to leave campus. For the protection of our students: **phone calls will not be accepted. Photo ID required.**

**Report Cards/Progress Reports**

Report cards will be issued 2 times a year and progress reports during the halfway mark of and at each nine weeks (refer to dates on page 2). Additional information pertaining to academic progress may be obtained by contacting the counselors’ office (390-2207). Parents also have access to Parent Portal for each child enrolled in CNP schools. Log-in information can be obtained by parents in the main office.

**CMS Student Requests for Change of Team Placement**

If a parent or guardian requests that their child change teams after the beginning of the school these procedures must be followed:

1. A request will be placed either with the child’s administrator or the counselor.
2. The administrator or counselor will schedule a meeting to be held with the child’s current team of teachers, the parent(s) or guardian, the team’s administrator and the counselor. The student may or may not be required to attend this meeting. During the meeting, the following will be considered:
   a. Why the request is being made
   b. Parent input
   c. Team input
   d. Student input
   e. Administrator input
   f. Academic Impact upon the student
   g. Discipline Issues
3. If the current team and the administrator decide that a team move is in the best interest of the child, the parent will be notified within three business days. The final decision will
be made by the administrator. At which time, these procedures will be followed:

4. The administrator or counselor will schedule a meeting to be held with the child’s current team of teachers, the child’s new team of teachers, the parent(s) or guardian, the team’s administrator, and the counselor. The student may or may not be required to attend this meeting. During the meeting, the following will be discussed:
   a. Why the request was made
   b. Why it is in the best interest of the student to be placed on another team
   c. Possible Academic Impacts upon the student
   d. Socialization aspects of the child’s new placement

5. When possible, these changes will occur only during natural breaks in the curriculum which will have the least impact upon a child’s academics and socialization. These natural breaks in the middle school schedule occur at the semester. Therefore, unless special extenuating circumstances exist (to be determined by the administrator or counselor), all requests must be submitted no later than one week after the new semester begins.

6. No student retained in a grade level (whether by school or parent) will be enrolled in the same teachers’ classes for the next school year (if possible).

**CMS Student Requests for Change of Elective Classes**

When possible, these changes will occur only during natural breaks in the curriculum which will have the least impact upon a child’s academics and socialization. These natural breaks in the middle school schedule occur at the semester. Several aspects will be considered including availability in alternate programs, student’s current performance and discipline issues. Therefore, unless special extenuating circumstances exist (to be determined by the administrator or counselor), **all requests must be submitted no later than one week after the new semester begins.**

**Choctaw/Nicoma Park Conduct Code**

Students of the Choctaw/Nicoma Park School District are expected to conduct themselves in a manner that will continue to bring honor to the school and community.

We shall enforce common sense discipline throughout the year. There is little need for rules and penalties if you remember that you are citizens of the Choctaw/Nicoma Park community and everything you do reflects on your school, community and home. All discipline will be dealt with accordingly in the office of the Assistant Principal or Principal. Pupils must remember that the teacher in charge of the class is the person with authority during that time. Individual teachers may post rules, which pertain solely to their specific classroom setting. Teachers dedicate themselves to helping young people, and anyone guilty of disturbing this effort is hurting the entire school. Disrespect by act, word or deed toward faculty members or service personnel will not be tolerated. Anyone who misbehaves may be sent out of class and must get a permit from the principal’s office to return to class.

Disciplinary suspensions may be imposed when a student has substantially disrupted or interfered with the educational process, endangered the health or safety of others, or caused damage to property.

The building principal, his/her administrative designee, or the superintendent of schools may suspend a student from school. Misconduct for which suspensions may be imposed includes, but is not limited to:

1. **Disruption of School:** A student shall not, by use of violence, force, coercion, threat or any other means, cause material disruption of obstruction of any part of school including extra-curricular activities.

2. **Damage of School Property:** A student shall not cause or attempt damage to any part of school property. In addition to suspension, restitution may be required of the student and/or his/her guardian(s). In addition, if deemed necessary, charges may be filed with the local authorities. No skateboards on campus at any time.

3. **Assault/Assault and Battery:** No student shall commit an act or seriously threaten an act of physical violence whereby the perpetrator causes, or attempts to cause or seriously threatens to cause physical harm to another, especially to teachers, other school personnel or other students. Incidents involving initiations, intimidations, hazing, and/or related activities that may cause bodily danger, physical harm, or personal disgrace or degradation resulting in physical or mental harm to students are prohibited.
4. **Dangerous Weapons, Instruments and Paraphernalia**: A student shall not possess, handle, transmit, or conceal any object that would be potentially dangerous to anyone else or himself while on school property or at a school activity. Violation(s) could result in suspension up to one calendar year.

5. **Narcotics, Drugs and Other Controlled Substances (or any substance presented as such)**: A student shall not possess, use, transmit, conceal, or be under the influence of these harmful items while on school property, while under the jurisdiction of the school, or at a school activity. Drug paraphernalia will not be brought to school or created at school.

6. **Alcoholic Beverages**: A student shall not possess, use, transmit, conceal or be under the influence of these harmful items while at a school activity. Violation of this rule constitutes a serious offense, and may possibly result in suspension from school.

7. **Tobacco**: According to State law, a student shall not use, possess, conceal, or transmit tobacco in any form on school property or while at a school activity. No vapors, vapor products or e-cigarettes or any item containing nicotine will be allowed either. Violation of this rule constitutes a serious offense, and may possibly result in suspension from school.

8. **Criminal Behavior**: is defined by law including, but not limited to, assault, battery, larceny, robbery, malicious mischief, vandalism, unlawful assembly, fighting, malicious use of the telephone, false alarms and reports, arson, forgery and gambling.

9. **Insubordination and Disrespect**: A student shall not disregard or refuse to comply with reasonable requests of school employees or the reasonable directions given by a teacher or school official. Students will not promote anarchy or sedition through the display of related symbols.

10. **Reckless Operation of a Motor Vehicle While on School Property**: A student shall not operate a motor vehicle in a reckless manner on school property during the school day or at a school activity.

11. **Profanity, Obscene Gestures and Language, Racial or Ethnic Slurs**: A student shall not use profanity, obscene language or gestures, racial or ethnic slurs at school or at a school activity.

12. **Chronic Truancy and / or Absenteeism**: A student shall attend school in compliance with the compulsory attendance laws of the State of Oklahoma and with the attendance policy as established by the Choctaw/Nicoma Park Board of Education. Truancy from school for a day or any portion of a day is not permitted.

13. **Violation of Board of Education Policies, Rules and Regulations**: A student shall not repeatedly violate established policies, rules or regulations of the school.

14. **Repeated Violations of School Rules**: A student shall not repeatedly violate established policies, rules or regulations of the school.

15. **Cult/Gang Behavior**: It is the policy of this school district that participation in secret fraternities or sororities, or in other clubs, or gangs not sponsored by established agencies or organizations is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the education process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang, presents a clear and present danger to the school environment and educational objectives of the community and is forbidden, and is subject to disciplinary action.

**Bullying**

This policy is developed pursuant to the School Bullying Prevention Act, Senate Bill 992. **Threatening Behavior** is defined as any activity, which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to create a climate of hostility and/or disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal or physical act. Such behavior is specifically prohibited by board policy.
**Excessive Displays of Affection**

Excessive displays of affection will not be tolerated in the classroom, halls, or anywhere on the school grounds. This includes extra-curricular activities. Violators will be referred to the office for disciplinary action.

**Disciplinary Actions**

Students who become involved in areas of problem behavior (violations of the serious misconduct code included) will be subjected to certain disciplinary actions. Depending on the seriousness of the behavior problem, one or more of the following actions may be taken by school officials.

1. **Informal Talk:** A school official will talk with the student and try to reach an agreement regarding how the student should behave.
2. **Conference:** A formal conference is held between the student and one or more school officials. During this conference, the student must agree to change his/her behavior.
3. **Parental Involvement:** A parent/legal guardian is notified by telephone, personal contact or letter if a conference is requested or required and may be conducted between the student, his/her legal guardian, appropriate school officials, and other individuals involved.
   A student may be suspended from class pending such a meeting.
4. **Detention:** A student may be assigned time in detention either during the lunch period, after or before school, in a designated area under the supervision of a faculty member.
5. **Work Detail:** Under certain circumstances, a student may be assigned to or, with the agreement of a building administrator, be assigned by choice to serve on a work detail before or after school or during the lunch period.
6. **Disciplinary Writing Assignment:** A student may be assigned to copy work from the student handbook, a selected text, or an appropriate writing project either as discipline for certain minor offenses or in conjunction with other discipline as deemed appropriate by the building administrator or his/her designee.
7. **Attendance and Behavior Contract:** A student will be put on an attendance an/or behavior contract at the discretion of the site administrator.
8. **Corporal Punishment:** Corporal punishment may be used for infractions of school rules. Such punishment shall be administered in accordance with the law, state and local guidelines.
9. **In-School-Intervention:** In School Intervention (I.S.I.) provides an alternative to some suspensions that would normally require disassociation from school. The purpose of I.S.I. is to alter the attitudes and habits that are detrimental to the educational process by providing an environment in which a student’s behavior may be modified.
   Once a student is placed in I.S.I. he/she must complete the number of days that he/she was assigned to I.S.I. and complete assigned work before being readmitted to the regular classroom. Days absent during the I.S.I. assignment do not count as days in I.S.I. Any change will be at the discretion of the site administrator. The student who is assigned to I.S.I. cannot attend school activities or games until he/she has completed the I.S.I. Assignment.
10. **Short Term Suspension:** Short-term suspension means a suspension of ten or fewer days. The student who is suspended out of school is also suspended from all related activities for the period of that suspension. The student is informed that he/she is subject to a short-term suspension and may discuss his/her side of the situation with the appropriate school official. Parents will be notified of action taken. The student may be advised of district or community alternatives. In special cases, as determined to be necessary by the administrator ordering suspension, a short-term suspension may be continued beyond ten calendar days pending the occurrence of some specific action (e.g. a physical or psychological examination, incarceration by court action, or action by the Board of Education regarding expulsion.)
11. **Long-Term Suspension:** Long term suspension means a suspension in excess of ten days. The student is informed that he/she is immediately suspended from school and that a recommendation for long-term suspension will be made.
12. **Suspension Process:** Students will be suspended in accordance with the law, state, and local guidelines. Unless an emergency situation exists relating health or safety, the student shall receive prior notice of the suspension, specification of charges and an opportunity to present his/her view of the
alleged misconduct. The suspending administrator may postpone these procedures if there is a risk that harm will occur if the suspension does not take place immediately. In all cases, an administrator will notify the legal guardian by letter and, when possible, by telephone. The Board of Education will have the right of final review of the suspension action.

**General Discipline Statement**

The site administrator has the right to alter any of the steps above, if unusual circumstances surround the offense.

**Detentions**

Before School, After School or Lunch detentions may be assigned by teachers for infractions that do not warrant either parental contact or office referral. The following steps will be implemented if a student receives a substantial number of lunch detentions in one semester:

- **Four detentions:** Team contacts parent.
- **Seven detentions:** 1 day ISI
- **Fourteen detentions:** 3 days ISI
- **Twenty-one detentions:** 5 days ISI
- **Twenty-eight detentions:** 10 days ISI

**Sexual Harassment**

The Choctaw/Nicoma Park School District strongly disapproves of and does not tolerate sexual harassment of any kind. District policy prohibits unwelcome sexual advances; requests for sexual acts or favors (with or without accompanying promises, threats, or reciprocal favors or actions); verbal or physical conduct of a sexual nature, including lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs and other verbal, graphic or physical conduct relating to an individual’s sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons, which adversely affect another student.

**Complaint Procedure:**

1. If any student perceives comments, gestures or actions from any employee or student to be offensive, the student should notify his/her principal and/or counselor.
2. The administrator will promptly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaint.

**Disciplinary Action:**

Any student who is found to be responsible for sexual harassment will be subject to appropriate discipline. The severity of disciplinary action will be based upon the circumstances of the infraction.

**Hall Passes**

WRITTEN HALL PASSES IN THE STUDENT AGENDA SHALL BE USED TO SEND STUDENTS OUT OF THE CLASSROOM on errands to the Media Center, restrooms, principal’s office, nurse’s office, etc. This pass should contain the student’s name, date and time to be excused, destination, sending teacher’s room number and sending teacher’s signature. The receiving teacher must sign and note time of arrival and departure of student.

**Lockers**

Lockers are issued for student use. Students should keep their lockers locked and not share their combination. The school will not be liable for items taken out of the lockers. **Students are assigned lockers AND MUST NOT CHANGE LOCKERS WITHOUT PERMISSION FROM THE OFFICE.** Students’ lockers will be periodically inspected. The student(s) assigned to the locker will remove any writing or drawing outside or inside lockers. **ANY DAMAGE TO THE LOCKER WILL BE PAID FOR BY THE STUDENT(S) TO WHOM THE LOCKER IS ASSIGNED.** Money and valuable items should be brought to the office for safe storage.

**Dress Code**

The intent of the guidelines is to encourage the individual to develop pride in school, but more importantly, pride in self. Choctaw/Nicoma Park Schools believe that the student should have the opportunity to be involved in deciding what he/she wears to school. The student may make daily choices within the following guidelines:

1. For safety and sanitation, it is mandatory that shoes be worn at all times in school. House-shoes, cleats, or roller shoes are not to be worn.
2. Hair may be worn without restriction as to style, cut or length, as long as it is not a classroom disruption and it is apparent that a generally accepted level of hygiene is met. In lab classes, hair restraints may be required for safety reasons.
3. Extreme MAKEUP is not allowed.
4. Wearing any apparel that displays or encourages the following is not acceptable:
   a. Use of alcohol, drugs or marijuana
   b. Immoral, illicit and / or illegal acts
   c. Profanity, racial slurs or degrading statements.
   d. Anarchy or sedition.
5. Halter tops, bare midriff tops, tank tops, backless garments, mesh shirts, muscle shirts, or outer garments that have the appearance of underwear or sleepwear are prohibited. Neck lines should be modest and appropriate.
6. Shorts and skirts should be modest in nature and mid-thigh in length.
7. Headgear may not be worn in the school building. Examples include, but are not limited to: Caps, hats, bandanas, and sunglasses. Hoods on sweatshirts or sweaters may not be worn over the head inside the building at any time.
8. Gang related clothing, colors, and paraphernalia are prohibited.
9. Jewelry or personal items or manner of dress which could cause harm to self or others. Examples of this are, but not limited to: chains that are excessively lengthy and/or heavy weight.
10. Satanic/cult dress and related symbols.
11. Sagging below appropriate level.
12. Shredded, tattered or holey clothing will not be tolerated above mid-thigh. Tops where midriff are showing will not be tolerated.
13. Leggings and tights must be covered by an opaque top that covers the essential hip/pelvic area.
14. Obscene or profane language or symbols or clothing that is suggestive or has double meaning.
15. No backpacks can be carried into classes and must remain in lockers until the end of the school day.
16. Apparel worn to school will be chosen to reflect good taste, modesty, and respect for yourself and the others in our school. Such apparel will be appropriate to the classroom situation and will not be altered or modified to accentuate or expose or be suggestive or cause undue disruption to the educational process.

Where a unique teaching environment exists, a department may extend these guidelines for the health and safety of the student. Such guidelines will be approved by the principal, posted in that classroom and apply only in that classroom.

Consequences
1st- Verbal warning
2nd- 3 days lunch detention
3rd- 1 days ISI
4th- 3 days ISI

Any process requires cooperation, discrimination and tolerance among all individuals involved. Initially, the responsibility of choosing appropriate dress is that of the student. All unresolved differences will be left to the discretion of the school administrator.

Guidance Services

The Counseling Office is open to all students who wish to talk with a counselor about any area of concern. It is the main function of each counselor to help students deal with problems, frustrations, or situations that they encounter. Guidance offices are located in the main office. State mandated testing will be administered in the spring. Parents or students are encouraged to call or visit the Counselor’s Office should they have any questions regarding the testing results. Diagnostic evaluations are administered upon teacher or parent request. Information from the evaluation is discussed with parents in order to make the best education decisions for that student.

Procedural Safeguards Section 504 – Parent and Guardian Rights

1. Right to file a grievance with the school district over an alleged violation of Section 504 regulations.
2. Right to have an evaluation that draws on information from a variety of sources.
3. Right to be informed on any proposed actions related to eligibility and plan for services.
4. Right to examine all relevant records.
5. Right to receive all information in the parent’s/guardian’s native language and primary mode of communication.
6. Right to periodic re-evaluations and an evaluation before any significant change in program or service modifications.
7. Right to an impartial hearing if there is disagreement with the school district’s proposed action.
8. Right to be represented by counsel in the impartial hearing process.
9. Right to appeal the impartial hearing officer’s decision.

It is the policy of the Choctaw/Nicoma Park Public Schools to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation act of 1973 are identified, evaluated and provided with appropriate educational services.

Family Educational Rights Privacy Act

Choctaw/Nicoma Park Schools will keep records necessary to provide programs to meet a student’s education needs and interests. Parents have the right to:
1. Inspect and review the student’s educational records.
2. Request the amendment of the student’s education records to ensure that they are accurate or do not violate the student’s privacy or other rights.
3. Consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that the ACT (Family Educational Rights Privacy Act [FERPA]) and regulation in this part authorize disclosure without consent.
4. File with the U.S. Department of Education complaint concerning alleged failures by the agency or institution to comply with the requirements of the ACT and this part.
5. Obtain a copy of the policy adopted under the ACT.
6. A copy of the adopted Policy and Procedures for the Family Educational Rights Privacy Act is available at the Board of Education Office and in the administration office at each school site.
7. The school district will notify parents of students who have a primary or home language other than English on FERPA rights.

Student Privacy Rights

Students can expect no privacy concerning school lockers, desks, or other school property. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school locker, desk, or other school property. School personnel shall have access to 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.

Eligibility/Secondary School Activities Association

Choctaw Middle School is a member of the Oklahoma Secondary School Activities Association, and is bound to observe the rules of the Association. These rules include criteria for determining the eligibility of students to participate in various activities such as Oklahoma Music Association, Athletics, Band and Cheerleading. The criteria are:
1. Student must be in attendance at least 80% of the time.
2. Student must adhere to school and team conduct policies.
3. Student must be under 16 years of age on September 1st.
4. Student may not participate more than four (4) semesters in middle school.
5. Student must attend school the entire day on the day he/she participates in any activity in which he/she represents the school, except for emergency, illness or extenuating circumstances. In such cases, the principal must determine the student’s eligibility.

Student Eligibility During Semester:
1. Scholastic eligibility for students will be checked at the end of a semester and each succeeding week after the third week of the subsequent semester.
2. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, they will be ineligible to participate during the next one-week period. The eligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to
regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Saturday).

4. "Passing Grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Special Education Students: Special students who are enrolled in special education classes, have an individual educational plan and have been certified by the principal as doing a quality of work may, with approval of Board of Directors, be accepted as eligible under this rule.

Pets

Pets are not allowed at school. Students are not to bring any kind of animal to school for sale or trade or as a gift. The school does not have facilities for the care of pets. The office cat is the only pet allowed.

Sales/Fund Raiser

Students are not allowed to sell anything at school or school sponsored activities unless approved in advance by the site principal.

Use of Telephone

The office telephones are for school business. You are not to ask to use the phone to plan your personal business. We realize sometimes school events may change starting times or be cancelled altogether, or students may need a ride home after a late night event. In these instances, students will be allowed to use the school phones to contact their parents and relay the information.

Visitors

No friends or relatives will be allowed to visit during normal school hours. We invite parents or others who have business here to come by the office and we will help them in any way possible. We welcome and encourage parents to participate in the education of their children.

Student Vehicles & Driving

No Choctaw Middle School student may drive a car or motorcycle to school or park a car or motorcycle on campus.

Choctaw/Nicoma Park Schools Board Policy for School Bus Riders

Conduct of Students: School transportation is a privilege for the convenience and safety of the students. Undesirable conduct by the students can create a very dangerous situation. It may not only cause someone to be injured inside the bus, but it could lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. The conduct of a student on a school bus should be the same as is expected in the classroom, except for quietly visiting with one sitting next to him. There is to be no loud talking or moving about while on the bus. Students are to obey requests of the driver the same as they would a teacher. SMOKING, EATING AND SOFT DRINKS ARE PROHIBITED ON THE SCHOOL BUS. No one is to put any part of his/her body out of a window, or throw any object out of a school bus window. This will result in immediate removal from bus for the remainder of school year and could result in criminal charges. Hands and feet are to be kept out of the aisles, and any object carried on the bus is to be held in the student’s lap or placed where the driver requests.

Registration: On or before the first Monday after school begins, all bus riders must fill in a School Bus Rider Registration Form. The form may be obtained at the school site. It is to be handed to the school bus driver. The student has registered to ride that bus route and is to ride no other bus without a transfer. School bus drivers have the authority to assign seats if so desired.

Entering the Bus: All students are to stand back until the bus comes to a complete stop. Students will line up in order to enter the bus single file with no pushing and shoving. Once inside the bus, students go directly to a seat and sit down. If the driver has assigned a student a seat, that is the seat he/she is required to sit in. The driver will be the judge as to how many should be in each seat. Seats are not to be held for a student who enters at a later stop, and everyone is expected to share seats.

Departing the Bus: All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at the stop are to depart single file as quickly as possible and get away from the bus. If a student must cross the street, he/she is to quickly walk approximately ten steps in front of
the bus and wait for the driver to signal when it is safe. *NEVER WALK BEHIND A BUS.* All students are to get off the bus at school or at their regular stop unless they have a note issued from the school office. The driver will turn the note in to the transportation office.

**Defacing a Bus:** Any student caught writing on a bus, tearing or cutting a seat, tearing off padding or defacing a bus in any manner may be suspended immediately from riding a school bus. Parents of such students are legally liable for damages.

**Discipline:**

**Responsibilities of Bus Driver, Principal and Parents:**

1. School bus transportation is a privilege extended to the students of Choctaw/NP by the Board of Education. It is the parents’ responsibility to supervise the child until such times as the student boards the bus in the morning and after the student leaves the bus at the end of the school day. Once a student boards the bus, he/she becomes the responsibility of the School District. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.
2. In view of the fact that a bus is an extension of the classroom, the children are expected to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.
3. The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the Transportation Supervisor. The Transportation Supervisor will forward the report to the building Principal’s office for disciplinary action.

For misconduct other than vandalism, the student’s parent/guardian and the principal shall be notified of a first occurrence. The principal shall take whatever reasonable action they deem necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For a third and subsequent offense, a student’s privileges shall be withdrawn for the equivalent of one semester.

4. It is the responsibility of the bus driver to discuss this document with students and to be sure each student and his/her parent’s sign it and return it to the driver.

5. It is the parent’s responsibility to discuss the Code of Conduct with the child and to support the school administration.
6. The parent must assume responsibility for the behavior of the child while riding the bus.

**If permission to ride the bus is revoked, the parent must provide transportation to and from school for their child until such time as reinstatement may be made.**

**Bus Zone:** Parents picking up students should meet them on the south side of the building to avoid conflict or confusion with the buses.

**Bus Passes:** All students are to get off the bus at school or at their regular stop unless they have a bus pass issued from the school office. These will only be issued in cases of emergency.

**Field Trips:** All students who participate in school field trips are required to ride the bus back to school. Parents may checkout students in the attendance office after they return from the field trip.

**Cafeteria**

The following are some guidelines to help you have a clean, orderly place to come and eat your lunch:

1. Observe the rules of good etiquette in the lines, and at the tables.
2. When you have finished eating place trash in waste baskets before leaving the lunch room.
3. Finish your lunch, including candy, ice cream, fruit, etc., before leaving the lunchroom. Food is not to be taken outside the lunch room.
4. **NO LUNCHES WILL BE CHARGED IN THE LUNCH ROOM.**
5. Upon leaving the lunchroom, students should go directly to the designated area until the lunch period is over.
6. Students may be assigned seats as necessary.

**Consumption of Food or Drinks Other Than in Cafeteria**

No food items, candy, or soft drinks, etc., can be consumed during classes or in the halls.

**No open containers of drinks are allowed in any of the school buildings.** Vending machines may not be used during class periods or passing periods without teacher permission.
**Tornado Warning Procedures**

In the event of a “tornado warning” (tornado sighted nearby), teachers and students will be warned by an announcement to proceed to safe rooms. All students and faculty will report to their designated safe room.

**Emergency Evacuation Procedures**

In the event that it becomes necessary to evacuate the building, teachers will follow this procedure for drills as well as actual emergencies. Teachers will instruct the students as to which exit to use and the designated route for them to their assembly point. The teacher will be the last one out of the room to ensure that all students have left. Upon arriving at the designated assembly site, teachers will call roll to ensure that everyone is out of the building. Students will fall into rows and remain quiet until told to return to the building. The “all clear” signal will be one long ring. The signal to evacuate the building is **INTERMITTENT SIGNAL OF THE BELL.**

**Medication & Prescription Drugs**

Students who must take medication at school are required to leave their medication in the nurse’s office. A “Medication Form” must be completed and returned with the medication to the office before the student will be allowed to take the medication. Possession of any kind of medication without permission is not allowed.

**Electronic Devices**

Students are not to use any type of toy, game, cellphone, e-reader, headphones, laser pointer, etc., in the classroom. Such items will remain in students’ locker. School personnel may confiscate any such device. **The school will assume no liability for lost or stolen items.**

**Discipline Procedures**

1st Time—A verbal warning will be issued. The student will be asked to put device in locker.

2nd Time—Same procedure as 1st Time and student will be assigned 3 days of detention.

3rd Time—Same procedure as 1st and student will be assigned 1 day of ISI.

4th Time—Same procedure as 1st Time and student will be assigned 3 days of ISI.

Additional violations will result in ISI assignments as determined appropriate by school administration.
Helpful Numbers

Choctaw/Nicoma Park Schools

Superintendent – Dr. Jim McCharen ................................................................. 390-5481
Assistant Superintendent – Donna Cooper ...................................................... 390-5486
Assistant Superintendent – David Reid ............................................................. 390-5490
Assistant Superintendent – Dr. JeanAnn Gaona ............................................. 390-5483
Transportation – Donna Salinas ..................................................................... 390-5524
CATS (Alternative School) – Tony Fadenrecht ............................................. 390-6152

Equal Opportunity Statement

In compliance with Title VI of the Civil Rights Act of 1964, Exec. Order 11246 as amended, Title IX of the Education Amendments of 1972, Sec. 503 & 504 of the Rehabilitation Act of 1973 and other federal laws and regulations, the Choctaw/Nicoma Park Public School District does not discriminate on the basis of color, national origin, sex, age, religion, handicap, disability or status as a veteran in any of its policies, practices or procedures, this includes but is not limited to admissions, employment, financial, and educational services.

Inquiries regarding the non-discrimination policies can be directed to:

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color, and national origin)

Title IX Coordinator (for questions or complaints based on age)

Boy Scouts Act Coordinator (for questions or complaints about equal access to Boy Scouts and other youth groups)

Section 504/Title II of the American with Disabilities Act Coordinator (for questions or complaints based on disability)

Contact:
12880 NE Tenth Street
Choctaw, OK 73020
(405) 390-5555