



**Early Childhood Center  
Chouteau Elementary  
Chouteau Middle School  
Chouteau High School  
Mazie Elementary**

**Chouteau-Mazie Public Schools  
PO Box 969  
Chouteau, OK 74337**

**Chouteau- Mazie School Telephone Number: (918) 476-8376  
Safe-Call Telephone Number: 1-877-723-3225**

Due to the unprecedented Covid-19 Pandemic, conditions may warrant changes to the student handbook to comply with state and federal guidelines or law. The Chouteau-Mazie School district and its students will follow the guidelines in the Chouteau-Mazie Board of Education approved Return to Learn Plan to ensure the safety and well-being of school staff and the community of Chouteau. Changes, if any, will be followed during the 2022-2023 school year and revisited throughout the year as conditions change.

All students will follow the policies and procedures in the Chouteau-Mazie Board approved Distance Learning Plan when participating in Distance Learning, whether fulltime virtual, blended, or temporary placement in distance learning. See [chouteauwildcats.com](http://chouteauwildcats.com) for the Return to Learn Plan and the Distance Learning Plan.

## **Introduction**

Administration / Board of Education	Page 4
Philosophy	Page 4
Preface	Page 5
School Spirit	Page 5

## **General Information**

School Expenses	Page 6
Visitors	Page 6
Conferences	Page 6
Media Center	Page 6
The Internet / Computer Agreement	Page 6
School Lunch Program/ Wellness Policy	Page 7
Lunch – Closed Campus	Page 7
Lost and Found	Page 7
Class Parties	Page 7
Book Bags	Page 7
Lockers	Page 7
Activities and field trips	Page 8
Textbooks	Page 8
Netbook Computer	Page 8
Drills	Page 8
Student Insurance	Page 8
Counselor	Page 8
Withdrawals or Transcripts	Page 8

## **Attendance**

Student Attendance, 90% Rule	Page 9
School Activity	Page 10
Internal Activity Review Committee	Page 10
Unexcused Absence	Page 11
Tardy	Page 11
Absent by Arrangement	Page 11
Truancy	Page 11
Truancy on Campus	Page 11
Make-up work for Absences	Page 11
Sign in and sign out Procedures with Early Dismissals	Page 12
School Cancellations	Page 12

## **What to do if you are sick**

Availability of First Aid	Page 13
Communicable Diseases	Page 13
Head lice Policy	Page 13

Immunizations	Page 13
Administration of Medications	Page 14

### **About your grades**

Grade Scales	Page 14
Extracurricular and Athletic Eligibility	Page 14
Report Cards	Page 14
Student Retention and Failing grades	Page 14
Retention – Third Grade	Page 15

### **About Your Behavior**

Electronic Devices	Page 15
Wireless Device Guidelines	Page 15
Distracting Devices	Page 15
Radio, MP3, and CD Players	Page 15
Telephones	Page 15
Selling Items from Home	Page 15
Student Dress Code	Page 16
Student Conduct	Page 18
Conduct on Buses	Page 19
Cheating	Page 20
Smoking and use of Tobacco Products	Page 20
Drugs and Alcohol	Page 20
Student Alcohol or Drug Use Test – When required	Page 20
Gangs and Gang Activity	Page 23
Weapons and Dangerous Instruments	Page 23
Student Relationships	Page 23
Damage to School Property	Page 23
Non – Discrimination Policy	Page 24
Sexual Harassment	Page 24
Harassment and/or Bullying	Page 24
Grievance Procedures for Discrimination Complaints	Page 24
Student Search and Seizure	Page 24
Disciplinary Rubric	Page 25
Suspension	Page 27
Appeals for Suspensions	Page 28
Restrictions on Students while Suspended	Page 28
Dances	Page 29
Dance Dress Code	Page 29

### **Site Sub-Sections**

Notifications	Page 30
Early Learning Center	Page 34
Creeds	Page 35
Chouteau Secondary Schools	Page 36

## **ADMINISTRATION**

Lori Helton, Superintendent, 476-8376  
Clint Hall, High School Principal, 476-8334  
Josh Gwartney, High School Asst. Principal, 476-8334  
Michelle Brumley, Middle School Principal, 476-8336  
Dedee Emory, MS Asst. Principal, 4736-8336  
Tamara Bryan, Chouteau Elementary Principal, 476-8337  
Rebecca Armstrong, Early Childhood Center Principal, 476-6551  
Mindy Bridges, Mazie Campus Director 476-5389  
Phil Brumley, Transportation/Athletic Director, 476-8446  
Dusty Harrison, Special Education Director, 476-8376 x105  
Thomas Rehl, Technology Director 476-8376  
Steven Coblenz, Plant & Facilities Director 476-8376

## **BOARD OF EDUCATION**

Brett Drumm	President
Cory Nicholas	Vice-President
RJ Wishard	Clerk
Amber Rice	Member
Jason Stuzman	Member

### **Philosophy**

The philosophy of Chouteau Schools is based on the belief that the primary purpose of the school is to provide children with the best possible educational opportunities. A school atmosphere that is conducive to learning must exist among the pupils, faculty, administration, and community. Due to the great differences in individual pupils, the educational program must meet the unique needs of all students. Each student should develop an appreciation of the rich cultural background of our country and of the sacrifices required to establish and maintain a democratic society.

To meet the challenge of our time and to provide excellence in education, qualified and dedicated teachers must be secured, adequate physical facilities and equipment must be provided, and the most efficient approaches and methods available must be utilized.

### **Preface**

The school is a community. The rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must accept the responsibilities, which include obeying the laws of the community.

All students are responsible for the information and regulations included in this handbook and are subject to all rules and regulations set forth by the Chouteau-Mazie Board of Education, State Department of Education, Oklahoma Secondary Schools Activities Association, and State and Federal Laws.

### **Chouteau-Mazie School Mission Statement**

The mission of Chouteau-Mazie Public Schools is to ensure that all students are provided the educational opportunities to acquire the necessary knowledge and skills to be competent, productive member of a global society.

### **Goals of Chouteau School**

1. Develop and implement a **curriculum** that is rigorous, intentional and aligned to state and local standards and that utilizes available technology resources to facilitate instruction and learning.
2. Use multiple **evaluation and assessment** strategies to continuously monitor and modify instruction to meet student needs and support proficient student work.
3. Provide an **instructional program** that actively engages all students by using effective, varied, and research-based practices to improve student academic performance.
4. Encourage the development of **personal student learning goals** that are age appropriate to engage the student in some personal responsibility in their learning process.
5. Engage our students through **parent involvement**.
6. Develop **stronger partnerships** between our district and our community, local business, regional universities, and technology centers, Cherokee Nation, Creek Nation, and MAIP.
7. Strengthen our ability to utilize current **state reforms**: A-F, RSA, TLE, ACE and Implementation of Oklahoma State Standards.
8. Develop **Staff and School Board Competencies**:
  - a. Content/Job Knowledge
  - b. Pedagogy (Method and Practice of Teaching)
  - c. Technology
9. Institute **Character Education** Programming, incorporating student behavior and discipline. Achieve a general education with an understanding and appreciation of history, literature, fine arts, and science with adequate skills in math, reading, writing, speaking, and listening.

### **School Spirit**

School spirit is an intangible that encourages students to excel in order to reflect credit upon his/her school. This spirit teaches students to respect and honor the rights of others while taking pride in their school. School spirit is devotion to a school and its traditions, a willingness to be true to high ideals, to be loyal, to cooperate, and to serve.

# **General Information**

## **Student School Expenses**

Some expenses may be incurred such as paying for lost textbooks, library fines, school pictures, graduation costs, parking permits, and items of a similar nature.

Cafeteria will be open to students at 7:35 a.m. and campus will close at 3:15 p.m. unless supervised by a school employee. Only students who have made special arrangements with a teacher and receive a pass from that teacher will be allowed in the building other than at the prescribed time. No student will be allowed in school facilities before 7:35 a.m. There is no reason for a student to be on the school campus before the building is open.

## **Visitors**

All visitors must get permission from the office to visit and are required to sign in, sign out and wear a visitor's pass. Student age visitors are not permitted during school hours, including lunch.

## **Conferences**

Parents are always welcome to schedule conferences whenever needed.

1. All parent conferences should be arranged in advance with the teacher.
2. Conference sessions may only be scheduled during the teacher's planning period, before or after school. No conferences are allowed during the scheduled teaching time.

## **The Media Center**

The media center is open during school hours Monday through Friday. Materials are checked out for two weeks. Failure to pay fines or return books on time will keep the student from borrowing library materials until these fines are cleared.

Overdue Notices will be given to students once a week as a courtesy reminder to students. Failure to receive the notice will not reduce or cancel the fines. Fines are five cents per day for each book, which does not include days when school is not in session or weekend days. Lost and damaged materials will be paid at replacement cost.

## **The Internet / Computer Agreement**

Each student and parent / guardian must sign the Internet and Computer agreement forms before using the internet and receiving a computer. Internet use is for school related research purposes only. Using the Internet and having a computer is a privilege and each student is personally responsible for his or her own actions. Unacceptable use or behavior will result in disciplinary action, which may include suspension and/or denial of privileges. Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### **School Lunch Program / Wellness policy**

The school breakfast and lunch program is free for all students. Economic disadvantaged paperwork will be sent home prior to October 1. Please fill it out and return it to the office. Adverse health effects from the consumption of energy drinks / Powders by children, adolescent, and young adults are a growing source of concern. Therefore, the school is banning energy drinks/powders from campus. Energy drinks are beverages like Red Bull, Rock star, and Monster which contain large doses of caffeine and other legal stimulants like Guarana and ginseng. Energy Powders are defined as Powder Stimulants. Powder flavor packets are not acceptable. All drinks must be factory sealed till opened in the presence of a school employee.

### **Lunch / Wildcat time – Closed Campus**

The halls are closed to students during lunch and Encore. No food or drinks are allowed in the hallways, classrooms or auditorium without administrative approval. During lunchtime, students should be in the cafeteria or plaza. Students are not to be in the parking lot during the school day, including lunch times. **Chouteau-Mazie Secondary Schools have a policy of a closed campus for lunch. Students may not leave campus during the lunch without their parent physically checking them out in the office and accompanying them to lunch. Students leaving campus at lunch will be disciplined for truancy and may lose driving privileges. Students are reminded that no visitors are allowed in the hallways, classrooms, cafeteria or parking lot during school hours. This means that other students cannot bring lunch in for students during lunch hour. Parents bringing items to students during lunch or anytime of the day must sign-in through the school office.**

### **Lost and Found**

Students who have lost personal or school-owned articles may check for them at the main counter in the office. Students finding articles in the school should bring them to the office. Please use name labels or some form of identification on all personal items brought to school

### **Class Parties**

All class parties must be approved by the principal. Parties can be an excellent motivational tool, but time spent needs to be held to a minimum so as not to interfere with quality instructional time.

### **Book Bags**

Book bags can only be used to transport books and personal items to and from school. Please label all book bags with name and grade

### **Lockers**

Students will be assigned a locker during enrollment week. Any student needing a locker or a change of locker should check at the principal's office. Proper care and maintenance of the assigned locker should be exercised and becomes the responsibility of the student. Lockers should be kept locked when not in use to guarantee that textbooks and materials are not stolen from the locker.

1. Student lockers remain the property of the school and are only assigned to the student for storage of proper school materials. Students are held responsible for the content of their locker.
2. To insure the safety and welfare of pupils, the school maintains a strict policy of student search and seizure. Pupils are informed that they have no reasonable expectation of privacy rights toward school officials in the school lockers, backpacks, purses, vehicles, desks or other property on or adjacent to school grounds.

3. The school shall endeavor to maintain the student's privacy, but retains the right to inspect lockers upon suspension or suspicion of an infraction. Inspections will be conducted by the administration.
4. If anything illegal is found, the proper authorities and parent will be notified.
5. Lockers should not be written on or defaced.

### **Activity and Field Trips**

1. Students must dress in the same manner as required in school.
2. Students must follow all school rules
3. Students must return on the bus in which they were transported to activities unless released to parents by the teacher.
4. Before going on an out-of-town field trip, students must have a signed parental permission form on file.
5. Students who are suspended will not be allowed to participate in any activity or field trip.
6. The building principal and sponsor may prohibit any student from participating or attending any activity at any time.
7. Students must be academically eligible.

### **Textbooks**

1. Parents should help their child by seeing that homework assignments are completed and all books and assignments are returned to school each day.
2. It is the responsibility of students to take good care of their textbooks. If the book assigned to a student is lost, destroyed, defaced, damaged, or stolen, the student to whom the book was issued will be held financially responsible for the replacement of the book.

### **Drills**

Students will participate in various drills throughout the year to be prepared in case of tornadoes, fires and any situation that might require a lock-down.

### **Student Insurance**

Chouteau-Mazie Public Schools does not provide health or accident insurance coverage for students who regularly attend school or participate in extracurricular activities. A parent or guardian for a child may purchase a student accident insurance policy from a student insurance company designated at the beginning of each school year by the district. However, the cost is strictly the responsibility of the parent and not the school district.

### **Counselor**

A qualified and experienced counselor is available to assist students during the entire school day. The counselor may assist students with vocational, academic, personal, or emotional problems. Students should call upon a counselor or any staff member when they feel assistance is needed. For the student who does not plan to go to college, much can be done to prepare for a vocation or profession while in high school. Any student interested in a scholarship or grant should consult the counselor in his/her sophomore and junior years. The counselor will also assist students in schedule changes. Post secondary opportunities should be discussed with students beginning their freshman year. **Students will not be allowed to change their schedule after the first ten days of the semester without receiving a non credit for the semester in their class.**

### **Withdrawals or Transcripts**

When it is necessary for a student to withdraw or transfer from Chouteau-Mazie, the following steps must be taken:

- A. Report to the office immediately upon arrival to school in the morning so that the withdrawal records may be completed as the student goes to each class. The secretary will give you withdrawal records, which you will carry to each of your teachers for a letter grade to date. This sheet must be

filled out in full. This sheet does not withdraw you from classes. After the withdrawal records have been completed, return the sheet to the secretary for final approval.

- B. All school property must be returned, pay any library fines, etc., which you might owe before withdrawal is finalized.

# Attendance

## **Student Attendance, 90% Rule**

The Chouteau-Mazie Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

Absences                      REFERENCE:              70 O.S. §10-105, §10-106

**Truancy/Absences without valid excuse:** If a student has been absent for four (4) or more days or PARTS of days within a four week period, without valid excuse, the parent/guardian of this student is in violation of the Oklahoma Compulsory Education Law.

### **Excused absence will be granted for the following reasons:**

1. Mental or physical disability
2. Written agreement if the child is 16 plus between the parent/administration
3. Death of an immediate family member or any military funeral honors ceremony
4. Medical appointments
5. Legal matters
6. Travel to and from and observance of holidays required by student's religious affiliation
7. Extenuating circumstances deemed necessary by the principal and requested by the parent - See absent by arrangement.

It is the responsibility of the parent to notify the school between 7:45 a.m. and 8:30 a.m. if the child is to be absent that day for one of the above reasons. Parents are required to contact the school and provide documentation regarding illnesses, court appearances, first attempts for driver's license, family emergencies or other reasons for student absence. The student must make up all work missed, and, if submitted as outlined in *Make-up Work for Absences* (p11), the District will accept it at full credit. It is the responsibility of the student, on the day of return, to make arrangements and see that the work is made up.

Any student and/or parent of a student who exceeds the 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the District's attendance committee. The committee may, at the discretion of the Superintendent be the same as the Internal Activities Review Committee. Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a

physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

### **School Activities**

1. Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate and is participating in the state or national event.
2. Students will be allowed to make up any work missed while participating, according to the Make Up Work Policy on page 11.
3. Absences for the following reasons will not be charged against the ten absence limit:
  - a. Activities held on campus, sanctioned by the superintendent;
  - b. Serving as a Page in the Legislature;
  - c. On campus visits by college representatives/vocational representatives;
  - d. College entrance exams;
  - e. Field trips approved by the Board of Education.
4. Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers.
5. A record will be kept of those days or class periods missed by students due to school sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches, and teachers with a need to know this information.
6. Absences that exceed the maximum permitted by this policy and which do not have the written permission of the Internal Activities Review Committee (IARC) shall be counted as an unexcused absence in accordance with board policy.

### **Internal Activity Review Committee (for extracurricular activities)**

The board of education has established an Internal Activity Review Committee (IARC) composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), and athletic director. The Superintendent may suggest additional individuals to serve on the Committee. The Committee shall resolve questions regarding excused or unexcused absence related to extracurricular activities using procedures that the Committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The Committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the IARC may appeal the decision to the Board of Education by filing an appeal within 5 business days of the IARC's written decision with the Clerk of the Board of Education with a copy of the appeal to the Superintendent of Schools.

In addition to the above responsibilities the IARC shall review and recommend the board policy changes or additions designed to ensure that the School District's treatment of school attendance and opportunity

for participation in extracurricular activities is consistent with applicable law, school board policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the School District participates.

The board of education has final authority in deciding if a student's deviation from the ten day or class period rule shall be approved. The board can exercise this authority by conducting a hearing in which all sides shall be heard or can exercise its authority by voting to uphold a decision of the IARC or voting not to reconsider the IARC's decision or findings in a particular matter.

### **Unexcused Absence**

This is any absence that does not fall within one of the above categories. Work will be made up with a grade adjustment.

### **Tardies**

1. A student is tardy when they are not in their classroom and seat when the tardy bell sounds.
2. Students who misses more than fifteen (15) minutes in a class period, is counted absent for the period.
3. Three tardies or missing up to 15 min of any class three times equals one absence.

### **Absent by Arrangement**

These are absences in which the parents deem it necessary that the child miss school for reasons other than those that fall within an excused absence. These absences need to be approved by the building principal.

### **Truancy**

A student is considered truant when they receive four unexcused absences in a four week period, absent from school without the parents' knowledge, or leaving school without permission of the principal or his/her designated representative, and include all absences. Students who are truant will be subject to disciplinary action and will be ineligible to participate in school activities for the day. Truant students will make up all missed work with a grade adjustment. A truancy ticket may be given.

### **Truancy on campus:**

A student who is not in their assigned area or does not have a hall pass will be deemed Truant on campus. A truancy ticket may be given.

### **Make-up Work for Absences**

All work missed during a period of absence may be made up. For each day of absence, a student shall have two (2) school days to make up the work missed, unless granted additional time by the teacher. During the period of makeup time allowed, the work missed **shall not** be calculated in the student's grade until the work is turned in or the makeup time has expired. For example, if absent on Tuesday, make up work is due to the teacher by the beginning of the class period on Friday. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up.

Students need to be absent at least two (2) consecutive days before assignments can be requested. When it is necessary because of multiple absences, such as illness, parents may request assignments. Please call the office of your child's school **PRIOR TO 10:00 AM**. Assignments may be picked up the same day after 2:00 pm in the office for all requests made prior to 10:00 am. Assignment requests made after 10:00 am may be picked up the following day after 2:00 pm.

Any examination or assignment, announced during the student's presence in class or which is regularly scheduled (e.g. semester test, research paper, etc.), which is missed by the student due to any type of absence,

shall be made up or turned in on the day the student returns to class. If a test is first administered on the day the student returns to class, he shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him from being aware of the scheduled test, then the test shall be administered to him one day following his return to class. If a student is absent for part of a class period but present for the majority of the class period work assigned the same day is due without extended time.

Any exceptions to the policy concerning administering the tests shall be limited to those exceptions made by the building principal. In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness (504 Medical Plan) will not extend beyond the end of the current school year

In the case of a short-term suspension (5 days or less), the following will apply:

1. Full credit for missed work in core class areas will be given if the student follows the educational plan submitted by the administration.
2. Projects or term papers that have previously announced due dates must be submitted on the due date unless arrangements are made with the teachers.
3. When semester tests are missed, the student will make up the test at a time set by the administration. Failure by the student to report for the test will result in a zero being recorded.

A student who is truant will be disciplined according to school disciplinary policy and procedures. The practice of use of suspension as the primary form of discipline for truancy is not advisable unless the student has already reported to school and leaves the school grounds, in which case, a suspension may be considered. However, in any case of truancy, the parents must be informed as soon as contact can be made, followed by a conference, if possible. The practice of parent conferences, detention, or assignment to the In School Detention program is advisable in cases of truancy and will be utilized when possible. Suspension from school for truancy alone shall not be used until other disciplinary tools have been exhausted.

### **Sign-in and Sign-out Procedures with Early Dismissals**

Students are required to sign-in at the attendance office upon arriving at school after 8:00 a.m. Students leaving school before regular dismissal time must have permissions from the office to sign-out. Parent contact with the office will be necessary before a student is cleared to sign out. If all efforts to contact a parent fail, an administrator may clear the sign out. If the student does not sign out before leaving school, an appropriate disciplinary action will be administered. If the student returns the same day, they must check back in with the office.

Students must remain in class until the last 15 minutes of that class hour in order to be counted present. Students missing up to 14 minutes will receive a tardy.

### **School Cancellations**

The school board has ruled that the Superintendent of Schools must make the decision if the school is to change from the normal school day due to bad weather. Television stations (Channel 2, 6, 8, and 23) will broadcast the closings and notice will be posted on the school's website at [www.chouteauwildcats.com](http://www.chouteauwildcats.com), and the Chouteau-Mazie Public Schools App. A call will also be made via school messenger notifying families if school will be dismissed, when possible. If possible, you should avoid calling the school or school personnel at their homes.



# What To Do If You Are Sick

If you become ill during the school day, tell your classroom teacher and come to the office. Your teacher may see that it is necessary to have someone accompany you to the office. The office staff treats minor injuries. Some medical supplies are provided by the school offices. Parents are notified by telephone of any illness or injury. If the injury requires immediate medical care or transportation to a medical facility, we may call our local ambulance with trained paramedics.

## Communicable Diseases

A communicable disease is defined as an illness that is capable of being transmitted through personal contact. Our school district has concern for health of students and staff in the school system. An important part of the school health program is the prevention and control of communicable diseases. School officials in charge of any school may send a student home who is exhibiting the following symptoms:

- Fever of 100.4
- Sore Throat or tonsillitis or strep throat
- Any eruption of the skin or rash
- Any nasal discharge accompanied by fever
- A severe cough, productive sputum (Mucus)
- Any inflammation of the eyes or lids
- Diarrhea
- Vomiting
- Poison Ivy

**Chouteau-Mazie Public Schools Return to learn Plan discusses the district's response to COVID-19.**

## Head Lice Policy

It is the policy of Chouteau – Mazie Public Schools to send a child home that is found to have head lice and / or nits (eggs). Determination of lice infestation is to be made by a nurse, counselor or principal. Parents of infested children will be notified by telephone and will be required to pick their child up from school as soon as possible.

When a child has been sent home for head lice treatment, the parent / guardian must understand that the following day he / she must bring the child to school for a recheck by the school nurse and remain present until the child has been cleared to re-enter. The trained school personnel may screen children following treatment for re-entry

## Immunizations

1. The law requires a child entering school for the first time or students transferring from one school to another to present a certification form signed by a physician or an authorized representative of the State Department of Health showing that the child is adequately protected.
2. For further information, contact your physician, Mayes County Health Department, or Chouteau school nurse.
3. The Oklahoma State Board of Health recently added a new vaccine requirement for seventh grade students. All seventh grade students must show proof of having received one dose of Tdap (tetanus, diphtheria and pertussis) vaccine before attendance is allowed. To meet this requirement, an immunization record must be provided to the school showing the date your child received the vaccine and a signature or stamp of the doctor or clinic that provided the vaccine. Parents may also request and complete an immunization exemption form for valid medical, religious, or philosophical concerns. These forms may be requested from the school.

### **Administering Medications**

No employee of Chouteau-Mazie Public Schools is allowed to administer any kind of oral medication to a student without authorization. This policy includes aspirin. When it is necessary to take medicine during school hours, students must have on file a “Parental Authorization to Administer Medicine” form. Prescribed medication for a child to take during school hours must be in the original prescription container. All medication must be labeled and accompanied by a parental note which states specific dosages, times per day, etc. **Parents must bring all medications to school. Medication must NEVER be sent to school with a child.**

## About Your Grades

### **Grade Scales**

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
S	Passing	0.0
U	Failing	0.0
NC	No Credit	0.0

### **Extracurricular or Athletic Eligibility**

In order to establish and maintain a high level of academic standards in our extracurricular and athletic programs, each student competing or participating in extracurricular activities must:

1. Maintain a grade no lower than a “D” in each class during the season in which they are participating. Weekly grades checks will be maintained during the season. Students who fall below the academic standards during a grade check shall be on probation that week and will be declared ineligible for the following weeks until they bring their grades up to the acceptable level.
2. Any student that exceeds the 90 percent attendance rule, outlined on page 9, will be ineligible.
3. Each student should attend school the day of an athletic event in order to participate, and it is the option of the coach to refuse participation to students who do not abide by this rule. It is the general rule that everyone who is absent over ½ of the day of the athletic event shall not be eligible to participate in that day’s events. The final decision shall rest with the coach and the administration.

### **Report Cards**

1. Report cards will be sent out at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semester.
2. The teacher will send out progress reports by the end of the fifth-week of each grading period on each of their students.
3. Parents may contact the office and request a grade and attitude check for their child at any time.

### **Student Retention and Failing Grades**

Students in grades 6 through 8 must achieve a grade average of 60% or higher in at least five (5) of seven (7) core courses of study for the year to be promoted to the next higher grade. The core courses of study are math, language arts, science, reading, and social studies.

1. After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by requesting review of the initial decision by letter to the school superintendent. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision to retain or, in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and non-appealable.
2. The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the board meeting at which the decision will be reviewed. The board's decision will be final and non-appealable.

### **Retention – Third Grade**

If the reading deficiency of a student is not remediated by the end of third grade; as demonstrated by scoring at the unsatisfactory level on the reading portion of the statewide third-grade criterion-referenced test, the student will be retained in the third grade unless a criteria for an exemption is met. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

## **About Your Behavior**

### **Electronic Devices**

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The school will not be responsible for lost or broken electronics

### **Wireless Device Guidelines**

1. Students will keep cellular telephones turned off and out of sight during class time, passing periods and other school activities unless otherwise directed by a faculty member.
2. Students may only use cellular telephones before school, after school and at lunch unless the administration has told students otherwise.
3. Upon reasonable suspicion, the principal, teacher or security personnel shall have the authority to detain and search, or authorize the search of, any student or property of the student for unauthorized wireless telecommunication devices.
4. Students found to be using any electronic communications device for any illegal purpose, in a manner violative of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline.

Students found to be in possession of a wireless telecommunication device in violation of the rules shall be subject to disciplinary action, and forfeiture of future privileges to possess a device during school sponsored activities for a period of time to be determined by the Chouteau-Mazie Public Schools administration.

### **Distracting Devices**

Students in the Chouteau-Mazie Public Schools are not permitted to have skateboards, footballs, soccer balls, baseballs, basketballs, trading cards, toys on the school grounds, in the buildings, or on the school buses at any time.

### **Audio Devices**

Students may listen to personal headphones before/after school and during lunch, provided that the music is school appropriate and cannot be heard by others in their presence. Students are not to listen to headphones in the hallways, unless administration has told students otherwise.

### **Telephones**

Students are not to be excused from class to use the telephone except in extreme emergency and only with written permission of the teacher. Also, an emergency must exist before a student will be called from class.

### **Selling Items from Home**

The sale of any article by a student is prohibited.

### **Student Dress Code**

The Chouteau-Mazie Board of Education believes that the majority of the students in public schools recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles.

The Board of Education has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning; therefore, the following dress code standards, rules, and regulations are adopted for all students.

Generally, students should regard neatness and cleanliness in grooming and clothing as important. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Appearance that interrupts classes or draws undue attention will not be allowed.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

If a student's dress or grooming is objectionable under the above provisions, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended out of school.

The following are specifically prohibited:

1. Unhemmed and cutoff style shorts, Spandex, biking shorts, tights or leggings, jeggings (tight fitting stretch pants styled to resemble a pair of denim jeans) worn as outerwear, and bathing/swimming wear. Half-length tops or half t-shirts, midriff blouses, midriff shirts, crop tops, tube tops, tank-tops, mesh shirts (unless a suitable undershirt is worn), halter tops, tops with thin straps, muscle shirts, see through (transparent) tops, tops with excessively low necklines.
2. Clothing, jewelry, patches, belt buckles, tattoos and brands advertising drugs, drug paraphernalia, alcohol, or tobacco, or anything illegal or immoral, and those items with obscene, lewd, violent, dehumanizing, or sexually suggestive slogans and/or graphics, or symbols, mottos, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang.

3. Indoor wearing of sunglasses or hood from hoodies on the head. Hats are permitted in common areas. Hats and caps may be prohibited in individual classrooms or certain events.
4. Underwear (such as boxers) for outerwear.
5. Pajama style pants
6. Wallet chains or external chains

**General Rules:**

Excessively large or baggy clothes are prohibited. Garments must be of a length and fit that are suitable to the build and stature of the student. Revealing or sexually provocative clothing or clothing of extreme style may not be worn.

**Footwear:**

Proper footwear must be worn at all times. Shoes with cleats, roller-shoes, house shoes, and shoes that mark the floor are not acceptable.

**Accessories:**

Dog collars, wallet chains, large hair picks, chains that connect one part of the body to another, or other jewelry/accessories that pose a safety concern for the student or others are prohibited.

**Lower Garments:**

Shorts, dresses, and skirts shall not be conspicuous or indecent while sitting or standing. Length of garment must extend to the tip of the longest finger on the hand with the arm of the wearer fully extended and with the shoulders in a relaxed position.

Undergarments shall not be visible. The administration has the authority to discontinue the shorts privilege at any time if its enforcement becomes a problem. Pants with holes above the fingertips shall not be worn.

**Upper Garments:**

The cut and design of any shirt, top, blouse, or sweater must not expose undergarments, bare midriff, or bare backs, or be otherwise immodest. All garments must be of appropriate length, cut and/or fit to meet these requirements while sitting and/or bending.

**Activity Group Uniforms:**

Members of school sponsored or school related performing activity groups may wear appropriate uniforms on a school day when an official school activity is scheduled in which the performing group is participating. Activity group uniforms may be worn during the school day when specific authorization is given by the building principal.

**Religious and Health Accommodations:**

When a bona fide religious belief or health need of a student conflicts with the school dress code, a reasonable accommodation shall be provided. Any parent or legal guardian of a student desiring accommodation on the basis of a religious or health requirement shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

## **Student Conduct**

**Disruptive Behavior:** Chouteau -Mazie Public Schools has a “Zero Tolerance” policy for conduct or language that disrupts the operations of the classroom or school activities. Failure to comply with the directives of a staff member may lead to suspension from school. Students must adhere to a code of good behavior not only for their own benefit but for the benefit of others as well. Any student misbehavior on the bus at any time will be disciplined the same as if the student were in class.

The following examples of behavior are not acceptable in a school environment. The involvement of a student in the kind of behavior listed below will require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Biting
5. Cheating;
6. Conduct that threatens or jeopardizes the safety of others;
7. Cutting class or sleeping, eating or refusing to work in class;
8. Disruption of the educational process or operation of the school;
9. Extortion;
10. Failure to attend assigned detention without approval will result in other disciplinary assignment;
11. Failure to comply with state immunization records;
12. False reports or false calls;
13. Fighting;
14. Forgery;
15. Gambling;
16. Harassment, intimidation, and bullying;
17. Hazing (initiations) in connection with any school activity;
18. Immorality;
19. Inappropriate attire;
20. Inappropriate behavior or gestures;
21. Inappropriate public behavior;
22. Indecent exposure;
23. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery;(b) damage, destruction, vandalism or defacing any real or personal property; or (c) threatening, by work or act, the acts identified in (a) or (b);
24. Obscene language; student will not be allowed to return to class of offensive behavior until the next day;
25. Physical or verbal abuse; student will not be allowed to return to class of offensive behavior until the next day;

26. Plagiarism;
27. Possession of a caustic substance;
28. Possession of obscene materials;
29. Possession, without prior authorization, of wireless telecommunication device;
30. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
31. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, and/or controlled substances;
32. Possession of illegal and/or drug related paraphernalia;
33. Profanity;
34. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
35. Theft;
36. Threatening behavior (whether involving written, verbal or physical actions);
37. Truancy;
38. Use or possession of tobacco in any form; (As defined by state law)
39. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
40. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
41. Vandalism;
42. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official. Teachers and school administrators have the legal authority to control students the same as do the parents. Disrespect to school employees will result in disciplinary action and may include suspension or expulsion. Some examples of disrespect are, but not limited to, profanity, verbal abuse, rude or obscene gestures directed towards school personnel, or aggressive physical contact of any kind. Verbal abuse is defined as profanity and/or threats directed to a school employee.

It should be understood by all students participating in extracurricular activities that their eligibility to participate is governed by this policy statement, all regular student discipline codes, as well as the rules and regulations of the OSSAA. It is therefore possible for two students found guilty of the same inappropriate behavior to have different punishments. That is, the extracurricular student may receive the same punishment as the regular student, in addition to being declared ineligible to participate in extracurricular activities.

### **Student Conduct on Buses**

All buses are equipped with security cameras to help ensure the safety and appropriate conduct of all riders. Cameras will be randomly selected for viewing by the district transportation director to monitor student behavior. Camera will also be viewed to review reported or witnessed misconduct of riders to determine the course of action by administrators if necessary.

The following rules and regulations shall govern the conduct of school bus passengers:

- Bus riding is a privilege and may be taken away.
- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school.

- All students must be seated in their assigned seats. Students will be seated two (2) middle/mid-high/high school students or three (3) elementary students per seat.
- The noise level on the bus must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from the windows or extend any part of the body through a window.
- Use or possession of tobacco (as defined by state law) is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Any student desiring to ride a bus other than his/her designated bus must have written permission from the parent. The building principal must sign this note before the child will be allowed on the bus.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Office of Chouteau- Mazie High School. Permission may be granted when the completed form is turned in to the principal. Conduct on the bus will be strictly enforced according to the District's Policy and Procedures Handbook.

### **Cheating**

Cheating is defined as being dishonest giving or receiving aid or information on any test or assignment. For cheating, the student will receive a zero on the assignment. Cheating does affect a student's admission to honor organizations or positions of trust.

### **Smoking and Use of Tobacco/Vapor Products (as defined by state law)**

Chouteau-Mazie Public Schools has a 24/7 rule on tobacco possession. Tobacco will be defined as cigarettes, smokeless tobacco, e-cigarettes, vape, and any smoking related paraphernalia or products. Signs are posted on campus to remind students, employees, and patrons that no tobacco products are allowed on school property at any time. **No student is to use or be in possession of tobacco on the property of Chouteau –Mazie Public Schools 24 hours a day, 7 days a week.** This ban on tobacco includes school activities at home and away. The product will be confiscated and the student will be disciplined.

### **Drugs/Alcohol**

Due to the devastating impact that student use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, The Board will

not tolerate students who use, possess, distribute, purchase, sell or are under the influence of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event. This will include any item considered drug paraphernalia or represented as a drug. **Violations of this Policy will subject the student to disciplinary action, including out-of-school suspension.**

### **Student Alcohol or Drug Use Test—When Required**

The Chouteau-Mazie Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Chouteau-Mazie Public School District, has adopted the following policy for drug testing of students in grades 5 - 12 participating in extracurricular activities.

A physical examination signed by a parent/guardian is required before a student may participate on a school district athletic team. A urine screen to detect the presence of illegal or performance-enhancing drugs which could have a harmful effect on the prospective athlete's health and athletic performance will be included as part of that physical examination.

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) at the beginning of each school year or when the student enrolls in an extracurricular activity; (b) as chosen by the random selection basis; and (c) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

All extracurricular activities participants shall be required to provide a urine sample for drug use testing for illegal drugs and/or performance enhancing drugs. Extracurricular participants who move into the district after the school year begins will have to undergo a drug test before they will be eligible for participation.

Drug use testing for extracurricular participants will also be chosen on a weekly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a weekly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

#### Consequences:

1. **First positive test.** The student will be suspended from participation in all extracurricular activities for two weeks. The student and parent/guardian must attend one (first time) counseling session together, then student must attend one additional counseling session, after which time the student will be returned to full participation status. Beyond the initial two sessions required before participation is reinstated, the student will be required to continue active participation in a comprehensive alcohol and substance use/abuse counseling program that meets with the approval of District Administration, to include building principals and superintendent. After completing the first two sessions of counseling, a determination will be made by the counselor and district administration on the number of counseling sessions to be completed before the student is deemed as "Completing the Program". If at any point the student discontinues the counseling program (misses two consecutive sessions) and no more than 3 total sessions, the student will become ineligible to participate in all extracurricular activities.
2. **Second positive retest.** The student will be suspended from participation in all extracurricular activity for the period of 25 taught school days. This consequence may be split between two academic school years. Student must resume active participation in an approved counseling service that assists with alcohol and substance addictions for the remainder of the school year.
3. **Third positive retest.** The student will be suspended from participation in all extracurricular activity for 50 taught school days. This consequence may be split between two academic school years. Student must resume active participation in an approved counseling service that assists with alcohol and substance addictions for the remainder of the school year.
4. **Self Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, and competition for 180 school days, upon completion of which, the participating student shall again be subject to this policy.

## Gangs and Gang Activity

Chouteau-Mazie Secondary Schools, in an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, has a Zero Tolerance Policy towards gang activity and/or involvement. The presence of gangs and gang activities can cause a substantial disruption of the educational process. Therefore, the policy prohibits not only gang membership, but also any gang-related involvement and activities at school, during school-related functions, or on any School District property. The School District will impose discipline, including suspension, for such behavior by students.

Chouteau-Mazie Secondary Schools has identified 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 affiliation with a gang.
2. committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang.
3. using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
  - A. soliciting and/or initiating others for membership to any gang;
  - B. requesting any person to pay for protection or otherwise intimidating or threatening any person;
  - C. committing any illegal act or violation of school district policies;
  - D. inciting other students to act with physical violence upon any other person;
  - E. engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.

## Weapons and Dangerous Instruments

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; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchaku, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.**

In summary, a student **will not possess, handle or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile** of one:

1. on the school grounds, i.e. vehicles, lockers, backpacks, etc.
2. off the school grounds at any school sponsored activity, function or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosives including firecrackers, ammunition or any other dangerous objects of no reasonable use to the pupil at school. **Violations of the above rule may be recommended for suspension from all schools in the district for one calendar year.**

### **Student Relationships**

The school will insist that all couples conduct themselves at all times at school in such a fashion that attention of others is not attracted to their behavior. No public display of affection (i.e. hugging, kissing) should occur during your time at school. Offending pupils will have their attention called to the matter, and should it reoccur, necessary disciplinary action will be taken.

### **Damage To School Property**

All Chouteau-Mazie School property belongs to the patrons of Chouteau-Mazie School District and is intended to be used by and for the benefit of all students; therefore, when a student intentionally destroys or damages school property, he is personally liable financially and subject to discipline by school authorities. Damage or destruction would include vandalism, tagging, etc.

### **Non Discrimination Policy**

The Chouteau-Mazie Board of Education does not discriminate on the basis of race, color religion, national origin, sex/gender, age, disability, sexual orientation, or veteran status in admission to its programs, services, or activities; in access to them in treatment of individuals, or in any aspect of the operations.

### **Sexual Harassment**

The policy of this school district forbids discrimination against, or harassment of any students on the basis of sex. The Board of Education will not tolerate sexual harassment by 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. For the purpose of this policy, sexual harassment includes: verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings and jokes.

### **Harassment and/or Bullying**

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence or threatening behavior by electronic communication whether it originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice, or to have the effect of

insulting or stigmatizing an individual. Harassment includes but is not limited to, harassment on the basis of race, sex, creed, age, color, national origin, religion, veteran status, sexual orientation, or disability.

Any person that feels like they have been a victim of harassment / bullying needs to complete harassment / bullying report form. These forms can be found at a bully box or in any school office.

### **Grievance Procedure for Discrimination Complaints**

Any student or employee who believes they have been discriminated against is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint. All written complaints should be submitted to the applicable coordinator stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. Complaints must be submitted within 30 days of alleged violation or date grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.

Patty Pereira	504 / ADA Coordinator	918-476-8376
Phil Brumley	Title IX Coordinator	918-476-8336
Patty Pereira	Title VI and VII Coordinator	918-476-8376

### **Student Search and Seizure**

To insure the safety and welfare of pupils, the school maintains a strict policy of student search and seizure. Pupils are informed that they have no reasonable expectation of privacy rights toward school officials in school lockers, backpacks, purses, vehicles, desks or other property on or adjacent to school grounds. State Law, Section 24-102, Title 70. Students that are under reasonable suspicion and fail to comply with search will be suspended.

### **7-12 Disciplinary Rubric**

Administration reserves the right to any other disciplinary action deemed appropriate under the circumstances for the individual student. This means any student could be elevated to any Tier and receive any discipline .

#### **Assault (against staff)**

Refer to Authorities when warranted

1st Offense – 1 semester

2nd Offense – 2 semesters OSS

#### **Being in an unauthorized area**

1st offense - Warning

2nd offense - 1 lunch detention

3rd offense - 2 lunch detentions

#### **Bullying/Hazing/Harassment :(verbal, physical; or sexual) Refer to authorities when warranted**

1st Offense – conference

2nd Offense 3 days ISD

3rd Offense – 5-10 days ISD or OSS

#### **Bus Discipline**

1st Offense - Warning

2nd Offense - 3 days suspended from bus

3rd Offense - 5 days suspended from bus

4th Offense - 10 days suspended from bus

5th Offense - Suspended from bus remainder of

year

#### **Cheating**

1st Offense – no credit

2nd Offense – no credit, 3 days ISD

3rd Offense – no credit, 5 days ISD

#### **Class conduct/talking in class**

1st Offense – 1 lunch detention

2nd Offense – 1 day ISD

3rd Offense – 3 days ISD

#### **Destruction of property (vandalism)**

**Refer to authorities when warranted(ticket may be given)**

1st Offense – restitution and 1 to 3 days ISD

2nd Offense – restitution and 3 to 5 days ISD

3rd Offense – restitution and 3 to 5 days OSS

#### **Dress Code (may result in unexcused absence)**

1st Offense Student must change or remove item

2nd Offense Change/remove and 1 to 3 days ISD

3rd Offense Change/remove and 3 to 5 days ISD

**Driving/Parking**

At the discretion of Administration

**Failure/refusal to do work**

1st Offense – 1 lunch detention

2nd Offense – 3 day ISD

3rd Offense – 5 days ISD

**Failure/refusal to serve detention/ZAP**

1st Offense – 1 day ISD

2nd Offense- 3 days ISD

3rd Offense - 5 days ISD

**Fighting (mutual)/Assaulting a Student:**

**Refer to authorities when warranted (ticket may be given)**

1st Offense – 3 days OSS

2nd Offense – 5 days OSS

3rd Offense – 10 days OSS

\*\*if injury occurs long-term suspension will apply

**Habitual Offenders (multiple discipline referrals)**

Students will be dealt with on a case by case basis taking into consideration the severity of the offense.

**Horseplay**

1st Offense – 1-3 lunch detentions

2nd Offense – 3 days ISD

3rd Offense – 5 days ISD

**Inappropriate Sexual Behavior**

1st Offense – 1 semester OSS

2nd Offense – 2 semesters OSS

**Lack of class materials**

1st Offense – 1 lunch detention

2nd Offense – 1 day ISD

3rd Offense – 3 days ISD

**Language (Disrespectful, abusive)**

1st Offense – 1 day ISD

2nd Offense – 3 days ISD

3rd Offense – 5 days ISD

**Leaving campus /Skipping class / Truant on Campus - Refer to authorities when warranted (truancy ticket may be given)**

1st Offense – 3 days ISD

2nd Offense – 5 days ISD

3rd Offense – 10 days ISD

**Possession/Use of alcohol/drugs:**

**Refer to authorities(charges may be filed)**

1st Offense – 1 semester OSS

2nd Offense–2 semesters OSS

**Possession/Use of tobacco/E-cig/Vapor**

**Refer to authorities (ticket may be given)**

1st Offense – confiscate, 3 days ISD

2nd Offense – confiscate, 5 days ISD

3rd Offense – confiscate, 3 days OSS

**Profanity (obscenity) – language or gestures**

1st Offense – 3 days ISD

2nd Offense – 5 days ISD

3rd Offense – 3 days OSS

**Profanity to teacher**

1st offense – 5 days OSS

2nd offense – 10 days OSS

**Public display of affection**

**Notify parents**

1st Offense –conference/warning

2nd Offense- 3 lunch detentions

3rd Offense – 3 days ISD

**Sale or distribution of alcohol/drugs**

**Refer to authorities**

1st Offense – 1 semester OSS

2nd Offense – 2 semesters OSS 44

**Tardies**

1st Offense - Verbal Warning

2nd Offense - 1 lunch detention

3rd Offense - 1 day ISD

**Theft - Refer to authorities when warranted**

1st Offense – 3 days ISD

2nd Offense – 5 days ISD

3rd Offense – 3-5 days OSS

**Threats (against students) Refer to authorities when warranted**

1st Offense – 3-5 days ISD

2nd Offense – 3 days OSS

3rd Offense – 5-10 days OSS

**Threats (against staff):**

**Refer to authorities when warranted**

1st Offense – 10 days OSS

2nd Offense – 1 semester OSS

3rd Offense – 2 semesters OSS

**Use of cell phones/electronic devices**

1st Offense – 1 day ISD device will be confiscated and returned at end of the day

2nd Offense – 2 days ISD device will be confiscated and parent must pick up device

3rd Offense – 3 days ISD device will be confiscated and parent must pick up device

**Violation of school safety and security**

At the discretion of Administration

**Walkouts**

1st Offense – 1 day ISD

2nd Offense – 3 days ISD

3rd Offense – 5 days ISD

**Weapons (firearms, knives with 4” blade or longer) - Refer to authorities**

1st Offense – OSS (pending hearing)

Expulsion - 1 calendar year

**Weapons (non-firearms, including knives w/ less than 4” blades) -Refer to authorities when warranted**

1st Offense – confiscate, 3 days OSS

2nd Offense- confiscate, 5 days OSS

3rd Offense- confiscate, 1 semester OSS

**Willful disobedience/defiance/disrespect**

1st Offense – 1 to 3 days ISD

2nd Offense – 3 to 5 days ISD

3rd Offense – 3 days OSS

Note: With all disciplinary actions, the principal reserves the right to exercise the discretion to skip to any appropriate disciplinary level in this schedule, based on the severity of any violation. It is further understood that the principal will exercise the discretion to deal with any unforeseen disciplinary problems or extenuating circumstances on a case by case basis. Administration reserves the right to any other disciplinary action including corporal punishment as deemed appropriate under the circumstances for the individual student. This means any student could be elevated to any Tier and receive any discipline listed.

## **Suspension**

Suspension is used as a form of discipline when the infraction done by the student is considered serious or is a repeated infraction to the school rules. All suspensions may be appealed through established channels. It is the policy of the Chouteau-Mazie Board of Education that the superintendent or designee may suspend a student for:

- acts of immorality;
- violations of policy and regulations;
- possession of an intoxicating beverage, low-point beer;
- possession of missing or stolen property, if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
- possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act);
- possession of a firearm, which shall result in out-of-school suspension of not less than one calendar year;
- any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property; and
- adjudication as a delinquent for a violent or non-violent offense.

Before a student is suspended out of school, the principal shall consider and apply, if appropriate, alternate in-school detention options that are not considered suspension, such as placement in an alternate school setting, reassignment to another classroom, or in-school detention.

Probation Contracts offered as an alternative for long-term suspensions are not automatic; rather, they are considered on a case-by-case basis and, if considered, are only offered once during a student's school career.

#### OUT OF SCHOOL SUSPENSIONS

1. Suspensions and expulsions of students from school shall be conducted according to the Oklahoma State Statutes.
2. This procedure shall be done only by the administration and reserved for serious offenses of school rules and defiance of authority.
3. The principal who suspends a student must inform parents by phone and/or in writing of the behavior infraction, and the specific days the student will be suspended.

#### SHORT TERM SUSPENSION

Short term suspension is out of school suspension for ten days or less. Students will be given an opportunity to present their side of the story before a decision is reached. Students and parent/guardian will be given oral or written notification regarding the nature of the violation and length of suspension.

In accordance with Oklahoma State Law an educational plan may be given for a suspension of five days or less or for the first five days of a 6-10 day suspension at the discretion of the principal. All assignments shall be due on the day they return to school.

Students who are suspended from school for 6-10 school days or more may receive their assignments in their core curriculum courses only. The core areas are reading/language arts, mathematics, science, and social studies. The school will provide an educational plan for the student, which will include class work assignments, details, and interval dates for returning and receiving additional assignments. The parent is responsible for supervising the educational plan. Incomplete assignments will be graded as they are, and no additional time will be allowed. The work must be turned in on the due date. No late work will be accepted for credit.

#### LONG TERM SUSPENSION

Long-term suspension means an out of school suspension of more than ten days. Student and parent/guardian will be given written notice of the rules violated and the intention to suspend.

With suspensions of 10 days or over, a plan for the student's education will be provided.

#### **APPEAL PROCESS – Appeal to Superintendent**

1. Parent/guardians must present a letter of appeal to the Superintendent of Schools within five calendar days after the principal's decision.
2. If no appeal is received within 5 calendar days, the principal's out of school suspension is final.
3. Superintendent of Schools shall hold a conference with a parent/guardian as soon as possible after receipt of an appeal letter.
4. Conference will be held during regular school hours, parent/guardian work hours taken in consideration when possible.
5. Superintendent of Schools will read the policy, rule, or regulation which the student is charged with violating and briefly outline the student's conduct. Parents/guardians will be asked if they understand the rule and charges against the student.
6. At the conclusion of the conference, the superintendent will inform the parent/guardian if the suspension will stand, be terminated, or modified. Parent/guardians who are in agreement with the superintendent will be asked to sign a waiver of review by the school board.
7. Parent/guardians will be advised of their rights to a review by the Board of Education.

### APPEAL PROCESS – School Board Review

1. Parent or guardians have five calendar days to appeal in writing the decision made by the Superintendent.
2. Letter may be submitted to the superintendent of schools or the clerk of the school board.
3. If no appeal is made in 5 days, the decision of the superintendent shall become final.
4. The board will hear the appeal as soon as possible or at the next regularly scheduled board meeting. Reasonable effort will be made to accommodate the parent/guardian work schedule. The Board of Education's decision shall be final and cannot be appealed.
5. Parent/guardian and student will be notified in writing of the date, time, and location of the review.
6. Parent/guardian will have the right to choose an "open" or "closed" hearing.

### RESTRICTIONS OF STUDENT PRIVILEGES WHILE UNDER OUT-OF-SCHOOL SUSPENSION OR OTHER DISCIPLINARY MEASURES

1. Students will not be allowed to participate in any extracurricular activities during the time of suspension or other disciplinary action.
2. Extracurricular activities include, but are not limited to:
  - a. Athletic teams
  - b. Student government
  - c. School ceremonies
  - d. Band and vocal trips
  - e. Class Trips
3. Student will not be allowed on school property during the time of the suspension for any reason without the express permission of the principal. One exception might be for the student to attend counseling with Oklahoma Counseling which is located on campus.

### Dances

At various times throughout the school year, school sponsored dances are held. Rules regarding dress, guests, and conduct are set by the administration.

Adults will sponsor dances in the school system. The Drug Free policy will also be enforced at school events. **Absolutely no alcoholic beverages, intoxicants, prescription or non-prescription medications or any other unacceptable substance is allowed at a school event.** Once a student enters a school sponsored dance and then leaves, he/she cannot return to the event.

All guests, other than Chouteau High School juniors and seniors, attending the prom must have approved permission slips. Freshmen and sophomore students may attend the prom only as a guest of a Chouteau-Mazie junior or senior student.

### Dance Dress Code

The following standards regarding school dances will be enforced. The list is not exhaustive; students must be aware that any type of dress that is deemed inappropriate, conspicuous, indecent, profane, crude or unbecoming may be considered a violation of dress code and result in denial of admission to a dance. Students are expected to use modesty in selecting clothing; when in doubt, submit a picture prior to the dance to the dance sponsor or school administrator.

## **Notifications**

### **Family Education Rights and Privacy Act Notification of Rights**

The **Family Educational Rights and Privacy Act (FERPA)**, a Federal law, requires that Chouteau-Mazie Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. This means School Officials can access a student's records if they have a legitimate educational interest. However, Chouteau-Mazie Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Public Schools to include this type of information from your child's education records in certain school Chouteau-Mazie publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories--names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent. The No Child Left Behind Law also requires Chouteau-Mazie Secondary Schools to release the same information to colleges or other higher learning institutions upon request.

If you do not want Chouteau-Mazie Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing after one week of the first day of your child's attendance. Chouteau-Mazie Public Schools has designated the following information as directory information:

#### **FERPA Definitions**

A. Directory information:

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

B. School Officials: instructors, administrators, health staff, counselors, attorneys, clerical staff, RSO, members of committees / boards or other parties to whom the school has outsourced institutional services or functions.

C. Legitimate educational interest: Access is acceptable if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Student Surveys**

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;

5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

### **Exceptional Student Child find**

The Chouteau-Mazie School District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, mental retardation, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the Chouteau-Mazie School District and is in need of specialized school services, please contact Scott Frazier, Director of Special Services at (918) 476-8376.

### **Parents' Right to Know**

The *Every Student Succeeds Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- 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, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *Every Student Succeeds Act* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sex behavior or attitudes
  4. illegal, anti-social, self-incriminating or demeaning behavior
  5. critical appraisals of others with whom respondents have close family relationships
  6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
  7. religious practices, affiliations or beliefs of the student or parents
  8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
    1. any other protected information survey, regardless of funding
    2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
    3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
  - *Inspect*, upon request and before administration or use of
    1. protected information surveys of students
    2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes and
    3. instructional material used as part of the educational curriculum

Chouteau-Mazie Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Chouteau-Mazie Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Chouteau-Mazie Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any nonemergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

### **Parent Bill of Rights**

A copy of the Parent Bill of Rights may be obtained from the District Superintendent by submitting a written request.

## **Asbestos Hazard Emergency Response Act**

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

Chouteau-Mazie Public Schools will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Chouteau-Mazie Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

### **Chouteau-Mazie Public Schools Annual Notification For Parents, Teachers and Employees**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. The school district is currently Asbestos free.

### **TEACHER QUALIFICATIONS**

Dear Parent:

In accordance with ESEA Section 1111 (h) (6) *PARENTS RIGHT-TO-KNOW*, the Chouteau-Mazie School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teacher(s) includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which Oklahoma qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The school will notify you if at any time your child has been taught for 4 or more consecutive weeks by a not highly qualified teacher.

If you have questions, please feel free to contact me; 918-476-8376.

Sincerely,

Lori Helton, Superintendent  
Chouteau-Mazie Schools

# Site Sub-Sections

## Early Childhood Center

This section pertains to the ECC Students and supersedes general policy

### Mission Statement

The mission statement of the Chouteau Early Childhood Center is to insure a quality, future –oriented education for all students and to empower all students to succeed in a changing world.

### ARRIVAL AND DISMISSAL

1. Doors will NOT open until 7:30 a.m. and students should not arrive before this time. Breakfast begins serving at that time. Breakfast is free for all students.
2. Students are required to stay in the cafeteria until 7:55 a.m.
2. Students will be considered tardy at 8:05 am.
3. Sometimes it is necessary for school to be dismissed early without prior warning. Please make arrangements so that your child knows where to go, or what to do during such times. Write this information on the child's enrollment card.
4. If it becomes necessary for a student to be picked up before regular school dismissal, the parent must come to the school office to sign the student out of class. The secretary will call the student to the office using the intercom. **NO STUDENT WILL BE RELEASED DIRECTLY FROM THE CLASSROOM.** This is a protective measure both for your child and for school personnel.
5. Students arriving after 8:05 must report to the office to check in.
6. Except for pre-arranged meetings, games, or programs, children must not be kept or stay on their own after school. Keeping the student after school should only occur after communication has taken place with the office. The school will assume no responsibility for children left on school grounds after 3:00 p.m. unless he/she is participating in a school activity. In the event that a student is not picked up by 3:00 p.m. the child will be released to local law enforcement. **Parents MUST notify the office if an emergency occurs preventing them from picking up their child on time.**
7. All students are to be dropped off at the front doors. Parents will be allowed to walk their child to the cafeteria for the first week of school only. After the first week parents will not be allowed to walk students to the cafeteria. This is to ensure safety and security.

### PLAYGROUND PROCEDURES:

1. Throwing objects of any kind is prohibited (including mulch, sticks, etc.).
2. One person in swing seat at a time.
3. Retrieve balls only when granted permission to leave the fenced area.
4. No jumping off the jungle gym or the swings.
5. No hanging by legs from monkey bars.
6. Keep soccer balls away from the fences.
7. No fighting, shoving, or horseplay at any time.
8. No one inside building on a designated outside day without teacher permission or note from a parent.
9. No one is to be allowed outside the fenced area without specific approval from the teacher on duty.
10. Camel fights, tackle football, horseplay, and wrestling are prohibited.
11. "Play fighting" or physical contact is not allowed. (Ninjas, etc.)

### **NOON DETENTION PROCEDURES**

1. Detention will be served during the noon recess period after time is allotted for the student to complete his/her lunch.
2. Student shall not leave the detention area until recess is over.
3. Students must remain quiet at all times and remain seated.
4. There shall be no gum, drinks, or edible items in the detention room.
5. Failure to obey detention rules may result in more serious consequences.
6. Excessive detention time may result in more serious discipline.
- 7 Student will come to detention with proper study materials and will be expected to stay busy working on these materials.

## School Creeds

### **Chouteau Elementary School Creed**

I am a Chouteau Wildcat!  
I achieve my goals by being prepared and working hard.  
I allow my teachers to teach and my classmates to learn.  
I take pride in myself and show kindness to others  
I am responsible for my actions.  
I am a unique and important person  
I am AWESOME!!  
I am a Chouteau Wildcat!

### **Creed, Middle School**

I am a Chouteau wildcat!  
I achieve my goals by being dedicated and committed to MY education.  
I am Prepared and focused.  
I allow my teachers to teach and my classmates to learn.  
I take pride in myself, my school, and my community.  
I respect myself and others.  
I exhibit kindness and tolerance.  
I am responsible and accountable for my actions.  
I am unique and special individual.  
I am AMAZING!  
I am a Chouteau Wildcat!

# Chouteau Secondary Schools

This section applies to the High School and Middle School Students. It supersedes general policy

## Table of Contents

### **Introduction**

Hall Passes	Page 36
Parking	Page 36
Vehicle Registration / Parking Decals	Page 36
Parking / Driving Rules and Regulations	Page 37
In School Detention	Page 38

### **Academics**

Requirements for Graduation	Page 38
Concurrent Enrollment	Page 41
Oklahoma Higher Learning Access Program	Page 41
Graduation Contract	Page 41
Valedictorian and Salutatorian	Page 42
Grade Point Average	Page 42
Grade Weighting	Page 42

### **Extracurricular Activities**

High School Clubs	Page 43
Middle School Clubs	Page 44
Schedule	Page 46

### Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The hall pass should be visible for faculty members and administrators.

### Parking

Driving and parking on school grounds is a privilege that the Board of Education feels should be provided for the students of Chouteau High School. This privilege is one that will be honored as long as the student registers his/her vehicle(s) and follows required guidelines and regulations. **All students will be required to park in the student parking lot only.**

### Vehicle Registration/ Parking Decals

1. All student cars and cycles must be registered and have a valid CHS parking decal displayed. Registration and decals should be purchased during enrollment or in the principal's office throughout the year.
2. **The cost of vehicle registration and a parking decal is ten dollars (\$10.00).** Students will need to show valid OK vehicle registration, student identification card, driver's license, insurance verification, and complete the registration form (make, model, year, license tag) at the time of fee payment to obtain a decal.
4. It is the student's responsibility to keep his registration card up-to-date. In the event that a vehicle registered is sold or another vehicle is to be used, the used decal is to be turned in with a new registration form and the decal will be replaced. The school is not responsible for replacing stolen permits.

5. Placement of Decals—Decals shall be placed on the Windshield driver’s side (where the old inspection stickers used to be). Incorrect placement of decal will result in removal of decal.

### **Parking/Driving Rules and Regulations**

1. There is to be no borrowing, lending, stealing, copying or selling of vehicle permits between students. Any violation may result in long-term suspension of driving privileges. The student whose name is assigned to a decal number is responsible for any violations committed by that permit unless previously reported lost or stolen to the principal’s office.

2. All students should have their car(s) registered within the first week of school. After that date, tickets will be given for “no decal.” After the third ticket, the car could be towed at the owner’s expense. Any student that parks in a handicap space, on a sidewalk, or any area that impedes the flow of traffic, may be towed **immediately** at the owner’s expense, prior to the receipt of any tickets.

3. The speed limit in all parking lots is 10 m.p.h. Offenders may receive a speeding ticket violation or if identified as reckless driving, the driver and all his/her vehicles will be suspended from driving or parking on campus for the remainder of the semester or school year, depending on the nature of the offense. Reckless driving includes, but is not limited to, “squealing tires,” turning “donuts,” “burning rubber,” etc.

4. Upon driving onto the school campus at the beginning of the day, students are to find a parking space, park the vehicle, and go inside the building, returning to their cars only at the end of the school day to exit the campus. There will be no loitering or sitting in the vehicles on the parking lot during school hours or during any school sponsored activities for any reason. Cars are not to be moved during the school day without prior permission. This will result in a moving violation ticket.

5. The school is not responsible for vehicles or their contents. Students are encouraged to lock their vehicle doors.

6. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, stolen property, weapons, or other contraband might be present in those vehicles.

7. Off-campus suspensions of the student’s vehicle may be given at the principal’s discretion. Off campus vehicle suspension may not be chosen by the student. If the vehicle is found on campus during a suspension, it will be towed immediately. All towing charges incurred are the responsibility of the driver/owner.

8. Driving suspension or towing may occur to your vehicle for matters other than ticket violations. Instances may include, but are not limited to, loaning or using another person’s parking permit, disregarding safety regulations, leaving campus without proper authorization, false information on the registration card, etc. Parents/guardians will be notified of long-term driving suspension.

### **In-School Detention**

The purpose of in-school detention is to provide students with an alternative to short term out-of-school suspension. In-school (ISD) shall be imposed by the principal. Both the student and the parents shall be notified of the placement, the grounds thereof, and the right to appeal the placement to the principal.

The classroom teacher shall prepare written lesson assignments for each student given in- school detention and shall furnish any necessary special materials. The lesson assignments shall be such that will require written responses and will be turned in daily to the teacher. The student shall receive full credit for work completed and shall not be recorded absent.

The following rules shall apply to in-school detention:

1. The length of placement shall be a minimum period determined by the principal. The period of placement may be extended at the discretion of the ISD instructor with the concurrence of the principal. Such extension shall be made only after careful evaluation of the student's behavior.
2. Students who are assigned to ISD shall bring necessary books and materials for each class the student has.
3. They must report directly to ISD when they arrive at school.
4. There shall be no excused tardies. Tardies will result in the following additional disciplinary action:
  - 1<sup>st</sup> tardy- one additional day of ISD
  - 2<sup>nd</sup> tardy- two additional days of ISD
  - 3<sup>rd</sup> tardy- three-day suspension from school.
5. Any absences from ISD must be explained by telephone or in person by the parents to the ISD instructor or principal. Notes will not be accepted. Unexcused absences, as determined by the principal, will result in the following additional disciplinary action:
  - 1<sup>st</sup> unexcused absence- two additional days of ISD;
  - 2<sup>nd</sup> unexcused absence- three days suspension from school and the completion of ISD upon return.
6. Students in ISD will be expected to perform community service around the school as a part of their placement.
7. No student in ISD will be allowed to attend assemblies or extra-curricular activities during the length of their ISD assignment. (Games, contests, plays, Etc.)

### **Academics**

The Chouteau-Mazie Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

**College Preparatory/Work Ready Curriculum for High School Graduation**

**4 units of English** to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

**3 units of mathematics**, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

**3 units of laboratory science**, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

**3 units of history and citizenship skills**, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;

**2 units of the same foreign or non-English language or two units of computer technology** approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

**1 additional unit** selected from the above categories or career and technology education courses approved for college admission requirements; and

**1 unit or set of competencies of fine arts**, such as music, art, or drama, or 1 unit or set of competencies of speech.

## **Core Curriculum for High School Graduation**

### **4 Units or Sets of Competencies Language Arts**

1 Grammar and Composition, and

3 which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses.

### **3 Units or Sets of Competencies Mathematics**

1 Algebra I or Algebra I taught in a contextual methodology, and

2 which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra

### **3 Units or Sets of Competencies Science**

1 Biology I or Biology I taught in a contextual methodology, and

2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to) Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science.

### **3 Units or Sets of Competencies Social Studies**

1 United States History,

1/2 to 1 United States Government,

1/2 Oklahoma History, and

1/2 to 1 which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

### **1 Unit or Set of Competencies The Arts**

which may include, but are not limited to courses in Visual Arts and General Music.

### **1 Unit of Computer Technology**

**9 Electives**, Student must complete 24 Units

### **Additional Requirements for all students**

1. In addition to the curriculum requirements, students shall complete the requirements established by the State of Oklahoma for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.
2. Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

## **Concurrent Enrollment**

The Chouteau Board of Education policy shall govern the concurrent enrollment of any Chouteau High School student who wishes to participate in college classes during his/her junior and/or senior year.

1. To be qualified, students must be able to satisfy the college enrollment requirements, and be on schedule to graduate with their class or before.
2. All concurrent classes taken by high school students will be listed on the high school transcript. Students who drop within the first 10 days of Chouteau High School's semester will have an opportunity to change classes.
3. All college classes will be transcribed as one high school unit except for one. To get credit for HS English 4, students will need to take both English Composition I and Composition II in college.
4. All concurrent students must carry the equivalent of 7 Chouteau High School hours on their schedule. One college class counts as 2 high school hours. Chouteau High School students must be enrolled in at least 2 high school classes on campus.
5. Every college course will count as an honors class with a weighted GPA of 5 points on a 4 point scale.
6. Students will not be permitted to sign up for zero-level classes designed to remove high school deficiencies. The high school will not give credit for classes that students earn by taking College Level Examination Program (CLEP) tests.

## **Oklahoma Promise**

Chouteau-Mazie Public Schools complies with S.B. 156, which calls for the Oklahoma Promise is designated to provide access to postsecondary education opportunities for students with financial need who have demonstrated a commitment to academic success in high school. Enrollment applications may be started their 8th, 9th or 10th grade year but must be completed by the end of their 10th grade year. Students may apply for benefits from Oklahoma Promise Trust Fund upon graduation and enroll in a qualified post-secondary education institution in the State of Oklahoma. Chouteau High School provides information through the Counselor. Parents / Students are responsible for deadlines and documents.

## **Graduation Contract**

The graduation commencement ceremony is a dignified occasion. In that spirit, the following guidelines have been established for student participation and for the audience:

- To participate in graduation, Chouteau High School students must be within one (1) unit of completing graduation requirements. Students that are short one credit must be committed to a plan to satisfy the graduation requirements before they walk.
- School appropriate attire should be worn under gown.
- Students who have consumed or possess drugs or alcohol will not be allowed to participate.
- Students are not to carry anything. (Purses, cameras, caps, hats, sunglasses, cell phones, etc.)
- Participating in commencement exercises is a school activity.
- Students involved in inappropriate behavior during graduation exercises will be removed from the commencement ceremony.
- Students and parents need to be advised that inappropriate behavior during the last few weeks of school may result in the loss of privilege of participation in the commencement ceremony.

Parents are asked to emphasize to the student the importance of appropriate behavior at the public recognition of the Class. The Administration does not desire to remove a student from the ceremony or terminate the proceedings early.

Parents, friends and relatives are asked to help keep the proper decorum by not bringing items such as noisemakers, air horns, balloons, silly string and beach balls so that all parents can see and hear their graduate's name announce. Tight security will be in place the night of the ceremony. The graduation ceremony is the time to recognize the Senior Class as a whole, not individual accomplishments.

### **Valedictorian and Salutatorian**

Selection of the valedictorian and/or salutatorian will be determined using weighted grade point averages calculated from all academic courses. To be eligible for this selection, students must be enrolled in college bound curriculum. Also, the student must have attended Chouteau High School for two (2) years prior to graduation to be considered for selection. Valedictorian and salutatorian honors will not be figured or announced until the end of the third (3rd) nine weeks of the qualifying student's senior year. Any student that reaches a 4.21 weighted GPA will be awarded valedictorian.

### **Grade Point Average**

A "simple average" of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP), the process ends here. An (I) (incomplete) may be assigned to a student in extreme cases by the principal, all I grades will become an F if not satisfied within 2 weeks of close of grading period.

### **Grade Weighting**

Advanced placement classes, concurrent classes and approved classes accepted by the state department of education for core credit will be weighted on a 5-point scale in computing grade point averages.

### **Extracurricular Activities**

Participation in extracurricular activities at Chouteau-Mazie Secondary Schools is a privilege, not a right. Therefore, it is assumed that students' behavior during those times that they are representing Chouteau-Mazie Secondary School in extracurricular activities (out of class field trips, performances, games, contests, practices, etc.) is to be above reproach.

### **High School Clubs**

#### **Student Council (STUCO)**

STUCO's function is to represent student ideas, concerns, and interests to the administration and teachers. STUCO officers and class representatives are elected by Chouteau High School Students to represent them. CHS STUCO hosts blood drives as a community service each year and also sponsors homecoming and school events to improve school spirit and morale. STUCO officers are elected in the Spring of the preceding school year by the entire Chouteau High School student body and class representatives are elected in the fall by their classmates.

#### **The Fellowship of Christian Athletes (FCA)**

FCA club is touching millions of lives... one heart at a time. Since 1954, the Fellowship of Christian Athletes has been challenging coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

### **National Honor Society (NHS)**

NHS is National Honor Society and it is associated with national organization. Membership is based upon grade average of 3.5 overall after first semester of sophomore year.

### **The FFA Organization- Career Tech**

Chouteau FFA is a dynamic youth organization that is a part of agricultural education programs at middle and high schools. Today, student members are engaged in a wide range of curriculum and FFA activities, leading to over 300 career opportunities in agriculture.

### **Do Something Club**

Chouteau High School's Do Something Club is a humanitarian organization. Student members volunteer for various causes throughout the year.

### **Native American Student Association (NASA)**

Aims to provide a greater understanding of Native American culture through sponsorship of campus and community events. NASA provides extracurricular activities to students and/or faculty interested in Native American culture.

### **Spanish Club**

Members of the Chouteau High School Spanish Club participate in Spanish activities and trips.

### **Academic Team**

Academic Team members will practice academic questions and compete in Academic Meets.

### **Art Club**

The art club is active in advancing the art program. They sponsor art fundraisers and art camps. They have extra opportunities to produce artwork.

### **Speech and Debate**

Members of the Club will prepare for events and compete with other schools.

### **Technology Student Association (TSA)- Career Tech**

Enhances personal development, leadership, and career opportunities in science, technology, engineering, and math (STEM), whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs.

### **Business Professionals of America (BPA) Career Tech**

BPA aims to develop leadership, academic, and technological skills in the workplace among students and leaders within the community.

## **Middle School Clubs**

### **Student Council**

A form of student government that allows middle school students to experience on a local level the following: campaigning, running for office, winning, and carrying out the responsibilities of that office. Members of student council will work with the sponsor and administration in conducting several activities during the school year, including but not limited to Veteran's day, teacher appreciation week, and student dances.

**Bible Skills & Drills**

Student led Bible study that is held once a week during lunchtime.

**Technology Student Association (TSA)- Career Tech**

Enhances personal development, leadership, and career opportunities in science, technology, engineering, and math (STEM), whereby members apply and integrate these concepts through intracurricular activities, competitions, and related programs

**Young Sisterhood**

This program works with girls on all types of topics, including substance abuse, self esteem, self image, self confidence, STDs, teen pregnancy, personal hygiene, etc The girls meet approximately once a month and have an all day workshop in the summer.

**Native American Student Association (NASA)**

Aims to provide a greater understanding of Native American culture through sponsorship of campus and community events. NASA provides extracurricular activities to students and/or faculty interested in Native American culture.

**Academic Team**

Students participate in Quiz Bowl matches with different schools in all areas. Students then compete in their class in District, Regional, Area, and State tournaments. Participation in tournaments is required.

**Band**

Students will learn music terms and rudiments that will help them grow as a musician. Participation in contests, festivals, parades, and playing at football games may be required.

**High School Class Schedule**

1st 8:00 8:50	8:50 9:00	2nd 9:00 9:55	3rd 10:00 10:50	10:50 11:10	4th 10:55- 11:45 2nd lunch	4th Hour 11:15-12:20 1st Lunch	11:45 12:10	5th 12:15 1:05	6th 1:10 2:00	7th 2:05 2:55
	WCT			1st Lunch			2nd Lunch			

<p style="text-align: center;"><b>Middle School Class Schedule</b> <b>5th</b></p> <p>1st Hour 8:00-8:57  2nd Hour 9:00 9:57  3rd Hour 10:00 11:30  Lunch 11:30-11:55  4th Hour 12:00-1:30  5th Hour 1:30-2:55</p>	<p style="text-align: center;"><b>Middle School Class Schedule</b> <b>6th</b></p> <p>1st Hour 8:00-8:57  2nd Hour 9:00 9:57  3rd Hour 10:00 11:00  Wildcat Time 11:00-11:30  4th Hour 12:00-1:00  5th Hour 1:03-2:03  6th Hour 2:05-2:55</p>
<p style="text-align: center;"><b>Middle School Class Schedule</b> <b>7/8th</b></p> <p>1st Hour 8:00-8:57  2nd Hour 9:00 9:57  3rd Hour 10:00 10:55  4th Hour 10:58-11:53  Lunch 11:56-12:21  5th Hour 12:24-1:19  6th Hour 1:22-2:17  Wildcat Time 2:20-2:55</p>	<p style="text-align: center;"><b>Elementary Lunches</b></p> <p>2nd Grade-10:50  3rd Grade 10:55  4th Grade 11:00</p>