

CIMARRON

HIGH SCHOOL

Student Handbook



Home of the

CIMARRON TRAILBLAZERS

Colors: blue, silver and white

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Table of Contents

Academics, Honor Roll, Honor Society, Awards, Awards Assemblies	4
Requirements for Graduation	4
Concurrent Enrollment	4
School Dismissal Procedures	5
Tornado and Fire Drills, Lockdowns, Closed Campus	5
Student Residency/Regulation	6
Student Transfers	6
Medical Release Form, Phone Calls, Visitors	6
Attendance	6-7
Tardies & Permission to Leave	7
Withdrawal of Students	7
Career Tech Attendance	7
Wireless Telecommunication Devices, Hall Passes	7
Harassment, Intimidation, Bullying	8 & 14-16
Trips	8
Eligibility Requirements For Extra Curricular Activity	8
Class Rings, Pictures, Graduation Announcements	8 & 9
Library Media Center and Public Notice	9
Equal Opportunity Policy Notification, Child Find	9
Annual Notification-FERPA, Asbestos Care	9 & 10
Parent Concerns	10
Internet Terms and Conditions & Cimarron Internet Acceptable Use Policy	10
Student Handbook Acknowledgement	11
Publishing Student Work on Website, Medical Release	11
Child Nutrition Program	11-12
General Conduct, Discipline	12-23
Student Appearance/Dress Code	13
Transportation/Bus Rules	13-14
Student Driving and Parking	14
Search of Student	16
Students Released to Law Officers	16

Welcome

The Administration and Cimarron School Board would like to extend an invitation to students, parents/guardians, patrons and all school personnel to join together in having a productive and memorable school year.

Cimarron Public School has a great tradition of academic and extracurricular activities. It is going to take a commitment from everyone in the school district if we are to continue to have a successful school system. We hope that all students will participate in the learning process and in school activities to enhance their abilities of becoming productive citizens in our community and state.

Our staff is committed to providing quality education for all students in our communities and school district. Certified teachers and support staff are professional and will set examples that students can follow. In turn, students will learn to respect themselves and others, so that they may become mature young adults who will make our school district and communities proud.

The administration would like to welcome everyone to Cimarron Public School. Our hope is that it is a successful school year for all students. Good luck and may everyone achieve his or her goals for the year.

The Administration

Superintendent
High School Principal
Elementary Principal

Note: Any situation not covered in this handbook is left to the discretion of the administration

SCHOOL GRADING SCALE:

A	100-90
B	89-80
C	79-70
D	69-60
F	Below 60

VALEDICTORIAN AND SALUTATORIAN - Cimarron Public Schools Selection Committee will consider the following criteria in our Valedictorian and Salutatorian Selection. College Bound Curriculum, Advanced Coursework, ACT and Grade Point Average through the 1st semester of students senior year. (Beginning with incoming Freshman, Class of 2026)

PRINCIPAL'S ACADEMIC HONOR ROLL

Any student who is carrying at least 6 subject hours and has no grade lower than a "B" is eligible for this honor roll.

SUPERINTENDENT'S ACADEMIC HONOR ROLL

Any student who is carrying at least 6 subject hours and has all "A's" or 4.00 GPA is eligible for this honor roll.

OKLAHOMA HONOR SOCIETY

The Oklahoma Honor Society is made up of the upper 10% of the High School enrollment. Honor Society members cannot have any grade below a "B". Grades are based on the first semester grades of the current year and the second semester grades of the previous year.

AWARDS ASSEMBLIES

Cimarron School will have an awards assembly to recognize students for their various achievements, as well as to recognize perfect attendance. This assembly will be in May for grades 9-12

GRADUATION REQUIREMENTS

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 for graduation.

See Counselor for more information regarding the Current Graduation Requirements.

CLASS SCHEDULE

Students will have **3 days** to change his/her class schedule from the first day of school with the approval of the parent/guardian, teacher, and principal or counselor.

CONCURRENT ENROLLMENT

The Cimarron Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible.

In accordance with the policy of the board of education, this regulation shall govern the concurrent enrollment of any student who wishes to attend college during his or her junior or senior year. In order to enroll concurrently in college coursework, students must meet the following requirements: Must have the written permission of a parent or legal guardian if the student is under the age of eighteen (18). Must meet Oklahoma Accredited Schools Admission Standards for the college of which they are

attending. When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as “elective credit” unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

The student should check with the school counselor to verify that the school district allows the concurrent enrollment course to count for high school credit.

Eighth Grade Algebra I Enrollment or Computer classes taught with high school standards: Any 8th grade student taking Algebra I or specific computer class will receive one credit hour of High School Credit if the student completes the course with a grade of 75% or better. If the student/parent does not want this grade to be on the high school transcript, they need to inform the school counselor.

SCHOOL DISMISSAL

1. The decision to dismiss school because of bad weather will be made by the Superintendent after consultation with administrators responsible for transportation.
2. The announcement of school dismissal will be made via radio, television and the District All-Call system. This will be on the Enid radio stations and K101 out of Woodward. This will be on all 3 major TV stations. Every effort will always be made to put the information out in a timely manner. If cancellation is not announced by 7:30 A.M., students should be prepared to come to school.
3. Students and parents should **not** call a teacher, principal, or the superintendent about whether we are having school or not.

TORNADO & FIRE DRILLS

Occasionally there will be tornado and fire drills. Students should be aware of the tornado and fire drill escape routes from each classroom area. These routes will be posted in a conspicuous location in every classroom. The signal used for a **fire** will be a **CHIRPING ring of the bell and FLASHING LIGHTS**. When this happens, it is important that students leave the building as quickly and orderly as possible. Outside, they are to go directly to their designated area for roll call. The signal for a **tornado drill** will be a **SIREN**. In this situation, students are to go to the tornado shelter designated for the particular class of the moment. The all-clear sign will be one continuous ring. If an actual emergency occurs, students should follow the drill procedures, heed the direction of faculty members, and exercise their best care and caution to insure their safety and the safety of those around them

SECURITY DRILLS

Lockdowns

There will be two lockdown drills per year in order to be prepared for any possible emergency that might arise. Teachers will lock their classrooms and students will not be allowed to leave the classrooms until the administration informs the teacher to resume classes as normal. Lockdowns may occur if there are drug dogs inside the school or if there is an actual emergency. (SB 103)

Intruder Drills

Two Intruder drills will be conducted each year as an alternative plan to the lockdown method.

CLOSED CAMPUS

When students arrive at school, they are to go into the main building. Students will remain in and around the main school building (not Vo-Ag, or big gym) during lunchtime. East of the Main Street is

off limits. Students are not to be in the parking lot and are not to move their cars during the school day without permission. Food and drink are to be consumed in the cafeteria, old gym, or outside. Students will not be allowed to bring drinks bought away from the school inside the school. No drinks or food should be taken out of the cafeteria.

STUDENT LOCKERS

1. Student lockers remain the property of the school and are only assigned to the student for storage of the students educational materials and personal property for the convenience of the student. However, because of the nature of such an arrangement, the lockers will not be opened for inspection by the administration or other members of the faculty except when approved by the principal for reasonable cause. If locks are used they will be opened upon request.
2. If there is reasonable cause to believe drugs or weapons are stored in a student's locker, the principal will authorize a search in the prescribed manner. The police department may be notified if the situation warrants it.

STUDENT RESIDENCY

A copy of the most current Student Residency Policy can be found on the district website cimarron.k12.ok.us or in the Main Office.

STUDENT TRANSFERS

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. A full copy of the Student Transfer Policy can be found on the district website: cimarron.k12.ok.us or in the Main Office.

MEDICAL RELEASE FORM

All students must have on file a medical emergency treatment form, which indicates procedures to be followed in the event of a medical emergency. The form must have the notarized signature of a parent or guardian and must be on file in the office for medical treatment of any kind to be administered.

PHONE CALLS

Students are not to make phone calls except at noon & after school in the office. Students are not to be excused from classes for phone calls, unless it is an emergency. Callers will be asked to leave their number and students may return calls when possible.

VISITORS

All visitors should sign in at the office. No visitors should be in the school without the office personnel being notified. **Junior High and High School students are not allowed to have visitors in the classrooms.**

STUDENT ATTENDANCE

The Cimarron 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 Absentee Committee on an individual, case by case basis.

A full copy of the most current Student Attendance Policy including Regulation can be found on the district website: cimarron.k12.ok.us or in the Main Office.

TARDIES

1. Tardies apply to each individual hour of instruction. Tardies from different classes are not added together. From the 3rd tardy on the attendance clerk will send a referral notice to the office. In addition, the following applies: 3 or more tardies per class will receive detention and/or In School Suspension.
2. School starts at 8:10 A.M. and there is no reason to be late to school. Five minutes is allowed between classes so there should be no tardies to class.

PERMISSION TO LEAVE SCHOOL

No student is to leave school during school hours except by permission from the office, and such permission will not be given except in the case of sickness or upon personal or written requests of parents or guardians. If a student is ill, the office will call the parent or guardian before permission to leave is granted. A student who needs to leave the school during school hours must check out at the office.

WITHDRAW OF STUDENTS

Pursuant to 47 O.S., 6-107.3. The School district is required by state law to notify The Department of Public Safety of such withdrawal. Withdrawal means more than ten (10) consecutive days or parts of days of unexcused absences or fifteen (15) days or parts of days total unexcused absences during a single semester. The Board of Education of a public school district or the appropriate school official of any private secondary school shall be the sole judge of whether the withdrawal of a student is due to circumstances beyond the control of a student or is made pursuant to lawful excuse.

CAREER TECH ATTENDANCE

It has been a long-standing policy of Cimarron Public Schools that students attending Autry Tech will attend on the days Autry Tech is in session. If Cimarron school is out and Autry Tech is having school, our students will attend. Bus transportation will be available on those days. If Autry Tech is out and Cimarron is having school, Autry Tech students do not come to school until time for their class. Students who drive to Autry Tech must have a parent permission slip on file in the office at school. **Autry Tech students should be in class immediately upon arrival of the CAREER TECH bus.**

WIRELESS TELECOMMUNICATION DEVICES

Students may possess wireless telecommunication devices; however, these devices should not be heard, used, or seen during instructional time without the consent of the teacher, principal or staff member. While the student may possess a telecommunication device, it SHALL stay in the student's backpack during instructional time. Unless allowed to be out by the classroom instructor. During passing times and lunch students may use their devices

HALL PASSES

Students will be required to have a pass from their teacher to be in the hallways during instructional time.

HARASSMENT, INTIMIDATION, BULLYING AND HAZING

The policy will be posted on the school district's website at www.cimarron.k12.ok.us. and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

TRAVEL IN NON-SCHOOL - OWNED VEHICLES

No student will travel on school trips in any vehicle not owned and insured by the District unless prior permission has been secured from the parent and authorized by the administration. Students must return on the bus unless released to the parents.

SENIOR TRIPS

School-sponsored senior trips are limited to in-state activities only. Preparation for the senior trip, including fundraising activities, planning, scheduling, etc. is to involve the high school principal, senior class sponsors, and officers of the senior class. A sufficient number of certified sponsors to provide maximum protection to the seniors and to the district are to accompany the seniors. Superintendent and/or board approval is required prior to scheduling of any senior trip. The superintendent and/or board shall have final right of refusal of any proposed senior trip. Regular school rules, as outlined in the student handbook, shall be applicable to any senior trips.

FIELD TRIPS

The field trip privilege will be revoked for students who are failing in any class or who have been a discipline problem. This will be at the discretion of the sponsor and administration. Students who have excessive absences will not be allowed to go on field trips.

USE OF GYM FACILITIES DURING NON-SCHOOL HOURS

The gyms will not be left open in the evenings and on weekends because of liability factors.

STUDENT ACTIVITIES SCHOLASTIC ELIGIBILITY

Cimarron students will follow the 10-day State Department of Education guidelines for both athletic and non-athletic events. Scholastic eligibility for students will be checked after three weeks of a semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked and end on Sunday. Incomplete grades will be considered the same as failing grades. The principal is authorized to make an exception to this provision if the incomplete grade was caused by an unavoidable hardship.

A copy of the most current Student Activities Scholastic Eligibility Policy can be found on the district website cimarron.k12.ok.us or in the Main Office.

CLASS RINGS

The school administration will determine the official supplier of class rings by a competitive bidding system. That company will be the only company allowed to show rings on school time. The students do not have to buy from that company and may purchase their class rings from any jeweler they chose. Class rings are not required for graduation and are purchased strictly by personal choice.

SENIOR PICTURES

The school administration will determine the official school photographer for senior pictures by a competitive bidding system. This company is the only company that will use school time for taking pictures. A sitting fee will be charged for any photo session scheduled outside of school time. Seniors are required to have one picture taken to be used in the annual and/or on the senior panel. Senior panel pictures will be taken at the setting determined by the school officials. Boys must wear shirts with collars for the senior panel picture. Seniors may individually choose to have pictures taken by other photographers; however, these pictures are for personal use and will not be used for the school year book or for the senior panel.

SENIOR CAPS AND GOWNS, ANNOUNCEMENTS AND GRADUATION FEES

Caps and gowns are required for students to participate in graduation exercises. Caps and gowns will be purchased by students through a company determined by the school. Announcements may also be purchased through this same company. Announcements are not a requirement for graduation and may be purchased through a company of the students' choice.

SCHOOL LIBRARY MEDIA CENTER

All library books are allowed to be checked-out for two weeks. Students may recheck a book twice as long as it is not on the waiting list. The student who checked the book out must pay the overdue book fines. Library hours are 8:00-3:30 daily Monday-Friday. A copy of the most current School Library Media Center Policy can be found on the district website cimarron.k12.ok.us or in the Main Office.

EQUAL OPPORTUNITY POLICY NOTIFICATION

It is the policy of the Cimarron Public School to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or previous military service or military status in its educational programs and admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Compliance Coordinator, Cimarron Public School, Box 8, Lahoma, OK 73754. (Phone 796-2204)

CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION NOTICE TO PARENTS

The Cimarron Public Schools makes a continuing effort to locate any children in the district ages 3-21 who may be disabled and/or developmentally delayed who are not currently being served by the school. State law recognizes the following qualifying conditions: autism, deaf-blindness, hearing impairment, other health impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay. Anyone knowing a child who might be in need of services is asked to notify the local superintendent, principals, or special education teacher at 580-796-2204. This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. A copy of the most current Child Identification, Location, Screening, and Evaluation Notice to Parents can be found on the district website cimarron.k12.ok.us or in the Main Office.

ANNUAL NOTIFICATION – FERPA

The Cimarron Public School hereby notifies each student and their parents of their right to inspect and review the student education records under the Federal Family Educational Rights to Privacy Act. A copy of the most current FERPA Policy can be found on the district website cimarron.k12.ok.us or in the Main Office.

ASBESTOS CARE

In compliance with the 1986 Asbestos Hazard Emergency Response Act (AHERA) requirements, Cimarron Public School provides annual notification via the student handbook to the parents and employees regarding the recent, current and future plans regarding to asbestos-related activity and presences within our school system.

Re-inspections of our facilities are regularly conducted every three years in August and all known asbestos-containing building materials are periodically surveilled every six months in June and January.

Our AHERA Management Plan is available for viewing upon request to the AHERA Designated Person, David Wedel, and shall be made available for viewing to the requester within five workdays from the date of formal request. David Wedel may be reached using the following methods:

Telephone: (580) 796-2204
Email: dwwedel@cimarron.k12.ok.us
Fax: (580) 796-2350

Cimarron Public School has conducted asbestos-related actions within the past year, and are as follows:

- 3- Year inspection on June of 2022
- 6-month Periodic Surveillances in June and January

EPA representative for the Oklahoma Department of Labor has conducted an audit of our School on June 22nd of 2022

Cimarron Public School is intending to conduct further asbestos-related actions within the upcoming year, and are as follows:

- 3 year Re-inspection on June of 2025
- 6 –Month Periodic Surveillance in January 2023 and June 2023.

GRIEVANCE PROCEDURE: PARENT-TEACHER

The Cimarron Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues. If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance. If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal. If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent. If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. Parental grievances shall not be heard in executive session. The board's action shall be a final determination of the grievance. REFERENCE: Atty. Gen. Op. No. 82-209

CIMARRON SCHOOL INTERNET ACCEPTABLE USE POLICY

The Cimarron Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities. In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the

policy as directed with the signatures of the student and his/her parent or guardian. A copy of the most current Internet Policy can be found on the district website cimarron.k12.ok.us or in the Main Office.

STUDENT HANDBOOK ACKNOWLEDGEMENT

Parent/guardians and students must sign the appropriate form to acknowledge receiving, reading and agreeing to the terms of the student handbook. This form is to be completed during the enrollment process.

PUBLISHING STUDENT WORK ON THE SCHOOL WEBSITE

The Cimarron Public School District recognizes that our students are often deserving of recognition. Therefore, when appropriate, we would like to publish their photograph and/or work on our school's website. Photographs and/or work of the students will be released. We encourage teachers to submit information regarding their classes and/or subjects to be published on the school's website. At certain times, a teacher might want to place a student's photo, a group photo, or samples of work performed by the student (all positive in nature, of course).

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Cimarron Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that any non prescribed or prescribed medication may be dispensed to the student, by the principal, or the principal's designee. Self administration medication and application of sunscreen require the appropriate forms to be on file. A copy of the most current Medication Policy and Consent Forms can be found on the district website www.cimarron.k12.ok.us or in the Main Office.

SEIZURE-SAFE SCHOOLS

A plan is available by request for any student needing the diabetes medical management plan.

DIABETES MEDICAL MANAGEMENT

A plan is available by request for any student needing the diabetes medical management plan.

CHILD NUTRITION PROGRAMS

This policy is developed concerning the failure to pay for meals and refunding unused prepayments for meals served at Cimarron Public School.

Failure to Pay for Meals

The school food authority (Cimarron School) is not required to provide meals if payment is not made for the **CURRENT** day's meals or if funds in the student's account are not sufficient to cover the cost of the meal.

Each student will only be allowed to charge up to \$40.00 at any period of time. When the student's account has reached the limit of charges, that student will be given an alternate meal until payment on the student's account reduces the balance to less than \$40.00. The alternate meal will consist of a sandwich and milk for lunch and cereal for breakfast.

No charges to a student's meal account, regardless of balance, will be allowed after April 25. A meal account can be paid in advance or on a daily basis. If a student's meal account is not current, that student will be given an alternate meal.

If a family does not pay for **CHARGED** meals, they will be encouraged to complete an Application for Free and Reduced-Price meals. If the family does not wish to complete the application or if they do not qualify for meal benefits after completing the application, Cimarron School is not obligated to continue providing meals without receiving payment. We will provide an alternative meal and milk for any child who does not pay.

Refunding Unused Prepayments for Meals

Any prepayments left at the end of the fiscal year must be repaid to the family **IF REQUESTED**. If a request is not made the money will be put into the student's account for the next fiscal year after closing the current fiscal year out with a zero balance. When the balance is \$5.00 or less, the money will be used as a donation to the Child Nutrition Program (CNP). If the student leaves the school district without requesting a refund, the money will be used as a donation to the CNP if it is \$5.00 or less. If the amount is more than that, it will be forwarded to the known address of the student. . If the envelope is returned unopened, the money will be treated as a donation to the CNP.

BREAKFAST COST

Pre-Kindergarten – 12TH Grade - Prices will be available in the office.

Breakfast is served from 7:40 a.m. until 8:05 a.m.

LUNCH COST

Pre-Kindergarten – 12TH Grade - Prices will be available in the office.

Milk and Juice - Prices will be available in the office.

Discipline Policy

The administration expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interest of students in mind.

No individual may make any type of recording on school grounds without prior consent of all parties.

STUDENT CODE OF CONDUCT

Students will be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have the right to receive an education in a safe place, free from distractions, threats, or other factors that inhibit this process. Education is only possible when fair, reasonable, and consistent controls are in place to manage student behavior. Most school discipline is addressed through a progressive level of increasing consequences:

Referral #1 -Conference and one ISI (In School Intervention-Extended Detention).

Referral #2-Conference and two ISI + two ASD (After School Detentions).

Referral #3-Conference + three ISI + three ASD.

Referral#4- Four ISI + Four ASD.

Referral#5-Five ISI + Five ASD.

Note:

Mr. Wright will document/and conference that Code (29) of the Cimarron Student Handbook has been violated, which is an automatic level 3 suspendable offense. Specifically, by definition, code (29) refers to a Non-Functioning Student with Excessive Referrals (5 or more referrals in a semester) and indicates that student is bordering on lacking a serious approach to education.

Referral # 6 - Conference **and enforcement of code (29)** resulting in automatic 5 Day OSS (Out of School Suspension) or parents' written request for Cimarron to use Corporal Punishment instead of child receiving the 5 das OSS.

Referral # 7 **and beyond** will result in automatic 10 day OSS with no parental choice for corporal punishment.

Note: Students that receive a discipline Referral # 7 **and beyond** will be considered **Habitual Offenders (students that lack a serious approach to education).**

The level of discipline may be modified to fit the individual or unique circumstances, and certain behaviors exist for which there is zero tolerance. The Cimarron School District has identified as one of its primary mission goals the importance of student behavior. The code of conduct assures an orderly and safe environment so that every student can learn. Our standards are high because our expectations are high. School discipline is intended to correct unwanted behaviors that interfere with the business of education. Students who are principled and disciplined learn to accept responsibility for their actions and remain in the educational mainstream, but others require external reinforcement of proper expectations and behavior. Chronic rule violators are those who do not respond to minor corrections regarding general misconduct. *Progressive levels of discipline or any significant first offense may result in suspension.*

CLIMATE IN THE CLASSROOM

Each teacher is expected to control his/her classroom. Students are expected to become familiar with each teacher's discipline plan (classroom rules) which are written on the course syllabus and posted in the teacher's classroom on the first day of school. The following will be the consequences for inappropriate behavior:

1. Verbal warning
2. Principal's office
3. Parent Conference

EMERGENCY REMOVAL If a student's presence poses a continuous danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on school premises, a school administrator may remove the student from curricular or extracurricular activities without more formal notice and hearing requirements applicable to student suspension.

CLASSROOM MANAGEMENT Students who disrupt the class are often those who struggle with school achievement as well. Teachers will inform the parents of disruptive students and offer suggestions for improvement. Open communication between parents and teachers helps with proper expectations and helps avoid most problems that inhibit a student's education. Disruptive classroom behavior also interferes with the rights of others to learn; and, for this reason, some students must be removed from the classroom. Teachers manage classroom behavior and may assign before or after school detentions as well as extra learning assignments. Discipline Points may be issued as a progressive means of curbing classroom disruptions, but the accumulation of several points has the effect of increased consequences. The teacher is the authority figure in the classroom, and students

who refuse to comply with the reasonable requests of their teachers should expect to receive consequences.

STUDENT APPEARANCE

A student's general attire or appearance must not present a danger to his/her health, well-being, or attract undue attention to the extent it disrupts the learning environment. Any form of dress, personal adornment or hair style, which is distractive or disruptive, will not be allowed.

DRESS CODE

Students are expected to dress and groom in a manner that does not disrupt the teaching or learning of others.

Proper standards of dress and appearance reflect good judgment, poise, maturity, and a business-like, and purposeful atmosphere, within a fine school. Students carry the burden of representing a good image for themselves, parents, teachers, and visitors. Students should dress appropriately for all occasions that reflect the community's standards of decency and good taste.

Examples of prohibited articles of clothing would include but not be limited to the following:

Shorts, Skirts and dresses must be at least mid-thigh in length.

Excessively tight clothing is prohibited

Clothing shall not expose the midriff* cleavage or full back, Strapless garments are prohibited.

Shoulder straps of garments must be a minimum of three fingers in width, determined by using the fingers of the person wearing the garment.

Footwear that can damage the flooring such as cleats and shoe skates shall not be worn inside the building.

Apparel with vulgar speech or promoting illegal behavior will not be allowed to be worn at school.

Caps, Hats, visors or other head coverings shall not be worn inside the building, unless medical or religious exemptions apply. Students who violate dress code requirements will be subject to disciplinary consequences in accordance with the student discipline policy.

BLANKETS AND PILLOWS

Blankets and pillows are not allowed to be brought into the school building unless cleared by school administrators.

ASSEMBLY BEHAVIOR

Assemblies will be held as needed, and special assembly programs may be scheduled from time to time. Classes should sit together in the assigned areas with their sponsors. All students should be courteous toward speakers. Although a program may not be of interest to some students, there may be others near who are interested. Applause is the correct and appropriate way of showing approval of a program or speaker. Stomping, yelling, and whistling are not in good taste and will not be tolerated.

BUS RIDER BEHAVIOR

It is a privilege to ride a bus (not a right). Students are to obey "posted" rules and treat the bus drivers as they treat teachers. Bus drivers are allowed to assign seats if they want. Parents will be contacted if their child misbehaves on the bus. If misconduct continues, school authorities will suspend bus riding privileges.

STUDENT DRIVING AND PARKING

No student of Cimarron Schools shall operate and/or ride in or on any motorized vehicle during regular school hours without prior written permission from parents or guardians for the specified day, and with approval from either administrator. Autry Tech students will ride in school transportation unless otherwise authorized. Permission slips will be available in the office for parents/guardians to sign and return to the office to be filed. For any violation of driving rules, parents will be notified of rule violation and appropriate action will be taken. Parking-Students are to park in the student parking lots provided, not on the streets. **Students are required to obtain a parking permit in the office. This permit must be displayed in the window of the students vehicle while on school premises.** Students are not to move their vehicles after they have been parked and are not to return to their vehicles during school hours without permission. Seniors may park from the double doors on the east side of the gym back to the north. Students are not to be around the vehicles during the school hours. **All students driving vehicles to school will be required to put on file in office a copy of insurance verification & drivers license.**

RECORDING/VIDEOING POLICY

To help ensure compliance with FERPA, reduce the risk of stifling the free exchange of ideas, and help shield young people from potential embarrassment, students and employees will have a reasonable expectation that they will not be surreptitiously recorded while they are at school or a school activity by any other student.

HARASSMENT, INDIMINATION, BULLYING, HAZING AND THREATENING

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation, and bullying by students at school and/or by electronic communication, whether or not such communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

Harassment, Intimidation and Bullying

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. This type of conduct includes, but is not limited to gestures, written or verbal, or physical acts or electronic communications.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

“Electronic communication” means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone or other wireless telecommunication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior

The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:

- Harassment
- Intimidation
- Bullying

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

Any student who believes he/she has been subjected to acts of harassment; intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.

Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.

- The alleged incident shall be documented in writing by the principal.
- The investigation shall be made in a timely fashion.
- At the principal's discretion, the investigation may include interviews with students and /or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
- Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters (See policy 408).

When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.

- Sanctions and various options for control and discipline of students which may be considered and /or implemented are set forth in the school's disciplinary policy (See policies 715, 718 and associated regulations).
- In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
- Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies 715, 718 and associated regulations).

At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of harassment, intimidation or bullying, or the like, that indicate an explicit threat to the safety of students or school personnel, provided that the disclosure of such information is not made in violation of any federal or state law pertaining to the disclosure of confidential student information. The request for such information shall be made in writing to the party from whom it is requested. Requests for such disclosure from another district as they relate to a student of this district shall be handled accordingly.

Hazing

It is the policy of Cimarron School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event.

For the purposes of this policy, hazing is defined as an activity, which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

References 21 O.S. 1190 (Section 826, School Laws of Oklahoma) Amended by SB 129, 1995 Legislative Session, SB 1941, 2008 Legislative Session.

Note: State law requires that a copy of any hazing policy be given to each student enrolled in the school.

SEARCH OF STUDENT

The Superintendent or Principal of any pupil in school in the State of Oklahoma, or any teacher or security personnel will have the authority to detain and authorize the search of any pupil or pupils in any school ground premises or while in transit under the authority of the school or at any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, such as illegal drugs, as defined in the Uniform Controlled Dangerous Substances Act. The Superintendent or Principal authorizing such search will be responsible for obtaining any warrant or other authorization necessary to conduct such search. A person of the same sex as the person being searched will conduct the search.

STUDENTS RELEASED TO LAW OFFICERS

It is the policy of the Cimarron Board of Education that students must be released to police officers who have proper arrest authority and a valid arrest warrant. Identification of the arresting officers shall be recorded. The parents or legal guardian shall be notified as soon as possible of the arrest. School employees may permit law enforcement to interview students who are witnesses and not accused of a crime. School employees do not have the legal authority to require a student who is being investigated for a crime to submit to questioning by police officers. Questioning of students at school by police officers shall be permitted in accordance with the requirements set forth in Oklahoma law. No such law enforcement custodial interrogation shall commence until the youthful offender or child and the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child have been fully advised of the constitutional and legal rights of the youthful offender or child, including the right to be represented by counsel at every stage of the proceedings, and the right to have counsel appointed by the court if the parties are without sufficient financial means; provided, however, that no legal aid or other public or charitable legal service shall make claim for compensation as contemplated herein. A custodial interrogation of a youthful offender over sixteen (16) years of age shall conform with all the requirements for the interrogation of an adult. If a student is taken into custody, the arresting officer will be requested to complete a "Form for Signature of Arresting Officer." **LEGAL REFERENCE: 10A O.S. §2-2-301**

SEVERE CLAUSE: Students who violate the code of conduct to an extreme degree may enter the disciplinary process at a higher level, regardless of whether or not the action of violation was a first time offense. The refusal to cooperate or provide information during the due process hearing may increase the penalty, and school administration may impose a higher penalty based on the rule infraction or the level of cooperation during the investigation.

Parents and students must be aware of school board policy and procedures concerning acceptable and unacceptable behavior in our schools. This Discipline System is based upon the belief that an individual does not have the right to infringe upon the rights of others. In addition, all people concerned with the school have the responsibility of creating a positive learning environment within our campus and at any school-sponsored events. Responsibility for discipline involving most Level One infractions begins at the classroom level; any discipline referral that is sent to the office will be given consequences based on the severity of the offense. In some cases, a student may reach a higher level of consequence immediately, even for a Level One offense. All consequences will be assessed by the administration and the student will retain the right of due process in regards to suspension.

Administration reserves the right to impose long-term suspension on any habitual offenders. The building principal will determine the length of Short Term/Long Term Suspension.

The following behaviors at school, while on school vehicles, or while going to or from or attending school events will be handled at the designated consequence levels. Some of these violations are addressed further in other parts of the handbook.

LEVEL ONE INFRACTIONS

All Level One infractions and tardies will be referred to the administration.

Classification of Disciplinary Consequences for Level One Offenses:

1st Offense - Conference with Student +1 day of ISI

2nd Offense - Conference with Student + 2 days of ISI + 2 ASD

3rd Offense - Conference with Student + 3 days of ISI + 3 ASD

4th Offense - Conference with Student + 4 days ISI + 4 ASD

5th Offense - Conference with Student + 5 days ISI + 5 ASD

Note: Mr. Wright will document/conference about code (29) - Non-Functioning Student/ Excessive Referrals.

6th Offense - Conference with Student + Enforcement of code (29). Automatic, Level 3, 5-day suspension or written parent request for use of Corporal Punishment.

7th Offense (or beyond) - Implementation of Habitual Offender Policy, Automatic Long-Term Suspension - indicating 10 or more days of suspension with no consideration of parent request for Corporal Punishment.

01 BUS/CAFETERIA MISCONDUCT

Failure to comply with rules of bus and cafeteria safety or disturbing others

02 DISRESPECT/REFUSAL TO FOLLOW DIRECTIONS

Responding to or acting in a rude and/or impertinent manner toward school personnel and/or failing to comply with proper and authorized direction or instruction of a staff member

03 DISRUPTIVE BEHAVIOR

Behaving in a manner that disrupts or interferes with the educational process

04 DRESS CODE VIOLATION

Dressing or grooming in a manner that disrupts the teaching and learning of others— Students may be GIVEN ALTERNATIVE CLOTHING OR SENT HOME TO CHANGE.

05 GAMBLING

Playing or betting on a game of skill or chance for money or for anything of value

06 INAPPROPRIATE PERSONAL PROPERTY

Possessing personal property prohibited by school rules that disrupts the teaching and learning of others, including but not limited to food, drink, lighters, electronic equipment, laser pointers, iPods, etc. Skateboards are not to be ridden by any student during school hours (defined as 7:40 am–2:50 pm) or at school-sponsored extracurricular activities. This includes riding on, standing on, or performing tricks on a skateboard. First offense will result in confiscation until the end of the school day. Second offense will result in

confiscation until a parent or guardian comes to pick it up.

07 INAPPROPRIATE USE OF TECHNOLOGY

Violation of acceptable use of resource contract

08 LOITERING/BEING IN AN UNASSIGNED AREA/TRESPASS

Loitering/being in an unassigned area or leaving an assigned area without obtaining prior approval of the teacher and/or administration; entering any school property or facility without proper authority/permission (including entry during a period of suspension)

09 PROFANITY/VULGARITY/GESTURES

Writing, saying, or conveying in any way a gesture that conveys an offensive or obscene message, regardless of intent

10 PUBLIC DISPLAY OF AFFECTION

Exhibiting behavior not appropriate for a public place, such as kissing, hugging, etc.

11 STUDENT VEHICLE VIOLATION/ILLEGAL PARKING *DRIVING PRIVILEGES COULD BE REVOKED*

Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner, as a threat to health and safety, or as a disruption to the educational process (This includes students driving to and from Career Tech without permission or driving off campus at any time without permission from administration.); double parking; parking in an unmarked area; parking in teacher assigned areas; parking off campus

12 UNPREPARED FOR CLASS

Failure to arrive on time for class with all necessary materials for that particular class including but not limited to: writing utensil, notebook paper, notebooks, textbooks, assignments, projects, clothing, instruments, uniforms, etc.

13 ACADEMIC DISHONESTY/CHEATING/PLAGIARISM

Falsification of documents and/or illegally obtaining information, knowledge, or academic credits

14 CHECK-IN/CHECK-OUT PROCEDURES

Failure to use the proper check-in/check-out procedures through the main office when arriving at school later than 8:15 a.m. or leaving school prior to 2:50 p.m. for any reason—This includes failing to physically sign in/out.

15 FALSIFIED NOTE OR PHONE CALL/MISINFORMATION

Willfully giving misinformation by commission (by lying) or by omission (by remaining silent) either written or verbally

16 CELL PHONES AND OTHER ELECTRONIC DEVICES

Infraction that is in violation of the teacher's classroom electronic device policy.

LEVEL TWO INFRACTIONS

Classification of Disciplinary Consequences for Level Two Offenses:
May, or may not be suspendable offenses.

17 FAILURE TO SERVE DISCIPLINARY ACTION

Failing to serve assigned discipline on the day and time assigned

18 TRUANCY/LEAVING CAMPUS WITHOUT PERMISSION

*** AUTOMATIC INTERVENTION ROOM 1 + DAYS***

Fail to physically check-out/sign-out through the main office; be absent without parent permission; arrive at school but fail to attend class; do not first report to the main office upon becoming ill; be present on school grounds but not in the appropriate classroom or area; leave the campus without prior consent and authorization from school administration

19 DISCRIMINATION/HATE CRIME

Using epithets, slurs, gestures, or graffiti, even in jest, toward an individual because of race, national origin, or disability

20 BULLYING/CYBERBULLYING

Disturbing consistently, by pestering or tormenting—verbal, electronic, or physical

21 GANG/CULT BEHAVIOR

Dressing in any way or acting in any manner that can be associated or identified with gang activity, including but not limited to sign gesturing, language, clothing, graffiti, symbols, and jewelry

22 POSSESSION/USE OF FIREWORKS

Using or possessing any explosive amusement device, such as smoke bombs, sparklers, etc.

23 POSSESSION OF STOLEN PROPERTY

Having in one's possession property obtained without permission of the owner

24 VANDALISM OR DESTRUCTION OF PROPERTY

Causing intentional or willful destruction/defacement of property (includes graffiti)

25 ABUSIVE LANGUAGE/BEHAVIOR TOWARD TEACHER/STAFF

Directing abusive or demeaning language (including profanity) or behavior toward any school personnel

26 PROVOKING AND INSTIGATING BEHAVIOR

Inciting, encouraging, recording and/or distribution of recorded fight and/or other unruly/unsafe conduct

27 TOBACCO POSSESSION/USE/DISTRIBUTION

Possessing/using/distributing tobacco, tobacco products, or products that simulate tobacco products, e.g., electronic cigarettes

LEVEL THREE INFRACTIONS

Automatic Suspendable offenses

28 HARASSMENT: SEXUAL

Making unwelcome sexual advances, making requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature

29 NON-FUNCTIONING - STUDENT/EXCESSIVE REFERRALS

Consistently failing to comply with school policies and procedures—An accumulation of 5 or more referrals in a semester will be considered to be a lack of a serious approach to education.

30 EXTORTION

Obtaining property from another without his/her consent, induced by wrongful use of force or fear

31 FIGHTING

Exchanging mutual, physical contact, including but not limited to hitting, with or without injury

32 VERBAL/ELECTRONIC/WRITTEN THREAT/THREAT WITH A WEAPON

Willfully or unlawfully offering to do bodily harm or cause property damage by using force or violence with or without a weapon.

33 FALSE ALARMS

Reporting a fire to school or fire officials, setting off a fire alarm or fire extinguisher, or calling 911 or police

34 HAZING

Engaging in activities that endanger another individual's mental or physical health as initiation into a group

35 OFF-CAMPUS CONDUCT

Behaving while off-campus in a manner which has caused an adverse impact on order, discipline, or the educational process and/or could pose a threat of violence or disruption on campus

36 PORNOGRAPHY

The possession, selling, and/or distribution of sexually explicit material and images at school including but not limited to cellular phones, iPods, and other personal electronic

devices; using school technology for sourcing, copying, distributing, e-mailing and/or storing sexually explicit material and/or images.

37 ASSAULT(PHYSICAL OR VERBAL)/BATTERY

Willfully or unlawfully using force or violence upon the person of another individual

38 BREAKING AND ENTERING/BURGLARY

Entering a district building or vehicle without authorization, for the purpose of committing a crime, at a time when school is closed to the students and the public

39 COMPUTER TRESPASSING

Willfully and without authorization, gaining or attempting to gain access to a computer, computer system, computer network or any other property; causing a computer to malfunction regardless of how long the malfunction lasts

40 REFUSAL TO SUBMIT TO A SEARCH

Refusing to submit to a search for contraband when reasonable suspicion exists

41 STEALING/THEFT/LARCENY

Taking property without permission of the owner.

42 WEAPON EXCLUDING FIREARM

Possessing a dangerous weapon other than a firearm—A weapon other than a firearm will be defined as a knife, razor, karate stick, metal knuckles, live ammo, or any other object that, by the way it is used or intended to be used, is capable of inflicting bodily harm.

LEVEL FOUR INFRACTIONS

Automatic Long-Term Suspendable Offenses

43 THREAT TO KILL

Threatening in writing, in speech, or in offering in any way to use force or violence on another

44 ALCOHOL/DRUG POSSESSION/USE/DISTRIBUTION

Possessing, using, distributing, or being under the influence of any controlled substances, alcoholic beverages, or inhalants

45 ARSON

Intentionally starting any fire or combustion on school property

46 BOMB THREAT

Reporting, by any means, to school, police, or fire officials information known to be false concerning the presence of a bomb or explosive

47 FIREARM POSSESSION/USAGE

Possessing or using a firearm (including look-a-likes)

48 POSSESSION W/INTENT TO DISTRIBUTE ALCOHOL/DRUGS

Selling, giving away, or otherwise transferring to another person any alcoholic beverage, controlled substance, or prescription medication

49 SEXUAL OFFENSES

Exhibiting lewd sexual behavior inclusive of intentional sexual contact, mutual sexual contact, offensive touching, indecent exposure, rape, attempted rape, or any other sexual act

50 ANY BEHAVIOR DEEMED INAPPROPRIATE BY THE ADMINISTRATION

The administration reserves the right to discipline for any inappropriate behavior in addition to but not limited to the ones specified above.

DISCIPLINARY ACTION DEFINITIONS

After School Detention (ASD): These are types of disciplinary actions used for minor infractions of school rules and procedures. After School Detention lasts forty-five (45) minutes, 2:50 pm until 4:00 pm, and is held each Monday through Thursday. Students meet in a designated classroom with a teacher and are required to work on class assignments. *No student may be admitted late to a detention assignment.* If the student is unable to serve detention, additional detention or suspension will be considered.

Intervention Room: Intervention Room (Extended Detention) is held Mondays, Tuesdays, and Thursdays, from 2:50 p.m. until 6:00 p.m. in the Intervention Room or another designated area. Students must fulfill their time obligations for this—field trips or athletic events may not cause a student to be late or leave early.

Any infraction of the following rules will result in the student's being asked to leave ASD or Intervention. The follow-up discipline will be at the discretion of the administration.

- Students who are late, no matter what the reason is, will not be admitted.
- No food or drink is allowed.
- School dress code is in effect.
- The student must have enough work to keep him or her busy.
- Electronic devices (cell phones, iPods, etc.) are not permitted and must be checked upon arriving.
- Talking is not permitted.
- Students, as a group, will be allowed a water and bathroom break each hour.
- Students who are disruptive or fail to work during their detention will be dismissed and further consequences will result.

A student will be given a time frame in which to serve assigned discipline and may choose a date within that time frame. If the student later has a scheduling conflict, he/she must reschedule the discipline action with the office before noon on the original assigned date. The student should take care of this type of situation outside of class times. A student may change the assigned date only one time. Any time a student has been assigned detention or Intervention Room and a pattern has been established indicating the failure of the previous discipline measures to modify unacceptable behavior, suspension will be imposed.

Out-of-School Suspension (OSS):

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Student Privileges While Under Suspension:

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Students are not allowed on school grounds, property, or other locations where school activities occur during the period of out-of-school suspension.

Violations of this policy will result in additional penalties being assessed against the student.

HABITUAL OFFENDER

Any student who repeatedly breaks school policies or classroom policies or in other ways disrupts the learning process on a consistent basis will be suspended long-term. Accumulation of discipline points may lead to long-term suspension.

Name of Student (Please Print)

HANDBOOK:

We have received and read the handbook and agree to follow the policies set forth.

Yes

No

Parent: _____ Student: _____ Date: _____

