

Cherokee Student Handbook



2019-2020
Junior High and Senior High

CHEROKEE PUBLIC SCHOOLS HANDBOOK

TABLE OF CONTENTS

I. PHILOSOPHY, BOARD OF EDUCATION ADMINISTRATION AND STAFF

Philosophy and Goals.....	5
Discrimination Policy and Statement.....	5
Activities Policy.....	5
Board of Education.....	6
Administration.....	6
Faculty and Personnel.....	6

II. DISTRICT GENERAL POLICY, REGULATIONS AND RULES

Entrance Requirements.....	7
Immunization Requirements.....	8
Parent Bill of Rights.....	8
Office Hours.....	8
Visitors.....	8
Textbooks.....	8
Insurance.....	9
Sickness, Accident, Contagious Disease.....	9
Administering Medication to Students.....	9
Fund Raising.....	9
Lost and Found.....	10
Cancellation of School.....	10
Withdraw from School.....	10
Buses.....	10
Personal Appearance.....	10
Student Conduct Code.....	11-13
Conduct Off School Premises.....	13
Threats.....	18
Gun-Free Schools Policy.....	13
Weapons Procedure.....	14
Tobacco.....	14
Drug-Free School and Campuses Policy.....	14
Drug-Free School Acknowledgement/Agreement.....	16
Drug Testing Consent Form.....	17-21
Activity Trips.....	22
Activity Participation and Alcohol Consumption Policy.....	22
Ineligible Students.....	22
Discipline and Control of Students.....	23-25
Student Suspension Procedure.....	26-27
Grievance Procedures for Discrimination Complaints.....	28
Family Educational Rights and Privacy Act.....	29

Wireless Telecommunication Devices.....	30
Internet Safety and Use Policy.....	30
Internet Code of Conduct.....	31

III. JUNIOR HIGH AND HIGH SCHOOL INFORMATION

Rules and Regulations.....	32
Lockers.....	32
Search of Property.....	32
Search of Student Person.....	32
Exemptions from Semester Tests.....	33
Attendance.....	33
DCA Classwork Policy.....	34
Attendance – Partial Day Absence.....	34
Tardies.....	34
Permit to leave school premises.....	35
Truancy.....	35
Truancy Policy.....	35
Bicycles, Cycles and Cars.....	35
Alarms – Fire, Tornado and Lockdown.....	35
Public Address System.....	36
Sponsored Dances/Parties.....	36
Use of School Building after Hours.....	36
Plays.....	36
Guidance Student Services.....	36-37
High School Courses.....	38-39
Vocational Technical School.....	40
OK School of Science and Math.....	41-43
Graduation Requirements.....	41-43
Valedictorian and Salutatorian.....	41-43
College Entrance Requirements.....	41-43
College Credit – Concurrent Enrollment.....	41-43
Gifted Enrichment Action Program.....	41-43
Remediation.....	41-43
Honors Program.....	41-43
Junior High School.....	44
Competency Based Promotion.....	44
Correspondence Credit.....	44
Evaluation.....	45
Honor Roll.....	45
Honor Society.....	45
School Assemblies.....	45
Classes, Clubs and Organizations.....	46
Yearbook.....	47
Junior – Senior Banquet.....	47
Activity Participation and Eligibility.....	47
Queens and Favorites.....	48
Oklahoma Secondary Activities Association.....	49
Cherokee High School Lettering Regulation.....	50
Class Rings.....	50
Lunches.....	50
Lunch Prices.....	51-53

Activity Calendar.....54
School Calendar.....54

PHILOSOPHY

Public education in Cherokee Public Schools should fulfill a dual function. First, to assist, encourage and motivate each child to develop as fully as possible, their intellectual, physical and moral potential in order to be an informed and participating member of society. Secondly, public education in Cherokee should play a vital role in perpetuating the basic democratic values of our country.

GOALS

1. To be aware of the rapidly changing world and have the wisdom to take advantage of the opportunities while maintaining the basic values that have made this country great.
2. To provide an environment conducive to learning and to promote an enthusiasm for knowledge among the student body that shall endure beyond their years of formal education.
3. To instill the duties and responsibilities of citizenship, and an understanding of the dignity and value of the individual and an appreciation of the American heritage.
4. To provide the curriculum, within the limits of our financial resources, necessary for the students to achieve their individual goals within the school system and beyond.
5. To advise students of the opportunities available to them. To provide counseling services that shall assist each student in setting goals and determining the course of study necessary to achieve those goals.
6. To communicate with parents and patrons and encourage their participation in the educational process for the good of the students and the school system.
7. To promote individual responsibility, tolerance of others and cooperative behavior among the staff and among the students.
8. To motivate staff and students to excel in all of their endeavors and to recognize and reward superior performance.

DISCRIMINATION POLICY AND STATEMENT

It is the policy of the Cherokee Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or Veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the district Superintendent or Compliance Coordinator in the High School Office.

High School (580) 596-3391

The Cherokee School District does not discriminate on the basis of race.

CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS ACTIVITIES POLICY-PHILOSOPHY AND GOALS STATEMENT

The Cherokee Board of Education recognizes that a varied offering of activity programs is an important supplement to the academic curriculum. Because of the importance of these programs the Board believes that certain goals should be established just as they are in the academic curriculum.

Activities offer unique opportunities in the total development of the student. The primary objective of our activities program is to encourage academic achievement; build character; develop leadership ability; provide discipline, self-discipline, positive attitude, self-esteem, skills development; and to teach responsibility and personal development.

In order for all activities programs to be successful in a school our size, it will be necessary for many students to participate in more than one activity. This will require the staff to be cooperative in scheduling and realistic in their demand on student's time. The administration shall determine equity in scheduling and funding.

Striving for success is important and is to be encouraged within the bounds of acceptable behavior. Success in our activity programs is defined as doing ones best, win or lose. Since life is not always as we would wish, students should also be prepared to cope with disappointments in a mature manner. We recognize differences in personal talents and promote the belief that dedicated effort of the less talented is an extremely valuable asset to the success of any program.

Coaching and directing activities is teaching and the different levels of activities involved shall determine the teaching strategies used in accomplishing the primary objectives of this philosophy. Physical or mental abuse and abusive ridicule are unacceptable methods of arriving at the objectives of this policy.

Team or group goals must be the first priority of the individuals participating in an activity program. As one strives to accomplish team and group goals, certain individual awards will be merited and earned. All staff

members shall do their best to assist team or group members to obtain scholarships, awards, etc., to which their talents and efforts have exhibited such recognition.

The Board of Education, in order to support and execute this activities policy, is committed to providing the essential financing, personnel, materials and equipment within the limits of our financial resources and what we perceive to be in the best interest of the Cherokee School System.

The primary goal of each activity program within the Cherokee School System will be to comply with this philosophy as stated by the Cherokee Board of Education.

**CHEROKEE PUBLIC SCHOOLS
INDEPENDENT DISTRICT NO I-46
BOX 325 CHEROKEE OK 73728**

Superintendent's Office: 596-3391
Principal's Office, Jr. High & Senior High School: 596-3391
Principal's Office, Elementary School: 596-3277

BOARD OF EDUCATION

Kory Littlefield, President.....Amber K. Wilhite, Clerk..... Curtis Goodwin, Member
Desiree Gibson, Member.....Shane Parker, Member

ADMINISTRATION

Donna Anderson, Superintendent

Jeremy Hickman.....JH/HS Principal
Bryce Schanbacher.....Assistant JH/HS Principal
Ruth Richmond.....Elementary Principal

SECONDARY FACULTY

Alvidrez, Katie Middle School Interventionist
Baldwin, Michelle.....HS English
Conner, ByronJH and HS Band
Cudmore, Lyndee.....HS Sciences
Eckhardt, Amy.....Math Interventionist
Failes, Gayla.....Reading, Photography, and Yearbook
Gottsch, Heather.....Family and Consumer Science (FACS)
Green,AmberJH Special Education
Guffy, Matt.....JH Math / District Boys Basketball Coach
Hickman, Steve..... HS Boys Track Coach
Jantzen, Greg.....8th Math, Algebra I, JH and HS Softball
Jordan, Anita.....District Counselor
Lancaster, KadieJH Science,, JH Social Studies
Leslie, Amy.....Paraprofessional
Lundry, Jamie.....Special Education director and Speech Pathologist
Lyon, Travis.....HS Math / HS Academic Coach, Assistant JH and HS Basketball
Patterson, Keela.....Special Education and HS Cheer
Paris, Jason.....Art, Music Theatre, History, Theatre, Speech and Debate
Pruett, KirstenDistrict Girls Basketball Coach / Cross Country Coach
Pruett, Lane.....Math, STEM, woodworking and Baseball Coach
Reed, Joy.....JH English and Reading
Kathleen Roglin..... Paraprofessional
Schanbacher, Bryce..... Activities Director, Assistant Principal, District Football Coach and JH and HS Girls Track
Schanbacher, Cindy.....JH Reading / JH English
Stinett, AmandaJH / HS social studies JH and HS Softball and assistant Girls Basketball
Tucker, AmandaTechnology Coordinator
Turner, Shanely..... Paraprofessional
VanMeter, Charity.....HS Special Education, Intermediate Algebra
Weve, GeorgeHistory, Social Studies, Assistant Football, HS Track, Head 5th-8th Track

SCHOOL PERSONNEL

Porter, Judy.....Administrative Assistant
Puffinbarger, Kendra.....High School Office Administrator
Sanborn, Amantha.....District Treasurer

LUNCH ROOM

Alvarez, Esther Child Nutrition Director
Nevels, Marie.....Kitchen Assistant
Sanborn, Anna.....Kitchen Assistant
Utterback, Delinda.....Kitchen Assistant
Ward, Tyler.....Kitchen Assistant

MAINTENANCE & BUS DRIVERS

Inman, Sharon.....Head of Maintenance and Transportation Director
Bell, Bucky..... High School Custodian
Parker, Karen.....High School Custodian
Fallis, SarahJunior High Custodian
Anderson, Charlie.....Route Bus Driver
Jantzen, Greg.....Route Bus Driver
Newlin, David.....Maintenance
Irwin, Bill.....Head Grounds keeper and Maintenance

DISTRICT-WIDE POLICY, REGULATIONS AND RULES

ENTRANCE RULES

For admission to Cherokee Public Schools, a student must be a resident of the School district or a legal transfer, must be living with parents, legal guardian or legal custodian, and must be willing to abide by the rules and regulations set forth by the Board of Education, Administration and Teachers of the school. Parents or legal guardians must provide proof of residency with a deed to a home, lease agreement or a utility bill in the name of the parent or legal guardian living in the district.

Certain requirements for enrollment into the schools of Oklahoma have been determined by the legislature. Detailed requirements are recorded in the Oklahoma School Code. Basic requirements are as follows:

- 1. A K-1 child must have attained the age of four years on or before September 1.
- 2. A Kindergarten child must have attained the age of five years on or before September 1.
- 3. A child who will be of legal age to enter first grade must have completed the developmental readiness screening.
- 4. A first grade child must have attained the age of six on or before September 1.
- 5. If the enrollment is the first into public school after attaining the legal age for kindergarten and/or first grade, the student must present at the time of enrollment:
 - a. A birth certificate
 - b. An immunization record designating that the child is adequately protected against diphtheria, whooping cough, tetanus, measles, mumps, rubella, and polio.

Any student enrolling in the school for the first time must present a proper immunization record and provide the school with the address of the previous school attended and authorize the school to request records from that school. School administrators will waive immunization requirements if the appropriate statutory exemption process has been followed.

SHOTS

All 7th grade students must have their shots required by law to enter school. Student will not be able to start or attend school until the proper records are submitted to the office.

GUIDE TO IMMUNIZATION FOR REQUIREMENTS IN OKLAHOMA

Day Care	Pre-School	Kindg-4 th	5 th & 6 th	7-12 th
4DTP/DT&P/T	4DTP/PT&P/Td	5DTP/DTaI/TD	5DTP/DT&P/Td	5 DTP/DTAP -1 TDAP booster
3 Polio	3 Polio	4 Polio	4 Polio	4 Polio
1 MMR	1MMR	2 MMR	2 MMR	2 MMR
1-4 Hep B				
3 Hep B	3 Hep B	3 Hep B	3 HepB	2 or 3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicello	Varicello	Varicello	1 Varicella	1 Varicella
(7 th thru 11 th)				

If 4th dose of DTP or 3rd dose of polio is after 5th birthday, the last shot is not required; MMR must be after first birthday.

Your child must have the required immunizations or proof that they are in process of getting the vaccines BEFORE they will be allowed to start school. School administrators will waive immunization requirements if the appropriate statutory exemption process has been followed.

PARENTAL RIGHTS

The district is in compliance with the “Parents’ Bill of Rights” law. Additional information is available in the office and parents may submit a written request for specific information during regular office hours to the administration.

OFFICE HOURS

Business in the office should be conducted during regular office hours 8:00 a.m. to 3:30 p.m., when school is in session.

VISITORS

Parents and others are welcome to visit the school office at any time. **Visitors and Parents are required to enter through the main office doors and are required to sign in at the office kiosk.** All teachers have a conference/planning period time each day. Conferences may be made during this time upon request of the parent. Students are not to have visitors during school hours.

TEXTBOOKS

All textbooks are furnished by the state and local school district.

Textbooks that are lost or badly damaged must be paid for by the student responsible for them. The charge will be the cost of the replacement.

Textbooks are to be returned when the course closes or when a student withdraws from school, with all unsightly markings removed.

INSURANCE

The school district does not make accident insurance available to students. A vendor is available that provides students K-12, with two options: at school coverage, and 24 hour coverage. Premiums vary slightly from year to year, but are reasonable.

The school is not liable for bills for injuries incurred during athletic practice or games. Therefore, each participant should show evidence of being covered by an accident policy or insurance waiver.

The school assumes no obligation as agent or representative of the insurance company.

SICKNESS, ACCIDENT OR CONTAGIOUS DISEASE

Every effort will be made to contact a student's parents, or if a parent is not available, the contact person named on the enrollment form, if a student becomes ill or injured while at school. In the event that neither the parent nor the contact person can be located, school officials will use their best judgment in determining the need for professional care.

The school assumes no obligation for medical bills. It is very important to list on enrollment forms the name of the family doctor and a relative or contact person to call when parents are not available.

Any child who has run a fever due to illness shall remain at home until they have been fever free for 24 hours.

Any child afflicted with head lice will be sent home for treatment. Any child prohibited from school due to head lice shall present to school officials, before they can reenter school, certification from a health professional as defined by section 2601 of title 63 of the Oklahoma Statutes of an authorized representative of the State Department of Health that the child is "nit free." "Nit free" is defined as no eggs or nits visible. The School will not supply medicated shampoos or sprays to treat nit infestation.

ADMINISTERING MEDICATION TO STUDENTS

If a child is required by a physician 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 that it is in the best interest of the student that a nonprescribed medication be dispensed to that student, only the school nurse, an administrator, or administrator's designee may administer the medication in compliance with the regulations that follow:

1. Prescription medication must be in a container that indicates the following:
 - A. Student's name
 - B. Name and strength of medication
 - C. Dosage and directions for administration
 - D. Name of physician or dentist
 - E. Date and name of pharmacy

If possible, such medication should be accompanied by a written authorization from the parent, guardian, physician or dentist that indicates the following:

- A. Purpose of medication
- B. Time to be administered
- C. Termination date for administering the medication
2. Nonprescription medication WILL NOT be administered by school personnel.
3. Self-administered medication will be allowed in accordance with state law.
4. Diabetic students will be allowed to follow diabetic management plan without interference.

FUNDRAISING

It is the policy of the Cherokee Schools to maintain control of and strictly limit school fund-raising within the Cherokee community and surrounding towns. Therefore, all moneymaking projects must be approved by the school administration and Board of Education.

All money raised MUST be deposited through the school's Activity Fund secretary. Purchases must comply with state law and district policy.

LOST AND FOUND

All articles found are to be placed in the lost and found box or designated area, in the office. Articles not claimed will be given to some charitable organization at the end of the year.

Labels or some form of identification should be placed on items of clothing or property so that it can be identified.

CANCELLATION OF SCHOOL

During inclement weather announcements that school will be cancelled will be made through the Schoolway Application along with social media outlets, via the information you provided, and television stations listed below. School will be in session at regular time unless otherwise announced. Announcements will be made over:

KFOR - Oklahoma City, Channel 4
KOCO- Oklahoma City, Channel 5
KWTW- Oklahoma City, Channel 9
KFOX - Oklahoma City, Channel 25

WITHDRAWAL FROM SCHOOL

Any student withdrawing from school must get a withdrawal slip from the principal's office. Any signature required on the form must be obtained and the form returned to the principal's office.

Parents desiring to withdraw their child from school should:

1. Inform the principal at least one day prior to leaving.
2. Make sure all charges are paid to the cafeteria.
3. Make sure all textbooks and library books are turned in.
4. Pay any fines or charges that may be due.
5. Leave a forwarding address.

BUSES

Cherokee Public Schools operate modern buses with qualified drivers. Each driver has complete authority to maintain order and discipline on his or her bus. Prompt obedience is expected of all pupils at all times.

The bus driver will stop at each stop on his route each morning. If no one is there, he should sound the horn; and, if no recognition is shown, he will drive on. It is common courtesy for a parent or student to notify the driver before the driver leaves home if the student does not intend to ride the bus.

The busses will arrive at school at approximately 8:00 a.m. each morning and leave from the elementary school at approximately 3:15 p.m. and from the high school at approximately 3:20 p.m.

Students who are not in the legal transportation area must get permission to ride the bus on a regular basis from the superintendent of schools.

Bus transportation is a service provided by the district. Anyone not abiding by the rules and regulations as established by the school district and bus driver, will not be allowed to ride on the school buses.

PERSONAL APPEARANCE/DRESS CODE

Students should appear in school, at all school activities and activity trips, in a manner which will allow them to function at the best level possible without interfering with the learning process of their classmates. Cleanliness is VERY important. Any form of dress or attire which tends to distract from a good educational climate or that is disruptive will not be permitted. Rules to be followed include:

- All students are to wear shoes. Flip flops will be acceptable at the Junior High/High School ONLY. Elementary shoes will still require a strap around the heel for safety purposes. NO HEELYS / SKATES ALLOWED. Make up and grooming should be done at home. Hair must be kept clean and well-groomed at all times.
- No clothing with vulgar lettering, pictures, or innuendoes will be allowed.
- No clothing advertising drugs or alcohol will be allowed.
- Tight-fitting knit, spandex, or cotton pants (leggings), are considered tights and must be worn under dresses, skirts or long shirts past the hips. If the pant does not have a pocket and it is tight, it will be considered not permissible to wear.
- Biker shorts, frayed shorts, pajama pants and garments (including jeans) with holes above the knee allowing skin to show are not allowed.
- Mesh shirts, halter tops, spaghetti straps, single strap, open back, backless tops, muscle shirts, tank tops, t-shirts with the sleeves cut off or any top that shows cleavage are inappropriate for school wear and are not allowed.
- No caps, hats, bandanas, or sunglasses are to be worn in the school building or at specified school activities. Exemptions will be provided for religious or medical reasons. An exception may be made for the gymnasium and the vocational agriculture shop or special event activities designated by administration.
- Hoodies are allowed but the hood must be left down and not worn on the head while in the building.

Other clothing not permitted:

Tight-fitting skirts

Undergarments that show on the outside

Shoes with cleats

Bare Midriff Shirts

The shoulder strap on any shirt must be 3 inches wide and the midriff must not be showing. Shirts and blouses that show the midriff when the student is sitting at a desk and cannot be tucked in are not allowed.

Students may wear shorts but they should be long enough to reach the middle of the thigh while standing.

Students that do not comply with the dress code will be removed from class until the situation is corrected.

Coaches and directors of athletics, speech, band, and other organizations have the responsibility of requiring student participants to style or arrange his or her hair in a manner that will assure personal safety.

Any questions as to the appropriate nature of such apparel should be referred to the principal for a decision.

Dress codes for graduations, banquets and any other school sponsored events will be determined by sponsors and the school administration and what is appropriate for that event.

Dress code situations that arise and are not covered in this handbook will be interpreted by the administration in keeping with the intent of the policy to enforce appropriate dress. In the event that the CHS Administration deems something inappropriate, the normal dress code discipline consequences will be enforced.

Consequences:

1st Offense: Student will be removed from class, until situation is corrected.

2nd Offense: Same as second offense Class I corrective action

3rd Offense: Same as first offense Class II corrective action

DEFINITIONS

“Student in Good Standing” is defined as a student that meets the requirements academically, behaviorally and meets the attendance requirements of the district.

STUDENT CONDUCT CODE

During the time when school is in session and when students are participating in a school-sponsored activity, it is necessary that certain rules of conduct be observed so the rights of the individual and the group can be maintained.

Efficient work in the classroom and other school activities can be accomplished only when a minimum of disturbance exists. It is not the policy of CHS to try to enforce everyone into “look alike” and “act alike” molds. There are certain guidelines, however, that must be followed for the betterment of the total school atmosphere.

1. It takes many people to provide an excellent school atmosphere; cooks, custodians, secretaries, bus drivers, and teachers. Students should address them with the proper respect.
2. School property is provided at great expense by the supporters of CHS. Do not damage or deface this property.
3. Students in the halls during class time often distract from the learning process. Students who are out of class WILL be required to obtain a permission slip from the teacher before they leave class.
4. Each student is a goodwill ambassador for CHS. Courtesy should be shown to visitors as well as fellow students.
5. Conduct befitting young ladies and gentlemen is expected at all times. There will be NO public displays of affection from students on school property or on school sponsored trips.
6. The use of illicit drugs and the unlawful possession and use of alcohol is legally and morally wrong, as well as harmful to the physical development of students. The use, possession or distribution of tobacco, alcohol, or illicit drugs in any form is prohibited.
7. The school is fortunate to have an excellent lunch program. **STUDENTS SHOULD LEAVE THE AREA WHERE THEY EAT AS THEY FOUND IT; BY ALL MEANS, ALLOW THOSE AROUND THEM TO ENJOY THEIR LUNCH.**
8. Possession, threat or use of a dangerous weapons is prohibited.
9. Students should take pride in their school and in their individual classes. Students not taking an active part in their class activities will not be given class privileges, such as Prom, etc.
10. Students will refrain from use of profanity.
11. Students will be called out of class for phone calls ONLY in cases of emergency, otherwise messages will be taken. The school phone is a business phone and student use is restricted to school business or illness. Students with permission may use the phone in the outer office. Phones in the workroom and counselors office are off limits.
12. Students shall not engage in conduct that jeopardizes the safety of others or that is calculated to disrupt the operation of the school.
13. It is the policy of the Cherokee Board of Education that all students, who are not seniors, will not leave the school premises at any time during lunch break without permission from the building principal. Seniors can lose this privilege for the following reasons:
 - i. Leaving Campus Early
 - ii. Being Late Returning
 - iii. Bringing food back on the campus
 - iv. Taking an underclassman or unauthorized student with them. (11th grade and under)
 - v. Being on the ineligible list
 - vi. Any disciplinary reasons the administration deems appropriate.
14. There will be no hazing, initiating, fighting, assaulting and/or battery permitted in the Cherokee Schools, or while representing the Cherokee Schools.
15. A suspended student shall not come to the campus during their suspension. This includes participation in all activities.
16. Students will not wear headphones in the hallway between classes, and electronic devices need to be silenced during passing time.

Acts of Violence against a School Employee or Official: This is when a student commits an act of violence against a teacher or other school system employee involving intentional physical contact. Dispositions: Short-Term to Long-Term Suspension. Call law enforcement agency.

Defiance/Willful Refusal: Student willingly refuses to immediately follow school or staff directives. (Defiant or Belligerent refusal)

Disorderly Conduct: Umbrella for current handbook descriptions

Falsifying, misrepresenting, omitting or erroneously reporting information (Lying): This occurs when an administrator or staff members have to collect information of an incident that occurs through numerous accounts information that was initially reported by a victim or the information reported by the accused. Basically any false or deceiving representation made to a faculty member, administrator or staff member. This would be concealing or distorting the true facts, nature, origin, persons involved.

Honor Code: Cheating or Plagiarism – If a student holds a position of rank within an organization, they could lose that position per discretion of that organizations sponsors and administration.

Party to violations of the code of conduct: Students in the peripheral extent of the actual violation, advises, encourages, hires, or helps in the commission of a code of conduct violation.

CONDUCT OFF SCHOOL PREMISES

Student conduct off school premises and after school hours may also result in discipline, if such conduct has a direct and immediate effect on the discipline and general welfare of the school.

Discipline for out-of-school conduct will be called for, but not limited to, such actions as:

1. Assaulting or harassing, physically or mentally, persons or family of school officials.
2. Damaging or destroying property of the school or person or family of school officials.
3. Causing risk to the general safety of students, faculty, or school officials.
4. For threatening the safety of, assaulting, or damaging the property of students, employees, official of surrounding school districts, including the property of those school districts.
5. Any student attending Cherokee Schools, committing any of the above violations, will be disciplined and will be subject to the rules regarding suspension.

THREATS

Threats to faculty or students: Students may be suspended for the current semester plus one for threats to kill or seriously harm classmates or faculty.

GUN-FREE / WEAPON FREE SCHOOLS POLICIES

Student safety and staff safety is one of the main concerns at Cherokee Schools. The purpose of this policy is to insure student and staff safety at school.

It shall be unlawful for any student to have in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers, any firearm or weapon designated in Section 1272 of Title 21 of the Oklahoma Statutes.

Any student in possession of a weapon, storing a weapon or carrying a weapon in a vehicle on school property during school activities/functions, will cause expulsion of said student for a period of not less than one year (180 school days). Any expulsion and/or search of said student shall be subject to School Board Policies, State Laws of Oklahoma and/or Cherokee Student Handbook regulations.

When a firearm or other dangerous weapon is found or student is suspected of being in possession of a firearm, the administration will be immediately contacted. The administrator will investigate and, if necessary contact the local law enforcement agency.

Guns or Devices capable of discharging or throwing projectile-

The term as defined in this policy shall include but is not limited to: guns, rifles, pistols, shotguns, daggers, knives (including any folding pocket knife of any kind), razors, clubs, slapjacks, night sticks, any device which throws, discharges, or fires objects, bullets or shells; explosive and incendiary device; hand chains, artificial knuckles, or any other objects that can be reasonably considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon.

The use, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of Cherokee Public Schools or during school sponsored activities, functions or events shall result in the immediate suspension and review of expulsion of all students involved for a period of time which shall be not less than one calendar year. However, the superintendent or designee may modify the expulsion requirement on a case-by-case basis for clearly extenuating circumstances with a review of the findings to be presented to the next Board meeting.

Any students who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to disciplinary action within the same processes mentioned above.

Facsimile of gun – Any student who has a facsimile of a gun including a cap, toy, or water gun or any other item resembling a gun in his/her possession at school or any school-sponsored event will be disciplined as follows: (1) Parent/guardian will be notified; (2) The student may be suspended; (3) If harm or threat should occur, the student will be dealt with the same as having a gun.

Knives, Weapons, or Other Dangerous Devices – The term “knife, weapon, or device” shall include but not be limited to (1) knives of all sizes and types; (2) brass knuckles, chains, clubs, and sharp instruments; (3) explosive, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons, or devices, the use, threat or purpose of which is to cause personal injury or property damage.

Weapons Procedure

1. The use, display or possession of ANY kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of Cherokee Public Schools or disciplinary action against all students involved. AND
2. Any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapons or device.
3. For students identified under (1) and (2) above, the following disciplinary actions are to result for all students involved:
 - ❖ Warning: A warning will be given when the knife, weapon or device – (a) has not been displayed or used in a threatening manner and ;(b) has not caused any harm, injury, destruction or damage and; (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.
 - ❖ In School Suspension: In School Suspension for ten (10) school days shall occur under any of the following conditions – (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to the school events; or (b) when the knife, weapon or device is on not commonly carried and is used, intended or designed for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use of possession posed a danger to the persons or property.
 - ❖ Suspension for not less than one semester shall occur under any of the following conditions – (a) when the knife, weapon or device was used or displayed in a threatening manner; or (b) when the knife, weapon or device has cause harm, injury, destruction or damage to persons or property; or (c) when the student involved has threatened any other person with harm or physical injury with a knife, violence, aggression, injury, damage or threats.

TOBACCO

No student shall possess, use, sell, distribute tobacco products on school grounds, at school sponsored events, or on transportation to or from school. This includes electronic cigarettes. Should a student discover tobacco or related products, including matches, lighters, on his/her person before arrival at school, he/she should take the items directly to the principal’s office.

Consequences:

1st Offense: Same as second offense Class II corrective action

2nd Offense: Same as first offense Class III corrective action

3rd Offense: Principal’s discretion

DRUG-FREE SCHOOL POLICY

Realizing that student safety is of great concern, the Cherokee School District strives to prevent the unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol by students and employees on school property or as a part of any school activity.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful to a student's health. The health risks associated with drugs and alcohol use include but are not limited to:

- **Slowing of physical reflexes

- **Mental powers decreased

- **Impaired judgment

- **Emotional problems

- **Spread of disease (AIDS) by drug paraphernalia

The "Code of Conduct" for students attending Cherokee Public Schools explicitly prohibits the unlawful possession, use, being under the influence, or distribution of drugs or alcohol on school property or as part of any school activity.

Any student who violates this "Code of Conduct" will be subject to disciplinary action which may include suspension and referral to law enforcement agencies for prosecution.

Each student is hereby notified that as a condition of enrollment, the student must agree, in writing, to abide by the terms of this policy.

Cherokee Public School hereby commits itself to a continuing good faith effort to maintain a drug-free school. Throughout the school year, students will be required to attend drug awareness programs which will educate students about the dangers of drug abuse; available drug counseling, rehabilitations and re-entry programs, and in-depth discussion of the schools "Drug Free Program."

Parents of all students will be given a copy of the "Drug Free School" policy and notified that compliance by the student is mandatory.

Students should refer to the "Code of Conduct" and Discipline Policy in the Student Handbook for more information.

Information about drug and alcohol counseling, rehabilitation or re-entry programs that are available to students will be found in the office.

**ACKNOWLEDGMENT/AGREEMENT
OF THE DRUG-FREE SCHOOLS ACT**

The following form was distributed to all students and parents to be signed and returned.
Under the terms of the Drug-Free Schools Act, we are required to give you a copy of our official policy statement concerning the establishment of a drug-free school.

Please sign below to indicate that:

- **You have received this statement.
- ** You have read it or been informed of its content.
- **You agree to abide by this policy in all respects.

Acknowledged and Agreed:

Student's Signature

Date

Print Name Here

Parent or Guardian Signature

Date

Print Name Here

STUDENT DRUG TESTING PROGRAM POLICY EXTRACURRICULAR ACTIVITIES

The Cherokee 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 Cherokee Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Cherokee Public School District refrains from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Cherokee Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics at the Cherokee Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in any extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete** or **athlete** means a member of the high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.
3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drug or the metabolites thereof in a person's urine.

STUDENT DRUG TESTING PROGRAM POLICY, EXTRACURRICULAR ACTIVITIES (Cont.)

4. **Random tests** are given monthly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
 - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
 - B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests** can be weekly, at random, or any time a student who has tested positive may be under suspicion of being under the influence.
7. **Illegal drugs** mean any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose.
8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under this policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

STUDENT DRUG TESTING PROGRAM POLICY, EXTRACURRICULAR ACTIVITIES (Cont.)

Procedures

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) as chosen by the random selection basis; and (b) 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.

Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly 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.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. Parents or legal guardians may submit a list of any prescription medications taken within 30 days of testing.

STUDENT DRUG TESTING PROGRAM POLICY, EXTRACURRICULAR ACTIVITIES (Cont.)

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 laboratory shall preserve the unused portion of a specimen that tested positive 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.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

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 nonappealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities including dances, prom and graduation ceremonies for up to three (3) weeks.
2. **Second positive retest.** The student will be suspended from participation in any extracurricular activities including dances, prom and graduation ceremonies for six (6) weeks.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity including dances, prom and graduation ceremonies for one (1) semester (80) school days.

STUDENT DRUG TESTING PROGRAM POLICY, EXTRACURRICULAR ACTIVITIES (Cont.)

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.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

ACTIVITY TRIPS

Students must be transported to and from all activity trips, academic or athletic, on school provided transportation. The only exception is that a parent or legal guardian may personally take students from a school-sponsored event after checking the student out through the coach or sponsor to get approval.

Sponsors of activity trips, either academic or athletic, will provide the office with a list of names of students who will be leaving for the event.

ACTIVITY PARTICIPATION, DRUG CONSUMPTION AND IMMORAL BEHAVIOR POLICY

The Cherokee Board Of Education recognizes the seriousness of teenage alcohol abuse and that such abuse could affect the District's educational program. As a deterrent to such abuse, the Cherokee Board of Education believes that a student's privilege to participate in extracurricular activities should be limited as a disciplinary response to such abuse.

Students are hereby notified that any known consumption of intoxicating beverages or low-point beer, drugs, immoral behavior, felonies or misdemeanors at any time during the school term will be considered as a basis for the suspension of the student from any and all extracurricular activities.

For the first offense, the student will be suspended from all extracurricular activities for up to three (3) weeks.. For the second offense, the student will be suspended from all extracurricular activities for six (6) weeks. For the third offense, the student will be suspended from all extracurricular activities for one (1) semester (80) days.

To ascertain that a student has engaged in such abuse, the Principal will consider the following:

1. The admission of the student;
2. A report of a law-enforcement or other governmental agency; and/or
3. The observation of such offenses by a coach, sponsor or administrator or teacher.
4. Students accused but admitting guilt are to be commended for honesty and will be treated in a manner as such.

Prior to suspending the student from extracurricular activities, the Principal shall give the student notice of the accusation made against the student and an opportunity to respond to the accusations.

The lists of activities that will be affected by the suspension include but are not limited to the following:

1. All Sports
2. FFA-Ag Ed, FCCLA-Family & Consumer Science
3. Cheerleading
4. Student Council
5. Speech, Drama, and Debate
6. Dances/Prom
7. Groups, Clubs, and Class Sponsored Activities
8. All other school sponsored Activities or Functions not previously mentioned.

INELIGIBLE STUDENTS

Any student that is not eligible academically will not be allowed to attend any Cherokee School extracurricular activity during the time of being ineligible. This includes dances, proms, etc. The only activities they may attend will be those open to the public such as spectators at ball games where they have to pay to attend. Ineligible students will have a closed noon campus. The eligibility policy for Cherokee students grades 6th – 12th will be as follows.

Any student having a semester average of 69% - 60% will be given notification and placed on the *at risk* list until that grade is brought above a 69%. This list will be generated each week and given to all teachers so they may notify the students and their parents/guardians.

Any student having a semester average of 59% or lower will be given notification and placed on the probation list until this grade is brought above a 59%. If the student remains on this list in ANY class for two consecutive weeks this student becomes academically ineligible and placed on the ineligible list until the average or averages of those classes is above 59%. This list will be generated weekly and sent to all teachers so they may notify the students and their parents/guardians.

DISCIPLINE AND CONTROL OF STUDENTS

All students enrolled in the Cherokee Public Schools will be expected to abide by the rules and regulations set forth by the Administration, Teachers, and Board of Education. Discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, referral to counseling or appropriate agency, referral to law enforcement, behavioral contract, financial restitution, restriction or revocation of privileges, in-school suspension, corporal punishment, and out-of-school suspension. Disciplinary action shall be based on assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. The student's attitude.
2. The seriousness of the offense.
3. The effect of the offense on other students.
4. Whether the offense is physically or mentally injurious to other people.
5. Whether the incident is isolated or repeated behavior.
6. Any other circumstances which may be appropriately considered.

CLASS I

Disruption of learning environment

Profanity

Cheating

Inappropriate gestures

Truancy

Violation of individual teacher's classroom rules

Inappropriate Internet usage (Bypassing filter, demeaning other students or information sites, unauthorized printing of material from sites.)

Unauthorized use of cell phones (Phones will be held in the office until the end of the day.)

Physical harm without malicious intent (eg. Horseplay that inadvertently causes harm.)

1st Offense: Conference with student, parents or guardians, or one day of ISS (In-school suspension)

2nd Offense: One or two days of ISS.

3rd Offense: Same as first offense of Class II corrective action.

The ISS will be followed through the next day after the inappropriate behavior was performed. The student will not participate in any extra curricular activities until the ISS has been carried out. After the student has fulfilled his/her obligation, he/she may resume practices or extracurricular activities.

CLASS II

Fighting

Willful disobedience to faculty or staff

Indecent exposure

Destruction of property/vandalism/theft

Internet usage for pornographic or violence oriented sites, tampering with school or faculty sites or information.

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 message sent via electronic device.

1st Offense: One day of OSS (Out-of-School Suspension)

2nd Offense: Two days of OSS

3rd Offense: Same as first offense of Class III corrective action

The OSS will be followed through with immediately or the next school day and will be left up to the discretion of the administrator handling the incident.

Extra-curricular Activities: A student may not attend or participate in any school activities including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of suspension (i.e. if suspended from school through Friday, suspension is effective until the next school day, Monday).

CLASS III

Malicious and intentional harm or threat to harm others. Students are forbidden knowingly and voluntarily to possess, handle transit or use any instrument in school or on school ground that is ordinarily or generally considered a weapon. Any object, which could be used to injure another person or which has no school related purpose for being in school related purpose for being in school or on school ground, will be considered a weapon for purposes of this code.

Harassment, Intimidation, and Bullying: Harassment, intimidation and bullying are defined as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another students' person or damage to the students' property or insult or demean any student group of students in such a way as to disrupt or interfere with the student's mission or the education of the student. At school means on school grounds, in school vehicles, at bus stops, at school sponsored activities or school sanctioned events.

The above unacceptable behaviors will have the following corrective actions:

The Law Enforcement will be notified of any criminal activity, and school officials will cooperate fully.

The parent/guardian will be notified.

High School: 6th-12th Grades

1st Offense: 3 days of OSS and 10 days no extracurricular activities

2nd Offense: 5 days of OSS and 40 days no extracurricular activities

3rd Offense: OSS up to the remainder of the current year or succeeding semester and 180 days of no extracurricular activities

CLASS IV

Guns or Explosives: Possession, threat or use of a gun or explosive device will result in the following corrective action:

- Law Enforcement Agency will be notified and the Administration will cooperate fully.
- Parents/Guardians will be notified.
- Student will be suspended for no less than a semester up to one school year from school.

DRUG AND ALCOHOL POLICY:

- A.** Possession or consumption of alcoholic beverages or drugs is forbidden by State Law and shall be enforced by all members of the faculty and administration during the school day, at school functions and when representing the school away from home, as either a participant or spectator.
- B.** Possession, sale and/or use of tobacco in any form is not allowed on the school campus. This includes the parking lot or any area that is school property. This includes school-sponsored activities at home and away. Oklahoma Statutes 1241 and 1242 make the sale or purchase of tobacco products by a juvenile a misdemeanor.
- C.** Cherokee High School will annually provide age appropriate developmentally based drug, alcohol, and tobacco prevention program for all students in all grades.

Students will be made aware through distributed materials attached to enrollment forms as well as through the curriculum, that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Students will be provided information about any drug, alcohol, and tobacco counseling and rehabilitation and reentry programs available.

The unlawful possession, use, or distribution of illicit drugs including prescription and/or non-prescription, on school premises or as a part of any of the school's activities is strictly prohibited.

Any student found to be in possession of illicit drugs or alcohol on school property or at school activities may be suspended by the principal for a period not to exceed the current semester and the succeeding semester. The suspended student following the policy on student suspensions may appeal said suspension to the Board of Education. Additionally, students in possession of illicit drugs or alcohol on school premises or at school activities will be referred for prosecution.

A student who is suspended for possession of a weapon or a firearm or possession of a controlled dangerous substance shall not be provided an education plan, shall not be allowed to make-up any work missed during the period of suspension, and shall not receive any credit during the suspension. The student may be referred to the alternative school.

Students with Disabilities: Students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act (Section 504) or students who are "disabled" as defined by the Americans with Disabilities Act (ADA) shall be subject to the same discipline policies and regulations as any other student.

Corporal Punishment: The district recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the administrator or the administrator's designee, and only in the presence of a witness. Additionally, corporal punishment will only be administered if the signed parent/guardian consent form is on file in the office. Corporal punishment will only be administered in the principal's office or another location where some degree of privacy exists. Corporal punishment will not be used on any student while in DHS custody or on any student on an IEP. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others or for the protection of property of another person or the district.

Suspension Procedure

In School Suspension: In School Suspension (ISS) may be used as a disciplinary method. ISS will occur on the next school day following the behavior which is subject to discipline. The student will not be allowed to participate in any extracurricular activities until the ISS has been served. Once the student has served the ISS, the student may resume extracurricular activities. There is no right to appeal ISS.

Suspension: Before a student is suspended out of school all other options will be considered. An administrator may suspend a student from school when the student's behavior is in violation of the District's Student Conduct Policy or directives received from school authorities and the behavior occurs while the student is:

- A. In attendance at school or any function authorized or sponsored by the district.
- B. In transit to or from school or any function authorized or sponsored by the district.
- C. On any property subject to the control and authority of the district.
- D. Not on the district's property but the student's actions:
 - 1. Are a continuation of activity that was initiated under conditions A through C above.
 - 2. Adversely affect or pose a threat to the physical or emotional safety and well being of other students, employees, or district property.
 - 3. Disrupt school operations.

Before a student can be deprived by way of suspension of the student's right to an education, the student has the right to notice of the alleged misconduct and an opportunity to respond to the allegations. The appropriate administrator shall have a conference with the student and shall provide the student with notice of alleged misconduct and an opportunity to respond to the allegations. If the student's response does not reverse the administrator's belief that cause for suspension exists, the administrator shall provide the student, or the student's parents or guardians if the student is under 18 years of age, with written notice of the decision to suspend which shall state the length of the suspension and the right to appeal the administrator's decision as set forth by the district's appeal policy. The administrator shall keep written records of each suspension conference identifying the date of the conference, the names of the persons present, the duration of the conference, and a summary of the statements of the persons present.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. Except for suspensions for possession of a firearm, which may be for a period of one year, no suspension shall be longer than the remainder of the current semester and the succeeding semester.

Suspended students will not be allowed on school grounds or allowed to attend school functions during the term of suspension. Parents will act as contact between the student and school. When school is in session, work assignments will be turned into Principal's office on Friday before 3:25 p.m. for each week of suspension. When school is in session, assignments will be given to the parent every Friday after 3:25 p.m. Any assignments which are not handed in on time will not be accepted.

Short-term suspension: A suspension of ten (10) or fewer days.

Long-term suspension: A suspension for more than ten (10) days.

Appeal of Suspension Procedures

Short-Term Suspensions:

If a principal determines that a suspension may be imposed for alleged misconduct, and that if indeed a suspension is imposed it would not exceed ten school days. The Principal shall provide the student with an informal hearing prior to any such suspension. In the hearing, the principal will.

- a. Inform the student orally or in writing of the alleged misconduct and the evidence supporting the charges.
- b. Give the student an opportunity to admit or deny the alleged misconduct and, if the student denies committing the offenses, give an oral response to the charges. If the principal determines after such an informal hearing, which may occur soon after the alleged misconduct is reported to have occurred, that cause for suspension exists, the principal may suspend the student for ten days or less. No notice need to be given to a parent of guardian prior to a short-term suspension hearing.

If a short-term suspension is imposed, the Principal shall inform the parent, guardian, or student 18 years of age or older in writing of the decision, the reason for suspension, and the right to review that decision by the district superintendent. The notice will provide that any notification of an appeal must be made in writing within two school days after receipt of the notice of suspension. Failure to present a written notification to the Principal or Superintendent within this time period shall be a waiver of the student's right to review by the superintendent. If review is requested, the superintendent shall review the information presented by the Principal, make a decision as to the guilt or innocence of the student, and vote to uphold, reverse, or modify the suspension imposed by the Principal. The parent shall be notified of the decision in writing, which shall be final.

Long-Term Suspension:

If the Principal determines a long-term suspension for more than ten school days should be recommended, the Principal shall implement a ten-day suspension in accordance with the procedure to be followed for a short-term suspension, and, in addition, give the student's parent or guardian or the student who is 18 years of age or older, written notice of alleged misconduct, the nature of the evidence supporting a recommendation for a long-term suspension, and the right of the student to present written and testimony evidence at a hearing on the proposed long-term suspension before the Board of Education. The parent, guardian, or student 18 years of age or older must request a hearing within two school days after receipt of notice of a recommendation for a long-term suspension. Hearing notification must be made in writing and be submitted to either the Principal or the Superintendent. Failure to request a hearing within this time period shall constitute a waiver of the student's right to a hearing. If notification of a hearing is received, the Board of Education shall conduct the hearing on or before the tenth school day of suspension unless the student has either returned to class after the tenth day of suspension or the parent, guardian, or student 18 years of age or older has agreed to continue the hearing beyond the tenth day with the student remaining on suspension. The student and principal may present the testimony of witnesses and submit written documents at the hearing.

After the hearing, the Board of Education shall announce a verbal decision to uphold the Principal's decision, modify the suspension or disallow the suspension. The Superintendent will also mail a written decision to the parent, guardian, or student of the age of 18 years. The Board of Education decision will be final.

GRIEVANCE PROCEDURES FOR FILING, PROCESSING, RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

I. Definitions

A. **Discrimination Complaint:** A written complaint alleging any policy procedure or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.

B. **Student Grievant:** A student of the Cherokee Public School Dist. 1-46 who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.

C. **Title VI/IX and 504 coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title VI/IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity, the Title VI/IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

D. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

E. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

II. Pre-Filing Procedures.

- A. Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Superintendent, and reasonable effort should be made to resolve the problem or complaint.

III. Filing and Processing Discrimination Complaints

A. Grievant

Submits written complaint to Title VI/IX/504 Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the school office.

B. Title VI/IX/504 Coordinator

1. Confirm or deny facts.
2. Indicate acceptance or rejection of students requested action, or
3. Outline alternatives.

Notifies respondent within 10 days and asks respondent to:

C. Respondent

Submits answer within 10 days to Title VI/IV/504 Coordinator.

D. Title VI/IX/504 Coordinator

Within 10 days after receiving respondent's answer, Title VI/IX/504 Coordinator refers the written complaint and respondent's answer to the principal. The Title VI/IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the principal.

E. Principal, Grievant, Respondent, and Title VI/IX/504 Coordinator

Hearing is conducted.

F. Principal

Issues, within 10 days after the hearing, a written decision to the student or employee, respondent and Title VI/IX/504 Coordinator.

G. Grievant or Respondent

If the Grievant or respondent is not satisfied with the decision, they must notify the Title VI/IX/504 Coordinator within 10 days and request a hearing with the governing board.

H. Title VI/IX/504 Coordinator

Schedules, within 10 days of request, a hearing with the grievant, respondent, and Superintendent.

I. Supt. Grievant, Respondent, Title VI/IX/504 Coordinator

Hearing is conducted.

J. Superintendent Issues a decision within 10 days following the hearing.

K. Grievant

If the grievant or respondent is not satisfied with the decision, they must notify the Title VI/IX/504 Coordinator within 10 days and request a hearing with the governing board.

L. Title VI/IX/504 Coordinator

Notifies governing board within 10 days after receiving request. Title VI/IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted within 30 days from the date of notification to the governing board.

M. Governing Board or Hearing panel is established by the board; Grievant and Title VI/IX/504 Coordinator

Hearing is conducted.

N. Governing Board

Issues a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

IV. General Provisions

- A. Extension of time: Any time limits set by those procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until complaint is resolved shall be no more than 180 days.
- B. Access to Regulations: The Cherokee Public School District 1-46 shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran upon request.
- C. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

ANNUAL NOTIFICATION Of Family Educational Rights and Privacy Act (FERPA)

The Cherokee School District No. 1-046 makes known to the following information according to the Family Education Rights and Privacy Act.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record: in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.

All rights and protections given to parents under the FERPA and this policy-transfer to the student when he or she reaches age 18 or enroll in a post-secondary school. The student then becomes an "eligible student."

A copy of the FERPA policy is available at the administrative offices of the Cherokee Public Schools.

WIRELESS TELECOMMUNICATION DEVICES

Students may use a wireless telecommunication device (laptop, iPad, iPod, or cell phone, etc.) while on district property at appropriate and allowable times and only in designated areas or while in transit under the authority of the school. Possession and use of a device must fall within these guidelines:

- Cell phones may be used in other areas within school, on school grounds, and on school transportation as designated by the administration.
- Smart watches or other personal Bluetooth type devices linked to students cell phones must be disabled during classes. Teachers will control the use of these devices at their discretion. Students may be asked to remove these devices during classes.
- All accessories (HEADPHONES, chargers etc.) must be put away.

While it is the desire of the school to provide opportunity regarding wireless device use, failure to adhere to established guidelines might result in similar consequences for other disruptions to the educational process including the confiscation of the wireless device until the end of the current school day.

Students who choose to bring wireless telecommunication electronic devices to school do so at their own risk. The school district assumes no liability for lost or stolen electronic wireless telecommunication devices that are not in the possession of a school employee.

INTERNET SAFETY AND USE POLICY

The Board of Education believes that the use of the Internet will further education by promoting the exchange of information and ideas and by providing statewide, national and global opportunities for the staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student's accounts and E-mail addresses will not be provided and the student will not be permitted to use the address to send and receive mail at school.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of the material which a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading and text, pictures or online conference that includes material which is considered to be obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will not engage in any form of cyberbullying as defined by State and Federal Law and will be subject the disciplinary action described in this handbook for such offenses.

Users will be courteous and polite. Message will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential to the public but will be accessible to the administration to monitor proper usage of the equipment and appropriate material. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the service will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use which violates the copyright laws.

Staff, and students, must agree to attend an Internet orientation which will address the issues of appropriate use of the Internet, copyright laws, Internet etiquette, and fees (if any incurred during the use of the services.) An Internet use agreement will be signed by all persons wishing to use the services provided by the school district.

Violation of the internet Acceptable Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action. The administration has the right to deny access to any individual they deem necessary.

STUDENT INTERNET CODE OF CONDUCT
**(Use is limited to research purposes only; no MySpace, Facebook, Twitter,
personal e-mail, etc.)**

The purpose of providing Internet access to our students is to promote the exchange of information and ideas with the global community. This statement represents a guide to the acceptable use of the technology provided by the school district.

There is no expectation of privacy for school issued email and Internet access. All users will be expected to abide by the general accepted rules of network etiquette.

These include but not limited to:

1. Be polite. Messages should not be abusive to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal your personal address or phone number or those of other students or employees of the district or community.
4. Illegal activities are strictly prohibited. Anyone found to have used the system for any illegal act will be reported to the proper authorities, disciplinary action will be taken, and Internet privileges will be permanently lost.
5. Be aware that electronic mail is not guaranteed to be private. People who operate the system do not have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
6. Do not use the network in such a way that you would disrupt the use of the network by other users.
7. All Copyright and licensing laws will not be intentionally violated.
8. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but not limited to, uploading or creation of computer viruses or changing equipment or system setting. The user will pay any financial restitution which may be required to repair the equipment or system.

I, _____ understand and will abide by the terms and conditions for Internet access. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken. I also understand that the administration may deny my access to the Internet for any reason deemed necessary.

User's signature: _____ Date _____
Status: student _____ staff _____ Phone# _____

A parent or guardian must also read and sign this agreement (If individual is under the age of 18.)

As the parent or guardian of this student, I have read the terms and conditions for Internet access. I understand that the school district is providing this access for educational purposes only and hereby give my permission to grant access for my child and will accept responsibility for my child actions on the Internet and relieve the school of all responsibilities for my child inappropriate access of illegal material including pornography. I understand the school will do all it can to supervise my child access to material but can also understand that not all material can be prescreened for appropriateness.

By not signing this agreement I understand my child will not be given access to the Internet Computer.

Parent or Guardians Signature _____

Date Signed _____

JUNIOR HIGH AND HIGH SCHOOL INFORMATION RULES AND REGULATIONS

The school day at the high school and junior high is set by the Board of Education. Students should not be in the building at any other time unless they are under supervision of an authorized school employee. This includes use of gymnasium in the evenings.

Students are not to leave the campus during the school day unless they have received permission from the principal. Parent contact must be made before any student is allowed to leave campus. Academics are the most important concern of school and a student can not learn if they don't attend. Any student who leaves school without permission will receive an unexcused absence for each class missed. The student will have to make up their work for each class missed.

LOCKERS

Each high school and junior high student will be assigned a locker on enrollment day. Locker assignments must not be changed without permission of the principal.

Nothing inappropriate should be placed on the outside of the locker.

Posters may be placed inside the locker as long as they do not violate the Cherokee High School code.

If a student wishes to purchase their own lock extra keys or combinations must be on file in the principal's office.

Lockers are semiprivate and students should use a hands-off policy of lockers not assigned to them.

Remember, the lockers are school property and school officials must inspect them periodically. Keep them neat and clean. There is no legitimate expectation of privacy with regard to lockers or other school owned property.

SEARCH OF SCHOOL PROPERTY

All school property such as lockers, desks, books, or anything else assigned to students is the property of Cherokee Public Schools. The student will be given a temporary right to use property, and this right may be revoked at any time. School property will not be used to store materials or objects that are in violation of school rules. The school principal or designee may authorize the search of school property temporarily assigned to a specific student without the permission of the student or the presence of the student. Students have no expectation of privacy as to lockers, desk, or other school property temporarily assigned for their personal use. School personnel may remove from lockers or desks any articles that are prohibited at school or could be used to interfere with or disrupt the educational process.

SEARCH OF STUDENT'S PERSON

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property (including personal vehicles) in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, or for missing or stolen property if said property be reasonably suspected to have been taken from the pupil, a school employee or the school during activities. The search of a person shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. No student shall be strip-searched.

SEMESTER TESTS

All students at Cherokee High School will be required to take a semester test in each class they are enrolled at the conclusion of each semester on the dates designated by the administration. Students who wish to take semester test early must present a reasonable request IN WRITING to the principal signed by a parent or guardian no later than one week prior to the test date. In emergency situations the principal will make decisions on the students testing options.

Semester test will count for 10% of the total semester grade in each class.

ATTENDANCE

The Cherokee 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 the students control, the board has adopted a policy requiring students to have no more than 10 absences per semester to earn credit for any course in which the students is enrolled. Exceptions to this requirement will be considered by the attendance review committee on an individual, case by case basis. "Excused" absences are only in regards to making up school work. The following is a list of possible "excused" absences.

Absence should only be taken for the following reasons:

- Illness of the student or immediate family member.
- Family emergencies;
- Death of an immediate family member;
- Medical appointments with written documentation;
- Legal matters, including service on a grand, multi-county grand, or petit jury;
- Travel to and from and observation of holidays required by students religious affiliation;
- Participation in military funeral for ROTC.
- Extenuating circumstances

It is the responsibility of the parent to notify the school between 8:00 a.m. and 9:00 a.m. if the child is to be absent that day. 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 office will file Doctor's notes and/or verification notes. The school will do everything possible to notify parents when a child has missed, four, seven, and ten days in a given class with a warning of the possible failure of a class for excessive absences. The student must make up all work missed. The teacher will allow one day per day absent from school to make up all work. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

Participation and Credits: A student not in attendance at least ninety percent (90%) of the time on a weekly basis becomes ineligible. Students are allowed 3 absences at the beginning of each semester with the 4th absence of the 90% rule become effective. Exception made by the principal due to illness, injury, death of immediate family, or valid reasons for late enrollment. This policy is applicable for non-competitive as well as competitive activities provided that one of the following 3 criteria applies:

1. The event is sponsored by the OSSAA
2. The event is considered inter-scholastic competition
3. The event requires any loss of class time, including travel.

Notification/State Law: If a student is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without excuse for ten (10) or more days or parts of days within the semester, the

attendance officer shall notify the parent, guardian, or custodian of child and immediately report such absence to the District Attorney's Office. (School Laws of Oklahoma, Section 232)

ATTENDANCE – PARTIAL DAY ABSENCE

Check Ins:

- Any student checking in to school in the middle of the day must have a note written by his or her parent or guardian stating the date, time, reason for the absence, and include a verification phone number. The parent or guardian may also call the school at 580-596-3391 and speak with the attendance clerk or the principal. Late arriving students must check in at the main office, clear their absence and pick up an admit slip to class.

Check Outs:

- Any student checking out of school during the day must have a note signed by his or her parent or guardian stating the date, time, and reason for their early dismissal and include a verification phone number. He or she should present the note to the attendance clerk, who will make a copy of the note and file it in the student's folder. The student should then proceed with the day's schedule until such time that he or she needs to leave. If he or she does not return that day, the absence will be treated as an excused absence. If he or she does return before the day is over, an "Admit to Class" is necessary and should be obtained in the main office as stated in the truancy policy.

Any student who will be participating in an activity, must be present at school at least 50% (4 classes) on the day the activity or the day prior to the activity if the activity begins before the start of the school day. Seniors will be required to be here 3.

Exception: If a doctor's note is on file or funeral arrangements were made the prior to the absence.

If a student misses more than 15 minutes of any class due to checking in or out, an absence will be recorded for that class.

DCA CLASSWORK POLICY

Any Student that is absent from class due to a school activity is responsible for acquiring his or her assignments from each of their teachers prior to the date they will be out of school. Every attempt to complete work prior to or upon immediate return to school will be made by the student. If the student fails to complete work they will be subject to any consequences that the teacher deems necessary for that class. This may result in the student being unable to attend or participate in the school activity. For assignments that may not be completed early the regular amount of time for make up work will be given for each day or days absent.

TARDIES

A student is considered tardy if he/she is not in his/her classroom when the tardy bell rings. Penalties are as follows: (Accumulative from beginning of each semester.)

FIRST TARDY-a warning will be given by the teacher

SECOND TARDY-The Principal/Attendance Clerk will contact the parent and explain that their child has been tardy two times to class. The student will be assigned a fifteen minute detention before of after school. The teacher whose class they were tardy to will be in charge of that detention.

THIRD TARDY-A written referral (discipline notice) will be filled out by the teacher and will be taken to the principal's office. The Principal or attendance clerk will contact the parent and explain that their child has been tardy three times to class. Class I 2nd offense corrective action will be given.

FOURTH TARDY-Referral (discipline notice) will be filled out by the teacher and given to the principal Class II 1st offense corrective action will be taken.

FIFTH TARDY-Class II 2nd offense corrective action will be taken and student must be reinstated by parent or guardian upon return to school.

PERMIT TO LEAVE SCHOOL PREMISES

1. Any student who arrives on school grounds during the school day must receive a leave permit from the office to leave from school grounds during the regular school day. Illness or injury must be reported to the office before the student leaves.
2. Students leaving for a doctor's appointment and other necessary reasons must first have their parents, guardians, or designee contact the office and then check out through the office kiosk before leaving the building.
3. Students going from one district building to another must have a signed pass from a faculty member and must follow building checkout procedures with the kiosk at both buildings. Students will not be allowed to drive personal vehicles from one building to another unless given permission by a building principal.
4. If students are checked out during the school day to attend school activities on campus and are not participating they must have a parent present with them at the activity.
5. Students not returning to school for 5th, 6th, 7th, and 8th periods following lunch are subject to the above provisions. In the event a student becomes ill, then the school will expect to be notified by the parents.
6. Parents, guardians, or designees must check their student out of school before they will be permitted to leave school premises during the lunch period. Seniors are the only exception to this rule.
7. Students who leave school without checking out through the office kiosk or leave school to go to lunch and do not return will receive an unexcused absence for each class not attended.
8. No commercially prepared food shall be brought into the school at lunchtime. (Subway, Sonic, Pizza Hut, etc.)

TRUANCY

A student absent without the consent of his/her parent/guardian and administration is truant. This is an unexcused absence and will be counted towards the 10 day absence policy. Repeated truancy may be cause for disciplinary action, suspension, expulsion or legal action. Examples of truancy include but are not limited to:

1. Leaving school without permission from the principal and not signing out in the office.
2. Being absent from class without prior permission from parents/guardians and administration.
3. Are absent from class without permission (skipping).
4. Obtain a pass to go to a certain place and do not report there.
5. Become ill and go home or stay in the restroom instead of reporting to the office.
6. Come to school but do not attend class.
7. Go to car without permission during the school day.
8. Do not come back after lunch and the parent has not called the office by 1:30 that afternoon.

TRUANCY POLICY

Truancy violations will be subject to disciplinary action by the administration and/or turned over to the District Attorney for prosecution of parent and/or student.

BICYCLES, CYCLES, AND CARS

Bicycles ridden to school should be left in the bicycle racks north of the school building during school hours.

Student vehicles or motorcycles should be parked in the southeast parking lot only during regular school hours.

ALARMS/DRILL - FIRE, TORNADO, AND SECURITY

Fire Alarm: The teacher will direct all assigned students to walk quickly through the nearest exit and to reassemble on the sidewalk across the street from that exit. (Teachers will see that all windows are shut before leaving the room.) At least one fire alarm drill will be scheduled each semester.

Tornado Alert: The teacher will direct all assigned students to quietly reassemble in the dressing rooms in the Gym. (Teachers on the north side of the building should be sure that at least one window is open while students are reassembling.) All students should stay away from the windows, stay low, keep hands and face protected, and remain quiet. At least one Tornado Alert drill will be scheduled each semester.

Security Drill: These drills will be conducted throughout the year. Students should follow teacher's instructions and safety procedures.

PUBLIC ADDRESS SYSTEM

Announcements will be made at the start of 1st hour and possibly 5th hour. Announcements to be made must be submitted to the principal in writing.

SCHOOL SPONSORED DANCES / PARTIES

Celebration dances / parties may be permitted at school and sponsored by school staff. Sponsors must be in attendance. The sponsoring class should furnish music and refreshments. The sponsoring club is responsible for cleanup.

All celebration dances/parties will be held on school property and may be held only at the end of the school week. Dances/parties must last no later than 11:30p.m., except for post athletic event dances, which may last until midnight. Once a student leaves the dance, he or she cannot be readmitted.

Students currently enrolled in Cherokee Junior or Senior High School will be permitted to attend if students are in good standing. All school rules and regulations regarding appropriate dress and behavior must be followed. Out of town high school students will be allowed to attend the celebration functions provided they have been signed up in advance and are in good standing at their respective schools.

USE OF SCHOOL BUILDING AFTER HOURS

Students are not to be in any of the buildings of Cherokee Public Schools after hours unless they are supervised by a teacher, sponsor, coach or administrator. Students needing in the gym or classroom areas after school hours can do so by securing permission from teacher or coach that will be supervising your activity. Otherwise students are not to be in the building after hours. Disciplinary action will be taken against students found in the building without permission. Your cooperation in this matter will help alleviate a number of problems and will be appreciated.

PLAYS

The speech and drama instructor will direct all plays as approved by the principal.

GUIDANCE STUDENT SERVICES

The Guidance Office will provide academic advisement, higher educational planning, career planning, referrals, and educational resources to students, parents, and faculty.

The following services are included:

Testing: School testing services are essential to help determine students' progress, interests, and educational needs. All guidelines set forth by the Oklahoma State Board of Education Assessment Division will be followed in our testing procedures.

2019-2020 Required Oklahoma School Testing Program:

Grades 3	*Math	*ELA
Grade 4	*Math	*ELA

Grade 5	*Math	*ELA	*Science
Grade 6	*Math	*ELA	
Grade 7	*Math	*ELA	
Grade 8	*Math	*ELA	*Science
Grade 11	*ACT	*Science	*US History

The following guidance services are offered to students and parents:

- Development of a Four Year Plan
- Academic Advisement
- Concurrent, Technical School, and Oklahoma School of Science and Mathematics Enrollment
- College and Career Fairs
- College, university, and technical school visitations
- Building a student resume
- Building a Student Future File, assisting students with the documentation of activity participation and volunteerism community participation
- Attending ACT, SAT, and PSAT Prep Workshops
- Registration for the ACT and SAT college entrance exams
- Registration for the PSAT National Merit Qualifying Test
- Researching higher educational opportunities such as community colleges, regional universities, research universities, and technical schools
- Scholarship, grant, and financial aid advisement
- NCAA registration advisement
- Parent and student evening and school day meetings will be held to assist students and parents with the completion of the FAFSA, higher education application forms, scholarships, and the Oklahoma Promise Scholarship.
- Graduation requirements advisement
- Future and career advisement
- Individual counseling and referrals
- Drug, Alcohol and Tobacco Awareness and Prevention Activities
- Goal Setting Activities
- Suicide Awareness and Prevention Activities
- Community Volunteerism Participation Activities

GRADUATION – OKLAHOMA REQUIREMENTS FOR HIGH SCHOOL

COLLEGE PREPARATORY/WORK READY CURRICULUM FOR HIGH SCHOOL GRADUATION

(Title 70 O.S. 11-103.6)

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for the high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.

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

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

3 Units 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 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 2 Units Computer Technology approved for college admission requirements, whether taught at a high school or a 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 courses listed above or career and technology education courses approved for college admission requirements; and

1 Unit or Set of Competencies Fine Arts such as music, art, drama, or

1 Unit or Set of Competencies of Speech

6 Electives

23 Total Credits

CORE CURRICULUM FOR HIGH SCHOOL GRADUATION

(Title 70 O.S. 11-103.6 and State Board of Education Regulations)

(For those students opting out of the College Preparatory Work Ready Curriculum.)

Beginning with students entering the ninth grade in the 2006-2007 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.

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 with content and/or rigor equal to or above grammar and composition.

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 Pre-Calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance, *Intermediate Algebra; *contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the state board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

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); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

3 Units or Sets of Competencies Social Studies

1 United States History,

$\frac{1}{2}$ to **1** United States Government,

$\frac{1}{2}$ Oklahoma History, and

$\frac{1}{2}$ 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.

2 Units or Sets of Competencies The Arts

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

8 Electives

23 Total Credits

****For the graduating Class of 2019 and beyond, the following changes are in place:**

In order to graduate from a public high school accredited by the State Board of Education with a standard diploma, students may enroll in the core curriculum for high school graduation upon written approval of the parent or legal guardian.

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 with content and/or rigor equal to or above grammar and composition.

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 Pre-Calculus, Calculus, Statistics and/or Probability; Computer Science I; Computer Science II; Mathematics of Finance, *Intermediate Algebra; *contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the state board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.

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); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.

3 Units or Sets of Competencies Social Studies

1 United States History,

$\frac{1}{2}$ to **1** United States Government,

$\frac{1}{2}$ Oklahoma History, and

$\frac{1}{2}$ 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 in The Arts

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

1 Unit of Computer Technology whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

8 Electives

23 Total Credits

CAREER TECHNOLOGY CENTER

Juniors and seniors may attend the Northwest Area Career Technology Center in Alva, for half of the school day if they are on track to graduate based off their completed required courses and obtained credits. Three units of credit may be earned in the areas of Automotive Collision Technology, Automotive Technology, Business and Information Technology, Health Careers Certification, Web Development / Graphic Design or Biomedical Sciences.

ACADEMIC POLICIES 2019 – 2020

HIGH SCHOOL ACADEMIC RECOGNITION & PARTICIPATION POLICIES

Valedictorian and Salutatorian: In order to promote academic excellence, students who are recognized as Valedictorian and Salutatorian must complete four credits of higher level math and science during the 9th - 12th grades. The student or students with the highest grade point average or all students with a grade point average of 4.00 (or 4.00 and higher than 4.00) will be recognized as Valedictorian/Co-Valedictorian, and the second highest grade point average will be named Salutatorian/Co-Salutatorian.

High School Honor Graduates: Seniors will be recognized as a High School Honor Graduate during graduation, as well as, be honored with an Honor Graduate cord to be worn during graduation. Students recognized as a High School Honor Graduate will be required to attain a 24 on the ACT or a 1090 SAT and complete four credits of higher level math and science during the 9th - 12th grades. Students must also have a minimum of 3.50 GPA on all high school credits.

Higher level math courses will include: Algebra I, Geometry, Algebra II, Trigonometry/Pre-Calculus, College Algebra, Calculus or AP Calculus. Additional math courses may be used to count for the Valedictorian/Salutatorian/Honor Graduate as long as it is an approved course for the College Preparatory Diploma. These courses may be completed at the high school, through concurrent enrollment at NWOSU or another accredited College/University, or at NW Technology Center. (If Algebra I is completed during the 8th grade, the course is documented on the student's high school transcript and counts toward the student's cumulative high school grade point average. If a student completes Algebra I prior to ninth grade, the student must take any other higher level mathematics courses to fulfill the requirements to complete three math units during Grades 9 through 12. (70 O.S. * 11-103.6)

Higher level science courses will include: Biology I, Physical Science, Biology II, Anatomy, Chemistry, Physics, Botany, Zoology, AP Biology, Principles of Biomedical Sciences, Human Body Systems, Medical Interventions, or Biomedical Innovations. Additional science courses may be used to count for the Valedictorian/Salutatorian/Honor Graduate as long as it is an approved course for the College Preparatory Diploma. These courses may be completed at the high school, through concurrent enrollment at NWOSU or another accredited College/University, or at NW Technology Center.

Transfer credits from a sending school: Students transferring from another district who have previously been on track to receive honors credit in courses not offered by Cherokee Public Schools will be given the chance to have those credits acknowledged on their transcripts with the proper paperwork provided by the sending schools counselor or administration. The course must have been completed prior to the transfer to Cherokee Public Schools. The final decision will be made by the Administration and counselor and may be subject to review by the Board of Education.

Required High School Math Classes: All students must take three units of math between 9th and 12th grades, in order to better develop mathematics skills before heading to college or work. This is in addition to any other secondary-level math courses they may have taken in middle school or junior high. For example, if a student completes Algebra I their 8th grade year, he or she must take three units of higher level math during their 9th – 12th grade years.

Academic All-Staters and Oklahoma Academic Scholars: All Academic All-Staters and Oklahoma Academic Scholars will be recognized at graduation and recorded on the graduation program. **Academic All-**

Staters must have scored a minimum of a 30 on the ACT or 1340 SAT and be selected as one of the top one hundred seniors in the state of Oklahoma based off academic achievement, leadership, and community service. **Oklahoma Academic Scholars** must have scored a minimum of a 27 on the ACT or a 1220 combined reading and mathematics score on the SAT and a minimum 3.7 overall grade point average or rank in the top 10% of their graduating class.

High School Enrollment in Concurrent Classes or N.W. Technology Center: Students who enroll in concurrent or technology classes will be passing all high school classes and be eligible to satisfy requirements for graduation. All grades obtained through concurrent or technology classes will be recorded on each student's official transcript and be averaged into the student's overall high school grade point average. All grades will be documented during the normal high school day.

Concurrent Enrollment: Juniors and seniors may enroll in concurrent classes and earn college credit while in high school. When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be transcribed as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district. Students enrolling in concurrent course must sign the concurrent student contract along with the parent. These forms can be received from the High School counselor.

Internship courses: Juniors and Seniors if approved may take Internship course. The student, parent, school and employer must sign internship agreement forms. These forms may be received from the High School counselor and must be on file in the high school office.

Each high school senior who meets the eligibility requirements shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of six credit hours per semester per the Oklahoma State Regents.

As of Fall 2016, additionally each junior and senior who meets eligibility requirements shall be entitled to receive repayment for the concurrent books/fees for the successful completion and passing grade of the concurrent enrollment per the Cherokee Public Schools. The student will be required to show proof of a passing score in the concurrent course and receipt(s) for the books/fees to receive the repayment from the Cherokee Public Schools. This repayment policy will remain in place as long as funding is available per the Cherokee Public Schools and School Board.

A 12th grade student may participate in concurrent enrollment at a college/university if he or she meets the requirements set forth below and is eligible to satisfy requirements for graduation from high school including curricular requirements for college admission no later than the spring of their senior year:

20 ACT or 940 SAT or 3.0 GPA and top 50% class rank - After qualifying for admission, students must have a 19 ACT subject area score to enroll in a college course in the corresponding subject area.

An 11th grade student may participate in concurrent enrollment at a college/university if he or she meets the requirements set forth below and are eligible to satisfy requirements for graduation from high school including curricular requirements for college admission no later than the spring of their senior year:

23 ACT or 1060 SAT or 3.5 GPA - After qualifying for admission, a student has to achieve a composite ACT test score of at or above the 72nd percentile (23) or the SAT (1060) or a high school GPA of 3.5 and a 19 ACT subtest score in the area of enrollment. Enrollment on courses other than English, Math, or Science requires a sub score of 19 higher in reading on the ACT.

If the ACT composite or SAT combined scores is not at the 72nd percentile, but the student's sub score is at the 72nd percentile, the student may enroll in course work in the discipline with the required score, providing the student does not have a curricular deficiency in the subject area.

***** Cherokee seniors or juniors who enroll in one concurrent class will be allowed one class period.**

***** Cherokee seniors or juniors who enroll in two concurrent classes will be allowed two class periods.**

***** Any student who withdraws from concurrent classes throughout the school year will be required to enroll in high school courses and attend Cherokee High School for the normal school day.**

6TH – 8TH GRADE CORE CURRICULUM

6th – 8th Grade Classes: All academic classes will be departmentalized in which students will rotate and receive instruction from a highly qualified instructor for each academic core subject, math, reading, English, science, social studies/geography/history.

GIFTED ENRICHMENT ACTION PROGRAM

“Gifted and talented children” includes those children identified at the preschool, elementary and secondary level as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services. For the purpose of this definition, “demonstrated abilities of high performance capability” includes those identified students who score in the top three percent (3%) on any national standardized test of intellectual ability. The definition may also include students who excel in one or more of the following areas: visual performing arts ability, creative thinking ability and specific academic ability. A school district shall identify children in capability areas by means of a multicriteria evaluation.

For the purpose of meeting the duty of each school district as set forth in Section 1210.307 of Title 70 of the Oklahoma Statutes, each district board of education shall create a local advisory committee on education of gifted and talented children or expand the duties of a curriculum advisory committee for the district to assist the district on gifted and talented programs. If the district creates a local advisory committee for gifted and talented children it shall consist of at least three but no more than eleven members. The district board shall appoint all members, at least one-third of whom shall be selected from a list of nominations submitted by associations whose purpose is advocacy for gifted and talented children. The committee shall be broadly representative of the community. The committee shall be appointed no later than September 15 of each school year for two-year terms and shall consist of parents of children identified as gifted and talented and community members who may be but are not required to be parents of students within the district. At the first meeting the committee shall elect a chair and a vice-chair.

Elementary – Junior High Enrichment Services: 5th – 8th graders will be offered an Academic Team Enrichment opportunity, as well as other enrichment opportunities during the regular school day.

9th – 12th Grade Enrichment Services: 9th – 12th graders will be offered an Academic Team Enrichment opportunity, as well as other enrichment opportunities during the regular school day.

REMEDIATION SERVICES

5th – 8th Grade Remediation Services: All students who score below satisfactory in math and/ or reading on their end of year Oklahoma assessments will be offered remediation services during the regular school day.

9th – 12th Grade Remediation Classes: All students who score below satisfactory in any subject area on their end of year Oklahoma assessments will be offered remediation services during the regular school day.

JUNIOR HIGH SCHOOL PROMOTION

Students will be promoted to Senior High School when they have successfully completed a course of study in the 7th and 8th grades involving English, Math, Science, and Social Studies.

COMPETENCY BASED PROMOTION

Students may try to test out of subjects for credit. A passing grade of ninety percent must be obtained in order to receive credit. Test times will be twice a year set by the school principal.

CORRESPONDENCE CREDIT

Students may enroll in correspondence on-line courses for high school credit to be completed at Cherokee High School only in the case that CHS does not offer the course, or if the course cannot be worked into a student's schedule, or if they have failed the course previously. Fees will be the responsibility of the student.

EVALUATION

The method of evaluating student progress in class work is left to each individual teacher. The grade is based on the quantity and quality of the work done by each individual student. Report cards will be issued on Wednesday following each nine weeks grading period. The cards will include a numerical grade, number of absences, and reports to parents if needed. All semester grades will be recorded on each student's official transcript.

Grading Scale- The following scale is required for converting students to letter grades. Each teacher will follow the district grading scale:

Grade	% of Total Possibility
A.....	90 – 100
B.....	80 – 89
C.....	70 – 79
D.....	60 – 69
F.....	0 – 59
I.....	Work incomplete will become an F if not completed in an allotted time
NC = F.....	No Credit

Athletics, and Physical Education students will be graded using: A-F grading scale.

Students taking AP classes must agree to take the AP exam. AP exam fees will be the responsibility of the students.

Unweighted Classes: Normal high school classes will be graded on an unweighted scale on the transcript.

Weighted Classes: Concurrent college courses, approved AP classes, and Trigonometry/Pre-Calculus will be graded on a weighted scale on the transcript.

Grade	Unweighted Credit	Weighted Credit
A.....	4.00.....	5.00
B.....	3.00.....	4.00
C.....	2.00.....	3.00
D.....	1.00.....	2.00
F.....	0.00.....	0.00
I.....	0.00.....	0.00
NC = F.....	No Credit	

Students taking AP classes must agree to take the AP exam. AP exam fees will be the responsibility of the students.

HONOR ROLL

Following each semester, honor roll lists are posted on the main bulletin board and are published in the local newspaper. This is to give special recognition to students who excel in their class work. It is open to all students in junior and senior high school.

Superintendent's Honor Roll – Student's with all A's

Principal's Honor Roll – Student's who did not make all A's, but have no grade lower than a B.

HONOR SOCIETY

All junior and senior high students are eligible to compete scholastically to become members of the Cherokee Chapter of the Oklahoma High School Honor Society. The purpose of this society is to promote higher standards of scholarship among all students. Record of membership listed on a student's cumulative folder is a definite asset to getting jobs and college scholarships.

Membership is based on grade point average of work done the first semester of the current year and of the last semester of the preceding year. For 7th graders and freshmen, the grade point average will be based only of the first semester grades of the current year. The ten percent of the student body with the highest numerical grade point averages will be nominated for membership. Certificates of membership will be awarded at a year-end Awards Assembly.

SCHOOL ASSEMBLIES

Regular assemblies are scheduled at CHS throughout the school year. A special Senior Assembly and Awards Assembly will be held during the last week of school for the purpose of the seniors' presentation of the senior video and for the presentation of academic awards, and Scholarships received. Students should not yell, whistle, or be rowdy during assemblies.

Special Seating Arrangements- For all assemblies are as follows: High school students will sit in the middle seats. The seniors will be seated closest to the stage, followed by the juniors through ninth grade. Class sponsors will be responsible for the behavior of their classes. Seventh graders will sit on the right side in rows, C, D, E, and F. Eighth graders will sit on the left side in rows C, D, E, and F. 5th and 6th grade will sit in front on the right side. Exceptions are made when the elementary students attend.

CLASSES, CLUBS AND ORGANIZATIONS

The school will sponsor and promote several clubs and organizations. Each group shall elect at least the following officers: president, vice-president, and secretary-treasurer. All groups should be supported by a parent organization or have at least one teacher sponsor.

All funds must be deposited through the school activities secretary. Also, all bills must be given to the activities secretary for payment.

All clubs and organizations must have clearly stated objectives. Failure to attempt to fulfill these objectives on a high and positive plan of action will result in cancellation of the club's organization's activities.

Student Council: Consists of four officers of the organization and two representatives from each class, sixth through twelve. Election of the officers and representatives shall be on Wednesday two weeks prior to final exams week in the spring of each school year.

The purpose of the Student Council shall be to sponsor activities of the Student Body; to create interest in student body affairs; to arouse a greater spirit of cooperation and school loyalty; to create between students and faculty a closer union and a better understanding; to eradicate all elements detrimental to the welfare and progress of a democratic organization; to create such committees as it shall see fit to carry out its services (members appointed by the president and presided over by the vice-president). A list of sponsor for each class, club and organizations can be found on pages 6 and 7 of this handbook.

Classes – Will elect a president, vice-president, secretary, treasurer, and a reporter during their first meeting to enroll.

FCA – The Fellowship of Christian Athletes 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. The FCA Vision: To see the world impacted for Jesus Christ through the influence of athletes and coaches. The FCA Mission: To present to athletes and coaches and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church. The FCA Values: Our relationships will demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Serving, Teamwork and Excellence. There will be 3 officers elected: President, Vice-President and Secretary.

FCCLA – (Family and Careers and Community Leaders of America) is the Career Tech student organization affiliated with Family and Consumer Sciences Education. Our mission is “To promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

FFA – Membership in FFA is open to students enrolled in vocational agriculture courses. FFA is under the sponsorship of the Agricultural Education instructor.

The yearly program of work is made up by the new officers elected each spring and presented for adoption at the following year's August meeting. Besides the special projects, the local chapter holds a farm livestock and crop tour, followed by a dinner, for interested adults of the community during National FFA week. Other highlights are the livestock shows, the State FFA Convention, and Annual FFA Banquet for members, parents, teacher, and adult supporters.

Members wear the FFA emblems on their FFA jackets. If a member drops out of FFA, the emblem must be removed from the jacket.

Note: Any student who is a member of a fraternity, sorority, or secret society in violation of the State Law of Oklahoma is not eligible to participate in any competitive activity.

YEARBOOK

The yearbook is called the “Arrowhead”. It is financed by the proceeds of various fundraising activities.

The yearbook editor is selected by the sponsor. The yearbook co-editor is selected by the editor and the sponsor. The sponsor and the new editor select the rest of the staff. All students will be required to enroll for BOTH semesters.

JUNIOR – SENIOR BANQUET (PROM)

The banquet is to be held near the end of the school year and must be approved by the principal and superintendent.

The Junior Class is responsible for preparing the banquet. They should do their decorating outside of school time under the supervision of sponsors and parent committees. This should be a learning experience for ALL

members of the class. Banquet expenses should be held to an amount below \$6000.00 with anything more than that having the approval of the principal. Juniors should plan to have about \$800.00 saved for their senior year graduating expenses. The location of the Junior-Senior Banquet will be the elementary gym unless another location is approved by the Board of Education.

Six boys and girls from the sophomore class are to be selected by majority vote of the junior class members to serve the banquet.

Bona fide members of the Cherokee Junior and Senior Classes that are eligible may attend the banquet. Juniors and seniors that are eligible may invite out of town guests to the prom and/or banquet with approval on a yearly basis. The out of town guest must be high school age and in grades 9-12 and currently attending high school. Students enrolled in online schools will not be allowed to attend. The guests must still meet all administrators' approval. Out of town guest must be submitted for approval no later than one week prior to the date of prom.

ACTIVITY PARTICIPATION AND ELIGIBILITY

Extracurricular activities can play a unique role in the educational process. Because of the contributions made by extracurricular activities the Cherokee Public Schools offer a wide variety of activities with the goal being the development of the whole person. Student participation in school activities is recommended. However, since academics are of the highest priority, participation in extracurricular activities will not be allowed when detrimental to the academic goal of graduation. The student must also be in good standing with their behavior and the Drug Consumption and Immoral Behavior Policy. (See page 11)

The following rules will apply to all students attending Cherokee Junior High and High School for participation in interscholastic athletics and extracurricular activities sponsored by Cherokee Public Schools.

1. Meet all eligibility requirements of the Oklahoma Secondary School Activities Association.
2. Must be passing all classes on a week to week basis.
3. Pass five (5) solid subject classes the prior semester. Students failing to meet this standard may regain their eligibility at the end of six weeks by passing all classes they are enrolled in during the next semester. (P.E., athletics, yearbook, and newspaper courses may be counted.)
4. Maintain a cumulative attendance record of 90% in all classes. Be in attendance for a full day of an activity unless a permit to leave school has been issued by the principal.
5. Be in compliance with conduct, dress, and grooming codes established by the administration and the activity sponsor.
6. Students that are on the ineligible list shall not be excused to attend a school function that results in loss of school time.

If a student is concurrently enrolled for college credit, one solid subject class for eligibility purposes only, will be waived.

An eligibility list will be turned in each Thursday. Parents will be notified by mail.

Participants in school activities must ride the activity bus to and from activities. Exceptions can be made only by parents contacting the sponsor.

While attending any school sponsored activity, students are under the supervision of the sponsor and are to abide by all school regulations. Noncompliance can lead to ineligibility.

No student may miss more than ten (10) periods of any class for activities, whether sponsored by the school or outside agency/organization. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local Board of Education. (State Department of Education Regulation 2.)

The Superintendent, with the advice of the school principal, shall recommend to the Board of Education an annual schedule of activities for review and approval/disapproval.

The Board of Education, upon recommendation of the Superintendent, shall appoint an Internal Activities Review Committee at the beginning of each school year. The committee shall be responsible for reviewing and recommending any deviations of this policy to the Board of Education.

Individual requests for deviation from this policy must be made in writing to the Internal Activities Review Committee. This committee will make its recommendation to the Board of Education for its final decision to allow or reject the request. Such request must be made in writing to the Committee by the second Wednesday preceding the regular Board meeting so that a recommendation may be made to the Board of Education during their regular meeting.

If the request of a student for additional days of absence is denied by the committee and/or Board of Education, and the student arbitrarily misses classes to participate in the activity, he/she shall be counted absent.

Activities excluded from this policy are: assemblies, educational field trips, academic contests, state and national levels of school sponsored contests, state and national elimination series, on-campus testing, career days, class business meeting (when approved by the principal), and activities keeping students out of class for less than half the class period.

The principal shall be responsible for developing records to verify each student's absences.

Complaint Procedure

Complaints concerning decisions based upon this policy shall be made by a signed written statement filed with the Board of Education through the Superintendent. This complaint must include name(s) of student(s), date(s), and class(es) missed concerning the 10 days of class policy. To be on the agenda for the Board Meeting, the complaint must be submitted to the Superintendent at least five (5) days preceding the Board meeting. Board meetings are normally held on the first Monday of each month.

QUEENS AND FAVORITES

Homecoming Queen- Must be a senior girl. She is selected by a secret vote of the members of the team and is crowned at the Homecoming game selected by the coaches and administration. The High School Cheerleaders make all arrangements for the Football Homecoming coronation. The Student Council make all arrangements for the Basketball Homecoming coronation.

Miss Cherokee - Must be a senior girl. She is selected at the local Cherokee Pageant, and will represent CHS in the Miss Cinderella Pageant at Northwestern Oklahoma State University in the fall of the that year.

Who's Who-The yearbook class will select categories for the Who's Who, which will be voted on by the Senior Class.

OKLAHOMA SECONDARY SCHOOL ACTIVITIES ASSOCIATION REGULATIONS FOR NON-ATHLETIC ACTIVITIES

(Travel time will not count as loss of school time if tournament, meet, or contest is scheduled after school hours.)

FFA ACTIVITIES

1. An individual shall be limited to three (3) FFA events requiring loss of school time in addition to the following association-approved activities:
 - A. Two (2) fall fairs (any combination of county, district and state)
 - B. Chapter Officers Leadership Conference
 - C. National FFA Convention (for Chapters and individuals receiving national honors)
 - D. Two (2) spring livestock shows (any combination of county/district/state)
 - E. State FFA Convention
 - F. District interscholastic contests
 - G. State interscholastic contest

FCCLA ACTIVITIES

1. An individual shall be limited to three (3) FCCLA events requiring loss of school time in addition to the following association-approved activities:
 - A. Any events required as a result of the election to a state or district officer position
 - B. LEAD Conference (Chapter Officer Training)
 - C. National Cluster Meeting
 - D. District, Regional, and State STAR Events
 - E. State Officer Interviews
 - F. State FCCLA Convention
 - G. District Officer Interviews

SPEECH ACTIVITIES

1. A school shall be limited to 8 qualifying and three (3) non-qualifying tournaments in addition to the District NFL, regional, and state tournaments.
2. An individual shall be limited to five (5) qualifying and three (3) non-qualifying tournaments of which no more than three (3) may require loss of school time.

MUSIC ACTIVITIES

1. Vocal Organizations: An individual shall be limited to three (3) vocal events requiring loss of school time in addition to the following association-approved activities:
 - A. District solo and ensemble contests
 - B. State solo and ensemble contests
 - C. District concert contests
 - D. State concert contests
 - E. OMEA State Convention
2. Instrumental Organizations: An individual shall be limited to three (3) instrumental events requiring loss of school time in addition to the following association-approved activities:
 - A. Regional marching contests
 - B. District solo and ensemble contests
 - C. State solo and ensemble contests
 - D. District concert contests
 - E. State concert contests
 - F. State stage band contest
 - G. State orchestra contest
 - H. OMEA State Convention

REGULATIONS FOR ATHLETIC ACTIVITIES

(Travel time will not count as loss of school time if tournament, meet, or contest is scheduled after school hours.)

1. An individual shall be limited to three (3) tournaments, meets, or contests requiring loss of school time in each athletic activity where three (3) or more schools are participating. This is in addition to the association elimination series in each athletic activity. (Individuals are limited to three (3) basketball tournaments.)
2. In the spring, students will only be allowed to participate in two sports.

CHEROKEE HIGH SCHOOL LETTERING REGULATIONS

To letter in a school sponsored activity the student-athlete must meet the criteria set forth by the head coach or sponsor of each activity participated in and completed. **Additionally student-athletes must also be in good standing with the school in the areas of; attendance, discipline and eligibility.**

A student may receive a letter certificate in the following activities:

Speech, Track, Academic Team, Band/Music, Baseball, Basketball, Cheer, Debate, Football, Golf, Softball

CLASS RINGS

Class rings will be chosen by CHS students in the spring of their sophomore year. Specific features of the ring, such as size, color, hollow or filled etc. will be left up to each student. **Cherokee Public Schools is not involved with the ring orders. Josten's has a representative come to the school to handle all aspects of the rings. Any questions will need to be directed to the Josten's representative.**

LUNCHES PAYMENT IN ADVANCE IS REQUIRED

A lunch and breakfast program is provided in the cafeteria for the benefit and convenience of the students. **Breakfast hours of operation are from 7:30 a.m. to 8:00 a.m. There will be no serving after 8:00 a.m. It is the student's responsibility to arrive during service times. Payment in advance is required.** Official applications

for free and/or reduced lunches are made available to every student and are to be filled out by every parent during enrollment to be submitted for approval. Only one (1) form is required per family.

Arrangements for paying for lunches and milk are made with the Secretary. **Payment in advance is required. If a lunch bill is in arrears, after two (2) weeks, the student (Elementary, Junior High or High School) will receive an alternative lunch.**

Students may bring their lunches, but they will be required to eat in the cafeteria. NO SOFT DRINKS SUCH AS POP OR COLAS ARE PERMITTED AT THE LUNCH TABLES DURING LUNCH.

No elementary students are to be excused to go off campus for lunch unless accompanied by a parent or designated adult.

See section on Cafeteria Rules for further information.

Lunch fee schedules on the following page

2019-2020

SCHOOL REDUCED LUNCH PRICES

LUNCHES TO BE PAID FOR IN ADVANCE

NO CHARGES WILL BE ALLOWED

Breakfast \$0.30

Lunch \$0.40

Milk Break (Pre-K – 2nd Grade) \$0.30

Extra Milk at Meals \$0.30

	Breakfast	Lunch	Milk Break
August	3.30	4.40	3.30
September	6.30	8.40	6.30
October	6.60	8.80	6.60
November	5.10	6.80	5.10
December	4.50	6.00	4.50
January	5.40	7.20	5.40
February	5.70	7.60	5.70
March	4.80	6.40	4.80
April	5.70	7.60	5.70
May	3.00	4.00	3.00
1 st Semester	25.80	34.40	25.80
2 nd Semester	24.60	32.80	24.60

All Year	5.40	67.20	50.40

Free and/or Reduced status does not cover the milk break cost or the extra milks with a meal.
2019-2020

SCHOOL FULL PAY LUNCH PRICES
LUNCHES TO BE PAID FOR IN ADVANCE
NO CHARGES WILL BE ALLOWED

Milk Break (Pre-K-2 nd)	\$0.30
Extra Milk with Meals	\$0.30
Breakfast	\$1.60
Lunch	\$2.05

	Breakfast	Lunch	Milk Break
August	17.60	22.55	3.30
September	33.60	43.05	6.30
October	35.20	45.10	6.60
November	27.20	34.85	5.10
December	24.00	30.75	4.50
January	28.80	36.90	5.40
February	30.40	38.95	5.70
March	25.60	32.80	4.80
April	30.40	38.95	5.70
May	16.00	20.50	3.00
1 st Semester	137.60	176.30	25.80
2 nd Semester	131.20	168.10	24.60
All Year	268.80	344.40	50.40

***IN ORDER TO CONTINUE PROVIDIING FREE BREAKFAST AND LUNCH TO*
STUDENTS AND STAFF AT CHEROKEE PUBLIC SCHOOLS,
EVERYONE MUST FILL OUT A FREE OR REDUCED LUNCH FORM.**

- AVAILABLE IN THE ELEMENTARY OR HIGH SCHOOL OFFICE -

**THIS POLICY IS SUBJECT TO REVIEW AND CHANGE BASED ON
PARTICIPATION AND AVAILABILITY OF FUNDS.**

ACTIVITY CALENDAR

An official calendar is maintained in the principal’s office. All activities are to be scheduled on this calendar. Sponsors and class officers are urged to schedule all activities as early as possible in the year. All requests for the use of the auditorium should be scheduled with Mr. Paris.

Many churches plan Sunday and Wednesday night activities. Every effort will be made to keep the calendar free of student activities on Sunday and Wednesday nights.

**CHEROKEE PUBLIC SCHOOLS
2019-2020
SCHOOL CALENDAR**

August 13 th -15 th	Teachers Report (Professional Days)
August 16 th	First Day of Classes
August 23 rd	County Teachers Meeting
September 2 nd	Labor Day (No School)
October 15 th	Parent Teacher Conferences
October 16 th -18 th	Fall Break
November 25 th -29 th	Thanksgiving Break
December 23 rd – January 3 rd	Christmas Break
January 24 th	Professional Day (No School)
February 17 th	President’s Day (No School)
March 6 th	No School
March 12 th	Parent Teacher Conferences
March 13 th	No School
March 16 th -20 th	Spring Break
April 10 th	No School
April 17 th	No School
April 24 th	No School
May 1 st	No School
May 8 th	No School
May 14 th	Last day of School-JH Graduation
May 15 th	No School – HS Graduation

Note: These days are subject to change.
Make up days will be added at the end of the school year as needed.