



2023-2024

**CUSHING
HIGH SCHOOL**

STUDENT/PARENT

HAND BOOK

CUSHING PUBLIC SCHOOLS

School Contact Information

Cushing High School
1700 E Walnut St
Cushing, OK 74023

Principal: Bob Coates
Assistant Principal: Dr. Don Amon
Athletic Director: Bobby Hoover
(918) 225-6622

Cushing Public Schools
1401 N Little Ave
PO Box 1609
Cushing, OK 74023

Superintendent: Dr. Melissa Amon
(918) 225-3425

Website: cushingtigers.com
Closing/Information Line: (918) 223-9615

Cushing High School Phone Numbers

| | |
|--------------------------|----------------|
| Main Office (Attendance) | (918) 225-6622 |
| Bob Coates (Principal) | Ext. 302 |
| Assistant Principal | Ext. 303 |
| Title 7/Registrar | Ext. 350 |
| CHS Fax | (918) 225-0933 |
| CHS AG Building | (918) 225-1361 |
| CHS Band | (918) 225-0759 |
| CHS Chorus | (918) 225-7548 |
| CHS Cafeteria | (918) 225-0127 |
| Counselor Office | (918) 223-9588 |
| Counselor Fax | (405) 561-4168 |
| | |
| 5 Star Co-op Classroom | (918) 225-6036 |
| Transportation (Buses) | (918) 225-1708 |
| Central Tech (Drumright) | (918) 352-2551 |

Athletics Offices

| | |
|------------------|----------------|
| Boys Basketball | (918) 225-6220 |
| Girls Basketball | (918) 225-7547 |
| Football | (918) 225-3346 |
| Wrestling | (918) 225-0114 |
| Spirit Group | (918) 225-2586 |

DISTRICT INFORMATION

Enrollment Information

New Student Enrollment

All enrollment is online through our Infinite Campus enrollment portal. Instructions and more specific information are available on our enrollment page found at www.cushingtigers.com/page/enrollment. If you need additional support for enrollment you may contact the District office at (918) 225-3425 or email enrollment@cushingtigers.com. Office Hours are from 7:30 a.m. until 4:30 p.m. Monday through Friday (District offices are closed on Fridays in June and July). New enrollees must present the following information in order to enroll:

1. Student Birth Certificate
2. Student Immunization Record or Signed Exemption Form
3. Proof of Cushing Residency

For more information on enrollment, please visit the enrollment page found at www.cushingtigers.com/page/enrollment

General Information

Infinite Campus Parent Portal

Cushing Public Schools use Infinite Campus (bit.ly/cushingparentportal) to provide parents with information on account balances, attendance, grades, etc. Parents can access the Infinite Campus Parent Portal by using the username and password they created when activating their Parent Portal. Students can access the Infinite Campus Student Portal through their Google Accounts. If you forget your username or password you can click "Forgot Username" or "Forgot Password" to reset/retrieve the details. If you need to update your email address on file, please contact your child's school office.

Visitors

All visitors to any Cushing Public Schools site are required to check in at our SchoolSafe ID kiosk with a valid State-issued ID. SchoolSafe ID kiosks are located in the main office of all Cushing Public School sites. Visitors will be provided with a visitor's badge while they are in the building. All visitors should check out through the School Safe ID kiosk when leaving. Student visitors are not permitted.

Textbooks

Textbooks are the property of Cushing Public Schools. Students receive textbooks with the understanding they are responsible for them and will take care of them. If a textbook is lost or destroyed, the student is responsible for the replacement cost. Lost textbooks are to be reported to the teacher who issued the textbook. Misplaced textbooks may be found in the lost and found area of the student's school. An additional textbook will not be issued until the school is reimbursed for the lost or destroyed textbook.

School Closing due to Weather

School closings will be posted on all local television stations (channels 4, 5, and 9), broadcast on KUSH radio (1600 AM 101.5 FM), posted on the CPS website (www.cushingtigers.com), and on all CPS social media platforms as soon as the decision to close school has been made. In addition, our automated calling system will call all families with information about school closing. You can also always check the status of Cushing Public Schools by calling our Closing/Emergency Information Line at (918) 223-9615.

Please make sure your phone number is kept up-to-date in your child's student information.

Media Release Statement

Please be advised that during the year your child may be photographed, videotaped, or interviewed at various school sponsored events. With your consent, the photograph or interview may be reproduced and released for use in the media, i.e. newspapers, brochures, videos, television, the internet, and Cushing Public Schools websites and social media platforms such as Facebook, Instagram, Twitter, etc.

Attendance

The board of education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the board has established a policy requiring students to be in attendance a minimum of 90% in grades pre-kindergarten through twelve, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the building principal, on an individual, case by case basis. The superintendent is directed to establish an attendance regulation, subject to Board approval, which supports this policy. (REFERENCE: 70 O.S. § 10-105, § 10-106).

Students not in attendance a minimum of ninety percent (90%) of the time during a semester will receive "No Credit" (NC) as their final grade.

The "NC" is calculated in the grade point average as an "F".

Students missing more than 10% of school days of a class during a semester will receive a "NC" for their grade in that class. All absence codes will count against students' attendance requirements with the exception of:

1. School activities. (Per State Regulations)
2. Out of School Suspensions and In-School Suspension Placements
3. Administrative (AD) Any absences of a nature deemed unavoidable by the school principal. When such a condition exists, the student and/or parents must petition in writing prior to or within two (2) days following the student's return to school the building principal to request a waiver of penalty.
4. Administrative (AD) Upon a parent's request to an administrator, a student's absence from school on a recognized religious holiday.
5. Documented (D) Any absence verified with a doctor's note, court order, or funeral memorial card.
6. College Visit (CV) Students will be allowed up to three (3) college visits during their high school career and will need to provide documentation from the college verifying the date of visitation for the absence to be considered non-chargeable. If college visits exceed three (3) visits, the subsequent visits will count against the ninety percent (90%) attendance requirement.

Parents should call in to report that their child will be absent for the day.

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

Non-Chargeable Absences

- Non-chargeable absences will not count against the student's 90% attendance requirement. These absences are coded as: AD, D, CC, SA, NC, ISS, OSS, and CV.

Administrative Approval (AD)

- This code will be given when any absence is deemed unavoidable by an administrator. This code does not charge against the 90% attendance requirement.

Documented (D)

- This code will be given when the absences are verified with a doctor's note, court order, or funeral memorial card. It is the responsibility of the student and parent to deliver the documents to the attendance office. This code does not charge against the 90% attendance requirement.

Counselor (C)

- This code will be given when a student has been seen by one of our school counselors or an outside counselor while at school.

Competition (CC)

- This code will be given when a student represents the school in a school approved activity organization that is sanctioned by the OSSAA. This is a non-chargeable absence in terms of the 90% attendance requirement.

School Activity (SA)

- This code will be used when a student is on a field trip. The "SA" code indicates the student is present. This is a non-chargeable absence in terms of the 90% attendance requirement.

Qualifying Event (NC)

- This code will be given when a student is absent from school for an OSSAA, NASSP, OBA, or other school approved sanctioning organization for interscholastic and other competitive events that are also sanctioned as post-season, state-qualifying events (e.g., OBA State Championship, State Wrestling Tournament, State Academic Team Championship). This absence does not count toward the ten (10) allowed activity absences or the 90% attendance requirement.

In-School Suspension (ISS)

- This code will be given when a student attends school in the In-School Suspension classroom.

Suspension (OSS)

- This code will be given when a student has been suspended out-of-school.

Chargeable Absences

- Chargeable absences will count against the student's attendance requirement. These absences are coded as A, VA, or TR.

Verified Absence (VA)

- This code will be given for a call from a parent verifying knowledge of the student's absence.

Truant (TR)

- Definition of Truant: A student is identified as truant when he/she is absent and neither the parents nor school officials know of his/her whereabouts. Issued when:
 - A student is absent and neither the parents nor school officials have knowledge of his/her whereabouts,
 - Parent fails to notify the school of a student's absence,
 - A student leaves a class on campus without permission from a school official,
 - Student is more than ten (10) minutes late for any period.

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

Any student and/or parent of a student who exceeds the 90% attendance rule and feels that he or she has extenuating circumstances that explain the absences that exceed this number may request review by the district's attendance committee. The committee will consist of a building level administrator, two teachers and a counselor. This committee may, at the discretion of the superintendent be the same as the Internal Activities Review Committee ("IARC"). Consideration will be given as to the reason for the absences (such as extended illnesses of the student or immediate family members as documented by a physician, family emergencies or death of an immediate family member) as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

1. A student will be considered chronically absent if he or she meets both of the following criteria:
 - a. The student was absent from school on at least ten percent (10%) of the days during the current school year on which school was in session at his or her school site and the student was included in the District's average daily membership, and;
 - b. The student enrolled with the District within the first twenty (20) instructional days of the current school year and has not experienced an enrollment gap of ten (10) or more instructional days during the course of the school year.
2. Except as provided in this policy, all student absences, whether such absence is excused or unexcused pursuant to law and/or District policy, shall count toward a student's total absences during the year for the purposes of determining whether the student is chronically absent.
3. A student on an Individualized Education Program ("IEP") or Section 504 plan shall not be deemed absent for purposes of determining whether the student is chronically absent when the student is receiving services outlined in the student's IEP or Section 504 plan in an offsite location.
4. A student is not deemed to be absent for the purposes of determining whether the student is chronically absent on days when that student is receiving homebound educational services from the District.

School Activities

- 1. Students involved in school sponsored activities are limited to ten absences per school year per class period. Ten additional absences may be granted for state and national events as long as the student has earned the right to participate and is participating in the state or national event.
- Students will be allowed to make up any work missed while participating but must make up the work within the period established by the assigned teacher. Reasonable time to make up work missed shall not be unreasonably withheld.
- Absences for the following reasons will not be charged against the ten-absence limit:
 - Activities held on campus, sanctioned by the superintendent;
 - Serving as a Page in the Legislature;
 - On campus visits by college representatives/career technology representatives;
 - College entrance exams;
 - Field trips in conjunction with a unit being taught in an academic class;
 - Students excused to make appearances before local civic groups;
 - Grade level field trips to area technology centers.
- Students must assume responsibility for their absences. Student responsibilities include but are not limited to notifying instructors of an absence, a reasonable time prior to the absence, making arrangements with instructors to make up work, and working cooperatively with teachers and administrators when absences cannot or will not be approved even though a student's request is not otherwise unreasonable.

- Principals will keep or cause to be kept a record of those days or class periods missed by students due to school sponsored activities. These records will be open for inspection by the student, parent or guardian of the students, sponsors, coaches and teachers with a need to know this information.
- Absences that exceed the maximum permitted by this policy and which do not have the written permission of the IARC shall be counted as an unexcused absence in accordance with board policy.

Internal Activity Review Committee (for extracurricular Activities)

The board of education has established an IARC composed of the following positions: the principal or principal's designee, regular classroom teacher (in a core subject), athletic director, coach/sponsor, parent. The individuals who shall serve on this committee shall be appointed annually by the board following a recommendation by the superintendent. The superintendent may suggest additional individuals to serve on the committee but shall not have fewer than 5 individuals recommended to serve on the committee. The committee shall resolve questions regarding excused or unexcused absences related to extracurricular activities using procedures that the committee shall designate which allow for consideration of the district's policy, emphasis on the importance of students attending classes on a regular basis, and an opportunity for the student and student's representatives and school representatives to be fully heard regarding the treatment of and consequence of an absence. The committee shall also be responsible for resolving any dispute regarding whether a student made up his or her work within a reasonable period designated by the instructor or administrator.

Any party who objects to a decision of the IARC may appeal the decision to the board of education by filing an appeal within 5 business days of the IARC's written decision with the clerk of the board of education with a copy of the appeal to the superintendent of Schools.

In addition to the above responsibilities the IARC shall review and recommend to the board policy changes or additions designed to ensure that the district's treatment of school attendance and opportunity for participation in extracurricular activities is consistent with applicable law, school board policies and rules and regulations adopted by the Oklahoma State Board of Education and athletics associations in which the district participates.

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

Neglect of Refusal to Compel a Child to Attend School

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five and under the age of eighteen to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private or other school. 70 O.S. Section 10-105

Tardies (Cushing Middle School and Cushing High School)

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 15 minutes late is counted absent for the period.
3. Three tardies will constitute a chargeable absence from that class.

Late Arrival and Early Dismissal (Cushing Lower & Upper Elementary)

1. Students who arrive at school after the start of the school day, but before 10:20 a.m. will be considered Late Arrivals.
2. Students who check out of school before the end of the school day, but after 2:00 p.m. will be considered Early Dismissals.
3. Students must have attended school a minimum of 120 minutes to be credited with a partial day's attendance.
4. Any combination of three (3) Late Arrivals or Early Dismissals will be counted as an absence toward the student's absence limit for the year.
 - a. Chronic Late Arrivals or Early Dismissals due to the parent's failure to compel their child to attend or stay in school may be subject to the terms of the Oklahoma Compulsory Attendance Law and referred to the city attorney.

Extended Illness

When student absences are due to extended or repeated illness, parents may need to meet with the building principal and/or other school personnel to provide documentation to excuse the absences, to determine possible causes, and to explore the need for remedial health and/or educational programs for the students, including 504 education plan, homebound instruction, or other interventions deemed appropriate.

Makeup Work

Each student will have one day for each day absent to make up work beginning with the second day of return to school. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and the length of the absence. No penalty shall be assessed against work made up for excused absences. Students absent at the time a test is announced shall have the same number of days to make up the test as the number of days missed unless additional time is granted by the teacher. Students who are in attendance when the test is announced will be responsible for taking the test when returning unless the teacher grants additional time.

Any exception to this procedure shall be limited to those exceptions made by the classroom teacher and the building principal.

Truancy

Truancy is defined as being absent from school one or more class periods without the knowledge or approval of either the school or the parent and/or if the parent does not compel the student to attend school.

Students who are truant shall not have the opportunity to make up any of the work missed. If students are truant in one or more classes, they will not receive credit for the work given for the classes missed and will receive a zero (0). The procedure shall also be in effect on semester (secondary) and nine weeks (elementary) test days.

If students are absent without a valid excuse four (4) or more days or parts of days within a four-week period or ten (10) days within a semester, they are truant. The principal or their designee shall notify the parent, guardian, or custodian of the student and immediately report the absences to the county

district attorney and/or the Cushing City Attorney for juvenile proceedings pursuant to Title 10 of the Oklahoma statute.

Automated Calling System

Cushing Public Schools utilizes an automated calling system that will contact parents/guardians for the following:

1. Absent Unexcused during the school day
2. Important school announcements
3. School Cancellations
4. Emergency situations at school

Because this calling system uses the phone numbers we have in our student information system, it is important you inform your child's school office of any changes in contact information. Automated calls are typically made at 12:00 p.m. for secondary morning attendance and 5:30 p.m. for secondary afternoon attendance and elementary daily attendance.

Technology

This handbook contains a general overview of all Cushing Public School's technology policies. Students are expected to comply with all policies adopted by the Cushing Board of Education. For complete text of all policies, consult the Cushing Board of Education Policy Book: Section 12 - Technology.

Internet Acceptable Use (All Students)

Students agree to access material in furtherance of educational goals for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the educational environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the educational environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening, or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings, or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the educational environment are subject to disciplinary action, including the possible suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and/or criminal penalties.

All users specifically agree they will not use the internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secrets. Users further agree they will not use the District's electronic resources for commercial activities, charitable endeavors (without prior written administrative approval), product advertisement, or political lobbying.

The District's electronic resources, including internet access, are a privilege which can be revoked at any time for misuse. Prior to receiving internet access, all users may be required to complete an internet training program administered by the District.

Internet Etiquette: All users are required to comply with generally accepted standards for electronic or digital communications including:

1. Appropriate Language: Users must refrain from the use of abusive, discriminatory, vulgar, lewd, or profane language in their electronic or digital communications.
2. Content: Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.
3. Safety: Students must not include personal contact information (name, address, phone number, banking numbers, etc.) in their electronic or digital communication. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
4. Privacy: users understand that the District has access to and can read all electronic or digital communications created and received with District resources. Users agree they will not use any District resources to create or receive any electronic or digital communications which they want to be private.
5. System Resources: Users agree to use the District's electronic resources carefully so as to not damage them or impede others' use of the District's resources. Users will not:
 - a. Install any hardware, software, program or app without approval from the IT Department
 - b. Download large files during peak usage hours
 - c. Disable security features
 - d. Create or run a program known or intended to be malicious
 - e. Stream music or videos for personal entertainment
6. Intellectual Property or Copyrights: Users will respect others' works by giving proper credit and not plagiarizing, even websites designed for educational and classroom purposes. Users agree to ask Media Center Director for assistance in citing sources as needed.

Chromebooks (Grades 1-12)

Students are responsible for the general care of the District-owned Chromebook. Chromebooks that are broken, or fail to work properly must be immediately reported to a classroom teacher or school office as soon as possible. If a spare Chromebook is necessary, one may be issued to the student until their Chromebook can be repaired (subject to availability). Students may be selected at random by teachers or administrators to provide their Chromebook for inspection for damage or misuse.

General Care and Precautions

- Chromebook battery must be fully charged before the start of each school day
- Vents are not to be obscured
- Cords, cables, and removable devices must be carefully inserted into the Chromebook
- Chromebooks should be kept away from food and drinks
- Do not bump the Chromebook into or against lockers, walls, floors, etc.
- Chromebooks must never be left in an unsupervised area. Unsupervised areas include, but are not limited to school grounds, cafeteria, bathrooms, computer labs, library, unlocked classrooms, and hallways. If a Chromebook is found in an unsupervised area, it should immediately be returned to the school office.

Chromebook Repairs

- Any Chromebook which is damaged or fails to work properly must be taken immediately to a classroom teacher or the school office. This includes, but is not limited to Chrome OS, battery issues, loss of internet connectivity, failure of apps to launch, etc.
- If deemed necessary, a replacement will be issued if one is available.
- The Technology Department will document the issue and collect the device for repair
- If a repair is required as a result of abusive handling or negligence, there may be a fee for any necessary repairs, not to exceed the cost of the Chromebook per incident
- The school may refuse to provide a loaner or reissue a Chromebook in certain circumstances.

Student Email (Grades 2-12)

- All student electronic mail (email) accounts are property of Cushing Public Schools. Email activities must comply with all Cushing Public Schools policies. The user accepts all responsibility to understand the policy. Each user is responsible for his or her own communication and the consequences thereof.
- Student email use for upper elementary and middle school students is limited to only the Cushing Public Schools domain and/or other approved educational domains.
- Student email use for high school students is not restricted as high school students may have a need to email outside the Cushing Public Schools domain for educational purposes such as college and scholarship applications.
- Student email accounts should not be used for personal communications, they are intended for academic use only.
- The student's account will be removed from the system after graduation, leaving the school district, or any infraction of this or other Cushing Public Schools policy.
- Use of the district's email system is a privilege. If necessary, Cushing Public Schools may close accounts at any time.
- Intentional distribution of viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature is strictly prohibited.
- Use of the district's email system will align with the school's code of conduct and the code will be used for disciplinary purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the district's acceptable use policy. Students are responsible for messages sent from their accounts. Students should never share their passwords.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, or any other inappropriate communications. Students should not forward chain letters, jokes, or any other non-educational materials.
- Email sent or received by the district system is not confidential. Although Cushing Public Schools does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the content of user mailboxes for legitimate reasons such as to find lost messages, to conduct internal investigations, and to comply with investigations of wrongful acts or to recover from system failure.

Bullying/Harassment

This policy is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Bullying/Harassment

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying/harassment of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, national origin, religion, marital status, or disability.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

The "Reasonable Person" Standard – In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

Types of Bullying

1. Physical Bullying – includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring other to fight, stealing or destroying property, extortion, assaults with a deadly weapon, other violent acts and homicide.
2. Emotional Bullying – includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statement.
3. Social Bullying – includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.
4. Sexual Bullying – includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane, or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site’s student and staff handbooks, on the district’s website, and in the bullying prevention education provided annually to students and staff. The district’s anti-bullying program is coordinated at the district level by its bullying coordinator, the Superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence and (iv) the reason for the actual or perceived bullying.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs
- Take advantage of opportunities to talk to their children about bullying
- Inform the school immediately if they think their child is being bullied or is bullying other students
- Watch for symptoms that their child may be a target of bullying and report those symptoms
- Cooperate fully with school personnel in identifying and resolving incidents

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

**A full copy of the District's bullying policy can be found on the
Compliance/Transparency page of our website at
www.cushingtigers.com/page/compliance**

Cyberbullying (All Students)

People can be bullied in lots of ways, including through cyberbullying. Cyberbullying occurs when someone sends or posts things (words, pictures, recordings, etc.) that are mean, embarrassing or makes people feel scared, embarrassed, or uncomfortable. Even if they don't do this at school sometimes cyberbullying makes things at school hard. No student is allowed to disrupt school through cyberbullying.

Cyberbullies work in lots of ways, but here are some of their most common:

- Send or post mean messages
- Make up websites or accounts with stories, cartoons, pictures, or "jokes" that are mean to others
- Take embarrassing pictures or recordings (without proper consent)
- Send or post things to embarrass others
- Hack into other's accounts and read messages/posts
- Hack into other's accounts to send or post private or privileged information
- Impersonate another to gather private information of someone else
- Send threats

If someone is cyberbullying you, there's something you can do about it:

- Don't respond to and don't ignore a cyber-bully. Instead, tell a trusted adult. If cyberbullying follows you to school, tell a teacher, counselor, or principal
- Even if what the bully does is embarrassing, don't delete it. Instead, get a copy so you can prove what happened
- Have an adult help you contact a company representative (cell phone company, Yahoo, Facebook, Twitter, Google, etc.) about blocking or removing the bullying items

You can't always stop people from being mean, but there are ways to help yourself:

- Don't give out your personal information in electronic or digital communications.
- Don't tell anyone except your parents your login name, email address, password, or PIN number.
- Don't post or send embarrassing pictures or recordings (even on your own sites) – bullies love to copy your postings.

Suggestions for Parents:

- Help your child understand how permanent electronic and digital communications are.
- Talk to your child about understanding, preventing, and responding to cyberbullying.
- Contact your student's school for help if you suspect your child is being cyberbullied – or if you suspect your child is engaging in cyberbullying.

It shall be the policy of this district that cyberbullying will not be tolerated under any circumstances. A student caught violating this policy will lose all district technology resource privileges and these actions may result in further disciplinary actions including possible suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties specified by Oklahoma and/or federal law.

DISCRIMINATION, HARASSMENT, AND RETALIATION

The school district is committed to providing all students and employees with a safe and respectful school environment. Both state and federal law specifically prohibit harassment of or by employees and students in connection with the district.

The district prohibits discrimination, harassment, or retaliation based on real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This prohibition applies to students, employees, and board members in any aspect of the district's programs, including during school hours, extracurricular activities, school-sponsored events, or outside of school hours if the conduct affects the education or working environment.

"Discrimination" means unfair treatment which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of discrimination include, but are not limited to: Refusing to consider a person for a position or declining to enroll a student in a program based on legally discriminatory factors. Harassment can be a specific form of legally prohibited discrimination.

"Harassment" means repetitive, unwelcome conduct which is based on a person's real or perceived race, color, sex, pregnancy, gender, gender identity or expression, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Examples of harassment include, but are not limited to: slurs, epithets, insults, jokes or derogatory comments; verbal or physical abuse; intimidation (physical, verbal or psychological); impeding or blocking a person's movement; unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, pressure for sexual activity whether written, verbal or through physical gestures, display or sending of pornographic pictures or objects, obscene graffiti, and spreading rumors related to a person's alleged sexual activities. Demeaning comments about a student's ability to excel in a class historically considered a "boy's" or a "girl's" subject may also constitute harassment.

"Sexual harassment" is a type of harassment which includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which:

- is made an explicit or implicit term or condition of an employee's employment or a student's ability to obtain an education; or
- is used as a basis for decisions impacting either an employee's employment or a student's education; or
- has the purpose or effect of unreasonably or substantially interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

In order to constitute sexual harassment, the conduct at issue must be unwelcome. Sexual conduct between minor students and employees will always be considered unwelcome. Sexual harassment also includes conduct such as rape, sexual assault, stalking, and any other form of sexual violence.

Sexual harassment may occur between persons of the same gender or sex.

Nothing in this policy precludes legitimate, nonsexual physical contact to avoid physical harm to persons or property.

Reporting

Students who have been harassed or discriminated against, or who witness such conduct, are encouraged to report the offensive conduct to any teacher, counselor, administrator, or board member.

Employees who witness, suspect, or receive a report of harassment or discrimination must immediately report the incident to the superintendent or a board member – even if that report must be made after hours to the Superintendent or Board Members home or cell phone.

Any employee who receives a harassment, discrimination, or retaliation report will immediately refer the matter to the superintendent or the Title IX coordinator, unless the superintendent or Title IX coordinator is the alleged malfeasant. In such circumstances, the complaint will be referred to the Board President or the District's legal counsel. To ensure impartiality, no person who is the subject of a complaint shall conduct any investigation into the improper conduct.

If possible, reports should be made in person and/or in writing, and be signed by the reporting party. However, in order to encourage full, complete and immediate reporting, any person may report such incidents anonymously in writing by mailing the report to the personal attention of either the superintendent or a board member. All reports should state:

- The name of the alleged harasser
- The person(s) being harassed
- The nature, context, and extent of the prohibited activity
- The dates of the prohibited activity
- Any other information necessary to a full report and investigation of the matter

Title IX Coordinator: Dusty Hancock, CMS Assistant Principal, dusty.hancock@cushingtigers.com, (918)225-1311.

Prohibition on Race and Sex Discrimination in Curriculum and Instruction

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.
- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Prohibition on Race and Sex Discrimination in Curriculum and Instruction

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education.

To be accepted for investigation, the Complaint must:

1. be submitted in writing;
2. be dated;
3. contain the handwritten or electronic signature of the complainant;
4. identify the date(s) the alleged discriminatory act occurred; and
5. explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.

While not mandatory, a complainant is encouraged to also identify witnesses to the alleged violation(s) / discriminatory conduct so that such witness(es) can be interviewed by the district.

The district has designated the following individual(s) to receive reports of alleged violation(s) / discriminatory conduct (referred to as the Section 24-157 Coordinator”):

Dr. Melissa Amon
Lead Sec. 24-157 Coordinator
Superintendent
Cushing Public Schools
1401 N. Little Ave.
Cushing, OK 74023
918-225-3425
Melissa.amon@cushingtigers.com

Mike Wayland
Deputy Sec. 24-157 Coordinator
Assistant Superintendent
Cushing Public Schools
1401 N. Little Ave.
Cushing, OK 74023
918-225-3425
Mike.wayland@cushingtigers.com

Student Health

Medication: Administering to Students

It is the policy of the Cushing Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the follow:
 - 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
 - f. Whether the child has asthma or another disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent for administration at school. Full text of this policy can be found in the Cushing Public School Board of Education Policy Book, policy FFACA.

Head Lice

The Oklahoma State Health Department considers head lice contagious and students will be sent home and will not be readmitted until the provisions of Board Policy Section 3 are followed. Specifically, the student must have a clearance note from the Health Department or doctor and must be nit free.

Illness at School

If a student becomes ill at school, he/she should tell their teacher. The student's temperature will be taken in the office. If the child has a fever, a parent/guardian will be contacted. If there is no fever, the student will rest in the office and if there is no improvement a parent/guardian will be contacted.

Injury at School

If a student is injured at school, we attend to minor incidents. If it is apparent that medical attention is needed, we will attempt to contact a parent/guardian. If a parent/guardian cannot be located in an emergency situation, we will use the emergency medical form to seek immediate medical attention.

Diabetic Students

Diabetic students should have a Diabetic Medical Emergency Plan on file with the school office. Please contact your child's school office to request the appropriate paper work.

Information about Meningococcal Disease and Vaccines

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood. Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. For more information contact your healthcare provider or local county health department or visit these websites:

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at www.vaccineinformation.org/menin/index.ast

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at www.vaccinesafety.edu/cc-mening.htm

Drugs, Alcohol, Tobacco, and E-Cigarettes (Vapes)

The use or possession of illicit drugs, alcohol, tobacco, and E-Cigarettes (Vapes) is unlawful and potentially harmful to all Cushing Public School students. Students are prohibited from the unlawful possession, use, or distribution of illicit drugs, alcohol, tobacco, vaping products, or any paraphernalia for use of these substances (including lighters) on school premises or as a part of any of its activities. The school will not tolerate the use or possession of prohibited drugs, alcohol, tobacco, vaping products, or paraphernalia by any of its students. Any student apprehended using or in possession of drugs, alcohol, tobacco, vaping products, or paraphernalia **will be subject to disciplinary action which may include suspension, and notification to the ABLÉ commission (which may include a monetary fine), and/or police involvement.**

Medical Marijuana, Hemp, and Cannabidiol (CBD)

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Student Searches

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 in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102

Searches of School Property

Students have no reasonable expectation of privacy in school lockers, desks or any other school property- without notice or reason.

School Nutrition

School Meal Program

Cushing Public Schools participates in the National School Lunch and Breakfast program. Nutritious meals are served every school day.

| School Site | Full Price Breakfast | Reduced Breakfast | Full Price Lunch | Reduced Lunch |
|-------------|----------------------|-------------------|------------------|---------------|
| CPK | \$1.50 | \$0.30 | \$2.25 | \$0.40 |
| CLE | \$1.50 | \$0.30 | \$2.25 | \$0.40 |
| CUE | \$1.50 | \$0.30 | \$2.25 | \$0.40 |
| CMS | \$1.50 | \$0.30 | \$2.50 | \$0.40 |
| CHS | \$1.50 | \$0.30 | \$2.50 | \$0.40 |

Adult breakfast at all sites are \$2.30 and adult lunches at all sites are \$4.85.

Children from households whose income falls within the federal income guidelines are eligible for free meals or reduced-price meals for both lunch and breakfast. Free and reduced lunch forms are available to students in the office at any time.

Cushing Public Schools offers a breakfast and lunch program at all school sites. Meals may be purchased by placing money on your child's lunch account. Only when the student eats will money be deducted from the account. All cafeteria payments will be made in the office at your child's school or by credit card via Infinite Campus. Reminders will be sent home with students when the account is running low. Lunch money will be collected on the first day of school for the student's initial payment. Students at Cushing Public Schools use lunch cards to get a cafeteria tray at CPK, CLE, and CUE and enter Student ID numbers at CMS and CHS for charging their tray. Contact the main office of your child's school for any questions regarding cafeteria accounts.

Meal Charge Policy

The Cushing Public School district will implement the following policies for collections of delinquent meal charges.

It is the practice of Cushing Schools to collect meal payment before a school meal is purchased by a student, student guest, or adult. Payments are made at the school site office of the attending school. Meal payment is preferred to be made before school but may also be made at the point of purchase.

Lunch payments can be made online through Infinite Campus.

Meal payment reminders will be issued by school sites as the meal account approaches overdraft limits. Meal reminders will be sent home with the students and/or by email.

It is the practice of this school district to allow meal recipients to charge one day in meal costs to their account without having funds deposited to their child nutrition account. On the next occasion, the recipient will receive an alternative meal. This means the meal will consist of the main entree plus milk.

Cushing Public Schools will actively pursue the collections of past-due meal account.

School Food Authority Policy – Indebtedness Policy

- It is the goal of the School Food Authority that all meals shall be paid in advance of receiving the service.
- The point in time when a student shall be denied food services will occur after a \$4.00 indebtedness limited is incurred to the local School Food Authority.
- Any student not receiving food services shall be entitled to a milk and a cheese sandwich until payment for past services is rendered.
- All guests of the school cafeteria are to prepay before receiving food services from the local School Food Authority.
- The employees of Cushing Public Schools are to prepay before receiving food services from the local School Food Authority.

Child Nutrition Accounts Refund Policy

The Cushing Public School district will implement the following refund policy/procedures for prepayment of student meals:

1. Refunds will be made upon written request for students with a balance in their prepayment child nutrition meal account. The refund request will be presented to the school board for approval, and after approval, the refund will be forwarded to the main office.
2. A notice will be sent before the end of the school year to every parent/guardian with a balance in their prepayment child nutrition account. This notice will include the student's current prepayment child nutrition meal balance.
3. Any balance in a student's child nutrition meal account will be carried over and will be applied to the student's child nutrition meal account in the next fiscal school year if a written request for a refund is not received.
4. When a student leaves the school district without requesting a refund, any balance below ten (10) dollars will be considered a donation to the non-profit food service account. If the student's child nutrition balance is ten (10) dollars or more, the cafeteria secretary will submit a written request for a refund, and upon school board approval, the refund will be forwarded to the last known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the non-profit food service account.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's

TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

District-Wide Parental Involvement (Parents' Bill of Rights)

The board supports parents' efforts to be involved in the District's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state-mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures.

School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:
 - A. Parent teacher conference
 - B. Back to school/meet the teacher nights
 - C. District sponsored webpages with class information available to parents
 - D. School newsletters
2. The district will inform parents about their children's course of study by disseminating this information:
 - A. During annual enrollment
 - B. In student handbooks
 - C. On the district's webpage

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
4. The district does not offer sex education programs at this time, but in the event future classes are offered parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents three (3) days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual.
7. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
 - A. The district does not currently provide sex education to students. If sex education is offered in the future, parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
 - B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.
 - C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
 - D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
 - E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the Superintendent's office.

- F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbook and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
- G. The district provides AIDS education for students in grades 8 and 11. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the Superintendent's office.

- R. The district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.
- S. The district will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.
- T. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

Information Regarding Section 584 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)

Section 504 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. ADA extends this prohibition of discrimination to include all services, programs, and activities provided or made available by state and local governments of any of their instrumentalities or agencies, regardless of the receipt of federal assistance. These Acts define a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing many tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment, or
3. Is regarded as having such impairment.

In order to fulfill its obligation under these Acts, Cushing Public School district recognized a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under both Acts, which include the responsibility to identify, evaluate, and if the child is determined to be eligible, to afford access to the appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial officer.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of the records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make these amendments.

If there are questions, please feel free to contact Dr. Melissa Amon, Superintendent at (918)225-3425 or Kim Reese, 504 coordinator for the school district at (918)225-5600.

Family Education Rights and Privacy Act Annual Notification

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

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

2. The right to request the amendment of student's education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

If you know of a student with special needs, please contact: Melissa Amon, Superintendent, (918)225-3425.

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

- Playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height for team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Cushing School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **the first week of the beginning of school**. Cushing School District has designated the following information as directory information:

- Student's name
- Address
- Telephone Listing
- Electronic Mail Address
- Photograph
- Date and Place of Birth
- Major Field of Study
- Dates of Attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or part, cannot be used for this purpose.)

Asbestos Hazard Emergency Response Act, 1987

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act, 1987, the Cushing school board employed Asbestos Management Services of Cushing, Oklahoma to conduct a complete survey of all school facilities. This survey included visual inspections and samples from each area at the school sites.(All inspectors were certified and licensed by the Oklahoma State Department of Labor.)

As a result, in the inspection, building management plans were written, with copies on file at schools and the Central Office. Trained personnel, employed by the District, will carry out the necessary maintenance and operation. In accordance with the Asbestos Hazard Emergency Response Act of 1987, the inspection and management plans are now complete and available at the administration offices, 1401 North Little, Cushing, Oklahoma. Any parties with an interest in the plans of implementation will be notified of steps taken to eliminate any asbestos-containing material which may be harmful to occupants at school sites.

Cushing Public Schools District Policy on Proficiency Testing and Proficiency-Based Promotions K-12

The following policy describes the procedure by which students in the Cushing Public School District may apply for and achieve course or grade-level content. Students shall have the opportunity to demonstrate proficiency in the core areas identified in 70 O.S. Section 11-103.6: Language Arts, Mathematics, Science, Social Studies, Language, and The Arts.

Oklahoma State Department of Education Standards for Accreditation of Elementary and Secondary, 1992, requires the following: Upon request of a student, parent, or guardian, a grade 1-12 student will be given the opportunity to demonstrate proficiency in the Cushing kindergarten curriculum. Proficiency will be demonstrated by some means of assessment or evaluation appropriated to the curriculum area; for example, portfolio, criterion-referenced test, thesis, project, product, or performance. Students demonstrating proficiency in a set of competencies at the 90% level shall be advanced to the next level of study in the appropriate curriculum areas. The decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents in making such promotion/acceleration decisions. For grades 9-12 high school curriculum areas, appropriate notation will be placed on the high school transcript and the unit will count toward meeting the requirements for the high school diploma.

It is therefore the policy of the Cushing Public School District that all children in grades K-12 will have the opportunity to move ahead under a proficiency-based promotion option in either grade level, subject, or course, by meeting the following requirements:

1. Applications for consideration for evaluation to advance may be filed by a student's parents, guardian, or teacher. Applications must be submitted to the office of the Superintendent of Cushing Public Schools.
2. Thereafter, the application for evaluation will be considered by the district two times each school year. All applications must be received at least two weeks prior to the upcoming date.
3. Students successfully demonstrating 90% proficiency on the criterion-referenced exam will be scheduled for assessment involving performance and/or demonstration criteria conducted by members of the professional staff, when applicable.
4. Students successfully completing all requirements will be awarded credit on the official school transcript for completion of the course, subject, or grade. The letter "A" will be recorded for both semesters on the transcript in accordance with the grading scale of the Cushing Public Schools. No reference or notation may be made on the official transcript of an unsuccessful attempt for advancement.
5. A placement conference will be conducted with the parents or guardians of participating student in order to determine the next appropriate academic or placement steps to be taken.
6. K-8 students must pass all sections of a test with 90% proficiency in order to be promoted to the next grade.
7. Students, parents, guardians, or teachers may request RETESTING of students on the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.

Hatch Amendment

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Education America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis, or evaluation that reveals information such as:
 - a. Political affiliations
 - b. Mental and psychological problems potentially embarrassing to the student and his/her family
 - c. Sexual behavior or attitudes
 - d. Illegal or self-incriminating behavior (such as use or possess of tobacco, alcohol, or other drugs)
 - e. Critical appraisals of other individuals with whom respondents have close family relationships
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, doctors, and ministers
 - g. Income (other than required by law to determine eligibility in a program or for receiving financial assistance under such programs)

Nondiscrimination Statement

The Cushing Independent School District does not discriminate against any person because of race, creed, national origin, age, sex, economic status, or handicapping condition, in employment promotions, or educational programming.

The Cushing Board of Education is committed to a policy of nondiscrimination in relation to race, religion, sex, age, national origin, alienage, and handicap. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, and individuals, companies, and firms with whom the board does business.

Any employee, parent, or student who has a complaint or grievance which cannot be resolved at the campus level through the principal may submit such complaint or grievance in writing to the Superintendent of Schools in compliance with Title VI and Section 504 of the Vocational Rehabilitation Act. The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to ensure that all local, state, and federal laws, regulations, and guidelines are followed. By established procedure, all complaints go to the Superintendent who then may delegate the complaint. The Superintendent is Dr. Melissa Amon and she can be contacted at 1401 N. Little, Cushing, OK 74023, phone (918)225-3425.

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

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

Kim Reese, Special Education Director
Cushing Public Schools
1401 N. Little Ave.
Cushing, OK 74023
(918) 225-5600
kim.reese@cushingtigers.com

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

Stacy Weaver, Principal Cushing Middle School
Cushing Public Schools
1401 N. Little Ave.
Cushing, OK 74023
(918) 225-1311
stacy.weaver@cushingtigers.com

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity):

Dusty Hancock, Assistant Principal Cushing Middle School
Cushing Public Schools
1401 N. Little Ave.
Cushing, OK 74023
(918) 225-1311
dusty.hancock@cushingtigers.com

Age Act Coordinator (for questions or complaints based on age):

Brian Busby, Assistant Principal Cushing Middle School
Cushing Public Schools
1401 N. Little Ave.
Cushing, OK 74023
(918) 225-1311
brian.busby@cushingtigers.com

Any individual who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Melissa Amon, Superintendent
Cushing Public Schools
1401 N. Little Ave.
Cushing, OK 74023
(918)225-3425
melissa.amon@cushingtigers.com

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

All district employees and students will be provided with age appropriate education regarding types of discrimination, harassment and bullying. Students and employees will also be advised of the district's expectations regarding appropriate conduct. Any student who is experiencing difficulty fully accessing the district's education programs should contact the appropriate coordinator so a success plan can be developed for the student.

Cushing Public Schools
Bullying Report Form

Instructions

Complete the form below with as much information as possible. If you need assistance completing this form, contact the district's bullying coordinator Dr. Melissa Amon, Superintendent. Return the completed form to building principal or assistant principal.

Anonymous reports will be investigated to the best of the district's ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

Individual Making the Report

Name: _____ Report Date: _____
School: _____ Grade / Job Title: _____
Contact Numbers: _____

Incident Information:

Date of Incident: _____ Time: _____
Location of Incident: _____
Describe Incident: Use additional pages as necessary, and attach any relevant documents

Other Witnesses: _____

The information in this report is true and correct to the best of my knowledge. I understand that the District will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.

Signature Printed Name Date

SCHOOL INFORMATION

Cushing High School

General Info

This overview has been compiled to give students and parents a better understanding of policies, rules, and regulations governing Cushing High School. This by no means covers everything, but does cover the questions most asked by students and parents.

Cushing High School is a comprehensive North Central accredited high school serving non-college bound, vocational, and college-bound students.

Daily Bell Schedule

| | |
|-----------------|---------------------------------|
| 8:10 -3:40 p.m. | Teachers available for students |
| First Hour | 8:20-9:10 |
| Second Hour | 9:15-10:05 |
| Third Hour | 10:10-11:00 |
| Fourth Hour | 11:05-11:55 |
| Lunch | 11:55-12:35 |
| Fifth Hour | 12:40-1:30 |
| Sixth Hour | 1:35-2:25 |
| Seventh Hour | 2:30-3:20 |

Bulletins and Announcements

All notices of club meetings, athletic and social events, general information of the day, and specific instructions are placed in the daily bulletin each morning. Important announcements will also be posted on the Infinite Campus grade book system and school website (www.cushingtigers.com). Students responsible for putting notices in the daily bulletin must have their notices approved by their advisor and the main office the day preceding the notice. Special notices are posted on the bulletin board outside the main office, in the library, guidance offices, or posted as poster signs. All posters must advertise school-sponsored events and must be approved by the administration.

Assemblies

Two types of assemblies are held: 1) pep assemblies and 2) general assemblies. At pep assemblies, the students are active participants in the program. General assemblies are to impart information or present cultural experiences to students. Students are to conduct themselves as if the presenters were guests.

Attendance

Attendance and Absences

Attendance is taken, recorded, and reported in each class, each hour. Students who arrive after the tardy bell or leave before the end of the school day must sign in or out of the office. Parents/legal guardians are asked to call the office whenever their son/daughter is absent to clear the absence. If a call is impossible, a note should be sent with the student upon his/her return to school. If a parent/guardian phone call is not received within 24 hours of the absence, the absence will be considered a truancy.

IT IS THE STUDENT'S RESPONSIBILITY TO KNOW HOW MANY ABSENCES INCLUDING ABSENCES CAUSED BY TARDIES HE/SHE HAS IN EACH CLASS.

Students may not leave the school campus during regularly scheduled classes without permission from parents/legal guardians and written dismissal from the office. Violators will be referred for disciplinary action.

The state law requires that all students be in school until the age of eighteen. Failure of the parent or guardian to provide for the student the opportunity to attend school is punishable by law. Should the student be absent 4 or more days or parts of days in any four week period or 9 days or parts of days in any semester (these absences being considered unnotified by the local school rules and policies) the parent or guardian may be referred to the District Attorney for prosecution under current Oklahoma statute.

The school board, in conjunction with the State Department of Education maintains the level of attendance for a student shall not exceed 10% of instructional days per semester. Students who exceed the 10% absence policy may not receive credit. This policy applies to all absences cleared or uncleared. School related activities are not counted as an absence.

Notified Absences

All absences require a parent/guardian phone call to the CHS office the day of the absence. Examples of notified absences include illness, doctor/dentist appointments, college visits (seniors only), and family bereavement. Even though these reasons are accepted by the school and allow the students to make up missed work, these accepted absences still count toward the 90% attendance policy.

Unnotified Absences

An unnotified absence will be treated as a truancy until a parent/guardian contacts the school to notify them of why the student was not present. Students with unnotified absences may receive discipline action if a parent/guardian does not contact the school in a timely manner. Examples of unacceptable absences are missing the bus/car trouble, tardy 3 or more times to school or class, missing class for discipline/dress code violations, shopping, hunting, or gainful employment.

Leaving School

All students must check in and out through the main office when arriving late or leaving early. To check out of school, a parent/legal guardian must call or come into the office. Students who fail to properly check out will be considered truant and disciplinary action may be taken.

Truancy

A student absent without the consent of the school and parent/legal guardian is truant. This is an unexcused absence and the student may not be readmitted to school unless accompanied by the parent or legal guardian. Students who are truant may not be given credit for any work missed due to their absence. Repeated truancy may be cause for disciplinary action, suspension, or legal action.

A student is truant if they:

- Are absent from class without permission (skipping)
- Become ill and go home or stay in the restroom instead of reporting to the office
- Obtain a pass to go a certain place and do not report there
- Go home for lunch, become ill and remain at home without having a parent call immediately

Discipline

In order for any organization to function properly, there must be certain expectations for performance. Cushing High School has expectations of behavior that will provide for an orderly school atmosphere. Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our philosophy is that no student should be allowed to disrupt the learning of others.

The rules contained in this handbook are the direct result of school board policy, State Department of Education regulations, local laws, state laws, or federal laws. Therefore, students who cannot cooperate with these rules are subject to punishment at the individual classroom level, the school level, and the district level. Rules, regulations, and instructions to students are subject to change as the school board deems necessary to suit conditions or situations at school or school activities.

Cushing High School utilizes a discipline policy which is explained by each individual teacher to each class at the beginning of the school year. In addition, a school wide assembly may be held the first day of school to address school/district wide policy contained in this handbook.

Classroom Procedures & General Conduct

Students are expected to behave at all times in a manner that will bring credit to themselves, their team, school, family, and community. It is important for students to recognize that they are responsible for their behavior on the way to and from school, during school hours, on the bus, and at all school events. Cushing High School faculty and staff help monitor student behavior and provide a safe and productive learning environment.

Classroom Responsibilities

Cushing High School students take responsibility for the task of learning. They are expected to:

- Come to school on time, prepared to work and study
- Listen, follow directions, participate, and cooperate
- Walk in a safe and orderly manner in school buildings
- Leave toys, games, cd/MP3 players, laser pens, or other electronic devices that distract from learning at home

Student Expectations - Cushing High School students are expected to:

- Show courtesy and respect towards others at all times
- Use acceptable language at all times, free of name-calling, insults, or profanity
- Settle differences without put-downs, threats, or fights
- Ask staff for help as needed for conflict resolution
- All trash should be disposed of in trash cans
- Food and drink are to be kept in the cafeteria, courtyard, or lobby only. No food or drink should be taken into the hallways or classrooms.
- Vending machines are to be used only before school, at lunch, and after school. Students will have to dispose of vending items before entering the hallways or classrooms. No food or drink in classrooms.
- Remain on school grounds until time of dismissal. Students needing to leave campus during the school day must sign out in the main office.
- Take care of school grounds, property, and equipment
- Drive slowly and safely in school parking lots
- All students should leave the school property by 4:00 unless under the direct supervision of a teacher

Consequences for Poor Choices – Students who fail to meet Cushing High School’s positive behavior expectations may face certain consequences. If a student misbehaves, appropriate consequences may include:

- Warnings
- Parent Notification
- Parent Conferences
- Lunch Detention
- Loss of Campus Driving Privileges
- Loss of Privileges/Participation in School Activities
- After school Detention (Tuesday & Thursday)
- In-School Suspension (ISS)
- Suspension
- Local Law Enforcement Involvement

Lunch Detention

Lunch detention will be held in room 40. Students assigned to lunch detention are expected to report to the detention room immediately following the lunch bell. Any student who is late to detention or causes a disruption will not be given credit for serving detention. Students who fail to serve lunch detention will be assigned to 1 day after school detention. Chronically failing to attend lunch detention will result in ISS or out-of-school suspension.

After School Detention

After school detention will be held from 3:30 to 5:30 in posted classrooms on Tuesdays and Thursdays. Students assigned to after school detention will receive a contract outlining policies and procedures to be followed during after school detention. Any student who does not bring class work or causes a disruption will be removed from after school detention and will not receive credit for attending. Attendance at after school detention takes precedence in participation in any extracurricular activity. Transportation home from after school detention is the responsibility of the student’s parent or guardian. Students will be granted one extension for serving after school detention. Failure to serve after school detention will result in ISS or out-of-school suspension.

In-School Suspension

Students who violate certain rules will be assigned to in-school suspension. In-school suspension is offered to students as an alternative to out-of-school suspension. Students will be provided with a contract listing the policies and procedures to be followed while in ISS. Students who do not follow ISS policies or are consistently assigned ISS days for the same offense will not be allowed to attend ISS. Students in ISS should not be on the CHS campus and may not participate or attend any school event until they have completed their ISS assignment. Students will be counted as present while attending ISS.

Out-of-School Suspension

Students who are assigned an out-of-school suspension are prohibited from being on Cushing Public School property for their suspension period. Out-of-School suspension days will count toward the student's 10 day absence total. Assignments will be provided for students who are suspended, however, students will not receive credit for the work assigned during their suspension period. Assignments will be available for pick up in the main office at a time to be set by the administration.

Prohibited Items and Activities

Illegal activities such as vandalism, graffiti, use or possession of drugs, paraphernalia, alcohol, tobacco products or other controlled substances are prohibited. Matches, lighters, weapons, firearms, or any other dangerous items are also illegal on campus. Intimidation, fighting, or harassment are all prohibited. All of these activities may result in suspension and/or police action.

Any unlawful action taking place on school grounds or on buses not only makes the student subject to penalties which the courts may prescribe but also will result in suspension or dismissal from the school.

Fighting

Any fighting involving students en-route to or from school or on school property could result in an immediate suspension from school, and referral to law enforcement authorities. Fighting at school is unacceptable behavior and illegal; therefore, students who engage in such an act for any reason while at school will be disciplined. This may result in 3 days suspension and 3 days ISS.

Student Relationships

The school will entrust that all couples conduct themselves in a manner that the attention of others is not attracted by their behavior. No public displays of affection should occur during school time or at any school-related activities. Those who violate this policy will receive the appropriate discipline.

The Weapons-Free School Zone

Violators will be prosecuted to the full extent of the law.

Drugs

This school will not tolerate the use of prohibited drugs by the student body in any form or for any reason. Any student apprehended using or in possession of prohibited drugs will be suspended and the police will be notified.

Tobacco Products/E-Cigarettes/Vape Smoking Devices

Compliance with State Law and School Board policy requires that no smoking or smokeless tobacco will be permitted on campus. Students (regardless of age) are not permitted to smoke, use, or possess any tobacco products, e-cigarettes/paraphernalia at any time in the school buildings, on the school grounds, or within the areas surrounding the school grounds. This applies to all school activities as well as the regular school day. Violation of this rule will result in assignment to ISS or out-of-school suspension.

Riots

This school will not tolerate mass disruption by the student body in any form or for any reason. If such a situation does occur, the individual student will obey the classroom teacher, building administrator, or anyone in authority. Failure to do so may result in suspension.

Student Searches

The Supreme Court of the United States has ruled that students, their lockers, and cars are subject to search by school officials. The search will be based on reasonable suspicion for drugs, weapons, stolen items, etc.

Dress Code

Clothing worn to school should be comfortable and appropriate for school activities. While we encourage self-expression, your clothing should not distract from the learning process.

The following clothing items are prohibited:

- Shorts and skirts must be no less than mid-thigh. No biker-shorts or boxer shorts.
- Leggings and other stretchy clothing are allowed, but will be covered by an outer garment (shirt, dress, skirt) that reaches no less than mid-thigh.
- No low crotched jeans or pants.
- No sagging jeans or pants.
- No pajama pants or house shoes.
- Students may wear sleeveless shirts. All shirts, tank tops, and dresses must meet dress code specification. (The straps of the shirt must be at least the width of a dollar bill, no total off the shoulder shirts.)
- No low cut shirts, open back shirts or side-less shirts.
- Clothing that reveals underwear, bare midriff, or shoulders are prohibited.
 - Holes in pants should be patched (no skin or undergarments showing)
 - Shirts must overlap the waist band
 - Pants should be worn above the buttocks
- Hooded sweatshirts may be worn as long as the hood is not used.
- Clothing which promotes alcohol, drugs, or tobacco.
- Clothing displaying offensive content such as profanity or nudity.
- Clothing which promotes or displays gang affiliation (colors, bandanas, etc.)
- Hats or head coverings (beanies, hoodies, etc.) of any kind.
- Clothing and jewelry with writing or designs that depict prejudice or unlawful acts.
- Chains, large rings, jewelry or shoes that may be used as weapons are not allowed on campus.

In addition to the items specifically listed here, any article of clothing which is deemed inappropriate for school will not be permitted.

Consequences for breaking dress code are as follows:

First Offense- lunch detention (20 minutes).

Second Offense- After School Detention (Tuesday and Thursday 3:30-5:30 PM)

Third Offense- 3 days ISS

Fourth Offense- 5 days ISS

More than Four Offenses- Out-of-School suspension in increasing increments per additional offenses

Students who are in violation of the dress code will/may be sent home to change clothes and may be subject to disciplinary action. Any absence incurred due to a dress code violation will be an unexcused absence and will count toward the student's absence total for the semester.

Halloween Costumes/Spirit Week Dress up Days

Students will be allowed to wear costumes only on days specified as "dress up days" by the school administration. All costumes must adhere to the dress code with the exception of hats being allowed if they complement the costume. Any student who wears a costume that is excessively short, revealing, or otherwise inappropriate for the school environment will be sent home to change clothes. For security reasons, masks that cover the entire face will not be allowed at any time.

Electronic Devices at School – Cell Phones, IPODS, etc

It is the policy of the Board of Education that no student shall use wireless telecommunication devices (cell phone) while on school premises, while in transit under the authority of the school (on a school bus), or while attending any function sponsored by the school except at the discretion of the school authorities. The Board of Education sees no legitimate need for paging devices; therefore, they are not permitted.

"

Cell phones will be off and away during class periods (silent or mute will not be considered off).

Parents in need of contacting students during the school day should phone the school office to relay any messages. Please do not call or message your child's cell phone during school hours. Students needing to contact their parents should report to the office to use the phone (long distance service is provided in case of an emergency). Students in violation of this policy will be subject to disciplinary action.

In addition, items such as IPOD's, MP3 players, PSP's, cameras (still, digital, or video) are a distraction in the classroom and are not allowed at school. **Students will not be permitted to listen to music, watch videos, take pictures (still or video) or play video games on any personal device in the hallways or classrooms. Electronic devices listed above should not be visible during the school day. Visible devices, whether on or off, may be confiscated and students subject to disciplinary actions.**

To ensure compliance with state and federal privacy laws, reduce the risk of stifling the free exchange of ideas, shield young people from potential embarrassment, and otherwise limit the disruption of the education environment for students and staff, Cushing Public Schools does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of the administrator. Students are not authorized to post to the internet any pictures or video on Cushing Public Schools property. Electronic devices that are left on or used during the school day will be confiscated from the student and kept in the principal's office until the end of the school day. Disciplinary action will be taken for students whose phones are on or in use at any time during the school day in school buildings. Discipline may be as follows:

- First Offense – Lunch detention
- Second Offense – After school Detention
- Third Offense – 3 Days ISS
- Fourth Offense – 5 Days ISS
- More than Four Offenses– Out-of-School suspension in increasing increments per additional offenses

Transportation

Driving on Campus

Driving or riding on campus and to lunch is a privilege, not a right. Reckless driving or riding, whether on school grounds, the streets, or at eating establishments will result in the loss of the privilege to drive on school property. The school will not allow an unlicensed student to drive on school property. Students will be required to register their vehicles and obtain a parking permit to park or drive on the CHS campus.

Students who drive cars, ride motorcycles, scooters, or bicycles to school must observe the following rules:

1. Students must park in designated spaces in the main parking lot with a white line on each side of the vehicle.
2. Students are not to drive over the concrete divider when entering or leaving the parking lot.
3. Students are never to park behind the vocational education building, gym, fine arts building, or in the circle drive.
4. Students must drive in the correct direction when parking and entering or exiting the parking lot.
5. Do not make unnecessary noise such as the deliberate squealing of tires, muffler devices, car stereos, etc.
6. Do not sit in the car after you have parked on campus.
7. Riding in the back (bed) of pick-ups is prohibited.
8. Students are not to leave the school building to get in their car during school hours unless they have clearance from the main office.
9. Students are to obey the 10 MPH campus speed limit and Oklahoma traffic laws when operating a motor vehicle on campus.

Parking Permits

Applications for parking permits may be obtained in the main office. All eligible students will be issued a parking permit. Students must show a valid driver's license and proper insurance verification. Lost or stolen parking permits will be replaced at a cost of \$4. Parking permits are the property of Cushing High School and may be revoked for violation of the safe driving rules or other disciplinary issues related to driving.

Driving to School Activities

Students are not permitted to drive to out of town activities. If necessary for a small number of students to drive, arrangements must be made with the principal prior to the actual travel date.

School Bus Safety and Procedures

All students in our school system who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their homes. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers.

Every school bus and driver has been supplied with a School Bus Incident Reporting system, which reflects the rules of student conduct. Students will be cited for the following activities: failure to remain seated; refusing to obey driver; fighting; profanity; smoking on the bus; lighting matches; throwing objects out of the bus; throwing objects at a bus; hanging out of window; spitting; or bothering others.

If a student is reported for any of these activities, the principal may take the following action:

First Offense: conference, detention, After School Detention, or other disciplinary action

Second Offense: student may be suspended from the bus for 3 days

Third Offense: student may be suspended from the bus for 1 week

Habitual Offenders: student may be suspended from the bus for the remainder of the school year.

Severity of Offense: Any of the above steps may be bypassed depending upon the severity of the offense.

School Security and Safety

Visitors

Because of our crowded conditions, students are not allowed to bring visitors of any age to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, principal, or visit their child's class. All visitors must report to the main office to check in and receive a visitor's pass.

Student Pick Up/Drop Off

Students should be picked up and dropped off in the circle drive. Visitors should not wait for students in the main parking lot, only vehicles with a CHS Parking Permit will be allowed to park in the main parking lot.

Hall Passes

Students are not permitted in the hall during class periods unless a teacher accompanies them or a hall pass has been entered into E-Hallpass

School Safety Procedures

1. Teachers are in the hall during passing periods.
2. Teachers are assigned hall and parking lot duty before school and at lunch.
3. Principals patrol halls, campus, parking lots, and buildings periodically.
4. All visitors are asked to check in through the principal's office and obtain a visitor's pass.
5. All students out of class must have a student planner.
6. Reserve police officers are on duty during home sporting events and school dances.
7. All school-sponsored activities, games, and events are supervised by school personnel.
8. If students leave the building during dances or sporting events, they may not return.
9. Well-lighted campus.
10. Intercommunication system in the classroom.
11. Camera system monitoring the entire CHS campus.

School Sponsored Dances

CHS dances are provided as a fun, wholesome activity for all students to enjoy. To ensure the well-being of all students, certain rules must be followed.

- Tickets are sold in advance for a reduced price one week prior to the dance (excluding semi-formal and prom).
- All school dances are supervised by school personnel and at least one police officer.
- Dances end no later than 12:00 AM.
- School dress code will be followed by students attending dances.
- If students leave the dance, they may NOT return.
- All school rules apply to students and their guests.
- Students are expected to act in a manner that is acceptable to a school activity. NO DIRTY DANCING
- Non CHS students will only be permitted to attend semi-formal and prom as a guest of a CHS student. Guests will use the following procedures:
 - Guests must be at least freshmen in high school and submit a request.
 - Will not be approved if they are past high school age and have not successfully completed high school or received a GED.
 - Guests, who have a history of discipline/illegal problems, will NOT be admitted.

School Sponsored Dances

All guests must be approved in advance to attend school sponsored dances. Guest request forms will be posted in the office approximately two or three weeks prior to the semi-formal and prom. It is the responsibility of the CHS student to ensure that the guest request form is completed and turned in on time. Any guest request form which is not turned in by the deadline will not be accepted. Guests may be asked to furnish identification or information from their home school in order to be admitted to any Cushing High School event.

Library Media Center

We sincerely hope you will frequently use the CHS media center. There are a few rules to make things run more smoothly. Please review them and keep them in mind when visiting the media center.

1. Each student MUST have his/her own student planner, signed by his/her teacher when visiting the library during class time.
2. Books may be checked out for a period of approximately 3 weeks. Books may be rechecked as needed.
3. If a book is lost or destroyed while it is checked out by you, you pay for the book.
4. No food or drink will be permitted in the media center during class time. Food and drink are allowed in the media center before school and during lunch.
5. All general school rules will be enforced.
6. When leaving the media center, please push in your chair and replace all material used.
7. Check out all books and materials you are taking out of the media center.

The media center is open before school every day at 7:45 a.m., during lunch each school day, and after school until 3:45 p.m. If you need to work in the media center before 7:45 a.m. or after 3:45 p.m. please make prior arrangements with the Media Specialist. If you need help in locating a book or materials, let the Media Specialist or one of the aides know so that they may assist you. Should you have any suggestions for books or other items to be considered for purchase, please write down the information and give it to the library media specialist.

STUDENT HEALTH

Sudden Illness

Students becoming ill during the school day should report to the office. **If there is a necessity to go home, the office will inform the parents and the student will check out. Students should not use their cell phones to call parents for a check out.** All students must check out through the main office before leaving campus for any reason. Leaving campus without checking out is considered truancy and students will be subject to disciplinary action. Students who become ill over the lunch hour should have a parent or guardian call in to the school before the end of the school day.

Academic Information

Dropping and Adding Classes

A student may not drop or add a class after the first two weeks of each semester. A parent-teacher conference will be required to make any schedule changes after this time.

Early-Term Graduation

Application for early graduation should be made during the end of the student's junior year through the counseling center.

Graduation Requirements for Cushing High School

- Core Curriculum Requirements (24 Credits)
 - 1 credit each of English I, English II, English III, English IV, or Applied Communications
 - 3 credits math (Algebra I and above)
 - 3 credits science (Biology and above)
 - 3 credits social studies – must include ½ credit Oklahoma history, ½ credit U.S. government, 1 credit U.S. History, and 1 credit world history.
 - 1 credit of Fundamentals of Technology or a Foreign Language
 - 1 credit of Arts – includes visual art and general music (Requirement can be met through World History)

- Curriculum Requirements for College Prep
 - 1 credit each of English I, English II, English III, English IV, or Advanced Placement English
 - 3 credits math – limited to Algebra I, Algebra II, Geometry, Pre-Calculus, Advanced Placement Calculus or Statistics
 - 3 credits science –Biology, Physical Science, Chemistry, Physics, and any lab science approved for college admission requirements.
 - 3 history or citizenship skills – 1 U.S. history and 2 units from the subjects of history, government, geography, economics, civics, or non-western culture.
 - 2 units of the same foreign language or
 - 2 units of computer technology
 - 1 additional unit selected from any of the above
 - Parents must sign a letter if they choose to opt their child out of the College Preparatory Curriculum Requirements. According to the law, if you do not select the core curriculum, your child will automatically be enrolled in the college preparatory/work-ready curriculum.

Certificate of Distinction

The Cushing Board of Education will issue a certificate of distinction to graduating seniors who meet the following criteria:

- Have an overall GPA of 3.250 or better
- 4 credits of English
- 4 credits of Math
- 4 credits of Science
- 4 credits of Social Studies
- 2 credits of foreign language or 2 credits of computer science
- 2 credits of fine arts (or a competency)

State Testing Requirements

All juniors will take the ACT and Science state mandated tests. Any student enrolled in US History will take the state mandated test.

Valedictorians and Salutatorians

Grade 12 only

1. To be named valedictorian one must have the highest grade point average in the senior class. One must also have at least a total of seven of the classes listed below and a minimum of 3 must be Advanced Placement classes.
2. To be named salutatorian one must have the highest grade point average in your senior class. One must also have at least a total of seven of the classes listed below and a minimum of 3 classes must be Advanced Placement classes.

AP Classes

AP English 3
AP English 4
AP U.S. History
AP Human Geography
AP Biology
AP Calculus
AP U.S. History
AP Music Theory
AP class at a Career Tech Center

Designated Classes

Pre-Calculus
Chemistry
Spanish III or Computer Programming
Statistics
Adv. Physical Science
Economics

Grades and Reporting

Change of Address

Please inform the office if you change your address or telephone number. Please inform the office if your emergency contact phone numbers change. Information can be updated by calling (918)225-6622.

Withdrawing from School

If you are permanently leaving school, a parent/guardian must come to the office, furnish the last day you will be attending and where you are relocating, return all books, pay all accounts in full, and pick up the district withdrawal form.

Grade Point Average (GPA)

Grade 12 only

Point Values for Grades

A=4 points

B=3 points

C=2 points

D=1 point

F=0 points

Grading Scale

90-100 A

80-89 B

70-79 C

60-69 D

59 and below F

Beginning with the freshman class of 2016-2017

The following classes will receive a weighted grade and will use the following points to calculate a weighted GPA:

A = 5.0 B = 4.0 C = 3.0 D = 2.0 F = 0.0

Language Arts

Pre-AP Grammar & Composition

Pre-AP English II

AP English 3

AP English 4

Science

Pre-AP Biology

Pre-AP Physical Science

Chemistry

Physics

AP Biology

Social Studies

Pre-AP Oklahoma

Pre-AP Government

Ad/Pre-AP World History

AP US History

AP Human Geography

Music

AP Music Theory

Math

Pre-AP Geometry

Pre-AP Algebra II

Pre-Calculus

Ap Calculus

AP Statistics (Offered at Central Tech)

Computers

AP Computer Science

Valedictorians/Salutatorian Class of 2018 and 2019

- Valedictorians must take 3 AP classes and 4 other AP classes and/or designated classes and have the highest cumulative grade point average.
- Salutatorians must take 3 AP classes and 4 other AP classes and/or designated classes and have the second highest cumulative grade point average.

AP and Designated classes are:

AP Classes

AP English 3 & 4

AP US History

AP Calculus

AP Music Theory

AP Biology

AP Statistics

AP Human Geography

AP Computer Science

Designated Classes

Pre-Calculus

Statistics

Chemistry

Adv. Physical Science

Physics

Spanish 3 or Computer Programming

Concurrent classes that are

Economics

Class of 2020+

*Students must have all A's on their transcript for grades 9-12.

*Students must complete 12 of the advanced, Pre AP, and AP classes. At least 4 of 12 classes have to be AP classes.

Advanced Classes

Advanced Physical Science
Chemistry
Pre-Calculus
Statistics
Adv. World History
Spanish III
Core Concurrent Classes

Pre AP Classes

Pre-AP Grammar/Comp
Pre-AP English II
Pre-AP Geometry
Pre-AP Geometry
Pre-AP Biology
Pre-AP Oklahoma History/Gov.
Pre-AP Physical Science
Pre-AP World History

Advance Placement Classes

AP English 3
AP English 4
AP Calculus
AP Biology
AP US History
AP Human Geography

AP Music Theory
AP Statistics
AP Computer Science
Concurrent Comp I & Comp II
Concurrent US History (2 semesters)

If no students meet these requirements, the valedictorian will be the student with the highest weighted grade point average.

Reporting Grades to Parents and Students

Students and parents may access grades online with a secure password. Visit our website at www.cushingtigers.com for more information.

Six Week Progress Reports will be given to students in their fourth hour class to be taken home to parents.

Report cards are given to students in their fourth hour class after the first semester grading period.

Students or parents will pick up final report cards after the school year is finished.

Only semester grades are recorded on student transcripts. Only semester grades are used to calculate grade point averages and class ranking.

The grade point averages that are on student report cards are only for that particular grading period.

Plagiarism

“Plagiarism refers to a form of cheating that has been defined as “the false assumption of authorship; the wrongful act of taking the product of another person’s mind, and presenting it as one’s own. To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft (MLA Handbook for Writers of Research Papers, Fifth Edition, pg. 30). Colleges are no longer ignoring plagiarism; students can receive a permanent mark on their transcripts (F!) and be expelled if caught plagiarizing. A plagiarized paper may receive a failing grade of zero. It will be up to the individual teacher as to what punishment they will receive.

Student Classification

A credit is given for the successful completion of a two semester class. One-half credit is given for the successful completion of a one semester class. Students are classified by the number of credits they have received.

| | |
|-----------|---------------|
| Freshman | 0-5 credits |
| Sophomore | 6-10 credits |
| Junior | 11-16 credits |
| Senior | 17 credits |

LOCAL HONORS AND AWARDS

| | |
|--------------------------------------|---|
| Oklahoma High School Honor Society | Top ten percent |
| Varsity Scholar | Grade Point Average |
| National Honor Society | Grade Point Average |
| President’s Education Awards Program | Grade Point Average |
| Oklahoma Academic Scholar | Grade Point Average |
| Superintendent’s Honor Roll | Students making a 4.00 |
| Principal’s Honor Roll | Students making a 3.0 and above in any grading period with no grade lower than a “C”. |
| Regents for Higher Education | Individual College Standards |

AWARDS

American Legion "Outstanding Senior Boy and Girl Masonic "Student of Today"

Eligibility: Student must be a senior with high scholastic average.

Requirement: Outstanding service in character, leadership, and scholarship.

Selection: A committee of teachers (familiar with eligible students) will compile a list of students to be presented to the entire faculty for a vote.

The following guidelines help teachers in the definition of service, leadership, and character:

- Service: Willing to render any service when called upon. Willing to do committee or staff work. Display readiness to show courtesy by assisting visitors, teachers, or students. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Leadership: Demonstrates leadership in promoting school activities, demonstrates leadership in the classroom. Exercises influence on peers in upholding school ideals and inspire positive behavior in others.
- Character: Meets pledges and responsibilities to the school promptly. Takes criticism willingly and accepts responsibility graciously. Demonstrates highest standards of honesty and reliability and cooperates with school regulations.

Boys and Girls State

Eligibility: To be eligible for attendance a boy or girl must be a junior in high school during the current school term.

Boys and Girls State qualifications: Citizens for Oklahoma Girls State and Boys State are selected for their high moral character, honesty, and courage; for leadership, cooperativeness, physical fitness, and interest in the government; be a citizen of the United States of America and must salute the Flag of the United States.

All students are encouraged to fill out an application. Then a committee of teachers (familiar with the students) compiles a list of all qualified students. This list is in turn presented to the entire faculty who can vote for students from the qualified list. These students are then recommended to the American Legion Post and Auxiliary to accept or reject as their representatives from Cushing High School.

Varsity Scholar

1. Students must be enrolled in at least four solid subjects.
2. Grade point average must be a cumulative 3.5 or better.
3. Freshman students are figured on first semester grades only.
4. Recognition of Varsity Scholars will be at the awards assembly with certificates presented to students at that time.

The scholar C will be awarded once during the student's high school career.

Oklahoma High School Honor Society

"Ten percent of the high school enrollment will be eligible for membership; ten percent of the student body making the highest marks in the school may be nominated." - Administrators Handbook, State of Oklahoma, page 106.

National Honor Society

Listed in the following pages are the requirements and guidelines of membership in the Cushing High School Chapter of the National Honor Society. Since membership in the National Honor Society is an honor bestowed upon a student, students may not directly apply.

Selection for membership is based on outstanding scholarship, service, leadership, and character. To be eligible for membership, a student must be a member of the sophomore, junior, or senior class. Freshmen are not eligible for membership. Prospective members must have been in attendance at the school for the equivalent of one semester. To meet the academic eligibility requirement, students must have a cumulative grade point average of at least 3.5. Students who meet this requirement are then invited by the faculty council of the CHS Chapter of the National Honor Society to furnish information regarding participation in both school and community activities to meet the first part of the service requirement. To meet the service requirement students must be involved in at least three different areas listed: band, newspaper, prom committee, drama (outside of class activity), chorus, student council, FFA, FCA, church affiliated organizations, competitive athletics, art club, yearbook, service organizations, FCCLA, BPA, scouts, Spanish club, cheerleaders, dance team, mascot, other vocational-technical organizations, or other activities as approved by the faculty council.

At this point, prospective members are confidentially evaluated by the high school faculty members in the areas of service, leadership, and character. Rating will be as follows for the listed qualifications:

4 – outstanding in qualities listed and highly worthy of membership

3 – superior in the qualities listed and worthy of consideration

2 – average in the qualities listed but worth of consideration

1 – weak in the qualities listed and not worthy of consideration

Service, Leadership, and Character are defined in the section concerning the American Legion and Masonic Student of Today awards.

Students who are highly rated (at least an average of 3) are then reviewed by the faculty council. Final selection of members to the chapter is by a majority vote of the faculty council. After new members have been selected, they are given letters of acceptance and inducted into the chapter at a special ceremony. Once inducted, members are responsible for maintaining the standards of scholarship, service, leadership, and character that were used for their selection.

Extracurricular Activities

Any student who wishes to participate in any extracurricular activity must have a signed activities packet on file in the athletic director's office before they will be able to participate. Students participating in extracurricular activities will be subject to one mandatory drug test (first year of participation) and will be on the random drug testing list throughout the school year. Details on all extracurricular policies are contained in the activity packet.

Eligibility

Students must meet OSSAA eligibility requirements to participate in any extracurricular activity or be excused from class for a school activity. Eligibility runs from Monday to Monday.