

**STUDENT HANDBOOK**  
**CHEYENNE JUNIOR HIGH AND HIGH SCHOOL**  
**2023-24**

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## FORWARD

The goal of Cheyenne Public Schools is to foster the growth of our community's youth by offering an effective educational experience that generates enthusiasm for learning. We believe this process is best achieved as a partnership among the community, parents, and educational institution. We provide a safe and secure environment where all students are encouraged actively to participate in educational opportunities and foster lifelong learning skills. With this in mind, individual accountability is required, and personal accomplishment is celebrated.

Cheyenne Public Schools complies with all regulations set forth by the Oklahoma State Department of Education and the Cheyenne School Board of Education. (For more information on the regulations set forth by the Oklahoma State Department of Education, please visit [www.sde.state.ok.us](http://www.sde.state.ok.us) )

Your administration, faculty, and staff will assist in challenging all students to achieve personal growth and development throughout their educational process in order that each student may become a productive citizen.

### **Cheyenne Public School Code of Ethics**

This code of ethics serves as a daily reminder to each student of his/her responsibility to himself/herself, school, and teachers. In order to operate successfully and smoothly, citizens must cooperate within a society. The following resolutions must be adopted by every Cheyenne Public School student:

1. To show at all times respect for authority and for fellow students
2. To conduct myself on campus in such a way that my administration, faculty, staff, and visitors can be proud of my self-restraint and good manners
3. To help my school achieve a good attendance record by being regular and punctual in attendance every day
4. To assist my teachers in helping me by showing an interest in learning and by being well-prepared for work at all times
5. To show respect for the scholastic achievements of others while striving to improve my own study habits and grades
6. To demonstrate good sportsmanship whether my team is a winner or a loser
7. To show a good school spirit by supporting the activities of the approved school organizations
8. To demonstrate pride in my school by doing my part to keep it clean and free of debris
9. To show civic pride by doing all I can to help those less fortunate than I
10. To prove that the word "student" is synonymous with respectful attitude and language, proper appearance, and a positive attitude toward life

## **Enrollment Requirements**

To gain admission to Cheyenne Public Schools, a student must be a legal resident of this district or a legal transfer. You may be required to show proof of residency with a utility bill in your name with an address in the district. The student must be residing with the student's parent(s) or legal guardian(s), have a birth certificate along with an up to date immunization record, and be willing to abide by the rules and guidelines of the school as maintained by the Cheyenne Board of Education.

## **Calendar**

The official calendar for all school events is in the office of the principal. Before any event can be placed on the calendar or scheduled, it must be approved by the appropriate administrator. It is the responsibility of the sponsor to notify the principal of his/her proposed events. To obtain a copy of the calendar please visit our school website.

## **Inclement Weather Procedures**

When conditions exist which may cause the dismissal of school, students and parents should not call teachers or other school-related personnel. News concerning the dismissal of school as well as changes to the school calendar or events will be sent to parents via the messaging system. Please contact the high school office if you are not receiving these alerts or need to change your contact information. Information will also be attempted to be sent to the following: Radio stations-101.1 WOODWARD, and KECO-FM 96.5 – Elk City. Oklahoma City television stations-Channel 4, 5, 9 and KOKH Fox 25.

## **Announcements**

All materials for distribution or display on Cheyenne Public School property must be approved by the principal or principal's designee. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the appropriate principal's office. The student will be given the message at the earliest opportunity, least disruptive to the educational setting.

## **Net Books/LapTops**

Net Books/Lap Tops: Care and Use Guidelines of Student Netbooks/Laptops please refer to: Cheyenne Board of Education Policy: EGBCAA-R-1, EFBCA, and EFBCAA for responsibilities of students and information regarding damage etc. These policies are located on the school website.

## **Supplemental Online Instruction**

Guidelines pertaining to Virtual/Online Instruction for Educationally Appropriate Classes and Curriculum are found in Cheyenne Public Schools Policy EHDF. Cheyenne Public Schools administration will determine, at the time of enrollment what is educationally appropriate.

## **Units and half units**

A unit of credit is earned when a student successfully completes a full year's work in a particular subject (2 semesters- 36 weeks). A half unit of credit is earned for successful completion of one semester or 18 weeks of a subject. Some classes may be taken for only half units of credit while others may be taken for full credits only.

## **Classification**

Completion of a least six (6) units is required for sophomore classification, twelve (12) units for juniors, and eighteen (18) units for senior classification.

## **Guidelines and Procedures for Requesting and Administering Proficiency Based Assessment Tests**

Please refer to board policy EAIE, EAIE-P.

## **College Entrance Requirements**

Listed below are the requirements for admission to Oklahoma Colleges and Universities effective currently. It is suggested that students planning to attend college contact the college of their choice for entrance requirements.

- 4 units .....Language Arts (Grammar, Composition, Literature)
- 3 units .....Laboratory Science (Physical Science, Biology, Chemistry or any lab science certified by the school district.
- 3 units .....Mathematics (Algebra I, Geometry, Algebra II, Trigonometry, Math Analysis, Calculus)
- 3 units.....History (1 unit of American History, ½ unit of Oklahoma, ½ unit of Government and 1 additional unit)
- 2 units.....of the same Foreign Language or non- English Language or 2 units of Computer Technology approved for college admission requirements.

1 additional unit selected from any of the above or career and technology; Educational courses approved for college admission requirements.

1 unit or set of competencies of Fine Arts, such as Music, Art, Band, or Speech/Drama.

## **Entrance Examination**

All colleges and universities require enrollees to take the ACT/SAT test before admittance. Announcements of the dates and places will be posted in ample time for students to register for testing. For more information or to register online please visit [www.act.org](http://www.act.org) and [www.collegeboard.com](http://www.collegeboard.com)

## **Report Cards/Ineligible List**

Report cards will be given to JH/HS students during school, each semester. Parents/Guardians will be notified by messaging when JH/HS students are failing a class. Students who are on probation or ineligible lists may be required to miss elective classes and attend remediation or detention until grades are passing. Failing students are not allowed to attend any reward/field trips unless approved by principal.

## **Grade Computation**

The grading scale is as follows:

- A Superior Work --90-100
- B Above Average -80-89
- C Average -----70-79
- D Below Average -65-69
- F Failure-----64 and Below

No incomplete (I) grades will be recorded in the permanent record book. The incomplete grade is only temporary because of absence or missing work. All (I) s must be made up within two weeks from final tests.

## **Zero Policy**

Students who do not complete/turn in assignments and receive a zero will have until the end of the current chapter/unit in which they received the zero to make it up. Points may be deducted as per teacher discretion for lateness. Zeros will not be allowed to be completed once the chapter/unit is complete. Please encourage your child to complete work on time as well as check their online gradebook for missing assignments in a timely manner.

## **Retention**

Students in grades seven and eight must achieve a grade average of 65% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies. Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education

shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s) or guardian's reason(s) for disagreeing with the decision of the board.

## **Schedule Changes**

After the first two days of each semester, no schedules will be changed unless deemed necessary by the administration. All changes must meet the approval of the principal and be made through the office.

## **ACTIVITIES/ORGANIZATIONS**

### **Eligibility Requirements**

Cheyenne Schools adopt the following eligibility requirements for this school year.

#### *Semester Grades*

1. A student must have received a passing grade in any five subjects to be counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would also be five school subjects for the 7th and 8th grade students.)
2. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next 18-week grading period they attend.
3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
4. Pupils enrolled for the first time must comply with the same requirements of scholastic eligibility. The passing grades required for the preceding 18-week grading period should be obtained from the records in the school last attended.

### ***Student Eligibility during a Semester***

- A. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. School may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. Methods should be devised to check weekly grades of Careertech students and all concurrently enrolled students.
- B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday.
- C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

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

### **Special Provisions**

- A. A senior student maintains eligibility by passing the classes required for graduation. The number of classes in which a student is enrolled can be no less than four. A junior or senior student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed for eligibility. These may be a combination of high school and college subject's equivalent to four high school units, which are accepted by the Oklahoma State Department of Education.
- B. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three-week period. (Any part of a week is considered a full week.)
- C. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster.) A maximum of two weeks is allowed for make-up work at the end of the semester.
- D. One summer school credit (1/2 unit or one subject) earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1-a for the end of spring semester.

### **Attendance and Activities Policy**

It is the intent of the State Board of Education that the superintendent and local board of education annually review scheduling of activities so that minimal interruptions occur in the instructional program of the child.

#### **I. Definition of Extra-Curricular School Activity**

Any extra-curricular activity sponsored by the school and at the convenience of the school. It is an activity which necessitates that a student or students miss curricular class periods.

#### **II. Policy**

In order to participate in an extra-curricular event on a given day, student must attend classes half of the school day unless administratively approved. A student will not be allowed to miss any one class period more than 10 times during the school year due to extra-curricular activities. Students are required to ask for their work ahead of time, and if given work have it completed when they return. If students do not ask for work ahead of time and do not have work completed upon return, they may not be allowed to attend future events. Students will be responsible for tracking and checking their activity absences. Exception to this rule must meet the following requirements:

1. The sponsor of the organization must submit in writing the need and justification to the faculty Internal Activity Review Committee as least one week



in advance. Any deviation from the ten day absence rule shall not exceed five days.

2. Student must maintain an overall grade point at the time of the request of at least 2.5.
3. Student must not be under disciplinary action by the school at the time of the request.
4. Student must have been in attendance at least 90% of the time school is in session.
5. Internal Activities Review Committee will make a recommendation to the administration, which will then approve or disapprove the recommendation.

III. Non Chargeable Days (days not considered an absence for purposes of absence limits and credits and/or extra curricular activities days) as follows:

1. Participation in state and/or national contests by which the student earns the right to compete.
2. School assemblies
3. Field trips in conjunction with a unit being taught
4. College visits and tryouts
5. Serving as a page in Legislature or Congress
6. Students excused from class by the principal to participate in a necessary practice
7. Students excused to make appearances before local civic groups
8. Students excused to attend state/national conventions when requested by the sponsor, provided the student(s) qualify according to the by-laws of the organization
9. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education
10. Any other activity approved by school administrator

#### V. Meetings

With the approval of the administration, all class and organizational meetings will be held between 7:50 a.m. and 8:10 a.m., during noon hour, or after school.

#### VI. Outside Agencies

Students taken by outside agencies for activities without the approval of administration shall be counted as an unexcused absence.

### **Activity Bus**

Students going on the bus must return on the bus unless parents or guardian are at the event to pick them up. The parent or guardian must notify the sponsor.

### **Field Trips**

All field trips must be initiated by the instructor and must be approved by the administration. If students are on the failing list (probation or ineligible) they will NOT be allowed to attend field or reward trips. If students have had a tobacco violation or other serious disciplinary action, they will not be allowed to attend trip.

## **Student Clubs and Organizations**

Cheyenne Public School believes that extracurricular organizations and activities can enhance the learning environment of students as they develop into well rounded individuals. Consequently, the following classes, clubs, activities and organizations are available to Cheyenne students:

### **Class, Organization, Club Sponsors**

The National FFA Organization (FFA)-Mackena Tennyson  
 Cheerleading- Angela Espinosa and Leigh Ann King  
 Fellowship of Christian Athletes (FCA)-Jay Kitchens  
 Vocal Music-Laura Hillman  
 Instrumental/Marching Band-Marci Kitchens  
 Flag Corp / Drill Team-Marci Kitchens  
 Basketball-Leisha Carlson/Girls-Levi Pierce/Boys  
 Baseball- Justyce Boyett  
 Cross Country- Whitney Moore  
 Track- Shadd Bogges  
 Academic Team-Jay and Marci Kitchens  
 One Act-Donna Wright  
 Softball Slow Pitch/Fast Pitch-Levi Pierce and Tanya Goad  
 Yearbook-LaNell Vernon  
 National Honor Society-Darla Pennington and Kasey Cannon  
 Principal's Leadership Council-Whitney Moore

## **FFA**

Any student enrolling in Agriculture Education is eligible for membership in the National FFA organization. The FFA is an integral part of the Agriculture Education curriculum as required by the Oklahoma Department of Career and Technology Education. ([www.okcareertech.org/aged/ffa\\_blue\\_book.pdf](http://www.okcareertech.org/aged/ffa_blue_book.pdf)).

### **Cheyenne FFA Shooting Sports Policies**

- Participants must be a current Cheyenne FFA member.
- Participants must hold their Hunter Safety Education certification.
- Each FFA member participating must have a minimum of eight hours of shotgun practice, under the supervision of the FFA advisor to compete in any competition. Each participant must know how to load and operate a shotgun. No first-time shooters may participate.

- A Permission Slip signed by the parent or guardian of each participant is required.
- All participants will be required to wear safety glasses and ear plugs.
- Guns will be transported securely to and from practice and competitions in a school vehicle.
- Participants must be eligible according to Cheyenne School policies to participate in practices or competitions.
- No horseplay or bad behaviors will be tolerated

### **Five County**

This is an organization of schools in this area designed to promote interscholastic academics, athletics, speech, and music. Our school participates regularly in these events. The five county schools include Leedey, Cheyenne, Hammon, Arapaho, Canute, Merritt, Sentinel and Reydon.

### **Bi-County Organization**

This organization is composed of all schools in Roger Mills and Beckham counties. The organization sponsors a junior high and senior high basketball tournament in which Cheyenne participates.

### **Coronations/Homecoming**

Those students or people taking part in school activities such as coronations and crowning at athletic contests shall be chosen from students enrolled in or participating in the Cheyenne/Reydon Basketball Coop.

### **Basketball Queen**

The basketball queen and attendants are selected by the high school boys' basketball team. The queen and attendants shall be seniors (unless there are inadequate numbers) and enrolled in basketball. The decision to have attendants from the freshmen, sophomore and junior classes will be that of the cheer sponsor.

### **Basketball King**

The basketball king and attendants are selected by the high school girls' basketball team. The king and attendants shall be seniors (unless there are inadequate numbers) and enrolled in basketball. The decision to have attendants from the freshmen, sophomore and junior classes will be that of the cheer sponsor.

## **Prom**

All juniors will be expected to help decorate and clean up prom. If a junior does not show up to either decorate or clean-up they will be fined \$50. The fine must be paid before the end of the school year or the student will not be allowed to participate in summer extracurricular activities (ANY camps/games/practices etc) nor participate in extracurricular activities in the fall. The student will also lose off campus lunch privileges until the fine is paid.

## **Class Meetings**

Class sponsorship is not considered a part of Cheyenne Public Schools; therefore, election of class officers, class parents, class parties, fundraisers, trips, etc. shall be the responsibility of students and their parents outside of the traditional school day.

# **DISCIPLINE**

## **Overview**

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective action is necessary for the benefit of the individual and the school.

By Oklahoma statutes, the teacher of a child attending a public school shall have the same right as a parent or guardian to control and to discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

The goal of this disciplinary policy is to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district. Faculty response to student misconduct is a matter directly influencing the morale of the entire student body. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. Examples of these circumstances are the student's attitude, the seriousness of the offense, and its potential effect on other students. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, the faculty will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents and administration on disciplinary measures that might prove most effective in particular instances.

Teachers are instructed to handle discipline problems except in extreme cases, which should be referred to the principal. Students will be held responsible for their actions in all school activities. Corporal punishment shall be administered under the policy set forth by the Cheyenne School Board of Education.

In considering alternatives for disciplinary action, the faculty and administration of Cheyenne Public School will be using the following:

1. Conference with student and documentation
2. Detention
3. Saturday School
4. Corporal punishment (padding or spanking with a witness)
5. Probationary period
6. Parental notification
7. Suspension
8. Removal from class or group (temporary or permanent)
9. Financial restitution
10. Refer to other social agencies
11. Involve law enforcement
12. Any other disciplinary action deemed appropriate
13. Alternative school

Disciplinary action may not be limited to the above list nor should it be misconstrued in any way that this list reflects in order or sequence of events as to how disciplinary action will take place. If the student rejects the disciplinary action, then he/she would be subject to suspension. Disciplinary problems may be submitted to the County District Attorney for review in the Graduated Sanctions Program. In disciplining handicapped children, the disciplinarian will be mindful of the handicap. The disciplinarian will be knowledgeable about the child and the child's handicapping condition.

### **Saturday School**

Saturday school will not be rescheduled for any reason including school activities. Students must serve on the day they are assigned even if that means missing a ballgame, contest or other activity. Saturday School is from 8:00 am- 12:00 pm on an as needed basis. It is staffed by certified and support staff members of Cheyenne Public School. Students will report to the assigned location by 8:00 am. Students are responsible for their transportation to and from Saturday School.

Students who do not show up for Saturday School will receive an additional day for the first infraction, and second infraction of no-show may result in suspension. The number of days suspended will increase with each suspension.

Saturday School may be assigned for various reasons but is most commonly assigned for a student receiving three unexcused tardies in a ten day period.

### **Suspension and Reinstatement**

Suspension from school is a serious penalty. The administration may suspend a student. A suspended student will not visit the school campus nor attend any school function during his/her suspension.

A student may be suspended from school for any illegal activity, inappropriate sexual activity, persistent discipline cases, improper respect for teachers, and/or continued lack of interest and educational improvement. The student is entitled to and may request a hearing before the entire administration. The student may be represented by counsel. If the student is not satisfied with the decision of the administration, a hearing before the Cheyenne Board of Education will be held.

Students suspended will be provided an educational plan as required by law. The plan will be developed by administration and/or the faculty. The plan will address receiving assignments and due dates. New assignments will not be given until current assignments are turned in. Students will receive full credit for work completed during suspension so long as it is turned in by the assigned due date.

All conditions of the suspension, as determined by the administration, must be met in order to be reinstated in school.

If a student is suspended at any time during the semester, he/she may not be allowed to attend any school dances including, but not limited to, homecoming and prom that fall in the semester in which they were suspended.

## **General Conduct**

A student at Cheyenne High School will be responsible for portraying the actions, which will demand the respect of those surrounding him/her. Respect for public and personal property, respect for authority, respect for the rights of others, and respect for the pursuit of knowledge are characteristics of Cheyenne Public School students.

## **Threats**

There is a zero tolerance policy when it comes to threats at Cheyenne Public School. If a student threatens to harm another person whether in a joking manner or serious the student will face suspension.

## **Drugs/Alcohol**

A student in the possession of drugs/alcohol will be suspended. The number of days the student will be suspended is dependant upon the circumstances. A student guilty of possessing and/or distributing or attempting to distribute any controlled substance will be suspended. In addition, the administration may notify the local law enforcement agency.

The administration may authorize a search and has authority to detain the student(s) to be searched and to preserve any dangerous weapons or controlled dangerous substances that might be in their possession including the authority to authorize any other person(s) they deem necessary to restrain such student(s) or to preserve any dangerous weapons or controlled dangerous substances.

## **Weapons-Free School**

Any student who violates the Weapons-Free Policy (Cheyenne Board of Education, School Policy Manual, policy FNCGA) will be subject to discipline, which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

## **Harassment/Intimidation/Bullying/Threatening Behavior**

The policy of this school district is that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. As used in the School Bullying Prevention Act ([www.sde.state.ok.us](http://www.sde.state.ok.us), School Laws of Oklahoma 2005, Chapter 1, Article XXIV: Miscellaneous, Section 487.1 ), "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited (Cheyenne Board of Education, School Policy Manual, policy FNCD,FB,FMCAA,FNCD,FO).

Any student exhibiting threatening behavior either verbally, in written form, or by electronic device (cell phone, text message, twitter, e-mail ) or gesture toward another student or school personnel or others while under school supervision or the use of their electronic communication device outside of school directed towards another student or school employee will be referred immediately to a site administrator. The administrator will gather and evaluate incident information and either (a) document the incident, or (b) implement the following intervention procedures: suspension for a minimum of three days, notification of parent/guardian, notification of the Sheriff's department, a conference with all parties deemed necessary, the student attend mandatory counseling, and finally a conference held prior to the student's reentry into school. Any student who has been previously disciplined for threatening behavior is subject to alternative placement and/or suspension/expulsion if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester (Cheyenne Board of Education, School Policy Manual, policy FO-R4).

## **Tobacco**

Use and/or possession of tobacco by students on the school grounds or at school activities is forbidden. Smoking and chewing tobacco is not allowed among any students, teachers, and school employees on school property or during any school activity. All tobacco is prohibited in any of the school buildings and school grounds. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both, and include: cloves, e-cigarettes/vaping devices, other cessation products not approved by the FDA or any other product packaged for smoking or the simulation of smoking. The student will receive punishment as deemed necessary by the principal or principal's designee. The student may also be subject to punishment from the extra-curricular sponsor/coach. See Board Policy CKDA and CKDA-E for more information on tobacco policy.

## **Drug Dog Search/Sniff**

Drug dog searches will be used randomly throughout the school year without prior administration notification. Vehicles on school property are subject to search by school officials or law enforcement personnel.

## **Leaving School Grounds**

Students may not leave the school grounds during the school day unless they are under the supervision of their classroom teacher or sponsor. Due to liability issues, Cheyenne Junior High and High School students cannot be checked out of school with a phone call, unless they are a student driver with proper paperwork on file or a sibling leaving with said student driver. All other check out times must be done by parents or guardians through the High School office at the time of check out. Parents must sign a check out sheet each time, before checking their child out of school.

## **Lockers**

A locker will be assigned to each student; however, no lock can be placed on any locker without principal approval. Students are required to keep their lockers free of litter. All books and book bags as well as clothing and personal items are to be kept in the assigned locker. Students cannot change lockers without HS office permission. Food and drinks are prohibited in lockers. Lockers will be inspected without notice. Students violating this rule may receive Saturday School.



## **Wireless Telecommunication Devices( Cell Phones, Smartwatches, Ipad and Gaming Devices)**

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent or principal shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices (this includes smartwatches- being used as an electronic device, ipads, and gaming devices). School issued headphones will be the only headphones allowed at school.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Upon entering the building, devices should be turned to silent and kept in lockers or office. Their use is prohibited in bathrooms and locker rooms. Devices shall not be used between classes or in the hallways. Students shall not use their devices to photograph or video unless under the direction of a teacher for a school assignment. All other photographing, videoing or recording is prohibited. Cyberbullying of any kind will not be tolerated. If a student needs to use a cell phone before class or during lunch they may come to the office to call/message. Please contact the high school office for any emergency.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, Saturday school or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, law enforcement authorities may be contacted. Examples of consequences may be as follows: 1<sup>st</sup> offense- student required to turn cell phone in to the office for period of time, 2<sup>nd</sup> offense- student assigned lunch detention/losing off campus privilege, and 3<sup>rd</sup> offense- student assigned Saturday School.

## **Licensed Student Drivers**

Licensed drivers must obtain an annual permit prior to driving to school. This permit must disclose all vehicles in which the licensed driver may use. The permit can be obtained from the principal's office at the discretion of the principal and must be on file prior to driving on campus. Revocation of a permit will be at the discretion of the principal.

### *To All Licensed Drivers*

1. Vehicles MUST be driven cautiously on the school grounds.
2. Student vehicles are NOT to be moved during the day without permission from the principal or principal's designee.
3. Students are not allowed to return to their vehicle once they enter the building area without permission from the principal or principal's designee.
4. Students are required to maintain their parking area. Students will be held accountable for their driving actions.
5. Violations WILL NOT be tolerated, and violators will be disciplined, or driving privileges revoked.
6. Students' vehicles are subject to Drug Dog search.
7. Cheyenne Public School is neither responsible nor liable for any damages to vehicles while on school property.
8. If student is reported for reckless driving or passing a school bus while stop arm is out, driving privileges will be revoked.

## **Open Campus**

Student drivers that have a signed parental permission slip on file with the principal may be allowed to check out for the lunch period. Student drivers must check back in with the office when they return from lunch. Students may have their temperature taken before or after lunch in the high school office. If the student is on probation or ineligible, they will not be allowed to check out. If a student receives 3 tardies returning from the lunch period, the privilege to leave campus may be revoked. If a student leaves campus without following proper protocol, disciplinary action will be taken. If a student does not sign back in from lunch, they may receive an unexcused tardy. Open campus lunch is a privilege that may be revoked as a consequence for any disciplinary action.

## **Outside Food on Campus**

Cheyenne Public Schools serves two nutritional meals daily that meet nutritional guidelines for Healthy and Fit Kids under Oklahoma Law Section 24-100b of Title 70 of the Oklahoma Statutes, which limits access to foods of minimal nutritional value while at school. Cheyenne Public Schools strongly discourages parents from bringing outside food into the school for your students; however, we understand that a special occasion such as a birthday, etc. could be a reason to furnish a special meal for a student. Cheyenne Public Schools kindly ask that the following guidelines be adhered to when

bringing in outside meals.(1) Please-bring meals before 12:15 p.m. (2) Put meals on table provided in the entry way at main entrance (3) Students may pick their meals up during lunch and take them to the cafeteria or student lounge/outdoor area. ONLY DRINKS ALLOWED IN SCHOOL AT ANY TIME ARE CLEAR/SEE THROUGH WATER BOTTLES. This includes before school and at noon in the student lounge- water only.

### **Interruption of Class**

No one is to interrupt class without permission from the building principal or principal's designee.

### **All Visitors/Parents**

All visitors and parents to the junior high or high school must sign in at the outside entrance to the superintendent's administrative assistant's office and items be left on the table located in the entry way. Items left on table must be labeled with student's name. The federal safe school policy requires classroom doors to be locked and only school personnel be allowed in the halls. All visitors must obtain and display a visitor's pass from the appropriate school office.

### **DRESS / GROOMING**

Cheyenne Public School students are expected to dress and to groom appropriately for the school setting. School dress standards are known to improve academics and behavior while increasing student confidence and success. Any type of body piercing deemed to be a distraction to the educational process is prohibited. Ear piercings are allowed with regular post. (Ear rings with oversized posts, eyebrow rings, tongue rings and lip rings are prohibited). Clothing, accessories, and/or hair styles, which are disruptive to the educational environment or that create a risk of health or safety to any person, are prohibited at school and/or school activities. The waistband of trousers, shorts, and skirts shall be worn above the top of the hip bone. No sagging will be allowed.

Disallowed clothing includes, but is not limited to the following:

- clothing that reveals the midriff or inappropriately exposed areas of the body or undergarments
- caps/hats/bandanas/hoods (indoors)
- clothing, accessories, or hair styles that display or infer (directly or indirectly) the following:
  - alcohol
  - chemical abuse
  - criminal behavior
  - gang colors or symbols (including sagging or baggy pants)
  - inappropriate sexual activity
  - sexual innuendos

- nudity (partial or whole)
- obscenity
- profanity
- any form of violence or weapons
- length of shorts and or skirts/dress should not be shorter than hand length with a closed fist when arms are relaxed at side. If that length is immodest (not covering appropriate areas) then student will not be allowed to wear.
- tops with straps less than 3 fingers wide are not allowed. Tops without sleeves are permissible as long as arm holes are hemmed and not gaping
- spandex or bicycle shorts
- if leggings are worn as bottoms/pants, the top MUST not shorter than hand length with a closed fist when arms are relaxed at side. If that length is immodest (not covering appropriate areas) then student will not be allowed to wear.
- see-through blouses (unless the top underneath is appropriate on its own)

Any special days for unusual dress must be approved by the principal and any other matters concerning personal appearance not listed above will be left to the discretion of the principals.

A student may receive detention, loss of off campus lunch privilege, Saturday School or suspension for a violation of the dress code.

## **ATTENDANCE**

### **Rules and Regulations**

Regular and consistent attendance is important for any student to receive the academic benefits of a course. Irregular attendance affects not only academic development but also the overall development of the student. If a student is absent, the parent or guardian must do the following:

1. Call the appropriate principal's office. It is the responsibility of the parent to notify the school the day a student is absent. If you are requesting homework for your child, you MUST call by 8:30 a.m. and work will be available by 2:30 p.m. Calls after 8:30 a.m. may result in not receiving work for your child that day.
2. If the parent is unable to notify the school by telephone, the parent must send a note, which includes an explanation for absence, with the student on the day the student returns.
3. If the student has a dentist or doctor appointment, the student must check out through the appropriate principal's office and be signed out by the parent in the entry way of the circle drive entrance. Upon returning, the student should bring a note signed by the doctor.
4. If a student becomes ill at school, he/she must immediately report to the appropriate principal's office to be dismissed from school. A parent will be notified by the office.
5. The student must always check out at the office prior to leaving school for any

reason. Failure to do so will constitute an unexcused absence may result in further consequences.

### **Prearranged Family Activities**

When families must be out of town, or on a trip, or other conditions exist that cause a parent to remove their student from school, arrangements must be made at least three (3) days in advance with the principal, (example) a parent must call by Monday to have a student excused for Thursday. Exception to the above rule: students who are failing a class and are taken out for a non-emergency will receive an unexcused absence. All absences count toward the absence limits (see the guidelines below).

### **Absence Limits and Credit**

Students who are not in attendance 90% of the school days in session are considered chronically absent. If a student is considered chronically absent at any time after three full weeks of a semester, the student will not be allowed to miss school to participate in any extracurricular activity. For example, if school has been in session 25 days and a student has been absent more than 2.5 days (excluding school activity absences), they will be considered chronically absent and will not be allowed to miss school for activities. Covid positive cases or quarantines imposed by the school will be an exception to this rule and will be handled on a case by case basis. A chronically absent student will also lose off campus lunch and/or work study privileges until attendance is above 90%.

Periodically letters will be mailed to parents/guardians informing them of the number of absences their child has incurred. When a student exceeds 8 absences (with the exception of COVID related absences) for any course(s), parents shall be notified that the student's attendance will be reported as a violation of the compulsory attendance laws to the District Attorney's office. Any student with more than 6 absences in a semester will take semester tests.

If a parent believes there are extenuating circumstances and there is justifiable reason for the excessive absences, he/she may appeal to the principal and the attendance committee within 10 school days of notification of non-compliance. When appealed, the principal will schedule a time in which the parent and student shall present their case as to why the District Attorney not be notified. When reviewing a request for non-compliance with the compulsory attendance laws in the state of Oklahoma, the attendance committee will take into account the reason for absences, attempts to avoid absences, record for making up work missed, academic record, citizenship record, and any other factors deemed relevant. Resolutions may include referral to Graduated Sanctions program. A parent not satisfied with the attendance committee's and principal's decision may appeal the decision to the superintendent and the school board.

## **Absences(AA)**

An excused absence is when the student does not have any control such as sickness, death of a family member, dentist or doctor appointment, etc. However, these absences do count towards a student's chronic absenteeism. Prearranged family activities are also absences and will not be unexcused provided the above policy has been met. (Please refer to Prearranged Family Activities)

Work missed because of an absence may be made up. A student shall have the same number of days to make up work as he/she missed not counting the day the student returned to school. It is the student's responsibility to go to the faculty member to determine what is necessary to complete all make-up work. If the make-up work is not completed in the specified time, a zero will be recorded in the faculty member's grade book. If the absence is preplanned, the student may be required to have assignments completed ahead of time or upon return. Students will be responsible for all assignments virtually or in school during Covid related absences and will receive zeros for work not completed. If the student is considered a distance learner (DVAP), work must be completed for ALL classes and submitted by deadlines in order to be counted "present" as a virtual learner. If work is completed for some, but not all, classes the student will be counted absent, not DVAP for all class periods.

## **Unexcused Absence(AU)**

Unexcused absences are those which could be avoided by careful planning such as shopping, hair cuts, working, or vacations. IN MOST CASES PERSONAL BUSINESS WILL BE UNEXCUSED. If a parent/guardian does not contact the office regarding the child's absence from school, it will be recorded as "no contact" and will be unexcused. If you have questions about a permitted absence, please call the school. Students have one day for each day missed to make up work.

## **Tardies**

A student is tardy if he/she is not in his/her class room by the time the last bell starts ringing. Tardies will be given if the student is 15 minutes or less late; otherwise it is counted as an absence. Students who are checked out of class early with an (unexcused reason) will receive an unexcused absence for that period. Students who leave class early, with an (excused reason) will receive an excused absence

## **Excused Tardy(TE)**

An excused tardy is such as car trouble, sickness, doctor or dental appointments, or another class unavoidably running a few minutes late. Excusing tardies will be at the discretion of the principal or principal's designee.

## **Unexcused Tardy(TU)**

An unexcused tardy is such as sleeping late, being in the restroom, talking, didn't hear

the bell, etc. The principal will have the final authority as to whether a tardy is excused or unexcused. Excessive unexcused tardies will result in disciplinary actions deemed appropriate by teachers and/or administrators. Three unexcused tardies in the same class period will equal one absence towards semester test exemption.

Three unexcused tardies in a ten-day period may result in one day of Saturday School for those students who violate the tardy rule. Additional tardies within this ten-day period will result in an additional day for each tardy.

### **Semester Test Exemption Policy**

Ways to be exempt:

- Receive a semester grade of “A” in class and have 6 or less absences for the semester
- Receive a semester grade of “B” in class and have 5 or less absences for the semester
- Receive a semester grade of “C” in class and have 4 or less absences for the semester
- Semester grades of “D” will be at teacher discretion for testing

3 unexcused tardies in a class period will equal an absence for semester test exemption. Students who have been suspended in the school year may be required to take all semester tests.

### **Withdrawal Procedure**

Students who are moving or leaving this school for any reason should come to the principal’s office accompanied by parent/guardian before the last day of attendance to get proper instructions on withdrawing. All books must be checked in, any fees or lunch bills paid for before transcripts and records can be forwarded to another school.

## **HONORS AND AWARDS**

### **Valedictorian and Salutatorian**

#### *HIGH SCHOOL*

The top ranking students in the senior high school graduating class will be given the valedictorian and salutatorian honors. To be eligible, a student must have completed the current semester's work at Cheyenne High School and have completed seven semesters of high school course work. Students must be on the College Preparatory/Work Ready curriculum and only courses in that curriculum will be counted in calculation (1 Fine Art). A maximum of 20 units will be counted and highest grades will be used. If two students are within one half (.5) of each other it will be considered a tie. Three or more students will have to be within one tenth point (.1) of each other in order for there to be a tie of three or more. If a student transfers to Cheyenne High School during their 9<sup>th</sup> through 12<sup>th</sup> grade year, he/she will be eligible for valedictorian and salutatorian honors. If he/she comes in without numeric grades, he/she will be assigned the following on his/her transcript: A=95, B=85, C=75, D=67, F=64

#### *CALCULATION OF CLASS RANK*

The classes listed below shall be the only classes considered when determining class rank for the purpose of student honors and college enrollment:

<b>English I, II, III</b>	<b>American History</b>	<b>Biology</b>	<b>Maximum of 3 additional units at or above the rigor of the college prep courses</b>
<b>English IV or Comp I &amp; II</b>	<b>Oklahoma History</b>	<b>Chemistry</b>	
<b>Algebra I</b>	<b>World History or Economics</b>	<b>1 Fine Art (Band, Speech, Music, Art)</b>	
<b>Geometry</b>	<b>Government (or college US History/Government)</b>	<b>2 Computers or 2 Foreign Language</b>	
<b>Algebra II (or College Algebra)</b>	<b>Physical or Environmental Science</b>	<b>1 Additional Unit of either Math, Science, History, or English</b>	

Class rank for all students classified as seniors will be figured by committee. The committee will consist of HS Principal, HS Counselor, HS Faculty Member, HS Administrative Assistant, and a teacher from the math department. If a student is not eligible for valedictorian and salutatorian but is the highest or second highest ranked student, he/she will automatically be ranked 3 or 4 respectively.



## **Advanced Classes**

In order for students to enroll in advanced classes, they need to meet the following requirements:

- Receive an "A" in regular class or "B" in advanced class in the previous school year OR score Advanced on the state assessment in that subject the previous school year or have teacher recommendation.

If a student does NOT meet those requirements and parents are still adamant about placing them in the advanced course, there will be a two-week evaluation. This evaluation will consist of the teacher meeting with parents and discussing the progress of student in the class and whether or not the advanced curriculum is what is best for the student.

## **Attendance Awards**

Students who have not been absent for the entire year will be given perfect attendance certificates. Students with less than 2 total days (hours absent divided by hours in day) will receive an Excellent attendance certificate. Students who have not attended Cheyenne High School the full year may not be eligible for attendance awards. Students who have been suspended will have their suspension days counted. Attendance incentives may be offered throughout the year.

## **Oklahoma Honor Society**

Certificates of honor are awarded to all students qualifying for membership in the Oklahoma Honor Society. This honor is given to the top ten percent in scholastic standing for the last semester of the prior year and the first semester of the current year in both junior and senior high. Grade seven is computed on only the first semester of the current year.

## **National Honor Society**

The National Honor Society is an organization that recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. Invitations for membership in the National Honor Society are extended to sophomores. The students invited must have a minimum of a 3.55 GPA. Selection is by faculty committee. Selections are based on scholarship, leadership, service, and character.

## **Honor Roll**

Students who make at least a "B" in each class will be listed on the principal's honor roll. Students with at least an "A" in each class will be listed on the superintendent's honor roll. Students must have grades in four or more courses to be eligible for the honor roll.

## **School Policies/Regulations**

### **Discrimination Policy**

It is the policy of the Cheyenne Public School District No I-7 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application to this policy may be referred to Mrs. Whitney Moore, Coordinator of Title IX and Section 504 responsibilities, Cheyenne Public School District I-7, P.O. Box 650, Cheyenne, Oklahoma 73628. Telephone (580) 497-3371.

### **Student Behavior/ PDA/ Affection**

Boys and girls will naturally form friendships in school, but bear in mind, there is a time and place for everything. Displays of affection are not acceptable behavior while at school or on school sponsored activities. Cheyenne Public Schools believes students have a better learning atmosphere when they refrain from putting their hands on each other. A no touch policy within reason is a reasonable request, with our goal being less discipline infractions and a sense of well being among students. Public displays of affection on school grounds involving personal contact such as kissing, holding hands, embracing, etc., among students will not be permitted.

### **Telephones**

The telephones are installed for school personnel and are not to be a social instrument. Students may use the phone for emergencies or business when class is not in session. A phone has been provided for student use in the office of the principal's secretary. Incoming calls, unless emergencies, may be answered during the class break by the student calling the person who tried to reach them. Student use of telephones during class time will not be permitted unless an emergency exists.

### **Buildings**

The school building will be opened no earlier than 7:40 a.m. for students.

### **Bus Schedules**

Buses will leave the school five minutes after the dismissal bell. Buses will start their routes at such a time in the morning that they arrive at the school by 7:45. No tardies will be charged against the student when the bus is late in arriving. Pupils are expected to maintain good order on the buses. A full report of the discipline problems will be given to the administration.

## ***BUS MISCONDUCT***

Failure to obey bus rider rules of conduct may cause a revocation of bus riding privileges for a period of time deemed necessary by the principal(s) in addition to other possible disciplinary action. Bus misbehavior is a very serious offense as it affects the safety of the driver and all other students on the bus.

## **Moment of Silence**

Cheyenne Public School will observe one minute of silence following the Pledge of Allegiance each school day as mandated by S.B. 815 for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choice.

## **Cheating**

No credit shall be given or expected for any work that is not your own. Any student caught cheating in any form, including assisting another student cheat, may receive a “zero” for the assignment as well as additional punishment as deemed necessary by the teacher and or administration. Cheating will not be tolerated.

## **Lunch Prices and Breakfast Prices**

This can be found on the school website under “Documents” and “Child Nutrition Menus and Information”.

## **Student ID's**

Each student will be issued an identification card to be used for meal purchases. Students will be responsible for having their card with them at breakfast and lunch to be scanned. If a student loses their card, they will be responsible for paying the \$5 replacement fee. If a student is habitual in losing or forgetting their card, they will be subject to consequences as deemed necessary by administration.

## **Book Replacement Policy**

The cost of students' textbooks that have been destroyed or lost will be reimbursable to the school at the following rate:

- New Book                      100% of cost
- 2nd year book                80% of cost
- 3rd year book                 60% of cost

- 4th year book                   40% of cost
- 5th year book                   20% of cost
- Over 5 years old               \$3.00
- Hardback Library Books       \$10.00
- Softback Library Books       \$5.00

The above policy also applies to hardback library books. Replacement book fees will be refunded in the event the destroyed or lost book is recovered.

## **Student Medicine**

No medication will be administered to students by school personnel unless a form authorizing to administer medication has been signed by the parent or legal guardian. All medication (prescription and over the counter) must be checked in to the high school office. Students will only be administered medicine during class breaks, lunch or before school unless it is a medical emergency. Students will have their temperature taken before administering any fever reducing medicine.

## **Head Lice and Nits**

School Laws of Oklahoma Section 703

- A. Any child afflicted with a contagious disease of head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.
- B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, a certificate from a health professional or authorized representative of the State Department of Health that said child is no longer afflicted with head lice or nits.

## **Senior Day**

The senior history, prophecy, and video, after review and approval by the administration, may be presented during the senior assembly. All senior scholarships and awards will be awarded on this day also.

## **Work Release and Student Aides**

Students who have exhibited good attendance and work ethic in their sophomore/junior years may be eligible for work release and a teacher's aide position during their senior year and work release both their junior and senior years. These are a privilege and permission may not be granted to students who have failed classes, had discipline infractions or have been chronically absent.

## **College/Post Secondary Days**

College / post secondary days must be approved by the administration prior to the event. The SAT and/or ACT test(s) must have been taken before a college day will be allowed. Students are required to bring back verification of visitation. Students must pick up a visitation form in the high school office prior to the visit. Administration will set maximum number of days for student visitations.

## **Military/College Recruitment**

Military/College recruiters will be allowed the following:

- 1) One day to administer the ASVAB to students (mask and temperature may be required)
- 2) One day for a group presentation (may be required to be virtual)
- 3) One day to meet with individual student (may be required to be virtual)
- 4) One week advanced notice must be given for the above

## **College Concurrent Enrollment**

Students may enroll in college classes for college credit if they have satisfied college entrance requirements. Enrollment will be done through the high school counselor's office. Senior and Junior students who meet all requirements and have parental/guardian permission may pursue college credit. Grades in college classes will read on HS transcripts like the following: An "A" in college will equate to 95, a "B" 85, a "C" 75, a "D" 67 and a "F" 64. College grades will be checked weekly for eligibility purposes and a student will be ineligible for extracurricular participation if the college class is being used to satisfy a graduation requirement.

## **Student Directory Information**

Please see board policy FLD and FLD-N on what information is considered "directory information" and how to opt out if parent/guardian so chooses.

### **Oklahoma Child Find**

Cheyenne Public School is seeking information concerning children with disabilities who might be eligible for educational services. If you know a child (age birth-21 years) who is in need of services, contact the number at the end of this article.

### **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by Cheyenne Public School.

Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special education and related services may be referred for evaluation at their local school. Cheyenne Public School coordinates with the SoonerStart Early Intervention Program in referral for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age for special education and related services beginning at 3 years of age. The Joint Oklahoma Information Network (JOIN), a statewide community resource directory, can be accessed by parents, schools, and other professionals to locate a variety of government services, including services for children with disabilities. JOIN can be accessed through a local 2-1-1 telephone number statewide or online at [www.join.ok.gov](http://www.join.ok.gov).

### **Screening**

Screening assists the school district in determining children who may require referrals for comprehensive evaluations. Screening activities include, but are not limited to: vision, hearing, speech language screening programs available to all children on a school wide or classroom basis, district wide testing, and assessment scores already available through the Oklahoma School Testing Program. Results of the screenings are made available to parents or legal guardians, teachers and administrators.

### **Evaluation**

Evaluation means procedures used to determine whether a child has a disability in accordance with Federal laws and regulations and the nature and extent of the special education and related services that the child needs. Cheyenne Public School maintains a comprehensive, multi-disciplinary referral, evaluation and eligibility process for the identification of children with suspected disabilities. The school informs parents and school personnel of the referral and evaluation procedures utilized for children with suspected disabilities.

## **Collection of Personally Identifiable Information**

Educational records containing personally identifiable information collected by Cheyenne Public School in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the *Policies and Procedures for Special Education in Oklahoma*. Cheyenne School District has developed and implements a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the school district's administrator.

These are the rights of the parents and children regarding personally identifiable information in accordance with FERPA. Parents have the right to:

- \* Inspect the child's educational records.
- \* Seek amendment of the child's educational records that the parents or eligible children believe to be inaccurate, misleading, or in violation of the child's privacy or other rights.
- \* Consent to disclosures of personally identifiable information contained in the child's education records, except to the extent that FERPA and 34 CFR 99.31 authorized disclosure without consent; and
- \* File complaints with the Family Policy Compliance Office, United States Department of Education (USDE), a complaint under 34 CFR 99.63 and 99.64 concerning alleged failures by Cheyenne Public School to comply with the requirements of FERPA.

**For further information, contact the following person:**

**Kari Ford  
Special Education Director  
Cheyenne Public School  
497-3371 ext. 218**

## **Guidance and Counseling Services**

School guidance services are conscious organized efforts to focus attention upon and provide for the varied needs of students. The guidance program neither de-emphasizes nor neglects subject matter; rather it sees students as ENDS in themselves and regards the acquisition of knowledge and skills as means to the development of productive, successful citizens.

Counseling is the major guidance service in the school. Counseling is the process in which an experienced and qualified person assists a second person to understand himself/herself and his/her opportunities. Counselors assist students in making appropriate adjustments and decisions. They also assist students in accepting personal responsibility for their choices. The Cheyenne High School provides a certified school counselor for its students.

**The policies and procedures set forth in this handbook apply to all school sponsored activities and events.**

Cheyenne School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Cheyenne Public Schools  
2023-2024**

**Title IX Coordinator**

**Name and/or Title\*: High School Principal**  
**Address: PO Box 650, Cheyenne, OK 73628**  
**Telephone Number: (580) 497-3371**  
**Email: [whitney.moore@cheyenne.k12.ok.us](mailto:whitney.moore@cheyenne.k12.ok.us)**

**Section 504/ADA Coordinator**

**Title: Special Education Director**  
**Address: PO Box 650, Cheyenne, OK 73628**  
**Telephone Number: (580) 497-3371**  
**Email: [kari.ford@cheyenne.k12.ok.us](mailto:kari.ford@cheyenne.k12.ok.us)**

**Civil Rights Compliance Coordinator**

**Title: Superintendent**  
**Address: PO Box 650, Cheyenne, OK 73628**  
**Telephone Number: (580) 497-3371**  
**Email: [ryan.baker@cheyenne.k12.ok.us](mailto:ryan.baker@cheyenne.k12.ok.us)**

**Foster Care Point of Contact**

**Title: Counselor**  
**Address: PO Box 650, Cheyenne, OK 73628**  
**Telephone Number: (580) 497-3371**  
**Email: [dixie.collins@cheyenne.k12.ok.us](mailto:dixie.collins@cheyenne.k12.ok.us)**

\*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title.

**Board Approved 7/10/2023**