

CHATTANOOGA



2017-2018 HANDBOOK

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TO THE STUDENTS OF CHATTANOOGA PUBLIC SCHOOLS

NOTIFICATION OF NONDISCRIMINATION

Welcome to the Chattanooga Public Schools. Through the doors of this school lie opportunities for you to continue the basics and at the same time broaden your education into the areas of talents and abilities: thereby, laying a solid foundation for your selected occupation and later adult life.

Your years at Chattanooga Public Schools will be only as successful as you set out to make them. Decide now to maintain an attitude of sincere purpose in your school work, to be a loyal supporter of your school, and to keep alive school spirit at all times. In so doing, you will earn the respect of your teachers, your parents and your community.

This handbook is for your information. The rules and regulations outlined are not set to restrict your freedom or rights, but to make the school facilities and opportunities free to all. Learning to respect the rights of others is essential.

OBJECTIVE OF THE CHATTANOOGA PUBLIC SCHOOLS

Our Democratic form of government and our great American way of life depends entirely upon how well public education continues to educate our boys and girls toward the responsibilities of a good citizen. This is the purpose for which the American system of public education exists.

The Chattanooga Schools are designed to promote the development of students and to help them realize sound, wholesome adjustments and maximum accomplishments commensurate with their potentialities so that they may take their places in our democratic society as loyal, responsible and productive citizens.

Correlated with their activities is an integral part of our philosophy that children should develop the practice of sound, honest thinking. Through a searching knowledge of self, family and community it is believed that a respect for authority and pride in our national heritage will emerge. The learning process should include many and varied practical situations in which students may become increasingly democratic, find solutions to present day problems and develop individual interest and talents.

We believe in the inherent worth of the individuals and their capacity for growth; physically, intellectually, emotionally, socially and spiritually.

Chattanooga Public School does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its educational programs, in the administration of services it offers, in its recruitment, hiring and employment practices, or in any aspect of its operations. Jerry Brown, Superintendent, is designated to coordinate civil rights compliance activities at Chattanooga Public School and may be contacted at:

Jerry Brown, Superintendent
Chattanooga Public School
PO Box 129
Chattanooga, OK 73528
580-597-3347

FOREWARD

The Chattanooga Board of Education has a written code of "Rules and Regulations" which includes all the policies of the local Board of Education. The board wishes to act at all times in the best interest of all students with consistency of procedures to help develop confidence in the public and teachers. The board hopes that the students will properly and carefully prepare self imposed regulations to prevent unwise steps on particular occasions and to serve as a beneficial restraining influence when most needed. It is thought that good policies will instill the desire to follow good, sound business methods and procedures. The following code of rules and operational procedures are adopted for the benefit of all.

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ACCIDENTS

All accidents that involve a student will be reported to the teacher for proper evaluation of possible injury. Accidents involving personal injury will be reported to the principal.

ADMISSION REQUIREMENTS

On or before September 1 of the current year, Pre-K students must be four years old, Kindergarten students must be five years old, and first grade students must be six years old. A birth certificate and immunization record must be on file for all of these students.

All other students enrolling in Chattanooga Public Schools for the first time must present an up-to-date immunization record.

ADMISSIONS AND RESIDENCE

It is the policy of the Board of Education that the residence of any child, for school purposes, shall be the legal residence of the parents, legal guardian, or person or institution having care and legal custody of such child except a therapeutic foster home as defined in 70 O.S. 1-113 (c). Provided that such parent, legal guardian, person or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child who is self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children who have been placed in foster care homes or in a state-operated institution shall be determined in accordance with Oklahoma law codified in Oklahoma Statutes Title 70, Section 1-113. All other questions of residence shall be referred to the state superintendent of schools.

All children between the ages of 5 and 21 on or before September 1 residing within a school district are entitled to attend public school regardless of nationality or citizenship.

The superintendent will serve as the residency officer of Chattanooga Schools.

The superintendent or designee will be responsible for the receipt of all applications of admission, the conduct or registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;

If the school district initially denies admittance of a

student who claims to be a resident of the district, the parent, guardian or person having care and custody (hereafter parent) of the student shall be informed that they may request a review of the decision of the residence officer. If during the course of the school year a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in school until the dispute procedures have been exhausted. The parent of the student must notify the residency officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian or person having care and custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. Said information must be submitted with the request for review. The residency officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) school days of the receipt of the request for review. In the event the parent disagrees with the decision, the parent shall notify the residency officer, within three (3) school days of receipt of the residency officer's decision, who will submit his/her findings and all documents reviewed to the local board of education. The local board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The local board's decision shall be the final administrative decision.

AFTER SCHOOL DETENTION

Changing policy at the state level makes it necessary for us to consider keeping students after school as a punishment for inappropriate behavior. This will not be the first alternative of punishment, but when it is used students are reminded that:

1. They will be expected to get their own transportation home.
2. No excuses will be accepted for missing after school detention.
3. Students that miss after school detention will be subject to suspension from school for their failure to comply with school detention policies.

Students are reminded that the best way to handle after school detention is to avoid it all together. Keep your actions within the accepted norms and keep all of your freedoms and privileges.

ALL SCHOOL ASSEMBLIES

From time to time Chattanooga Schools will provide all school assembly programs. These quality programs are provided for our students in order to augment our ordinary classroom activities with programs not otherwise available. All students, as well as faculty, are expected to attend these programs. Students should sit with their respective classes and teachers should sit with them. Remember to always treat our program providers

as though they are honored guests so that they will always want to return.

ASBESTOS ANNUAL NOTIFICATION

All buildings in the Chattanooga School System have previously been inspected for asbestos material. A management plan is available in the office of the superintendent.

This notice is for your information and compliance to (AHERA) requirement and should not be cause for alarm.

ATTENDANCE FOR ELEMENTARY

1. It is important that children attend school regularly. However, if a child has fever or is throwing up, they should stay home.
2. If a child is absent from school, an adult should call the Elementary Office between 8:00 a.m. and 9:00 a.m. on the same day.
3. A written note from a parent, guardian, doctor, or dentist stating the reason for the absence should be sent with the child when he/she returns to school. The notes will be kept as documentation of the absence.
4. All Elementary students (Pre-K - 6th grade) that are late should be signed in at the Elementary Office by an adult. Pre-K, 3rd, 4th 5th, and 6th grades will need an admit slip to be admitted to class. If a student comes in before 9:15 a.m. he/she will be counted as tardy and after 9:15 a.m. he/she will be counted absent for 1/2 day. Anyone checked out in the afternoon before 2:15 p.m. will also be considered absent for 1/2 day.
5. Students will be given one day for each day missed to make up classroom assignments. Homework for absences due to school activities should be done before the absence unless other arrangements are made with the specific teacher. Missed work/tests will be made up during non-instructional time following the day of absence.
6. Elementary students who have more than 8 absences during a 9 weeks period will have their grades lowered by one letter grade for that 9 weeks period. Any exception will be at the discretion of the principal after a parent/principal conference and/or a review of the student's absentee documentation file.
7. The proper authorities will be contacted if a student has excessive absences other than those documented by notes from a doctor or dentist.
8. Any situation not covered in this policy will be left up to the discretion of the Elementary principal.

ATTENDANCE FOR JUNIOR HIGH AND HIGH SCHOOLS

Students must be in attendance 90% of each semester to receive credit. Therefore, the maximum number of days that may be missed is 8 days per semester. Students missing more than 8 days of the semester will be given a

plan of action to make up the absences. The plan of action will be at the discretion of the Principal. Failure of the students to uphold the agreement will result in failure of the class or classes for the semester and no credit. Absences for school activities will not count in the number of days a student is allowed to miss each semester.

One day of Saturday School will cancel one absence. Saturday School hours will be 7:00 a.m. - 12:00 p.m.

ABSENCES

Excused

Absences due to causes such as illness, death in the family, weather conditions, medical appointments (with doctor's note), and other valid reasons shall be excused and the class work may be made up. These absences, although excused, still count towards the student's number of days absent during the semester.

Unexcused

Examples of unexcused absences are: Skipping school, parents not notifying school of student's absence, leaving school without checking out, etc. The Principal will determine if an absence is excused or unexcused. Students receiving an unexcused absence will not be allowed to make up work for any classes missed and will be given a zero for that day's class work.

A parent or guardian must call the principal's office by 3:20 p.m. of the day that the student is absent. If the school is not notified by 3:20 p.m., the absence will be considered unexcused.

Students who have missed school, except for school activities, must obtain an admit slip from the principal's office before they will be allowed back in the classroom. If the student does not have the admit slip when he/she comes to class, the student will be counted tardy and sent to the office to get the admit slip.

When late to school, students must sign in at the office and receive an admit slip. Failure to sign in could result in an unexcused absence.

AWARDS, SCHOLARSHIPS AND RECOGNITION

The school tries, whenever possible, to give recognition of some form to outstanding students. Among the awards presented each year are:

1. All Around Boy and Girl Awards - This award is voted on by the student body. A junior high and high school boy and girl are selected for this award. This award is based on citizenship, integrity and popularity.
2. Gutshall Award - This award is presented each year in memory of George Gutshall, Jr., who lost his life during World War II. A fund has been set up by the late George Gutshall, Sr. to finance this award. A plaque is given each year to a graduating senior. The basis for selection is scholarship, leadership and integrity. The person to receive this award is

selected by the Senior High Faculty.

3. Scholarships are awarded to beginning college freshman students at the various institutions of higher education. These scholarships are based upon scholastic ability.
4. Departmental scholarships are made available to the various institutions of higher education and outside organizations to students who have potential in areas of high achievement.
5. Student loans - Institutions of higher education have loan funds for students who need financial assistance. Most institutions of higher education participate in the National Direct Student Loan and Guaranteed Student Loan Program.
6. Rehabilitation Scholarships - The Department of Institutional Social Services offers payment of tuition and other services to students who have certain physical handicaps provided the vocational objective selected by the student has been approved by the representative of the Division of Rehabilitation.
7. Grants - Supplemental educational opportunity grants are given primarily to those students who have applied for a National Direct Student Loan and have established a financial need.
8. Bureau of Indian Affairs Scholarships - The United States Government, through the Bureau of Indian Affairs, provides annual scholarship grants to assist eligible students to attend institutions of higher education.
9. Students of the Month - Each month the faculty will select a junior high and a high school student of the month. A student of the year will be selected from the monthly recipients.

The school, through its administration, teachers, and foremost through its counseling program, will assist all students in having a successful enough school career to qualify for college help of some kind. It then becomes the responsibility of each student, and especially the seniors, to take every opportunity offered to them to pursue some type of higher education. Your senior year should be the most important year of your high school career, so please do not waste it.

BULLYING/HARASSMENT

The Chattanooga Board of Education will not tolerate bullying, harassment, or sexual harassment by any of its school employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Copies of the Chattanooga School Board Policy on sexual harassment or discrimination and procedures for filing grievances may be obtained in the high school office.

CAFETERIA

1. The Chattanooga School breakfast and lunch program plays a major role in the total education of our

school children, particularly as it affects their nutritional status and well being.

2. The Chattanooga School operates a breakfast and lunch program with meals available to students of all grades. Wholesome, well-prepared meals are available in the school cafeteria at a very reasonable cost. Reduced and free breakfasts and lunches are available for qualified students.
3. Students are not to be in the cafeteria except at appropriate times for meals.

CAFETERIA ETIQUETTE

Students are requested to help keep the cafeteria as clean and orderly as possible at all times. No food or drink shall leave the cafeteria. Student may bring their lunches from home, but no soft drinks are allowed.

CELL PHONES

Cell phones, pagers and any other electronic devices are not allowed to be used by students during the school day from the hours of 8:15 a.m. - 3:20 p.m. Cell phones should be silenced during the school day. Students will check their phone in before each class and will check it out when class is dismissed. Students observed using a cell phone during school hours will have their phone confiscated and given to the principal. The confiscated phone will be returned to the student at the end of the school day.

There will be no photographing or videotaping of any person in any dressing room, restroom, or anywhere there is a "reasonable expectation of privacy."

Disciplinary action for use of cell phone during the school day will be Saturday School.

CHANGE OF SCHEDULE

Students desiring to drop a course or make some other change in their class schedule should make the request at the principal's office. If a change is desirable, the student will be given instructions for making the necessary changes in the schedule. No changes in schedules may be made after the first week of each semester except at the request of the teacher.

CHILD FIND

CHATTANOOGA PUBLIC SCHOOL is continuing its search for handicapped persons, age 21 and younger, who are not presently being served by the Chattanooga School, but who are living in the Chattanooga School District.

The search is part of the Child Find Project that finds children with mental and physical handicaps, visual and hearing impairments, learning disabilities, multiple handicaps, and serious emotional disturbances.

Anyone who knows of a handicapped child, age 21 or younger, who is not currently receiving district services is encouraged to call 597-3347 or 597-6638.

COPY MACHINES

Copy machines are provided for the teachers use in order to provide the students with necessary materials. These machines are very expensive to purchase and maintain. Paper and chemicals for their use are also very expensive. Students should not use these machines unless asked to do so by a staff member. These machines are not to be used for personal copying of items such as classroom notes.

DAILY SCHEDULE

1. Breakfast will be served from 7:55-8:10 a.m. School will begin promptly at 8:15 a.m. each school day. A warning bell will ring at 8:10 a.m. All students are to be in their classroom by 8:15 a.m.
2. The noon period will be from 12:10 p.m. until 12:35 p.m. Students will be dismissed by dismissal bells rung at five minute intervals. The schedule for these bells will be posted in each classroom. Elementary students lunch period will be from 11:00 a.m. until 12:00 a.m. Pre-K through 6th grades have closed campus.
3. School will be dismissed at 3:20 p.m. each day.
4. All classes will be on a fifty minute schedule. Five minutes are allowed between each class. Students are to be in the classroom and seated when the tardy bell rings.

DANGEROUS WEAPONS-DANGEROUS SUBSTANCES

Chattanooga School is a drug and firearm free area. We are proud of our reputation for providing a safe environment in which all of our students can learn. Students and patrons are reminded that these materials will not be tolerated on the school grounds. The student lockers are a part of the school. The student lockers or vehicles may be searched by school officials at any time for school property or for items that may be suspected as being illegal or inappropriate for possession on school grounds.

DRESS CODE

Students are reminded that they are often judged by others on their outward appearance and that older students are seen as role models by the younger students. Appropriate attire should therefore be viewed as advantageous to the student body. Attire that is disruptive to the learning environment should be avoided. Some examples of attire that is inappropriate are listed.

1. Shirts with alcohol advertising, tobacco advertising, vulgarities or other offending logos are to be avoided.
2. Muscle, net or tank tops are inappropriate for school wear. Boys may not wear sleeveless shirts. The shoulder strap for girls must be at least the width of a dollar bill. Shirts that expose skin between the bottom of the shirt and the top of the pants are inappropriate.

3. "Sagging" shorts, pants or skirts are inappropriate and will not be worn.
4. Students and school personnel may not wear shorts, skirts, or dresses shorter than the fingertips. This is measured as the student is standing with arms resting normally at the side. Shorts may only be worn before Fall Break and after Spring Break.
5. Leggings may be worn as long as the item covering them is no shorter than the fingertips.
6. Caps, hats and bandanas may not be worn in the school building.
7. No heavy chains may be worn as bracelets, necklaces, or on billfolds.

Students will be allowed to wear shorts as long as the students comply with the short/skirt dress code. Dress code situations that arise and are not covered by the handbook will be interpreted by the administration.

DRUG-FREE WORKPLACE

Chattanooga School is a Drug-Free Workplace and as such will fully comply with the Drug-Free Workplace Act of 1988. Employees, students and patrons are reminded that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited within the school or upon school grounds. Employees or students found in non-compliance with this act can find themselves terminated from employment or suspended from school. No smoking, chewing or dipping of tobacco products is allowed on the premises.

ELIGIBILITY FOR ATHLETIC COMPETITION

1. The rules of the OSSAA are followed and will pertain to all activities.
2. Students are encouraged to keep up their grades so as not to lose their eligibility due to poor grades.
3. No pupil shall be eligible to represent his school until a physical examination and parental consent certificate, on a form prescribed by the Association, is on file.
4. An ineligibility listing will be posted and updated on a weekly basis.

EXAMINATIONS

Semester tests shall not count more than 1/5th of a student's grade.

FERPA ANNUAL NOTIFICATION OF RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day the District 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 principal 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 the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 interest. A school official is a person employed by the District 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the District discloses educational 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 student of 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 District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

FERPA POLICY--DIRECTORY INFORMATION

The Chattanooga School District hereby designates the following information contained in a student's education record as "Directory Information" and has the right to disclose that information without prior written consent under FERPA regulations. (See #3 under FERPA-Annual Notification of Rights)

1. The student's name.
2. The names of the student's parents.
3. The student's date of birth
4. The student's class designation. (i.e. first grade, tenth grade, etc.)
5. The student's extra-curricular participation.
6. The student's achievement, awards, and honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the school district.

FIGHTING

Student fighting will not be tolerated. Any students found to be participating in this offense will receive the following disciplinary action:

1st Offense	3 Day Suspension
2nd Offense	10 Day Suspension
3rd Offense	Suspension for the remainder of the semester but no less than 10 days

GRADING

Students are given letter grades on report cards and school records. The lowest passing grade is 60%.

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

GRADUATION CEREMONY POLICY

In order to participate in the Graduation Commencement Exercise at Chattanooga High School the student must meet the following requirements:

1. Attend 90% of the days in the first and second semester of their senior year, unless the principal recognizes extenuating circumstances.
2. After the first semester of the senior year, a student must be no more than one unit behind in required course work, that is to say, course work required for graduation.

GRADUATION REQUIREMENTS

Graduation requirements are located on the school website.

GREAT PLAINS TECHNOLOGY CENTER

Students that miss GPTC classes to attend activities being conducted at Chattanooga must obtain permission from the principal and call the GPTC in order to clarify the situation with them. It is the philosophy of the Chattanooga School system that good daily attendance is necessary for all students, therefore, every effort will be made to ensure that all students are in school as much as possible at the GPTC as well as here at the home school.

HEAD LICE

It is the policy of the Chattanooga Board of Education that the building principals and/or designated school personnel will periodically conduct head lice checks and will assume the responsibility for enforcing the following procedures.

1. School personnel will identify and exclude from school only those students with live lice and/or nits found within one-half inch of the scalp.
2. School personnel will send a parent notification letter home with any child suspected of having head lice. The parent letter will explain the school head lice policy and procedures and the recommended treatment guidelines.
3. Parents will be asked to adequately treat their children for head lice before taking them to a local physician or the City-County Health Department for a first clearance which states "the student has been adequately treated and appears to be free of all live lice."
4. School personnel will re-admit those students who present a first clearance and will require a second clearance in 7-10 days, otherwise a second exclusion will begin on the 10th day after the first notice.

HIGH EXPECTATIONS

All staff members in the Chattanooga School shall incorporate high expectations for all students and will provide for many opportunities for our students to have successful experiences.

Students and parents shall be informed in writing about their rights and responsibilities pertaining to the school program. The school shall protect the legal rights of students and parents as these rights relate to the school program.

HIGH SCHOOL HONORS PROGRAM VALEDICTORIAN AND SALUTATORIAN

It is the policy of Chattanooga Board of Education to recognize students of outstanding achievement. Criteria for the selection of a valedictorian and salutatorian from the graduating senior class shall be the two students with the highest grade point average accumulated over their

past seven semesters. A resident student must be in attendance at Chattanooga High School the last two semesters prior to graduation, and an out-of-district transfer must be in attendance the past four semesters prior to graduation, or must have attended Chattanooga High School a minimum of six semesters to be eligible. Furthermore concurrent enrollment classes will be recorded on the student's transcript but will not be counted toward the valedictorian and salutatorian standings unless the approved course is being taken in lieu of a required course for graduation. Should one or more students have the same grade point average, each will share equally in the awards.

IMMUNIZATION REQUIREMENTS

Pre-School

4 DTP/DTaP/Td
3 OPV
1 MMR
3 Hep B
2 Hep A
Varicella

Kdg - 6th

5 DTP/DTaP/Td
4 OPV
2 MMR
3 Hep B
2 Hep A
Varicella

7th & 8th

5 DTP/Td
4 OPV
2 MMR
3 Hep B
2 Hep A
1 Tdap

9th - 12th

3 DTP/Td
3 OPV
2 MMR
3 Hep B
2 Hep A

All measles, mumps, and rubella must have been administered on or after the child's first birthday.

If the 4th dose of DTP and/or 3rd dose of polio are administered on or after the child's 4th birthday, then the 5th dose of DTP and/or the 4th dose of polio are not required.

Varicella (chickenpox) vaccine must be given on or after the first birthday, or a parent's statement of a history of the disease will be accepted.

INSURANCE

Students participating in Athletics and P.E. should be covered by an insurance policy covering accidents. This can be on an existing policy from the parents or guardian.

LOCKERS

Lockers are the property of Chattanooga Public School and are assigned to students for school use. A student holds no expectation of privacy in the student's locker or any other school property assigned to the student. Students are to only use their assigned locker. Students leave personal articles of value in their lockers at their own risk. School officials have the authority to search all school property (including lockers and desks) at any time without notice for administrative purposes, and to seize any property prohibited by school policy or law.

MAKE-UP WORK

It is the responsibility of the student to arrange for make up work. The student will be allowed one day for each day absent after returning to make up the work or make arrangements with the teacher to make up the work that was missed during an absence or a school sponsored activity absence. If a student does not make up work missed, the student may receive a zero in that particular class. Example: If a student is absent one day, he or she has only one day to complete the work for the one day missed. If you are absent Tuesday, your work is due during class on Thursday.

MEDICATION

No internal medicine will be administered by school personnel without written parental/legal guardian permission. Permission forms are available in the office. All permission forms shall be kept on file in the office. It will be the parent's responsibility to update any information on the form as the need arises. All medication will be kept under lock and key and a record will be kept stating time, date and name of person administering the medication.

MOMENT OF SILENCE

Senate Bill 815 - School districts must observe one minute of silence each day when students may "reflect, meditate, pray or engage in other silent activity" that is not disruptive to the classroom.

OKLAHOMA HIGHER LEARNING ACCESS PROGRAM

The information for Oklahoma Higher Learning Access Program is located on the school website.

PARENT/TEACHER CONFERENCE DAYS

Each school year Chattanooga School sets aside at least two days for official parent/teacher conferences. On these days, classes do not meet so that parents may meet with the teachers during the day. We encourage parents to visit our school and staff on these days and at other times as the need arises.

POLICY NOTIFICATION (NOTICE OF NONDISCRIMINATION)

It is the policy of the Chattanooga Public Schools to provide equal opportunities, without regard to race, color, national origin, sex, or qualified handicap, to its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment.

PROFICIENCY BASED TESTING/PROMOTION

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency for advancing to the next level of study will be demonstrated by a 90 percent

performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided twice each school year. For further information about these tests, contact the school counselor or principal.

REQUIREMENTS FOR LETTERMEN'S PANEL GIRLS AND BOYS

1. Must have lettered sophomore, junior and senior years of High School competitive athletic events. (Lettered meaning: A player must earn a position on a team and participate in an athletic event.)
2. If moved from another school, you must show proof of lettering at that school and then follow requirements of this school.
3. If an injury is sustained while participating in any of the sports offered and a student is unable to continue participating (certified by a physician) in the sport or sports for that year the athlete is still eligible for three year letterman's panel.

SAFE-CALL

Sponsored by the State Department of Education, a 24-hour a day toll-free helpline is provided for students and adults who want to report any activity which hurts students or the school. All calls will be confidential and the information will be forwarded to school administration. The number to call is 1-877-SAFE-CALL ext. OK1 or 1-877-723-3225 ext. 651.

SEMESTER TEST EXEMPTION PLAN

A. Eligibility

1. Students who maintain an "A" average and who have no more than 4 absences will not be required to take semester tests.
2. Students who maintain a "B" average and who have no more than 2 absences will not be required to take semester tests.
3. Students who maintain a "C" average and have no absences will not be required to take semester tests.
4. The averages and absences are on an individual class basis and not a combination of overall average of all classes.
5. Three days emergency leave due to death of immediate family will not be counted against attendance for purpose of test exemption.
6. Students who are exempt from semester test may take them if they want to.

B. Ineligibility

Any unexcused absence makes a student ineligible for participation in the Semester Test Exemption Plan.

C. Attendance

School approved or sponsored activities that require students to be absent will not be counted as absences when determining eligibility in the Semester Test Exemption Plan.

SIGNING OUT

Students who must leave school for any reason during the normal school day must sign out through the office. In order to sign out, school personnel, (superintendent, principal, teacher, secretary) must talk to a parent or guardian in person or on the phone prior to the student leaving. Students that leave school without following the proper check out procedure will not be allowed to make up any work missed and will receive an unexcused absence.

SOCIAL FUNCTIONS

1. All school parties shall be properly chaperoned with a faculty sponsor in attendance.
2. During school nights, all school parties shall be closed at 10:00 p.m. and non-school night parties shall close at 12:00 a.m.
3. Every effort shall be made to see that students attending school sponsored out-of-town functions shall travel in buses provided by the school. On very rare occasions APPROVED ADULT SPONSORED CARS will be utilized, but all of these occasions will be approved by the principal before these events occur. All inter-school competition at all levels shall meet the requirements of the Oklahoma State School Activities Association and the State Accreditation Regulations.

SPORTSMANSHIP

Each student should follow these suggestions that will serve as a guide to carrying out his or her responsibility in promoting good sportsmanship at Chattanooga Public Schools.

1. Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
2. Accept the official's decision as final.
3. Support your cheerleaders with enthusiasm.
4. Be modest in victory and gracious in defeat.

STATE HONOR SOCIETY

The top 10% of the Junior High Student Body or Senior High Student Body is eligible for selection to this society. Selection is based upon grades only.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA) and school policy.

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

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

In case a parent of a student, and eligible student, or a citizen of the Chattanooga School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education and Welfare, the address is:

The Family Educational Rights and Privacy Act Office

U.S. Department of Education
Room 4511 Switzer Building
Washington, D.C. 20202
Phone: (202) 723-2058

In case a parent, student or any citizen would like to see or obtain copies of the complete Chattanooga School FERPA policy, please call or come by the school.

STORM WARNING AND SECURITY DRILLS

Storm warning and security drills have been planned carefully and the student will find a copy of procedures to follow in each classroom. Each teacher will go over these instructions the first week of school.

A series of short bells indicates the fire alarm and a series of long bells indicates a storm alarm.

STUDENT BEHAVIOR

1. Five minutes will be allowed between classes and 25 minutes allowed at the noon period. When in the halls, pass through without running and unnecessary confusion.
2. Vending machines are in the auditorium for your convenience. They will be available for your use prior to school starting each morning, during free encore, during the lunch period and after school. Please throw all wrappers in the waste baskets provided for that purpose.
3. No loitering in the halls or rest rooms before school or during the noon period. If you are in the building, you must be in the auditorium.
4. Because of safety considerations, students who drive vehicles to school are not permitted to move these vehicles until school is dismissed at the close of the school day. If it is necessary to move a vehicle, special permission is needed from the principal.
5. Behavior referred to as Public Display of Affection (PDA) is not considered appropriate behavior for students at Chattanooga. Examples of this behavior are:
 - A. Kissing at school
 - B. Holding hands at school
 - C. Arms around the waist, etc.

These are just some examples and others can be cited that are in poor taste for school time. These types of behavior by the students are not considered appropriate for our students and they will be reported to the principal for disciplinary action.

7. The student council helped to establish rules to be followed by students in the auditorium during noon and before school. It is the student's responsibility to become familiar with and follow these rules.
8. No soft drinks of any kind in any type of container will be carried into the building.

STUDENT ORGANIZATION NOTIFICATION

Student Council

The Student Council was formed to give the student body, through its elected representatives, a voice in school affairs. There are many areas in which the Student Council is very effective in making a better school. The projects they sponsor are for helping the faculty and administration to bring social and spiritual activities into the school as well as develop character within the student body. All students are encouraged to take an active part in student government.

FFA

The primary purpose of the FFA is to develop premier leadership, personal growth, and career success as an integrated part of our Agriculture Education program. The local FFA Advisor is Dexter Matlock.

STUDENT TESTING/SCREENING

The intent of Chattanooga Public School is to conduct child identification, location, screening and evaluation activities throughout the school year. Procedures have been implemented for the following:

1. Readiness assessment prior to entry into kindergarten.
2. Readiness assessment prior to entry into first grade.
3. Hearing, speech and language screening of Pre-kindergarten, kindergarten, first grade students and referrals.
4. Vision screening for Pre-kindergarten, kindergarten, first grade, fourth grade and referrals.
5. Norm-referenced tests.
6. Criterion reference tests.
7. Required state and federal tests.

SUMMER SCHOOL

In order to attend summer school for a class that has not been attempted at Chattanooga High School, the student must have written approval to take said class from the Counselor, Principal and the Chattanooga Board of Education. Students that fail to obtain authorization are subject to receive no credit from Chattanooga Public School for courses taken during the summer school session. The request must be made before the May regular board meeting.

TARDIES

A tardy is defined as a student not being in the classroom at the time the tardy bell rings. If a student misses more than 15 minutes of class he/she will be counted absent.

Penalties for tardies (accumulative from the beginning of each semester) are as follows:

First tardy	Warning
Second tardy	Student assigned 15 minutes of detention
Third tardy	Unexcused absence Teacher will contact parent
Fourth tardy	One week of detention in the teacher's classroom
Fifth tardy	One day of Saturday school
Sixth tardy	Unexcused absence; Teacher will contact parent; One day of Saturday school

TELEPHONES

The telephones in the various school offices are for official school business only. Students will not be called out of class to answer telephone calls except in cases of emergency. Students should restrict their use of the phone to before school, after school, noon time and during breaks. Students should not be out of class for the purpose of using the telephones except during an emergency.

TEN-DAY ABSENCE POLICY

Regulations concerning attendance and activities in the Chattanooga School District are designed to aid students so that maximum learning can occur. Consistent classroom attendance assists students in developing strong work habits, responsibility and self-discipline. The goal of the board of education is to facilitate a balanced education for each student. With this in mind, the following attendance/activities regulations have been established.

1. The principals, as directed by the board and the superintendent, shall annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a student.
2. School Activity: These are extra curricular activities, whether sponsored by the school or outside agency, which remove the student from class more than half of a class period.
3. The Internal Review Committee shall be appointed by the board of education.
4. The maximum number of absences for activities that removes the student from the classroom shall be ten (10) for any one class period in the school year. State and national levels of school-sponsored contests are excluded. The criteria for participating in such contests must be submitted in writing by

the local school sponsors and approved by the board.

5. Once a student has had ten activity absences from any one class period, the student must be reported to the Principal's Office for consideration for further absences. The Internal Review Committee will review the case and decide if more absences are warranted. Any deviation from the ten-day absence rule shall not exceed five days.
6. The Superintendent or his designee shall be responsible for maintaining an addendum to the attendance records that apply to this regulation.

TEXTBOOKS

1. Textbooks are provided free of charge for use by the students.
2. Students who damage or lose a textbook must pay for such damage or pay for the book. Students are expected to take care of the books and not deface them.
3. Workbooks will be furnished free of charge to the student. If it is necessary for the student to have another book because the student lost the book, then the student will be required to pay for the second workbook issued.

TOBACCO

Students will not be allowed to possess, smoke or chew tobacco of any kind while on school premises during the school day, or on any school sponsored activity.

Students found to have tobacco products in their possession (including locker and/or vehicle) will be given 1 day of suspension on the first offense and 3 days of suspension for each offense thereafter. Students using tobacco will receive 3 days of suspension for each offense.

TRANSPORTATION

Each driver of a bus has complete authority to maintain order and discipline on his/her bus, on the route, or when he/she is serving as driver on any school activity. Prompt obedience is expected of all students as the welfare and safety of the passengers depends on the driver. Students are advised to acquaint themselves with all rules that apply to riding a bus and follow them at all times.

Students that bring their own cars or other transportation to school are reminded that they are to park these vehicles upon getting to school. These vehicles will not, under any circumstances, be moved without permission of the principal.

VISITORS

Chattanooga School welcomes visitors to our school, however, it is necessary for all adults to stop by the office when they first arrive at the school. If a parent

needs to have a conference with one of the teachers and/or the principal, it would be preferable if a call was made before hand to set up an appointment. This would ensure that arrangements could be made that would be convenient to all parties involved and would not take any of the faculty away from their scheduled duties.

Student visitors to the classroom are discouraged.