



Student and Parent Handbook 2021-2022

WELCOME

The Administration welcomes parents and visitors to the Cherokee Immersion Charter School (CICS) on the Sequoyah Schools Campus. After you arrive on campus please stop by any Administrative office for information or assistance. All visitors must sign in at the reception desk to obtain a visitor's pass. If you have any questions please feel free to call Cherokee Immersion Charter School for information.

ADMINISTRATION

Administrator Wyman Kirk 918-204-4900

Principal Jeromie Hammer 918-207-4900

Fax Number

Principal's Office Fax (918) 458-4448

BOARD OF EDUCATION

- President
- Vice-President
- Secretary
- Member
- Member

CHEROKEE IMMERSION CHARTER SCHOOL MISSION STATEMENT

The CICS mission is to preserve the Cherokee Language and develop leaders who will successfully meet the challenges of their futures.

Cherokee Immersion Charter Schools' Goals

1. Provide a stable, orderly, and controlled educational environment.
2. Promote an environment of pride that will enhance students' social relationships with others.
3. Provide an academic climate conducive to success and status gain.
4. Provide an opportunity for students to become total citizens.
5. Provide students with an opportunity to speak, read and write the Cherokee language.
6. Provide an educational setting promoting ethnic and cultural development.
7. Create an environment that cultivates personal self-discipline and decision-making skills.

VALUES, BELIEFS, AND EXPECTATIONS OF CHEROKEE IMMERSION CHARTER SCHOOL

Just as important as your legal rights and responsibilities, are the rights and responsibilities, which come from the values and beliefs of the CICS community. This community includes you, your family, and other community members, as well as staff and fellow students at Sequoyah Schools. ***It is a privilege, not a right, to attend Cherokee Immersion Charter School.***

CICS is a unique place with special values, beliefs, and codes of behavior. These beliefs and codes are needed to promote and protect CICS's uniqueness. Each member of the school community has a responsibility to support and maintain good school spirit, which is founded on truth and respect for one another. Good school spirit also comes from recognizing that the needs of the group are sometimes more important than the needs of any one person within that group. Humility, service, honesty, respect, and cooperation are some of our most important values and are reflected in the spirit of CICS.

The purpose of our standards and expectations is to create and support the healthy development of CICS's students and school community – academically, culturally, physically, socially, and spiritually. They include the following:

Being responsible for one's own learning and making the most of the opportunity to learn at Cherokee Immersion Charter School.

Daily attendance and participation in academics and other school areas.

Respectful and positive behavior and expression toward self and others.

Working hard to be a good student.

Being a good representative of CICS both on and off campus activities.

Respect and support for the cultural diversity of peers and staff.

BELL SYSTEM FOR CHEROKEE IMMERSION CHARTER SCHOOL

Teachers Report:	7:30 a.m.
First Period Begins	8:30 a.m.
Lunch	11:00 a.m. to 11:30 a.m.
Students Dismissed	3:30 p.m.
Teachers Dismissed	3:30 p.m.

MOMENT OF SILENCE

At the beginning of each school day, CICS will observe one minute of silence for each student to exercise his or her choice to mediate, reflect, pray, or engage in any other silent activity that does not interfere with, distract. Students shall not coerce or attempt to coerce any person to engage in any particular activity during the moment of silence. The secretary shall read the directions for the moment of silence over the intercom as a part of the opening activities for the school day.

The following statement will be read: "At this time all students and staff shall now observe one minute of silence for prayer, meditation, or reflections."

INCLEMENT WEATHER POLICY

There shall be four possibilities for school during inclement weather:

1. School as usual.
2. Delayed start with school starting at 10:00 a.m. and ice routes two hours later than usual.
3. Delayed start with school starting at 10:00 a.m. and no bus route transportation.
4. School dismissed.

In most instances of inclement weather, CICS will use delayed start since Sequoyah High School has students in the dormitories that must be considered. On days that are delayed, the cafeteria will serve breakfast at the normal from 7:45 a.m. to 8:15 a.m. to dorm students. Lunch will be served from 10:30 a.m. to 11:00 a.m.

Sequoyah Schools has an information line that will be updated to reflect any school delays or cancellations. You may call (918) 453-5175 or toll free 1-888-467-4746 ext. 5175 for current information.

Please watch your local news stations (Channel 2, 6, 8 and 23) for cancellations or delayed starts. Sequoyah Schools will make every attempt to announce closings on television and radio (Tahlequah station KEOK FM101.7 and KTLQ AM 1390) as early as possible. Cancellations and delayed starts will also be listed on the Sequoyah Schools website at <http://sequoyah.cherokee.org>

CLOSED CAMPUS

The Sequoyah Schools' campus is closed to student departure during the school day unless approved by the administration. In emergency situations a parent or legal guardian must contact administration before a student is allowed to leave campus.

Students arriving on campus, whether by school vehicle or private means are restricted to the school campus for the duration of the school day.

Transportation for all off campus classes and field trips is provided. No student is

permitted to drive personal vehicles to such events unless approved by administration.

All visitors are to report to the Administration offices during school hours. Visitors must receive a guest pass upon entering any building or classroom.

All outside lunches must be checked in to the front desk.

REFUSAL TO IDENTIFY SELF

All persons must, upon request, promptly identify themselves to proper school authorities on the school grounds or at school sponsored events. Students off school grounds during the school day must identify themselves to school officials upon request. Refusal to identify self will result in immediate escort to a CICS official by a staff member and possible disciplinary actions.

CAFETERIA PROGRAM

The Sequoyah Schools' cafeteria program has been established to provide for the dietary and nutritional needs of all students. The cafeteria will attempt to meet any student's special dietary requirements as ordered by a doctor. Students are not allowed to take any food or food items from the cafeteria.

Cafeteria meal times:

Breakfast (entire student body)	7:45 a.m. - 8:15 a.m.
Lunch (entire student body)	11:00 a.m. -11:30 a.m.

Breakfast serving line will close at 8:15 am. No "To Go" plates during peak lunch hour (11:00 a.m. – 11:30 a.m.)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974: (Public Law 93-380)

1. Parents have the right to inspect and review all official records.
2. Parents shall have an opportunity for a hearing to challenge the content of their child's school record.
3. Schools may not release personally identifiable records, files, or personal information concerning a student without written consent of parents to any individual agency or organization. The only exceptions are school officials or local educational agencies that have legitimate educational interests. Records may be released to schools in which the student intends to enroll. Authorized representatives in connection with student application for financial aid may receive records and data necessary. No personally identifiable information contained in school records may be released to any person other than those listed above, unless there is written consent from students or parents specifying records to be released, the reason for release, and to whom they are released. Information will be furnished in compliance with judicial order or lawful subpoena upon the condition that parents and students are notified.

4. Nothing contained in this section shall preclude the administrative head of any educational agency or state education authorities from having access to student or other records necessary to audit or evaluate federally supported education programs. These shall not contain social security numbers that could identify students or parents.
5. All persons, agencies, or organizations desiring access to school records shall be required to sign a written form that will be kept in the student's file.

Personal information shall be transferred to a third party, only if such person will not permit any other party access to the information. When a student has reached the age of eighteen and entered post-secondary education, consent will be required of the student only. All parents and students will be informed of these rights, and all schools and institutions must comply with these regulations. Also included in the protection of students' rights are: all materials that will be used in research programs or projects shall be available to parents or guardians of students engaged in the program or project. The personnel of Sequoyah Schools adhere to all stipulations in 25 CFR 43 regarding the maintenance and control of student record.

CHEROKEE IMMERSION CHARTER SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

As a student and member of the CICS community, you have some very important rights. Along with these rights come equally important responsibilities. These are summarized below:

Your Rights

You have a right to an education.

You have the right to due process. If you are charged with a violation of school rules, you have a right to have a fair chance to tell your side of the story.

You have the right to freedom of speech and the press. You have the right to express your views in speech or writing.

You have the right to a reasonable degree of privacy and to be in a safe and secure environment.

You have the right to freedom of religion and the right to practice your culture.

You have the right to assemble peaceably. Students have the right to gather together to voice their opinions about issues and events.

Your Responsibilities

You have the responsibility to attend school and to allow other students to learn without upsetting the classroom environment.

You have the responsibility to participate in due process procedures when you feel your rights have been violated.

You have the responsibility to express yourself respectfully, and in a way which does not interfere with the operation of the school or with others' rights.

You have the responsibility not to bring anything to school that is illegal or against school policies such as alcoholic beverages, drugs, weapons, or stolen property.

You have the responsibility to respect the rights of other students to practice their beliefs and culture.

You have the responsibility not to interfere with the educational process of others.

ATTENDANCE POLICY

In accordance with the policy of the board of education, each CICS student is required to attend each class a minimum of 90% of the time in order to receive credit for the class. A maximum of eight days per semester may be missed. The first semester begins in August and ends in December. The second semester begins in January and ends in May.

Dropped Student

If a student falls below the 90% attendance by missing ten (10) consecutive full days or (15) partial days, he/she will be dropped from the rolls at CICS and must reapply before attending classes again.

Absences

Students are allowed 8 days of absence per Fall term (Aug-Dec.) and 8 days of absence per spring term (Jan.-May) only. We will no longer excuse absences. This includes absences due to tardies (3 tardies equal 1 absence). All absences will be recorded without regard to excused or unexcused. Attendance will be taken in each class (example: student could fail 1st period but not 2nd – 4th period). On the third absence, both the parent/guardian and student will be counseled. On the fourth absence, the parent/guardian and the Juvenile Division of the Cherokee Nation District Court will be notified. Failure Due to Attendance notification will occur on the fifth absence. Failing a class due to attendance (FA) will result in the student being put on an attendance contract. If the student does not improve his/her attendance the student could be dismissed from CICS.

Appeals Committee

Appeals may be made in extreme circumstances including but not limited to hospitalization, documented diseases, or other extenuating circumstances at administration discretion. If a student receives a Failure Due to Attendance (FA), then the parent/guardian and the student will be required to appear before the Appeals Committee at a set date and time to present documentation or character witnesses on the students' absences (example: doctor's notes, appointment slips, references, etc.).

The committee will then decide if the student will receive an FA or receive credit for the class/classes.

School Activities

School activities are not part of the eight (8) days, however students will only be allowed to attend 10 school activities per year (Aug-May). School activities include any event that falls under a club, an organization, or a classroom.

Attendance Procedure

When absent for any reason, the parent/guardian will need to call the school on the morning of absence by 8:05 a.m. The office opens at 7:30 a.m. each day. If a student is tardy, the student must go to the front desk to receive a tardy slip in order to be admitted to class.

Informing Parents/Guardians

Parents/Guardians will be notified on the second absence of the semester. Day students with four absences may be required, through counseling with the student and parent/guardian, to move into the dormitories. The parent and the Juvenile Division of the Cherokee Nation District Court will be notified on the fifth absence of the semester.

Make Up Work

Students will be allowed to make up all work missed. The allotted period of time to make up work will be 2 days per absence. It is the student's responsibility to find out what he/she missed and to make it up within the allotted time. If the student is present when an assignment is made and is absent when the assignment is due, the assignment must be turned in upon the student's return to class. An exception to this policy is any special project or assignment or research paper, will not be allowed to be turned in if student is absent on the Due Date (only extreme extenuating circumstances will be considered). A student at school during a test review or test announcement who is absent on the day of the test must take the test on the day the student returns to school. Any exception will be by joint agreement between the teacher and the Principal. Late work will be accepted only in extenuating circumstances upon agreement between the student, the teacher, and the Principal.

STUDENT TARDY POLICIES AND PROCEDURES

An enrolled student is considered tardy for class if he or she appears for class after the starting bell rings and up to 15 additional minutes. An enrolled student that appears 15 minutes after the starting bell rings is considered absent.

A student will be considered absent if they miss more than 15 minutes during any part of the block. Tardies accumulate for a single class during a single grading

period. These tardies are recorded by the classroom teacher in the teacher's grade book. Students should remember that three tardies in a single class during a single grading period are considered an absence. The classroom teacher will assign an after school detention for the fourth tardy and for each following tardy during a grading period. Absences can have an effect on a student's academic grade. Please review the Attendance Policy for additional information related to tardies and academic credit penalties and consequences. The teacher shall notify students in writing of the second and each successive tardy.

Checkout Policy

A student may leave during the school day only by being checked out by their custodial parent, legal guardian or an authorized person listed on the student's checkout list. Names of persons appearing on student's checkout list will be restricted to persons of age twenty-one (21) or older. The only exception would be in the case of a sibling being placed on the checkout list; however, siblings must be eighteen (18) years of age or older to be placed on the checkout list. One person may be on three student's checkout lists, but can only checkout one student at a time. The only exception is in the case of siblings. **Checkout by phone will be granted only by administration.**

Withdrawal

Students withdrawing from CICS waive all rights to appeal processes.

DISCIPLINE POLICIES AND PROCEDURES

Scope and Limitations

CICS's disciplinary policies and procedures apply to students during official school days and during approved school activities including evening and overnight school sponsored events. The policies and procedures apply to bus students as soon as they board the school bus until they exit the school bus at the end of the school day. Students with identified disabilities will be disciplined according to the limitations present in their individualized education plan (IEP).

EXPECTATIONS OF STUDENTS AT CHEROKEE IMMERSION CHARTER SCHOOL

Behavioral Expectations

CICS students are expected to conduct themselves in a mature and dignified manner. It is not possible to list all the unacceptable behaviors students could engage in while attending CICS, but most of the common unacceptable behaviors are listed and addressed in the disciplinary infractions section of this document. If students will use the following philosophy to guide their actions and behaviors, they should enjoy a productive and safe career at CICS.

1. The staff, teachers, and administrators are your direct supervisors while you attend CICS. Unless they instruct you to do something illegal, immoral or gross, you are to obey their instruction. If you are asked to do something by a staff member at CICS that you cannot do or should not do and you do not do it, you are required to notify a counselor or administrator immediately. Disobedience is a major disciplinary infraction at CICS.
2. Respect the rights of others. Students attend CICS to participate in educational experiences critical to their development and culminate in a high school diploma. If you are participating in activities and disrupt this process, you must be stopped. This includes behavior and attire that does not allow teachers to teach and students to learn.
3. You may not do anything that harms another person at CICS. All types of physical assaults or battery are prohibited at CICS. Verbal assaults and intimidation are also prohibited.
4. Activities and actions that place another person in a situation of potential injury or danger are prohibited. This can be simple as running in the halls or as serious as trafficking illegal and controlled substances.

If you see something that could cause harm to someone at CICS, help us fix it. Be a part of the solution, not the problem. If you follow this fundamental philosophy and avoid activities that harm others, you will lead a healthy, happy life.

The Cherokee Immersion Charter School Student Code of Conduct

The CICS Student Code of Conduct addresses the major concerns and problems we experience with students while conducting a safe and orderly learning environment. We require students and parents to review these major rules and regulations and sign a written document indicating that they understand these major rules and regulations and the student will abide by the code of conduct while they are students at CICS. A copy of this signed document will be placed in each student's disciplinary file and renewed each year.

Dress Code

Student dress and fashion may not interrupt the educational process, pose a health or safety issue, or be considered too revealing or obscene. The administration of CICS will determine if a student's attire violates the CICS dress code. **Their decision is final.** The following guidelines are used to determine dress code violations, but garments and attire not included in this list may be determined inappropriate. Students may not wear inappropriate attire at CICS.

Dress and appearance must not present a health or safety problem or cause disruption. The following dress code will apply during a student's academic hours:

- No muscle shirts will be worn. Nothing strapless or too revealing (cleavage should not be seen).
- Caps, hats, head coverings, and sunglasses will not be allowed to be worn in the building.

- No Leggings; form-fitting apparel will not be worn as the outer garment.
- Shorts or pants size will be no more than 2” larger than student’s waist measurement.
- No sagging allowed.
- Shirts that are at least three (3) of the student’s fingers in width on the shoulders may be worn.
- Skirts and shorts should be no shorter than to the tips of fingers when arms are held to the side or a dollar bill length from the knee.
- No running shorts, without sliders, or Sofo shorts will be worn, unless in an athletic class.
- Shirts with vulgar language or inappropriate symbols will not be allowed.
- No excessive visible body piercing and jewelry (more than 3 piercings) is allowed to be worn during regular school hours or while participants in extracurricular activities.
- When representing the school in OSSAA athletic functions, no jewelry, including any piercing jewelry, will be allowed.
- No trench coats.

IN ADDITION, THE FOLLOWING DRESS CODE WILL APPLY TO THE ACADEMIC SETTING AT CHEROKEE IMMERSION CHARTER SCHOOL.

- When representing the school, the sponsor will determine appropriate dress.
- No midriff will be shown (male or female).
- No clothing with writing or pictures that are suggestive or vulgar as interpreted by the administration will be allowed.
- No house shoes, pajamas, bandanas, sport headbands, or any article that could be suspected as gang-related according to the No Gang Policy, Oklahoma State Statute, Title 21, Section 856.F.

ANY VIOLATION OF THE DRESS CODE MAY RESULT IN CONFISCATION OF THE ITEM/ITEMS IN VIOLATION AND HELD BY STAFF UNTIL THE STUDENT OR THE PARENTS HAVE THE OPPORTUNITY TO RETURN THE ITEMS HOME.

Clothing that meets Dress Code requirements will be supplied to the student in this case, until Student or Parent can supply clothing that meets the Dress Code requirements.

No Bullying Policy

Bullying and/or harassment of students on the basis of sex, race, color, national origin or disability is prohibited. In CICS’s pursuit to maintain the safest learning

environment for all students, any acts of harassment, intimidation, and/or gestures being electronic, written, verbal expressions, or physical acts that a reasonable person should know will harm another student, damage another student's property, insult, or demean any student or group of students in such a way as to disrupt or interfere with the CICS's educational mission or the education of any student shall be considered "bullying" and will not be tolerated.

Appropriate strategies will be utilized to address the prevention and intervention of such actions on an annual basis by the Sequoyah Schools' faculty and staff.

Any individual(s) suspected of "bullying" should be referred to the CICS Administration immediately in order to be promptly investigated. Administration will refer to the school disciplinary chart in order to assign the appropriate action for any violation of the "bullying" policy. School administration will also reserve the right to involve law enforcement officials and/or require a mental health assessment before allowing the individual(s) to return to school.

Social Media

It is the responsibility of all users to carefully consider their behavior and what they place online when communicating with or "friending" any individual. The System Administrator, or designee, is authorized to access users' postings on public locations and on School District servers, hard drives, systems, and networks under the direction of the Superintendent, and/or designee, law enforcement, a court order, a subpoena or other legal action or authority. Users may not coerce others into providing passwords, login, or other security access information to them so that they may access social media or locations that they have no authorization to access. Users should note that information that they place in social media and designate as private can be accessed in litigation, can be distributed by their friends, and can be accessed in other legal ways.

The Superintendent, and/or designee, is hereby granted the authority to create additional administrative regulations, procedures, and rules to carry out the purpose of this Social Media Policy. The administrative regulations, procedures, and rules accompanying this Policy must include among other items guidance in implementing and using School District educational social media and commercial social media, and the responsibility of Users for their own behavior when communicating with social media.

Out-of-School Suspension

A student suspended out-of-school is considered absent from school during the suspension days, but the absences will not be considered unexcused. Any work missed may be made up in a reasonable amount of time (all work must be completed 2 days after returning to class). A suspended student must not return to school premises or attend **any school sponsored activity** during the term of suspension.

DISCIPLINARY INFRACTIONS, UNACCEPTABLE BEHAVIORS AND DISCIPLINARY INFRACTION VALUES

Disciplinary infractions occur when students commit unacceptable behaviors. Unacceptable behaviors are categorized into seven levels of severity. A disciplinary cumulative point system is used to monitor disciplinary infractions. The seven disciplinary infraction levels and disciplinary points assigned to each infraction listed are as follows:

Level 1 Disciplinary Infractions, Definition (when needed) and Point Value for Infractions

Each Level 1 infraction results in detention and referral to School-Based specialist. Each infraction assigned 5-15 disciplinary points to the student's cumulative disciplinary points total for the school year as follows: first offense- 5 pts. – detention, second offense-10 pts. – detention and loss of next class field trip or incentive activity, third offense-15 pts. – Loss of class trips or incentive activities until reinstatement is agreed upon by teacher and principal.

- Violation of dress code.
- Cell phones and other electronics devices may be allowed to be utilized in the classroom at the discretion of the teacher to facilitate the students' education and learning styles.
- Inappropriate public display of affection.
- Hickies
- Graffiti
- Sleeping in class
- No hall pass
- Any act or disciplinary infraction not listed here that a school administrator determines is a level 1 disciplinary infraction.

Level 2 Disciplinary infractions, definition (when needed) and point value for infractions

Each Level 2 infraction results in a behavioral contract and detention and/or short-term suspension of less than 10 days with academic credit. Each infraction assigns 10-20 disciplinary points to the student's cumulative disciplinary points total for the school year. Students may not participate in school/athletic events, activities, and functions during short-term suspension. Disciplinary

points total for the school year as follows: First offense - 10 pts. – Detention, second offense -15 pts. – Detention -20 pts. – Short-Term Suspension.

- Skipping assigned class or activity and remaining on campus, including class meetings.
- Insubordination
- Failure to serve an assigned Saturday School or After School Detention
- Profanity
- Making derogatory remarks to other students
- Loitering or presence in prohibited areas
- Act of vandalism (minor destruction or defacement of school property)
- Verbal assault
- Tobacco possession and/or use
- Petty theft or destruction of property involving less than \$50.00 in currency or merchandise
- Computer use infraction (minor infractions)
- Plagiarism/Cheating
- Any act or disciplinary infraction not listed here that a school administrator determines is a level 2 disciplinary infraction.

Level 3 Disciplinary infractions, definition (when needed) and point value for infractions

Each Level 3 infraction results in a Behavioral Contract and short-term suspension of less than 10 school days with academic credit. Each infraction assigns 20 disciplinary points to the student's cumulative disciplinary points total for the school year. Students may not participate in school athletic events, activities and functions during suspensions.

- Leaving campus during the school day or an event without permission
- Possession of over the counter medications without permission
- Wearing or possessing gang paraphernalia or representing gang membership
- Second tobacco possession or use during a school year
- First major physical assault of another student (includes fighting without weapons)
- First possession of drug paraphernalia
- Aiding and abetting alcohol or drug use on campus or during a scheduled event
- First larceny theft or destruction of property involving more than \$50.00 in currency or merchandise
- Second petty theft or destruction of property
- First use of profanity and/or bullying towards a CICS/Sequoyah staff

- member in any capacity including any form of social media
- Minor destruction of school property as determined by a school administrator
- Accumulation of 75 disciplinary points during a single school year
- Computer use infractions (major infractions)
- Bullying-includes intimidation and/or extortion, to insight another by an example of verbal innuendo, or abuse, and/or violating another student's personal space, in any capacity including any form of social media
- Any act or disciplinary infraction not listed here that a school administrator determines is a level 3 disciplinary infraction

Level 4 Disciplinary infractions, definition (when needed) and point value for infractions

Each Level 4 infraction results in long-term suspension of 10 or more school days, assessment and mandatory treatment and successful completion with a Cherokee Nation program directed at drug and alcohol treatment, and suspension from participating in all school activities with academic credit. Each infraction assigns 40 disciplinary points to the student's cumulative disciplinary points total for the school year. Students may not participate in school athletic events, activities and functions during suspensions.

- Second larceny theft or destruction of property involving more than \$50.00 in currency or merchandise
- Second possession of drug paraphernalia
- Sexual misconduct
- Presence during drug use
- Major destruction of school property as determined by a school administrator
- Any act or disciplinary infraction not listed here that a school administrator determines is a level 4 disciplinary infraction
- Physical bullying by intimidation to insight another to include shoulder bump, horse play like shoving, pushing and inappropriate contact.

Level 5 Disciplinary infractions, definition (when needed) and point value for infractions

Each Level 5 infraction results in long-term suspension, assessment and mandatory treatment and successful completion with a Cherokee Nation program directed at drug and alcohol treatment. The Principal shall have input from counselors in deciding which Cherokee Nation

program the student shall attend. Each infraction may assign 60 disciplinary points to the student's cumulative disciplinary points total for the school year. Students may not participate in school athletic activities and functions during suspensions. Each student must complete the prescribed treatment program. Failure to do so will result in dismissal without continued academic credit and the option to re-apply for admittance to Cherokee Immersion Charter School at a later date.

- First possession and/or use of alcohol on campus during school day or weekend.
- First possession and/or use of misdemeanor amounts of controlled substances or counterfeit controlled substances as determined by the Cherokee Marshal Service, i.e. any form of synthetic drugs.
- Second use of profanity towards a CICS/Sequoyah staff member
- Sexual misconduct or sexual harassment
- Abuse and/or repeated possession of over the counter medications (without written parent or guardian and school administration permission) during a school day or activity
- Accumulation of 100 disciplinary points during a single school year
- Violation of school anti-drug policy
- Participation in gang related activities
- Any act or disciplinary infraction not listed here that a school administrator determines is a level 5 disciplinary infraction

Level 6 Disciplinary infractions, definition (when needed) and point value for infractions

Each Level 6 infraction results in dismissal without continued academic credit and the option to reapply for admittance to Cherokee Immersion Charter School at a later date.

- First possession of weapons.
- Second major physical assault (includes fight without weapons)
- Third larceny theft or major destruction of school property as determined by a school administrator
- Third use of profanity towards a CICS/Sequoyah staff member
- First use and/or possession of federal felony amounts of a controlled substance
- 1st major threat, intimidation and/or assault of a CICS/Sequoyah staff member
- Second use and/or possession of alcohol or federal misdemeanor amounts of a controlled substance during a school day or school function as determined by the Cherokee Marshal Service

- Any act or disciplinary infraction not listed here that a school administrator determines is a level 6 disciplinary infraction

Level 7 Disciplinary infractions

Each level 7 infraction results in immediate dismissal from Cherokee Immersion Charter School. The only way a student may apply for readmission to Cherokee Immersion Charter School after a level 7 disciplinary infraction is by written permission from the Group Leader of Education of the Cherokee Nation or his/her designee.

Any felony convictions received in Tribal, State or Federal Court shall result in immediate dismissal with no option to reapply

STUDENT DISCIPLINARY POINTS SYSTEM

As students accumulate established levels of disciplinary points, additional disciplinary interventions and actions are initiated. A student who accumulates 100 or more disciplinary points may be dismissed from CICS. Disciplinary points are assigned by the Principal. Student disciplinary records and cumulative disciplinary point's totals are compiled and stored in the office of the Principal.

Disciplinary Interventions and Actions for Cumulative Disciplinary Point Totals

Students that accumulate 50 points are placed on a behavioral contract and subject to further disciplinary actions, students that accumulate 75 points will serve short-term suspension and possible treatment assessment, students that accumulate 100 points may be placed on long-term suspension and a final behavioral contract. Students that accumulate over 100 points may be dismissed (expelled) from CICS.

Disciplinary Policies and Procedures

When a disciplinary infraction occurs, a CICS Student Disciplinary Infraction Incident Report is completed. All student disciplinary infractions must be documented in NASIS under the Behavior tab. This serves as a student disciplinary infraction incident report form. An incident report may be used by CICS personnel to offer further information about an incident; and a major disciplinary infraction form will be used by teachers and administrators for serious disciplinary infractions. If a student is absent from school on a day that they have been assigned a school discipline (i.e. noon detention, ISS, etc.) it will be made up on the day the student returns to school or the first scheduled time as deemed appropriate by administration

ADMINISTRATIVE RESTRAINING ORDER

The Administrative Restraining Order will be available to Administration and to Dormitory Administration to help resolve conflicts between two or more students while at school.

The restraining order will address conflicts such as, but not limited to the following:

- Level 2 making derogatory remarks to others including: students, staff, faculty, and administration
- Level 2 verbal assault
- Level 3 physical assault
- Level 5 sexual misconduct or sexual harassment

The restraining order will be subject to the following stipulations:

1. These students shall not touch, speak to or have others on his/her behalf speak to or about or come within 10 feet of each other without teacher or staff permission.
2. Violation of this restraining order could lead to the student's suspension or expulsion from Sequoyah Schools and or Dormitories.
3. This restraining order shall commence on _____ and continuously run through _____ (a date determined by school administration).
4. This restraining order will be in effect during the school day including school activities in the evening and weekends.
5. This restraining order will be signed, by student, parents, and administration.

GUIDELINES FOR PROVIDING DUE PROCESS IN STUDENT LONG TERM SUSPENSION AND EXPULSION

Written Notice of Charges

- A. The student must be notified in writing of the charges against him/her after the incident.
- B. The charge must be specified and administration must specify each occasion of violation, date, and disciplinary action being considered.

Right to a Fair and Impartial Hearing

- A. The student will be advised of his/her right to a fair and impartial hearing for a suspension of 10 days or more.
- B. The student will be advised of his/her right to waive a fair and impartial hearing.
- C. The student/parent will notify administration within twenty-four clock hours excluding weekends, in writing of his/her choice to have a hearing.
- D. The hearing will be scheduled within three school days.
- E. If the student fails to appear at the hearing on the appointed date and time, the student waives his/her right to a hearing and disciplinary action will be rendered.

The Disciplinary Appeals Committee

The Disciplinary Appeals Committee at CICS consists of three CICS and/or qualified Cherokee Nation Education Department employees, excluding the Principal. The Disciplinary Appeals Committee is selected by the Superintendent. The Superintendent may elect to serve as one of the three Disciplinary Appeals Committee members.

Fair and Impartial Hearing Procedures

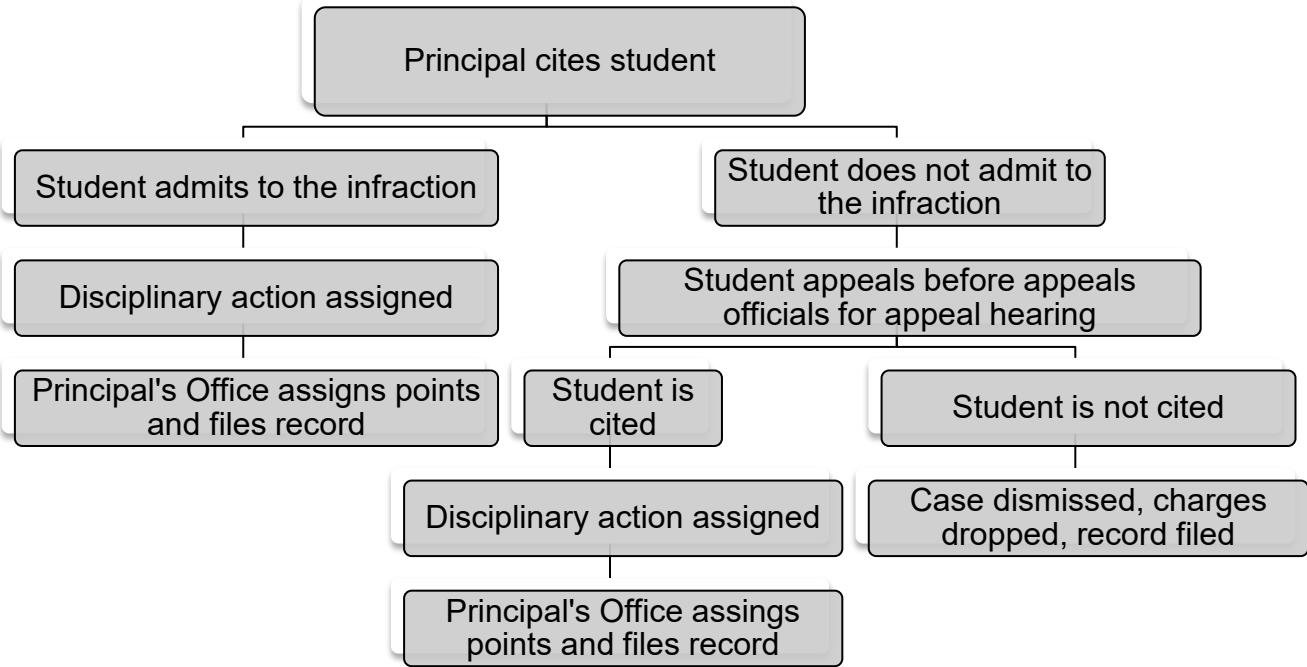
- A. The student has the right to have present at the hearing the student's parent(s) or guardian(s) (or their designee) and to be represented by a lawyer or legal counsel of the student's choice. Private attorney's fees are the responsibility of the student and parent/guardian.
- B. The school may appoint a student advocate, with the approval of the accused, to assist in his/her defense.
- C. The student has the right to produce and have produced witnesses on the student's behalf, which pertain to the specific charges.
- D. The student has the right to a record of hearings of disciplinary actions, including written findings of fact and conclusions in all cases of disciplinary action.
- E. The student shall not be compelled to testify against himself.
- F. The student has the right to have allegations of misconduct and information pertaining thereto expunged from the student's school record in the event the student is found not guilty of the charges.

G. The findings of the Disciplinary Appeals Committee are final.

Level 4 – 6 and above Disciplinary Flow Chart

The following disciplinary flow chart may simplify the explanation of the disciplinary process.

Disciplinary infraction is observed and incident report
Citation completed by Sequoyah Staff Member



Disciplinary Flow Chart

- **Decision of the appeals committee is final**
- **CICS Board does not hear disciplinary appeals**

DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are held to the standards of discipline as stated in the CICS Student/Parent Handbook.

In compliance with the disciplinary provisions of the Individuals with Disabilities Education Improvement Act, students with disabilities will be afforded the protections required by the Act.

Students protected by the provisions of this policy include:

1. Students receiving special education services through an Individualized Education Plan (IEP).
2. Students protected by Section 504. Section 504 is also in the scope of what is considered a “free appropriate public education.” The definition of a person with a disability for purpose of Section 504 is “any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.”
3. Students not currently identified as eligible for special education pursuant to § 300.527 of the Act.

Proposed Suspension of Student with Disability

If the conduct of a student with a disability reasonably appears to be in violation of board or building code of conduct, a school administrator may propose a disciplinary action consistent with the consequences as outlined in the CICS Student/Parent Handbook.

Short-Term Suspension of Student with Disability

Suspensions of less than ten cumulative school days per school year do not constitute a change of placement within the meaning of special education law (IDEIA) and due process beyond which is offered to all students is not necessary. Therefore the same procedures will be utilized for all students.

Disciplinary or administrative action(s), which could result in total cumulative days of suspension exceeding ten days in a school year will be reviewed by the IEP team to

make the determination if such additional suspension constitutes a change of placement.

If the additional suspension does not constitute a change of placement, services (determined by I.E.P. Team) must commence on the eleventh school day of suspension and a plan will be developed for a Functional Behavior Assessment and Behavior Intervention Plan.

Parental Agreement of Disciplinary Action against a Student with a Disability

If parents agree with the proposed disciplinary action and the proposed provision of services, there is no need to continue with further procedures except the standard change of placement procedures.

Parental Disagreement of Disciplinary Action against a Student with a Disability

Should the parents disagree with the proposed disciplinary actions and/or the provision of services, there is no need to continue with further procedures except the standard change of placement procedures.

Parental Notification of Disciplinary Action against a Student with a Disability

Parents will be notified the same day of the decision to take disciplinary action that may result in a change of placement. Parents will be given a copy of procedural safeguards guaranteed by IDEA and provided prior notification of the IEP meeting date/time/place.

IEP Meeting

The IEP team must meet within ten (10) days of any action that results in a change of placement. The IEP team must so a Manifestation Determination:

1. If the behavior is a manifestation of disability, there must be a Functional Behavior Assessment and Behavior Intervention Plan completed or a review of a previously completed plan.
2. If the behavior is not a manifestation of disability, the IEP Team should consider if a Functional Behavior Assessment and Behavior Intervention Plan is appropriate.

Length of Removal of a Student with a Disability

The duration of the suspension and services provided will depend on the type of infraction (danger, weapon/drug, and other rule violations) and whether the behavior is a manifestation of the student's disability.

Once the length of the suspension and extent of the services provided during the

suspension is determined, the change of placement procedures must be followed.

Parental Appeal of Disciplinary Action against a Student with a Disability

If the parent disagrees with any of the conditions of the long-term suspension, mediation or due process procedures may be requested. Mediation and due process procedures for identified special education students will be developed by the Superintendent and Special Education Director.

CONSENT TO SEARCH

It is the policy of CICS to give each of its students a healthy, safe, and wholesome environment in order that they may learn and mature.

CICS may occasionally conduct unannounced searches of students and their personal effects for the safety of all students and staff.

CICS reserves the right to use drug detection dogs to conduct periodic searches for contraband and dangerous items.

CICS also reserves the right to use authorized personnel to search the student and his/her personal effects at CICS for any contraband or dangerous items (guns, ammunition, razor blades, knives, illegal or prescriptions drugs, fireworks, explosives etc.) that may be considered harmful to his/her person or others and to confiscate these items.

POLICE INQUIRY

All visitors must report to the reception desk upon entering the CICS/Sequoyah Schools' campus. Visitors will be directed to the proper personnel that will be able to handle the inquiry.

Depending on circumstances, various police, attorneys and/or insurance investigators may interview students at CICS with or without the consent of the parent or guardian or upon the written order of the court or the permission of administration.

If a law enforcement officer directly requests a student through a teacher, the teacher will not release said student without the permission of the administration of CICS.

A situation may arise that the administration of CICS will have a law enforcement official to come and take custody of a student at CICS. Should such a situation arise, parental consent is not required and the student will be placed in custody of the law enforcement official.

SAFETY AND ANTI-DRUG AND ALCOHOL POLICY

CICS recognizes that as an educational and public service institution it has a responsibility to promote a safe healthy and productive environment. The school has established an anti-drug program. Therefore, CICS prohibits students and visitors from possessing, consuming, and/or distributing illegal or controlled narcotics drugs, tobacco, alcohol and/or beer in any form on the campus or student organization. Violation of the safety and anti-drug and alcohol policy may result in disciplinary actions administered to the student.

Violators of the above policy are subject to school sanctions which may include seminars, reprimands, probation (contract), suspension, and expulsion as well as local, tribal, state, and federal penalties, which may also be invoked.

All students, including athletes and extracurricular activities participants at CICS will be subject to a random drug and alcohol testing program. Testing will be conducted according to CICS policy.

Students possessing drugs, alcohol (including beer) or drug paraphernalia and/or students suspected of being under the influence of drugs and/or alcohol are subject to testing without prior notification of the parent.

CICS 24/7 Tobacco Free Policy:

The Board of Education understands the concern of parents, educators, students, and community members regarding the adverse effects of tobacco and second hand smoke. CICS wants to provide a safe and healthy environment for our students, staff, and community and set the proper example for our students. Therefore, tobacco in any form will not be used by anyone, anywhere, anytime (including non-school hours and days) on school grounds, property, vehicles, or during any school sponsored functions held off campus.

This policy is intended to improve the health and safety of all individuals using the schools.

“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and include cloves, e-cigarettes or any other product packaged for smoking or the simulation of smoking.

This regulation applies to employees of the school district, students, and visitors. This regulation also applies to all public school functions (ballgames, concerts, etc.) and any

outside agency using the district's facilities, including stadiums. This regulation is in effect 24 hours per day, seven days per week.

The school will not accept donations of gifts, money, or materials from the tobacco industry. This school will not participate in any type of services that are funded by the tobacco industry.

HEALTH SERVICES

All medications are to be turned in to the nurse or front office and may be dispensed from these offices. Medication must be in its original container and properly labeled with physician instructions. Students are not permitted to carry any over-the-counter drugs in the school or on school property. This includes vitamins, dietary supplements or body enhancers.

The school nurse is available daily Monday through Friday. Services available include appointments for immunizations, family planning, sports physicals, dental, vision, and referrals for substance abuse.

Self-Administering Medication: Anaphylaxis Medication (Asthma Policy)

It is a policy of CICS to allow students to carry and self-administer anaphylaxis medication that is prescribed by a licensed physician. This medication shall be used to treat severe allergic reactions, such as those brought on by bee stings, hypersensitivity to food, pollen, dust, and the medical condition or disorder known as asthma. Types of medications might include, but are not limited to: inhaled bronchodilators, inhaled corticosteroids, and auto injectable epinephrine.

Reference: Oklahoma HB 2239 Effective 5/27/2008.

Diabetic Medication and Supplies

It is a policy of CICS to allow students with diabetes to carry and self-administer insulin, glucagon, glucose tablets, and supplies to check blood glucose levels that are prescribed by a licensed physician.

Reference: Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

SUPPLIES

Some school supplies and materials are furnished. The student is expected to be conservative in the use of these materials. Materials are distributed from the classroom instructor.

CHEROKEE IMMERSION CHARTER SCHOOL ACCEPTABLE INTERNET USE POLICY

The Internet links thousands of computer networks around the world, providing CICS students access to a wide variety of technological and informational resources.

CICS does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Cherokee Nation does not condone the use of such materials and does not permit usage of such materials in the school environment.

CICS specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Student Guidelines:

Students are expected to follow all guidelines stated below as well as those given verbally by the staff and to demonstrate ethical behavior in using the network facilities. Students are also expected to realize that the opportunity to use the network and the CICS facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or showing disregard for the proper procedures will not be tolerated. Access is a privilege, not a right.

1. Students may not allow others to use their account name and/or their password. To do so is a violation of the Acceptable Use Policy.
2. Before use, all students will receive an overview of the aspects of security and ethics involved in using the CICS/SEQUOYAH SCHOOLS network.
3. Any action by a student that is determined by the instructor or a systems administrator to constitute inappropriate use of the Internet at CICS/SEQUOYAH SCHOOLS or to improperly restrict or inhibit others for using the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and in a breach of the Acceptable Use Policy.
5. Transmission of personal information of a minor is strictly prohibited.

Violating the Acceptable Use Policy may result in:

- Restricted network access.
- Loss of network access.
- Suspension or expulsion from CICS.
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure efficient system operation, the System Administration has the

authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

COURSE DESCRIPTIONS

CICS will adhere to the policies and standards of the Priority Academic Skills Standards (P.A.S.S.) as outlined and implemented by the Oklahoma State Department of Education.

HOMEBOUND GUIDELINES

Before a student can be placed on homebound status and receive homebound services, that student must meet one or more of the following homebound requirements:

1. Students referred for homebound services must have a medical illness so severe that they are confined at home and are unable to attend school. (Students capable of working or attending social functions shall be ineligible for homebound services and any homebound status days during such period shall be counted as absences. Students requiring homebound should be unable to work or attend social functions.)
2. A medical form must be completed by a doctor confirming the medical condition of the student. This statement must include diagnosis, description of illness, and recommended duration for homebound instruction.
3. To qualify for homebound services for an emotional illness a treatment plan must be attached to the medical report. Regular medication maintenance by a physician and counseling is **REQUIRED**.
4. To qualify for homebound services, pregnancies in the first and second trimester must be accompanied by medical complications, which may threaten the mother and/or the infant's health. A normal pregnancy during this period does not constitute eligibility for homebound instruction. Homebound services will continue six weeks postpartum. Girls should begin their homebound school work not more than one week following delivery (unless otherwise instructed by the physician in writing). Homebound services will be provided for the students following the birth of their baby. Students are encouraged to spend a minimum of six (6) weeks on homebound. Students are not allowed to bring their children to the school building at any time before, during, or after school. Homebound forms are available in the Principal's office.
5. A homebound eligibility meeting is required prior to beginning homebound. This meeting will consist of the student, the parent, teachers, and counselor. The parent is required to attend the eligibility meeting.
6. In the event that the homebound student is unavailable for a home session, the parent must contact the homebound teacher prior to scheduled session. If the homebound teacher is absent, a call must be made to the homebound student's

- parent.
7. Homebound instruction will be terminated if two consecutive scheduled sessions have been missed.
 8. In compliance with the state guidelines, a review of homebound placement will be conducted at least monthly to determine if the placement is still appropriate and if modifications should be made to the program.

SUPPLEMENTAL SUPPORT PROGRAMS

Exceptional Education

An individual educational program is offered in the regular classroom for students whose needs cannot be satisfactorily met by the regular instructional program. It offers students the opportunity to advance at their own rate of development in an effort to reach study objectives.

The same qualities of knowledge and leadership are as essential for individual educational programs as are those needed in the general education program. The actual role of the special education teacher will be dictated by the local situation and will vary as the program expands.

The grading system for special education students will be the same as the regular classroom students. For any curricular area in which the regular education teacher deals entirely with a special education student, the grade recording and reporting shall be the responsibility of that teacher. If the special education student has a grade below a "D" and consulting the special education teacher or the use of the resource room does not help, an IEP meeting will be held to review modifications for that student.

No identification will be made by mark, grade or label on any record or report card, permanent or non-permanent, which would indicate that student is anything other than a regular student.

Referral

Public laws mandate that every child receive an education, regardless of the type or severity of handicap. All children, birth to age 21, are covered under the law. Education must begin early so the child can achieve his/her maximum potential. Anyone who knows of a child who may be handicapped and may be eligible for this service is encouraged to contact Donetta Henson or Shirley Webb, Special Services Coordinators at 918-456-0631 ext. 243 or 1-888-467-4746 ext. 243. All information is confidential.

TESTS

Any test announced during the student's presence in class or which is regularly scheduled (e.g. quarter or semester), which is missed by the student due to an absence shall be made up on the day the student returns to class. If the test is first administered on the day the student returns class, he/she shall be obligated to take the test on that

day.

Should the student be absent at the time the test is announced or if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her as soon as possible. Any exceptions to this policy concerning administering the test shall be limited to those exceptions made by the Principal.

Proficiency-Based Promotion

Upon the written 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 as defined in 70 O.S. 11-103.6 Oklahoma Department of Education Regulations will be followed upon receiving such requests.

GRADING PROCEDURES AND INFORMATION

Grades and Report Cards

Student progress reports will be sent weekly. Report cards will be mailed to each student's parent/guardian at the end of the fourth week of each nine-week grading period and at the end of each nine-week grading period.

General Grading Information

All students will have a minimum of two grades per week as a basis for figuring nine week's grades. In recording grades on permanent records, letter grades will be used. All classes will use the following grading scale:

A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below
I	(Incomplete) *See notation below
FA	(Failure due to attendance)
NC	No credit

***Incomplete grades**

An "I" will be issued if a student's work for the semester is incomplete. All semester tests missed due to absences must be completed within 3 days upon returning to school. It is the student's responsibility to make arrangements with their teachers to complete missed assignments and/or tests. A student has two weeks past the end of the term to clear an incomplete. After a two-week period, if no attempt has been made to complete the missing assignments, the grades for those assignments will be changed

to a “0” and averaged into their cumulative total. Then a letter grade will be assigned based on that average.

Failure Due To Attendance

A student has two weeks following the last day of the semester to dispute an absence that has resulted in failure due to attendance. After a two-week period, if no attempt has been made to clear the attendance, the grades for those classes will remain “FA” and averaged into their cumulative total grade point average. A failure due to attendance cannot be disputed after that two-week period.

NO CHILD LEFT BEHIND ACT OF 2001 (NCLB) TITLE I SCHOOL-PARENT COMPACT

CICS and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

School Responsibilities

CICS will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards. Highly qualified teachers will provide a safe and positive environment for student learning. Oklahoma PASS objectives are used with scientifically based teaching strategies to promote student achievement. Response to Intervention is provided for students at risk.
- Hold parent-teacher conferences twice during the school year to provide a time for parents to discuss their child’s achievement with the student’s teachers.
- Provide parents with frequent reports on their children’s progress. The students will be given weekly progress sheets. Parents will be mailed progress reports at the end of each quarter.
- Send out letters regarding school hours and class times in which teachers can meet with them. The school handbook that will be given to the parents at the beginning of the school year will have information on how to get in touch with administrators and teachers.
- Provide parents with opportunities to volunteer and participate in their child’s class, and to observe classroom activities. Parents who wish to volunteer may do so by contacting our parent liaison.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television my children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team.

PARENTS RIGHT-TO-KNOW

At the beginning of each school year, a student's parents/guardians may request information regarding the professional qualifications of their student's teacher(s). Specifically, the parent has the right-to-know:

- Whether a teacher has met state qualifications for license and certification.
- Whether the teacher is teaching under an emergency or provisional certificate.
- The baccalaureate and graduate degree majors of the teacher(s).
- Whether their child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.
- Timely notification is also required if a student receives instruction from an unqualified teacher for four or more consecutive weeks.

AHERA ACT

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos every three years after a management plan, which outlines the steps to be taken to eliminate the hazard. Sequoyah Schools complies with this statute because of the concern for the well-being of your child.

We have received a management plan, which pinpoints all asbestos in the school. The plan is available for public review in the administrative office during normal business hours.

ACADEMIC INFORMATION

Academic Guidance/Counseling Service

Academic and social counseling are provided for all students. Academically, the students may receive curriculum, scheduling, career, and classroom behavior counseling. Socially, students may receive individual, group, and health guidance.

Admission and continuing enrollment criteria for CICS students

- Students should have a cumulative 2.25 grade point average or better to be admitted.
- Students should maintain a cumulative 2.25 grade point average or better throughout the school year at CICS.
- Students must agree to support all policies and procedures while in attendance.
- Students must agree to abide by all rules and regulations as stated in the Student Handbook.
- Grades will be reviewed at the end of each semester (9 weeks) to determine cumulative grade point averages. (Refer to the section in this handbook on procedure for computation of grade point averages.)
- Students falling below the minimum cumulative 2.25 grade point average may be placed on academic probation. The student will be given until the end of the next semester (9 weeks) to increase his/her grade point average to a 2.25 or higher or he/she may be asked to withdraw or be dropped from enrollment.

ELIGIBILITY

Athletic Eligibility

CICS operates under the OSSAA guidelines. A student who has not attended classes 90% of the time for the semester becomes ineligible. If he/she is ineligible because of late enrollment, he/she must attend the number of days he/she was late in enrolling to regain eligibility; otherwise, he/she must attend a period of time equal to the number of days absent in excess of 20% for the semester. In the event of late enrollment due to illness, injury, or death in the immediate family during the first ten days of a semester, the principal shall determine if a student should be charged with late enrollment for eligibility purposes. Time of additional absences while regaining eligibility will be added to time required to become eligible. After a student regains eligibility and then is absent, his/her eligibility is determined by the percentage of attendance from the beginning of the semester, except that percentage of attendance for late enrollees, after becoming eligible, shall be calculated from the date on which eligibility is regained. *No student/athlete shall receive a letter of award if suspended permanently or quits the team.*

“D” or “F” List

The final “D” or “F” list is due in the office on Friday of each week by 3:30 p.m. The “F” list runs from Monday to Sunday of each week.

The first time a student is placed on the “F” list, they are on probationary status. The second consecutive week they are on the “F” list, they are on ineligible status, resulting in the student not being able to participate in any extra-curricular activities.

Students who are placed on the “D” or “F” list are required to attend mandatory encore. After school tutoring is also available.

STUDENT ELIGIBILITY DURING A SEMESTER

- 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 at the end of a week they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period he/she will be ineligible to participate during the next one-week period. **THE INELIGIBILITY PERIODS WILL BEGIN ON MONDAY AND END ON SUNDAY.**
- A student who has lost eligibility under this provision must be passing all subjects in order to re-gain eligibility.
- Once a student has been placed on the “F” list, that student cannot be removed from the list until the following week.
- Student ineligibility will start according to OSSAA guidelines.

Sports

Basketball
Softball
Track
Cross Country
Wrestling
Band
Cheerleading

STUDENT CODE OF CONDUCT

The following rules and regulations shall apply to all enrolled students of CICS and remain in effect during the academic year for the purpose for establishing and maintaining an orderly atmosphere conducive to an effective teaching-learning-living environment appropriate with approved educational programs:

1. The use and/or possession of the following are prohibited: (A) alcoholic beverages; (B) illegal drugs, such as marijuana, or (C) sniffing volatile fumes such as paint, glue, gasoline, etc.; (D) tobacco products; (E) pornography.
2. Unauthorized leave from the campus will not be tolerated; (A) absent without official leave -AWOL; (B) absences from the classroom, assembly, or other school functions; (C) excessive tardiness; (D) excessive absences.
3. Failure to fulfill proper check in and check out procedures when leaving or returning to campus will result in loss of check out privileges.
4. Use or possession of the following is prohibited; fireworks or explosives, firearms, knives or other dangerous weapons such as homemade letter openers, etc.

5. None of the following will be tolerated and may lead to legal prosecution; (A) theft; or (B) damage to private property; (C) unauthorized entry of school or property; (D) gambling; (E) being under the influence of alcohol; (F) under the influence of drugs; or (G) any other unlawful/criminal behavior.
6. Disrespectful violent or defiant actions, disruptive in nature, including but not limited to, the following are not permitted; (A) striking an employee; (B) fighting; (C) threatening or bullying other students or employees (including cyber-bullying) – intimidation; (D) swearing or vulgar language; (E) obscene gestures; (F) Public Display of Affection PDA.
7. Engaging in defacement or destruction of personal or school property is prohibited. This would also include any act of desecration of the American flag.
8. Willful or defiant disobedience to a reasonable request by a staff member shall be a violation of school rules.
9. Student will be liable for all unauthorized charges made to school telephones as well as charges made from telephones in hotel rooms while on school functions
10. Piercings-No excessive (more than 3) visible body piercing and jewelry, with the exception of acceptable ear piercings, are allowed to be worn during regular school hours or while participants in extracurricular activities.

“I, _____, fully understand the foregoing “Code of Conduct” and if accepted as a student at CICS, I agree to abide by the rules as stated above.”

Student Signature

Date

“I, _____, the parent/legal guardian, have read the following rules and will encourage my child to abide by the prescribed “Code of Conduct”; I further agree to cooperate in resolving any disciplinary problems that may involve my child.”

Parent/Guardian Signature

Date

**PARENT OR LEGAL GUARDIAN & STUDENT MUST
SIGN FORM**

NO CHILD LEFT BEHIND ACT OF 2002

The “No Child Left Behind Act of 2002” SEC.9528, Armed Forces Recruiter Access to Student and Student Recruiting Information, provides for schools to provide, on request made by military recruiters or an institution of higher education, access to secondary school student names, addresses, and telephone listings. As a school, we are required to comply with this law. You as a parent, however, have the right to request that the school not release that information to these agencies. If you wish to not have your child’s information released, please indicate below and return to Sequoyah Schools. If you have any questions about the “No Child Left Behind Act of 2002” please contact Sequoyah Schools’ Registrar, at (918) 772-4169.

_____ I do wish to have my child’s information released.

_____ I do not wish to have my child’s information released.

Signature of Parent/Legal Guardian

Date