

LEADERS OF TOMORROW, START HERE TODAY!

Apache Elementary

School Handbook
2020-2021



WE ENTER TO LEARN, LEAVE TO ACHIEVE!

Boone-Apache Administrative Calendar of Events 2020-2021

August 10-12.....	Teacher In-Service Days
August 13.....	First Day of School
September 7.....	No School – Labor Day
September 14.....	Progress Reports
October 9.....	Parent/Teacher Conferences/No School
October 12.....	Progress Reports
October 16&19.....	No School – Fall Break
November 16.....	Progress Reports
November 23-27.....	No School – Thanksgiving Break
December 18.....	End of 1 st Semester
December 21-January 1.....	Christmas Break
January 4.....	2 nd Semester Begins
January 18.....	No School
February 1.....	Progress Reports
February 15.....	No School – Professional Development Day
March 8.....	Progress Reports
March 12.....	Parent/Teacher Conferences/No School
March 15-19.....	No School – Spring Break
March 26.....	No school
April 2.....	No School
April 9.....	No School
April 19.....	Progress Reports
April 16.....	No School
April 23.....	No School
April 30.....	No School
May 7.....	No School
May 20.....	Last Day of School
May 21.....	Professional Development Day Graduation

Apache Elementary School

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Apache, OK 73006

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Welcome

Apache Elementary School would like to welcome back returning students and to welcome all new students. We are excited about the upcoming school year. We hope that the 2020-2021 school year will be both enjoyable, as well as productive in preparing the students for their future endeavors.

We invite each student to take full advantage of the varied and numerous opportunities afforded to them by our school for student's learning and maturing experiences. We encourage each student to become active in student activities, in addition to academic pursuits.

The purpose of this handbook is to better acquaint students, parents, and teachers with the academic, extra-curricular, and discipline policies of Apache Elementary School. Through this information we hope to unify and work together to make the school year rewarding and beneficial to all students. Many of the problems that arise in our school may be eliminated by knowledge and understanding of the information in this handbook.

It is the desire of the administration and staff that each student is successful while in our school system. We want each student to become a better person when they leave the hallways of the Apache School system. We are proud of Apache Elementary School and its traditions, and we want each student to take pride in both themselves and our school. Our hope is that this will be a successful year for you and all that you take part in.

Boone-Apache Board of Education

Charlotte Myers – President
Linda Myers – Vice President
James Patterson, Jr. - Clerk
Jennifer Smith - Member
Katrina Wetselline – Member

Boone-Apache School Administration

Superintendent of Schools – Don Schneberger
High School Principal- Todd Vail
Middle School Principal- Steven Base
Elementary Principal- Amber Crow
Athletic Director – Larry McDaniel

Vision Statement:

Children are our future, and we will promote a desire for life-long learning by nurturing qualities such as problem-solving, compassion, perseverance, and confidences as a foundation for a successful future.

Mission Statement:

We will prepare our students to become independent learners with the desires, the skills, and the abilities necessary for lifelong learning. This will require creating a learning environment which is centered around students, directed by teachers, and supported by home and community.

Motto

In this school, we don't do easy. We make easy happen through hard work and learning!

School Emblem:

Warriors

School Colors:

Orange and Black

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Apache Elementary Faculty

Amber Crow.....	Elementary Principal
Sarah Hinch.....	Pre-K
Krishna Bartlett.....	Pre-K
Karla Lindsey.....	Kindergarten
Cathy Tunnell.....	Kindergarten
Kelli Turney.....	First
Stacy Smith.....	First
Starla Claborn.....	Second
Jaylee Bain.....	Second
Phoebe Gibson	Third
Kaci Head.....	Third
Lanita Steinmetz.....	Fourth
Julie Tully.....	Fourth
Kearsten Williams	Fifth
Janie Smith.....	Fifth
Pam Rodgers.....	Physical Education
Pam Mindemann.....	Special Education
Gwen Mindemann.....	Music
Dawn Chappellear.....	Librarian
.....	Counselor

Apache Elementary Office Staff

Connie Goodwin.....	Secretary
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Custodial Staff

Terri Roberts

Para-Professionals

Nichole Beavers
 Brandy Roberts
 Kelley Sheward
 Brandi Lautrup
 Tamey Swanda

Apache Elementary Routines

Students are released from the PE room at 7:55 to go to class. Class begins at 8:00. Students arriving after 8:00 will be considered tardy.

School is dismissed at 3:05.

No student should arrive before 7:45 a.m. -Apache Schools cannot be held liable for any student arriving before or staying after regular school hours.

No parent/guardian should arrive before 3:00 p.m. to pick up students at the end of the day.

City officers will be called to help assist with traffic flow if necessary.

Breakfast will be served from 7:40-8:10. Students may enter through the P.E. room or playground doors to go to the cafeteria and eat. Students may bring their own lunch. However, no soda is allowed due to state regulations. Food should not be shared with other students or taken out of the cafeteria. Parents are welcome to eat with their child, but will be required to pay the "visitors price" for lunch. Students arriving late to class from eating will be counted tardy.

****Pick up and Drop off****

To ensure the safety of our students, the following pick up and drop off procedures have been put into place. Please familiarize yourself with these and follow them for the safety of all.

***In the A.M.**

Students need to be let out on the west of side of the elementary building at the P.E. doors. Students should enter campus through the gate and proceed around to the double glass doors that enter the building from the playground. If students are not eating breakfast they must go to the P.E. room or wait in designated areas outside against P.E. wall.

The only students that will be dropped off at the front of the building will be the head-start students.

No one should be entering the front doors unless they are late for school.

***In the P.M.,**

Buses will load from the cafeteria doors on the West to the Mrs. Smith's room on the East.

No cars should be entering this area from 2:45-3:15. Please do not pick your students up early to avoid the car lines. This defeats the purpose, and students still miss valuable end of the day closure activities.

Car riders will exit through the P.E. doors and be escorted to their cars that will need to be in line on the road that runs perpendicular to the school on the west side.

Walkers will be released from two locations. If they live on the East side of town, they will be dismissed from Mrs. Mindemann's room on the East side. If they live on the West side of town, they will be dismissed from the P.E. room.

Students should use the crosswalks located on the East and West sides of the building when walking home.

Enrollment

New students enrolling at Apache Elementary School have to have these documents submitted before a child will be allowed to attend classes:

1. Birth certificate(Must be state issued)
2. Shot Record
3. Proof of physical address within school district(This cannot be a disconnect notice)
4. Social Security Card
5. Name and address of previous school for record release form.

We reserve the right to ask parents to bring the child on the following day after enrollment papers have been filled out, to ensure that we have all the needed information and documents from other schools.

Parents/guardians may be asked to show picture ID when enrolling a child.

If a child does not reside with natural parents, guardianship papers need to be provided.

Enrollment for each new school year will be announced in local papers and through the school wide phone system.

Pre-K enrollment will be held in the spring before school is out. There is a limited number of students that can be enrolled in pre-k, and if necessary, some students may be put on a waiting list.

Any child entering Pre-K must be potty-trained before they start school. If the school becomes aware that a child is not potty-trained, that said child can be removed from the program and may permanently lose their place for that school year.

No new Pre-K students will be admitted after the first semester unless they have been in enrolled and in good standing in a previous Pre-K class at a different school.

A child's legal name must appear on all written records. These include cumulative folders, attendance records, and other school documents. We will honor wishes of parent to call a child by another name. This does not pertain to silly or inappropriate nicknames.

Medication

Medication may be administered upon written authorization from a parent. Prescription medication must be in a pharmacy container, properly labeled by a pharmacist. Written instructions on the manner in which the medication is to be administered must be provided with the authorization. Students needing to carry an inhaler on their person must supply a doctor note.

Playground Rules

1. Use all playground structures correctly and safely.
2. Stay inside the fence and play in the areas designated by playground teachers.
3. Do not stand on top of monkey bars, slides, swings, or any other structure.
4. Swings are meant for one person at a time. Swing back and forth, not side to side. Do not wrap swings around top of swing set.
5. Be courteous and respectful toward everyone.
6. Dirt, rocks, playground cover, sticks or other objects are not to be thrown.
7. Due to limited space, students will not be able to play tag.
8. Teams, gangs, clubs, and similar groups are not allowed during recess or any time during the school day.
9. Students should dress appropriately for the weather.

If the wind chill is below freezing, students will not be outside playing.

If the heat index is above 110 degrees, students will not be outside playing.

Gum

Gum chewing is discouraged at school due to the problems incurred by its misuse. Classroom policy regarding the use of gum will be at the discretion of each individual classroom teacher. The principal has the right to revoke this privilege at any time. Failure to follow class rules will result in disciplinary action.

Floral Deliveries

Any floral deliveries or birthday deliveries will not be given to a student until the end of the school day. However, this could change depending on new CDC and SDE guidelines.

Classroom Parties

There will be designated classroom parties throughout the year. Teachers will be in charge of requesting help and organizing the parties. The structure of parties, who can attend, and what can be brought could change depending on CDC and OSDE guidelines.

Under no circumstances are there to be birthday parties in the classroom. Each teacher may decide if they would like to allow cupcakes/cake or goodies to be passed out at the end of the day. However, class will not be interrupted to have parties and for family members to join in the snacks.

Please do not send birthday invitations to school unless you are inviting the whole class or all boys or all girls. Too many students get their feelings hurt, and that is not an acceptable practice at Apache Elementary School.

Communicable Disease Control

If your child has a contagious disease, please notify the school office immediately. Exclusion requirements will be discussed.

When school officials have reasonable doubt as to the contagiousness of any person who has been excluded from school for an infectious disease, they may require a written medical statement before the person is permitted to re-enter school. The principal or person designated by the principal may exclude any child suffering from or exhibiting the following symptoms:

1. Fever alone, 100 degrees F
2. Sore throat or tonsillitis with fever
3. Any eruption of the skin, or rash with fever
4. Any nasal discharge accompanied by a fever
5. A severe cough(producing phlegm)
6. Any undiagnosed inflammation of the eye or lids
7. Vomiting and/or diarrhea
8. Other conditions include head lice, impetigo, ring worm, and scabies until adequately treated.

Students who have been excluded from school with any of the following communicable conditions must be cleared by a physician and have a written doctor's release before re-entering school. The only exception is the condition marked with an asterisk which may be checked at the School Office. If your child has had a fever of greater than 100 degrees, they must be fever free for 24 hours without medication before returning to school. If your student has been vomiting or had diarrhea, they must not have had an episode for 24 hours before returning to school.

Hepatitis
Measles
*Head lice
Rubella
Strep Throat
Skin infections
Mumps
Scarlet Fever, Scarlatina

Conjunctivitis (Pink eye)
Impetigo
Mononucleosis
Ringworm (Scalp)
Scabies
Meningitis
Pinworms
Pertussis (whooping cough)

If a student's clothing becomes soiled with body fluids such as vomit, urine, stool, or blood, the parent/guardian may be notified to come to the school to either pick up the student or bring a change of clothes.

Fire Drill

As students clear the building, the first student to arrive at a door should hold the door open until the remaining students have cleared the building and then join his/her class for roll call.

Tornado Drill

Sudden tornadoes are a common occurrence in Oklahoma, especially in the spring. Our school has tornado precautions and procedures put into place. The faculty and students periodically practice these procedures. If severe weather is rapidly approaching at the time of dismissal, students will be held at the school until the danger has passed. If there is a tornado watch but no immediate danger, school will be dismissed on schedule.

School Safety Management and Procedures

Due to the growing concern of safety and the ever constant threat of violence in our children's schools, it is the intent of the Legislature that local schools and families must work together to combat this rising problem. Therefore, no later than October 1, 1996, and every year thereafter, each public school site shall establish a Safe School Committee to be composed of an equal number of teachers, parents of the children affected, and students. The Safe School Committee shall study and make recommendations to the principal regarding: unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school.

Building Lockdown Procedures

If a school lockdown has been issued, this means that no children will leave the classroom for any reason. Teachers will lock all doors to the classroom so that no one can enter or exit.

Teachers and support personnel will follow the lockdown plan that has been practiced during each school year.

All doors and entrance/exits are to stay locked until the all clear is given.

Lost and Found

Students who find lost articles are asked to take them to the school office. Lost articles which are not claimed will be donated to the local clothes closet at the end of each 9 week period. Any lost item is the student's responsibility. The school cannot be held responsible.

Parents are requested to place their child's name in his/her clothing and in such items as lunch boxes, notebooks, backpacks, coats, etc...

Reading Sufficiency

The reading goal for Oklahoma public schools is as follows:

By July 1, 2008, and each year thereafter, all third-grade students will read at or above grade level by the end of their third grade year, excluding (15%) of those students who have an IEP, pursuant to the Individuals with Disabilities Education Act (IDEA), and excluding those students who are English language learner who have been determined not to be proficient in English as defined by a state-designated English proficiency assessment.

Reading sufficiency testing will be conducted in Boone-Apache Public Schools to ensure that each student has attained the necessary reading skill upon the completion of the third grade. Each student enrolled in kindergarten, first, second, and third grades of the public schools of the state shall be assessed by multiple, on-going assessments for the acquisition of reading skills for the grade level in which that student is enrolled.

Any student who is assessed and found not to be reading at the appropriate grade level shall be provided a Program of Reading Instruction designed to enable the student to acquire the appropriate grade level reading skills.

The Program of Reading Instruction shall align with OASS and may include, but is not limited to:

1. Sufficient additional in-school instructional time for acquisition of phonological awareness, phonics, spelling, reading fluency, vocabulary, and comprehension;
2. If necessary, tutorial instruction after regular school hours, and

3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, phonics, spelling, reading fluency, vocabulary, and comprehension, as identified in the student’s program of reading instruction.

A teacher who determines a third-grade student is unable to meet competencies required for reading for the completion of third grade and promotion to fourth grade, may have the authority, after consultation with the parent or guardian of the student, to recommend that the promotion of the student to the fourth grade is contingent upon the participation in and successful completion of the required competencies for reading by the student at a summer academy or other program. If the student does not successfully complete the competencies in the summer academy or other program, the student may be retained in the third grade.

Retention

It will be the policy of Apache Elementary to not retain students in pre-k (unless there are mitigating circumstances). Students can be placed in transitional first grade(if available) to help with skills that are deemed to be insufficient at this point. Students that are extremely lacking at any level or have excessive absences may be held back.

The Reading Sufficiency Act calls for retention of a third-grade student if they do not score at the proficient level or above on their end of the year reading assessment.

Retention of a student will be based on a student’s progress or lack of at school, test scores, attendance, previous retentions, and teacher recommendation. Students may be required to successfully complete summer classes or programs (at parent’s expense) before being allowed to progress on to the next grade.

Grading System

Apache’s grading system is intended to provide students and parents with a realistic assessment of student performance in academic areas. Every effort is made to be certain that grades are assigned on a fair, timely, and consistent basis.

The following scale is used to assign grades for Apache Elementary School:

4 year old program (Pre-K)	Progress Report – Check List
Kindergarten	S+... Above Satisfactory

- S ... Satisfactory
- S- ... Below Satisfactory
- N ... Needs Improvement
- U ... Below Satisfactory

Grades 1-5	90-100	A
	80-89	B
	70-79	C
	60-69	D
	0-59	F

A. Grading Procedures: Each teacher will develop written guidelines for student grading in their classes. With the availability of the “Gradebook” program, it is important that teachers are consistent in their course work grading. Listed below are some of the grading criteria to be followed:

1. Grades will be categorized as either 1) Assessments, 2) Other (daily grades, homework, or 3) project
2. Each teacher will use a running point system to calculate grades
3. All daily grades will be figured by using a score multiplier of 1, each assessment will be calculated by using a score multiplier of 1 or 2, and projects will be left to the discretion of the teacher but should not exceed a score multiplier of 3.
4. Minimum Amount of Grades –Teachers should be recording at least 2 grades per week in each subject that is being taught during the active grading period.
- 5.

II. Attendance Policy

Apache Public Schools believes that regular attendance is extremely important to a student’s education. Studies show that there is a strong correlation between a student’s attendance and academic achievement. The school seeks the cooperation of parents in helping develop good attendance habits with our students.

A. Oklahoma State Law

1. Enrollment
 - a. General – All students between the ages of five (5) and eighteen (18) and residing in the Boone-Apache School District have a right and responsibility to be enrolled in Apache Public Schools. Exceptions to the responsibility include those students who have completed four years of high school, where other means of education are provided, or where the student has been excused or removed from attendance by reason of law.
 - b. Reporting to the Caddo County District Attorney - Parents of students missing more than 10 unexcused days of school will be reported to the Caddo County District Attorney’s Office for truancy.

B. Absence Limits

Apache Public Schools expects all students to be in attendance and on time to their classes. A student cannot get a proper education if he or she has attendance problems. It is the responsibility of parents/guardians to ensure that their child attends school. The school will attempt to make contact with parents/guardians regarding absences through phone contact or mail after a student's 5th and 8th absence. Upon the 11th absence a letter will be sent to the District Attorney's Office.

****All absences (excused and unexcused) shall be included in the absence limits with the following exception:**

1. Extended illness substantiated by a doctor's statement (3 or more consecutive school days). ***Principal Approved**
2. Participation in school sponsored activities.
3. Religious holidays (Parent/Guardian must submit a written request for the absence).
4. Participation in a military funeral honors ceremony.
5. Any absence of an emergency nature deemed unavoidable or necessary by the school principal. ***Principal Approved**

Absences will be based on a semester basis:

C. Types of Absences

1. **Excused** – Parents/Guardians have contacted the school about their child's absence and the administration will determine the validity of the absence. School will excuse up to 2 days on validity of parent, if longer than 2 days, student must provide proper documentation (doctor note, etc.). Students must provide proper documentation no later than the following day upon returning to school. An absence for which no acceptable explanation is received shall be deemed unexcused. If a pattern of absences exist, such as missing every Monday or every Friday, students will be counted absent unexcused even with a parental phone call.
2. **Unexcused** – No acceptable explanation provided, no contact has been able to be made with the parent/guardian concerning the student's absence, continual absences without doctor notes. Repetitive absence patterns. Disciplinary action may occur. Police may be called to check on student and to escort children to school if necessary.

- D. Tardies:** Students should be prompt each day for class. Being on time, and being prepared with books, paper, and pencils, will allow proper learning to take place. Teachers and/or the principal may explore other methods of discipline to encourage students to avoid tardiness, such as detention, corporal punishment, ISS, and eventually out-of-school suspension.

****Students that are tardy to class should obtain a tardy slip from the office.**

Continued or habitual tardiness can result in disciplinary action.

E. Notification of Absence

1. Parent/Guardian shall notify the school the day of their child's absence.
2. All absences must be cleared in the office no later than the following day after a student returns to school.
3. Students arriving to school after the bell, must have an admit slip to be admitted into class.
4. Students leaving the school grounds without properly checking out will receive an unexcused absence and face disciplinary measures.

F. Absences for School Sponsored Activities: Apache Public Schools presents the opportunity for all students to participate in extra-curricular activities. The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom, shall be **(10)** for any one-class period for the year. Exempt from the 10-day limit are: school sponsored state and national contests for which students have earned the right to compete, class or organizational meetings, student body assemblies, intra-school scheduled events, serving as a page at the state capitol, and interscholastic curriculum contests. Class or organizational meetings need to be held before or after school or during lunch. **Students missing school for activities shall make contact with each of their teachers, getting the work they will be missing. The teacher shall make arrangements with the student for completion of the work (before school, after school, lunch, etc.) Students should make arrangements at least 24 hours prior to the activity. Activity sponsors should oversee that student's follow activity absence procedures.

G. Educational Field Trips: Teachers must submit in writing the education values of any trip which has to be approved by the administration. Field Trips are a privilege, and students can lose this privilege at any time.

1. Ineligible students – Cannot attend a field trip or a school event, which would cause the student to miss class time.
2. Probationary students – Can only attend a field trip if his/her grade is passing at the time of the field trip. (Sponsor or teacher must contact the principal verbally or in writing stating the student is passing).
3. If a field trip is for a designated grade in the classroom, then the student may be permitted to attend.

Note: A student may participate in an OSSAA sanctioned activity or event during their probation week, but not a field trip.

H. Work Missed During an Absence: All work missed during a period of absence may be made up, with the exception of unexcused absences. Work may be picked up for the absent student by calling the office and making arrangements. It is the **STUDENT'S** responsibility to obtain the missed work and the teacher's responsibility to assist the student. Students will have the same amount of days they have missed to make up assignments. Work shall be due on the following day not to exceed 10 days. Any work, examination, or test announced during the student's presence in class or which is

regularly scheduled (e.g. semester tests) which is missed by the student due to any type of absence other than unexcused, shall be made up the day the student returns. It is to the teacher's discretion whether to send the missed work home or to allow students to complete the assignments in class, where they can receive guided help from the teacher.

III. Scholastic Eligibility

Apache Public Schools encourages all students to participate in extra-curricular activities. In order to do so, eligibility rules established by Apache Public Schools must be followed. Eligibility is determined on both a weekly and a semester basis.

A. Protect Your Eligibility

1. Each year a physical exam is required of all students that participate in athletics.
2. A student must be in class 90% of the time to remain eligible.
3. A student must pass all of his or her classes weekly once eligibility runs to remain eligible.
4. A student must pass 5 classes to be counted for each semester to be eligible at the beginning of the following semester. If they fail 5 subjects, the student shall be ineligible to participate for a six-week period the following semester.
5. Any student who is under discipline (ISS or out-of-school suspension) or whose conduct or character is detrimental to the school will not be eligible until reinstated by the principal.
6. A student must be in school more than ½ of a day to be eligible for an activity that day. Any exception to the rule must be approved through the principal.
7. A student, who is disqualified during a contest because of flagrant or unsportsmanlike conduct, shall be ineligible until reinstated the principal.
8. No person shall enter a contest under an assumed name.

B. Weekly Eligibility

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. The periods of probation and ineligibility will always begin with the Monday after the Friday check and continue through the next Sunday. The teacher will stop grades for eligibility at the end of the day on Thursday. The teacher determines eligibility as if the semester ended on that day. A student will have one week of probationary status where they will still be eligible for activities. A second straight week on the list by a student will result in ineligible status.

Any student that is ineligible will not be able to attend any Apache Elementary School function until they have gotten their grades back into good standing.

- A. **Honor Rolls:** -Apache students will be recognized on the Superintendent’s Honor Roll (Straight A’s) or the Principal’s Honor Roll (No grade lower than a B) by semester.
- B. **Student of the Month:** Each month from September through May, the faculty shall select an eligible student of the month. There will be one student of the month in the elementary school. The criteria that the faculty will use for selection include the following: scholarship, citizenship, extra-curricular activities participation, sportsmanship, attitude, character, community service, and other features that define a quality individual and future leader.

V. Discipline Policies

Students are allowed as much freedom as possible without hindering the freedom and educational opportunities of others. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their actions. When a student exhibits disruptive behavior that hinders another student’s right to a good education in a safe environment corrective actions will be taken. This understanding is essential in order for students to learn to function as responsible citizens.

- A. **Discipline:** Apache Public Schools has the right and obligation to control and discipline its students as defined by state law.
- B. **Students Behaviors Defined:** Defining some student behaviors will help students, parents, teachers, and administrators to better understand what is expected in regard to student behavior and disciplinary actions for that behavior. The following is a partial list of defining student behavior.
 1. **Fighting:** An aggressive act or behavior exhibited by a student or students that by its nature is intended to inflict pain or injury on another person or persons. This act could include but is not limited to: kicking, striking blows with one’s head, elbow, knee, fist, open hand, or any other instrument held in one’s hand, choking or grabbing and throwing bodily or shoving another person.
 2. **Defending One’s Self:** An act, which is a quick and immediate reaction or defense to an aggressive or threatening situation that one is in an immediate danger. This act is only for defending oneself and is void if the victim becomes the aggressor.
 3. **Sexual Harassment:** Any incident of verbal, written expression, or physical act (including gestures) that can be interpreted in any way degrading to a person in regard to their sexuality, no matter whether the incident is between different sexes or among the same sex.
 4. **Inappropriate Touching:** A student knowingly and intentionally touching or striking another person in a way to inflict minor or short-term pain or in a way that may

- cause a person discomfort, embarrassment, or humiliation. Incidents of improper touching may include but are not limited to:
- a. Patting, rubbing, brushing up against, tapping, or touching another person's buttocks, breasts, or other private parts in any way.
 - b. Touching or pulling on another's undergarment in any way.
5. Inappropriate Language: Any language that could cause a person to be offended. Incidents of inappropriate language may include but are not limited to:
- a. Cursing, swearing, or any other filthy language.
 - b. Language dealing with sexual overtones in any way.
 - c. Language that degrades a person because of race, religion, social status, or sex.
 - d. Language that by its nature is meant to be disrespectful to any person in any way.
 - e. Any word or words that a teacher tells students that is inappropriate for their class.
6. Instigating Inappropriate Student Behavior: Any act that contributes to the continuing or helps create an environment that may lead to another student exhibiting inappropriate behavior. This may include but is not limited to: harassing, instigating, stirring the pot, aggressive language, spreading of rumors, daring another student, or any other provocation that may cause another student to make a bad decision.
7. Harassment: Any act that is meant to intentionally be a bother to another person or that would cause another student to unwillingly take their mind off their school work or personal thoughts.
8. Bullying: Any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative education or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, gestures or written, verbal, or physical acts, or electronic communications.
9. Substance Use and Abuse: An act of possessing, buying, selling, transporting, using, or being under the influence of drugs, alcohol, or tobacco, while going to, coming from, or while in attendance at school or any school function. This would include making or attempting to make transactions regarding drugs, alcohol, or tobacco at any time and/or possessing any materials or paraphernalia associated with such.
10. Student Apathy, including Class Participation, Attendance, and Tardies: Knowingly, willingly, and purposely missing or skipping all or part of any class or school day without proper release, excuse from the school office, or missing under false pretense. Knowingly, willingly, and purposely not participating in class activities or sleeping in class. This would include being in the wrong classroom or wrong teacher's class during a time when a student is supposed to be in their own class. This would also include not attending class prior to or after returning from an activity absence.

11. Destruction or Defacing of School Property: Any student that destroys or defaces school property will face discipline procedures. Also, the student or guardian will be responsible for replacing or fixing any damaged school property.
12. Defiance of Authority: Knowingly, willingly, and purposely defying school personal.
13. Spitting or biting

Consequences

Level 1 offenses to include but not limited to:

Not being kind with words and actions; not completing assignments; disrupting the learning environment; and not following classroom rules as determined by the teacher and posted in the classroom.

- Follow classroom consequences as determined by the teacher and posted in the classroom;
- Office visit may result for repeated offenses where appropriate consequence will be determined.

Level 2 offenses to include but not limited to:

Disrespect of authority; unruly conduct that disrupts the learning environment; lying/cheating; and inappropriate language and conversation.

- Teacher is notified and follows policy put in place in the classroom including but not limited to notification of parent;
- Discipline report to the office;
- Parent contacted and appropriate disciplinary action taken;
- Parent contacted along with 1-2days of ISS or 1 day or suspension;
- With each repeated offense suspension will be doubled.
- In addition, with each offense student may be required to attend weekly group or individual counseling sessions with regard to the specific offense for a period of time to be no less than but not limited to 3 sessions per offense.

Level 3 offenses to include but not limited to:

Theft and Fighting

- Parent contacted along with 1-3 days of ISS or 1-2 day suspension.
- With each repeated offense suspension will be doubled.
- In addition, with each offense student may be required to attend weekly group or individual counseling sessions with regard to the specific offense for a period of time to be no less than but not limited to 3 sessions per offense.

Level 4 offenses to include but not limited to:

Bullying/Intimidation/Harassment Policy. Drug Free Schools, and Weapons violations will follow Board Policy as referenced in this handbook and found on file at administration office.

***Assault of Teachers, Coaches, Staff Members or Administrators:**

- 1st offense-Up to one semester suspension
- 2nd Offense-Up to one year suspension

***Assault of Students:**

Willful and malicious attack of another student for the purpose of inflicting physical harm or the instigation thereof:

1st Offense- Up to 20 days out-of-school suspension

2nd offense- Up to suspension for the current semester + the next semester

3rd Offense- Up to suspension for the remainder of the year + the next year

Parents and/or Authorities will be contacted for each offense

- C. **Discipline Alternatives:** No effort will be made to enumerate all the possible options to be used for control and discipline of students. Below are listed several disciplinary measures that the administration may use. The administration will not be limited to the following alternatives.

Conference with students – written warning

Notification of parents

Conference with parents

Referral to counselor

Referral to outside agency

Removal from class or group (temporary or permanent)

Detention – before school, noon, after school, Saturday school

Financial restitution

Restriction of privileges

In-School Suspension

Short-Term and Long-Term Suspension

Corporal Punishment

Exclusion from school activities

*The discipline alternative(s) selected should be reasonably appropriate to the student violation regardless of the method of discipline utilized.

Each child's discipline actions are based their own behavior at school. Discipline measures increase with the number of and severity of acts.

The following behaviors listed, but not limited to, will result in disciplinary action, which may include suspension:

1. Use or possession of tobacco in any form while riding in school vehicles, while on school grounds, or at or going to or from school.
2. Fighting, spitting, biting
3. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages and/or controlled substances at school, while on school vehicles at or going to or from school events.
4. Unacceptable attire.
5. Cheating
6. Vandalism/Theft
7. Truancy

8. Use of threats (verbal or implied), threats using hand gestures, taunting, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials, or using racial, ethnic, or sexual epithets.
9. Disruption of the educational process or operation of the school.
10. Inappropriate public behavior.
11. Possession, threat, or use of a dangerous weapon or facsimile.
12. Conduct which threatens or jeopardizes the safety of others.
13. Willful disrespect and/or disobedience of a request of a teacher or school employee.
14. Failure to attend assigned detention without approval.
15. Failure to comply with state immunization records.
16. Immorality.
17. Violation of the school rules and regulations.
18. Hazing in connection with any school activity.
19. Extortion
20. Willful damage to school property.

D. Corporal Punishment: If corporal punishment is the discipline alternative that is chosen; the following criteria must be met:

1. Parent/legal guardian did not sign opt-out for corporal punishment.
2. The principal or his/her designee must administer the corporal punishment.
3. Another school employee must witness the corporal punishment. (The parent/legal guardian may also witness if they choose).
4. The individual administering the corporal punishment must be fair and impartial when administering the corporal punishment.

E. Detention: Listed are the guidelines for detention:

1. Detention will be for 45 minutes after school or for a designated time during lunch.
2. Students are expected to be on time for detention.
3. Students are responsible for bringing their work or work will be assigned.
4. NO food or drink is allowed unless serving noon detention. If assigned noon detention, students will get a food tray and take it with them to detention.
5. NO talking while in detention.
6. NO use of cell phones or other electronic devices.

*Any violation of any detention rules may result in another day of detention added.

F. Suspension: Any student who is guilty of one of the above behaviors while in attendance at school, in transit by school transportation, under school supervision to or from school, at any school function authorized by the school district, or when present on any facility under the control of the district may be suspended from school. The number of days may vary depending upon the seriousness of the offense or the number of previous suspensions. Suspensions may range from one day through the rest of the current term and the next term. A suspended student is suspended to the custody of his/her parents and is not allowed to be on or near the school premises nor at any school activity while he/she is under suspension.

A suspension will begin immediately when it is deemed an appropriate discipline for the student's actions. The number of days of the suspension will be measured in actual school days after the suspension has been imposed and shall include any and all school activities that fall on those school days as well as weekends, holidays, summer vacation, or any other non-school days during the length of the suspension. After the suspension has been served and the suspension criteria have been met, the student will be eligible to return to school and participate in all school activities.

1. Guidelines for a short-term suspension – (10 days or less):

- a. It is the responsibility of the parent to monitor the student's educational progress, until the student is reinstated to school.
- b. The suspended student is not allowed on school grounds or at school activities.
- c. Class work for the suspended students will be available for pick-up in the school office. Pick up times for school work will be laid out on a case by case basis between the school and the parent/guardian.
- d. Before a student is suspended by an administrator, the administration shall consider and apply, if appropriate, alternative-in-school placement options that are not to be considered suspension such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.
- e. Students have the right to appeal a short term suspension. The appeals committee shall consist of the Apache Superintendent of Schools and other principals employed by the district with the exception of the principal that issued the suspension. The committee will determine guilt or innocence and shall address the term of the suspension. The decision rendered by the appeals committee is final.
- f. During the days of the suspension, and until a student is reinstated, he/she shall receive half credit on their daily work in each class. If a test or major assessment is given during the days of suspension, the students can make-up the assessment in a timely fashion, as determined by the instructor, under test make-up guidelines for **80%** credit.
- g. The district will provide an educational plan for student's suspended for more than five (5) days. A copy of the educational plan will be provided for the parent/guardian of the suspended student. Student's suspended for five (5) or fewer days will not be issued an educational plan but may have a parent pick up work for days missed due to suspension.

2. Guidelines for a long-term suspension – (greater than 10 days):

**The educational plan for a long-term suspension is for core-classes only (English, Math, Science, Social Studies, and Art Units required by the State Board of Education for grade advancement or graduation). Students will receive a "PASS" or "FAIL" grade, not an A,B,C,D,F grade. Students will receive a "NC" for non-core classes.

- a. Students suspended for more than 10 days may request a review of the suspension to the district’s administration. If the administrative review does not repeal the suspension, the suspended student may appeal the suspension to the board of education. The board of education will determine guilt or innocence and the reasonableness of the term of the suspension. The decision of the board of education shall be final.
- b. The district will provide an educational plan for the suspended student. A copy of the educational plan will be provided for the parent/guardian of the suspended student.
- c. The parent/guardian of the suspended student shall bear responsibility for monitoring the educational progress of the suspended student.
- d. A suspended student is not allowed on school grounds or at school activities.
- e. Class work in core classes will be available for pick-up by a parent/guardian weekly. Pick up times for school work will be laid out on a case by case basis between the school and the parent/guardian.
- f. If a student turns in completed work weekly and stays current in their core classes, they will have the opportunity to take their semester tests. If they pass their semester test, they will receive a “P” on their transcript and receive credit.

G. Drugs & Alcohol

1. Illegal & Illicit Drugs and Alcohol

- a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
- b. Students are prohibited from possessing, using, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances at school, while on school vehicles, or at or going to or from school events.
- c. “Illicit drugs” includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.
- d. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. Law enforcement will also be contacted.

2. Necessary Medications

- a. Students may not retain possession of or self-administer any medications at school unless the medication must be retained by the student for immediate administration. Students who have a legitimate health need for over-the-counter medication at school, shall deliver such medications to the school office with written parental authorization. Students who have a legitimate

need for over the counter medication will only be administered by an administrator or personal designated by the administration with written consent by a parent/guardian in compliance with Oklahoma law.

- b. Violation of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

VI. School Policies

- A. Food and Drinks:** No food or drinks will be allowed in the school building with the exception of the cafeteria. Students who need to carry food or drinks on their person for medical purposes must submit written consent signed by a medical professional. The consent will be placed in the students file. Students may bring water to class "if" their teacher allows it during hotter weather months. No pop, tea, Gatorade, etcetera will be allowed in bottles. The teacher or school personnel have the right to dump such beverages out and replace with water.
- B. Book Bag Policy:** Book bags or backpacks that are small in nature will be allowed for the student to carry their books or supplies. Book bags carried to class shall be placed in designated areas in the classroom.
- C. Electronic Devices Prohibited:** Possession of paging devices and electronics communication devices without permission are prohibited according to state law. Electronic devices such as iPods, pagers, headphones, etc. are not to be used during class time.
**Apache Public Schools will not be responsible for any electronic device that gets damaged or stolen from a student.
- D. Public Display of Affection:** Students are at school to receive an education. While in school, students will not be allowed to show inappropriate affection that offends others. Violation of this rule will result in disciplinary actions.
- E. Bus Rider Rules:** Being allowed to ride a bus is a privilege and not a right. All rules set forth by the school and the school district's bus drivers are set to keep all students safe while on the bus. Any student riding a bus that breaks the rules set forth will be disciplined and may be removed from riding a bus for the remainder of the year.
- F. Pledge of Allegiance and Daily Moment of Silence:** Apache Elementary School will recite the Pledge of Allegiance and observe a moment of silence over the intercom each day for students and teachers. This will be done before the daily announcements.
- G. Immunization Policy:** All students, including transfer students, shall be required to furnish evidence of all the required immunizations or a valid exemption before they may be allowed to enroll in an Oklahoma school district.

The immunization requirements for all students are evidence of having received or being in the process of receiving at least three DPT or TD shots, three polio vaccine doses, and one dose of measles and rubella vaccine, received on or after the student's

first birthday. Rubella vaccine is highly recommended, but not required, for female students over the age of twelve years. No grace period will be allowed for any students. This is state law.

H. School Dress Code: In accordance with the policy of the Apache Public Schools Board of Education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited.

Elementary students participate in a number of physical activities. They attend recess and/or PE daily. It is recommended that girls wear shorts under their dresses. We also suggest that students wear shoes in which they can run, exercise, and play. It is hard to participate in PE activities wearing heels or flip flops.

Correct clothing has a definite effect on a student's attitude toward studying, behavior, and concentration. Extreme fashions and hairstyles make children self-conscious and interfere with their ability to work. Clothing and appearance should not interfere with the learning environment.

The following dress code will be in effect for all students:

- Clothing shall not display lettering, pictures, numerical figures which carry the connotation of immorality, vulgarity, obscenities, gangs, and drug or alcohol use.
- Any display of nudity or manner of dress or grooming which is offensive will be corrected immediately.
- Skin tight clothing, mesh tops, and strapless shirts or dresses are prohibited, as are midriffs or short shirts that reveal the torso.
- Shorts and skirts should be of reasonable length and modest. A rule of thumb to follow is to purchase shorts and skirts, that when standing, are not shorter than students longest fingertip when arms are held to the side.
- Hats, caps, and any type of dew-rags or sunglasses may not be worn in the building. Hoods on sweatshirts must remain down while in the building.
- Shoes must be worn at all times. NO cleats or skate shoes.
- NO SAGGING ALLOWED
- Suspenders and straps must go over both shoulders and be fastened. Belts must be buckled and not hanging down.
- Clothing that allows any undergarment to be seen will not be permitted.
- Distressed and torn clothing is in fashion, however; holes and tears should not display skin above appropriate levels.

Any student found out of compliance with the Apache Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. If a parent is not able to bring acceptable clothing, the student may be sent home or be given an article of clothing from the school to wear. Students will be allowed to return to class after clothing has been changed and is compliant with the dress code. Repeat offenses may result in disciplinary action.

****The appearance policies will be discussed with the student body by their building principal and/or classroom teacher at the beginning of the school year. Starting the school day after the appearance policy has been addressed; students will be expected to be in compliance with the dress code.**

I. Use of Cell Phones:

The use of cell phones or any other communication device will not be permitted to be used at Apache Elementary School.

Students will be required to leave their phones in their backpacks for the duration of the school day. Fourth and Fifth grade may be required to turn phones into the teacher. Students are not permitted to take phones to lunch, PE, or recess. Students caught with a phone on will be subject to disciplinary action.

It is the District's position that pictures and videos pose a threat to freedom of privacy. Additionally, these devices can be used to exploit personal information and compromise the integrity of educational programs. Absolutely no pictures or videos will be allowed using cell phones or wireless devices unless prior permission has been granted.

Disciplinary Action for Unapproved Use of Cell Phones/Other Wireless Devices

1st Offense – Phone confiscated, brought to office, and student or parent must sign for and pick up after school.

2nd Offense – Phone confiscated, brought to office, and parents must sign and pick up. **(1 day of detention)**

3rd Offense – Phone confiscated, brought to office, and parents will meet with the principal or have a phone conversation to discuss cell phone problem. **(1 day of In School Suspension)**

4th Offense – Phone confiscated, brought to office, and parent must sign and pick up. **(Minimum 2 days of out of school suspension)**

J. **Use of Tobacco:** At no time shall a student use or possess any type of tobacco on the school campus or at any time in a school vehicle or a school activity.

K. **Hazing:**

1. Definition - Hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission in to or affiliation with any organization opening subject to the sanction of the public or private school or any institution of higher education in the state.
2. Students violating the “hazing” policy, shall not be permitted to participate in any extracurricular activity sponsored by the School District for a minimum of two (2) school months, shall be subject to disciplinary measure which may include suspension, and shall be referred to local law enforcement authorities for prosecution.
3. Organizations that violate the prohibition in paragraph 2, shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year and shall be referred to local law enforcement authorities for prosecution.

L. **Extra-Curricular Activities:** Boone-Apache Public Schools highly recommends students to be involved in extra-curricular activities. Studies have shown that students who participate in extra-curricular activities develop more rounded personal qualities, develop stronger discipline characteristics, develop better social and work skills, and enjoy the overall educational experience more. Participation in extracurricular activities is a **privilege, not a right**. Because students who represent our school and community through participation in these programs are very visible examples, a higher standard of behavior will be required of these students than is required from individuals who simply want to attend school.

M. **Music class:** Music class is a required part of students’ day at school. Students are required to participate in any music programs as part of their classroom grade. Students who miss music programs or assemblies will be required to demonstrate their performance to the music teacher or receive an unsatisfactory grade for their music grade.

N. **Bullying, harassment, and Intimidation are prohibited.**

“Harassment, intimidation, and bullying,” as defined by Oklahoma Statutes at 70 O.S. 24-100.2, means any gesture written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s education mission or the education of any student.

A. “Harassment, intimidation and bullying” include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

- B. **“At school”** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

See complete Boone-Apache School’s bullying policy and procedures on file at the Administration office located at 522 East Floyd Street, Apache, OK.

VII. General Rules

- A. **Assemblies**: Assemblies will be held occasionally throughout the school year. Students are expected to demonstrate courtesy, cooperation, and respect at all assemblies held at the school. All assemblies will either be educational in nature or will be held to develop school pride and spirit. Students will need to sit in the designated area with their class.
- B. **Search & Seizure**: In accordance with Oklahoma state law, students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, book bags or backpacks and other areas of school facilities may be opened and examined by school officials at any time they feel necessary for the safety of other students.
- C. **Lockers, Locks, & Stolen Property**: Boone-Apache Secondary Schools cannot be responsible for property stolen from classrooms, wallets, purses, backpacks, or the likes while on school property. If a student chains and locks their bicycle up while at school, the student should provide the office with an extra key or combination.
- D. **Gun Free Schools and Weapons Policy**: It is the policy of the Boone-Apache School District to comply with the Gun Free Schools Act. Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
1. Any student in this school district who uses or possesses a firearm at school or at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation, will be removed from school for not less than one full calendar year. Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280. 1. Prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined as follows: "...any pistol, revolver, dagger, bowie knife, dirk knife, switch-blade knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Students with disabilities are subject to this policy and will be disciplined in accordance with the "Individuals with Disabilities Act" and Section 504 of the "Rehabilitation Act" if any such students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

- E. **Guidance Service:** The purpose of the Boone-Apache Elementary School guidance program is to assist the individuals to make appropriate decisions and adjustments in the light of their own interests, abilities, and levels of aspirations. The main goal of the guidance department is to personally see each student as many times as possible during the school year to talk about educational plans, and/or school problems of any nature. The counselor will attempt to keep up with the various activities in which the students are involved so as to know them even better. The counselor will assist students in understanding themselves and their opportunities, in making appropriate adjustments, and decisions, in accepting the responsibility for choices they make, and in following a course of action in harmony with their choice.
- F. **Telephone Usage:** There is no such thing as a "student phone" and if students are called, a message will be taken for a "call-back". Only in emergency situations will students be called from class. The phones in the office are business phones and should be respected as such. Students who are sick quite naturally may call home if transportation is required. All phone calls should be limited to no more than one minute, if such calls are of utmost importance. Students are encouraged to plan their day in advance and insure that all items such as books, money, clothing, etc. are with them so as not to be out of class

and on the phone requesting such items. Any long distance calls must have the prior approval of the principal.

Please make every effort to instruct your child on their routine each day. We understand that changes may occur that cause you to change those plans. However, please keep in mind that every time a message needs to be delivered to a student it creates a disruption in class time.

- G. Leaving School During the School Day:** If a student finds it is necessary to leave school during the day for a doctor’s appointment, dental appointment, or some other valid reason which is known by the student and parent before he/she leaves for school in the morning, the parent/guardian should call the school and advise the front office before the time the student is to check out. The student must then stop by the office and sign out before he/she leaves the school grounds. If he/she returns to school the same day, he/she must sign back in at the front office. ***Failure to comply with this procedure may result in an unexcused absence and other disciplinary action.**
- H. School Closing:** Due to unpredictable weather, it is nearly impossible to give much advanced notice when school might have to be closed. Local roads will be checked early and as soon as possible to determine their safety. By 7:00 a.m., in almost all cases, school cancellation will be aired on local television stations. School closings will also be posted on the local school web site. An effort will be made by the school district’s “school reach” telephone call out service to notify parents/guardians about school cancellations.
- I. Visitors:** Boone-Apache Public Schools welcomes parents and guardians to visit our schools. Please keep in mind that each visit to the classroom can lead to unintended class disturbances. If too many of these occur, we may ask that the visitations stop. We do encourage parents to arrange in advance conferences with teachers or administrators. All visitors need to properly check in through the front office of the school site they are visiting. However, we will follow CDC, Boone-Apache School District, and OSDE policies regarding visitors to the school.
- J. Sexual harassment:** All students, employees, and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, or applicant for employment. Any student engaging in sexual harassment is subject to any and all disciplinary action, which may be imposed under the student discipline policy. Any student who is or has been subjected to sexual harassment or knows of any student who is or has been subjected to sexual harassment shall report all such incidents to the superintendent or a principal.
- K. FERPA (Family Educational Rights and Privacy Act)**

Compliance: The Boone-Apache Public School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). These policies may be found under Section 500.015 Student Records.

Copies of district policies are available for review in the Principal's offices. The Boone-Apache Public School District will provide parents and eligible students an annual notice of their rights under this policy published in the Apache Student and Parent Handbook... These rights are as follows:

- a. The right of a student's parents and eligible students to inspect and review the student's educational records (See Statement of Rights)
- b. The intent of the Boone-Apache Public School District to limit the disclosure of information contained in a student's educational records except:
 1. By prior written consent of the student's parents or the eligible student
 2. As directory information
 3. On request of another educational agency
 4. Under certain limited circumstances as permitted by the FERPA.
- c. The right of a student's parents or guardian or an eligible student to seek to correct part of the student's educational record that he or she believes to be inaccurate, misleading, or in violation of student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request.
- d. The right of any person to file a complaint with the U.S. Department of Education, if the Boone-Apache Public School District violates the FERPA.
- e. Parents and eligible students may come to the Principal's Office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in all building principal's offices and the superintendent's office.

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

Internet Policy

The Apache School district is pleased to make available to students and staff access to interconnected computer systems within the district and to the internet, the worldwide network that provides access to significant educational materials and opportunities.

All students and staff must take responsibility for appropriate and lawful use of this access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of the access.

Each student must agree to follow the districts Internet Safety Policy. If student is under the age of 18, he or she must have his/her parent or guardian read and sign the policy. The school district shall not provide access to any student who does not return the policy as directed with the signatures of the students and his/her parent or guardian.

It is a privilege to use the internet. Any misuse can lead to disciplinary action and the loss of this privilege.

Students should not be checking personal emails while at school or social media.

Asbestos Statement

The U.S. Environment protection Agency has required that all public and private school inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at the school during normal working hours.

Child Find Statement

Boone-Apache School district is searching for handicapped children in the school district who need to be served. If you know of any child between the ages of 0 and 21 that are handicapped, please contact the Superintendent of Apache Schools at 580-588-3368

Complaint/Grievance

Civil Rights Policy and Grievance Procedures: The District complies with the Civil Rights Laws...in assuring the students and employees of the District and all other persons that the District does not discriminate on the basis of race, color, sex, national origin, disability, religion, or age.

Prior to filing of a written complaint, the student and/or employee is encouraged to visit with the teacher, supervisor, principal, or superintendent, in that order and a responsible effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints: Grievant submits written complaints to Title IX/504 Coordinator stating name, nature, and date of alleged violation; name(s) of the person(s) responsible (where known) and requested action. Complaint must be submitted within 30 days of alleged violation.

Withdrawal

A student who finds it necessary to withdrawal from school should observe the following procedure in order to leave school with a clear record.

1. Secure a form from office to withdrawal.
2. Leave a forwarding address
3. Secure signature of teacher on withdrawal form
4. Clear all lunch and breakfast charges
5. Return all library books
6. Leave the signed withdrawal slip with office
7. Student's records will be forwarded to the new school upon request.

Head Lice

Students at Apache Elementary School will be periodically checked for head lice.

If a student is identified as having less than 20 nits but not a live head lice infestation, the parent will be notified and recommended treatments will be discussed. The child will not be sent home from school at this time. The child will be checked again in five days from the initial infestation. If this examination reveals nits are still present, the parent/guardian will again be instructed on treatment options. This process will repeat until the child is nit free. If the child is not nit free by the third re-check, the child will be sent home for further treatment and nit removal.

If a student is discovered to have live head lice or nits in the quantity of 20 or more, the parent/guardian of that student will be notified and the student will be excluded from school for treatment and other students who reside at the same residence will be checked.

Once a student has received appropriate treatment and has no live lice and less than 20 nits, then the student may return to school. The parent, as well as school personnel, will continue to monitor the status of the student and give recommendations for follow up treatments at the appropriate time.

Students who have missed school due to an infestation will be checked again upon their return. If live lice or more than 20 nits still exist, the child will be sent home again for further treatment.

If it appears the parent/guardian of an infested student is failing to secure timely treatment for the infestation after having been given notice of the existence of head lice or nits in accordance with these procedures, the school principal may report the matter to the local health department or the Children's Division of Social Services.

***We will follow updated CDC, State of Oklahoma, and OSDE policies regarding visitors, parties, social distancing, and health and safety guidelines that the Boone-Apache School Board and Administration deem necessary for the health and well-being of our students and staff.**