

THACKERVILLE ELEMENTARY



**2017-2018
Student Handbook**

Grades PK-5

School Calendar
2016-2017

Meet and Greet	August 14 th
First Day of Class	August 17 th
Labor Day (No School)	September 4 th
Parent/Teacher Conferences (3:30pm – 9:30pm)	September 21 st
No School	September 22 nd
Fall Break (No School)	October 20 th – 23 rd
Thanksgiving Break (No School)	November 20 th – 24 th
Christmas Break (No School)	December 20 th – January 2 nd
Professional Development Day (No School)	January 3 rd
MLK Day (No School)	January 15 th
Parent/Teacher Conferences (3:30pm – 9:30pm)	February 8 th
No School	February 9 th
Professional Day (No School)	March 2 nd
Spring Break (No School)	March 12 th – 16 th
Discretionary Day (No School)	March 23 rd
Discretionary Day (No School)	April 27 th
Discretionary Day (No School)	May 4 th
Last Day of School	May 10 th

Discretionary Days are subject to change if needed.

Parent/Teacher Conferences will be held on September 21st from 3:30 pm – 9:30 pm and on February 8th from 3:30 pm to 9:30 pm.

SCHOOL HOURS

8:00-3:20

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PURPOSE OF HANDBOOK

The pages of this handbook are filled with important information regarding school policies and procedures. Parents and students should review the contents together. If you have questions, please call the school office. We feel that open and clear communication between school and home is vital to the success of our educational program.

CONTACT INFORMATION
Thackerville Public Schools
PO Box 377
Thackerville, OK 73459

Elementary Office	276-9655	Elementary Fax:	276-8313
High School Office	276-3610	High School Fax:	276-8314
Administration Office	276-2630	Administration Fax:	276-2638

ADMINISTRATION

Russell Noland	rnoland@tpsmail.org	Superintendent
Heather Holland	hholland@tpsmail.org	Principal PK-5
Carrie Tucker	ctucker@tpsmail.org	Principal 6-12

ADMINISTRATIVE ASSISTANTS

Kellie Spears	kspears@tpsmail.org	Elementary Secretary
Melissa Hendsbee	mhendsbee@tpsmail.org	Child Nutrition
Amber Trammell	atrammell@tpsmail.org	Payroll/Encumbrance Clerk

FACULTY

Janrie Blankenship	jblankenship@tpsmail.org	Pre-Kindergarten
Angela Allen	aallen@tpsmail.org	Kindergarten
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Jene'e Barnes	jbarnes@tpsmail.org	Third Grade
Kathy Gleaves	kgleaves@tpsmail.org	Third Grade
Christie Marsh	cmarsh@tpsmail.org	Fourth Grade
Andrea Thompson	athompson@tpsmail.org	Fifth Grade
Lynsey Stephenson	lwingfield@tpsmail.org	Special Education
Adam Judd	ajudd@tpsmail.org	Elementary P.E.
Gwen Bailey	gbailey@tpsmail.org	Librarian

Board of Education

Darian Galloway, President
Steve Hendrickson, Vice-President
Paula Williams, Clerk
Layton Shurbet, Deputy Clerk
Whitney Elmore, Member

MISSION AND GOALS OF THACKERVILLE ELEMENTARY SCHOOL

MISSION

The Mission of the Thackerville Elementary School is to enable students to be fluent, effective communicators, and life-long learners who are successful in their lives. Success is defined as doing what you enjoy and doing it well.

GOALS

The Goals of the Thackerville Elementary School are as follow:

1. Provide all students with an educational program that will enable them to realize their learning potential.
2. Prepare students to live productively and fully.
3. Promote mental and physical well-being.
4. Strive to provide for individual uniqueness.
5. Prepare students for the responsibility of good citizenship.
6. Strive to exceed state testing proficiency requirements.
7. Promote community involvement.

THACKERVILLE ELEMENTARY'S RULES FOR SUCCESS

1. "Be Responsible"
 - Be responsible for your own actions and learning and accept the consequences for your actions.
 - Breaking the rules will automatically be followed by a natural consequence. Our goal is not to punish, but to help students become responsible members of their community.
2. "Be Respectful"
 - Always do your best.
 - Show respect for yourself and take pride in your achievements.
 - Show respect for your classmates and teachers.
3. "Be Reasonable"
 - We will never request anything of the student that is unreasonable. Please accept challenges or requests without argument or complaints.
 - Be reasonable with your classmates. If someone asks for your help, and it is within reason, please help him or her. Remember, "Kindness is a virtue."

ACCOMPLISHMENTS

As the student progresses through Thackerville Elementary School the following accomplishments should be achieved:

The Student will:

- Experience thinking and working at the concrete, conceptual, and abstract levels
- Demonstrate a transfer of knowledge from one discipline to another
- Learn how to use effective learning techniques such as questioning, hypothesizing, researching, experimenting, analyzing, and evaluating
- Read for the enjoyment of reading
- Assimilate information from a variety of resources to write a report
- Acquire knowledge of computers and their usage
- Develop an understanding and appreciation for the Fine Arts
- Should show advancement in physical skills, creative thinking, decision making, and healthful living as physical development progresses

ACCELERATED READER

This year your child will participate in the Accelerated Reader Program. The Accelerated Reader is a computer-based reading motivation program that is currently being used by more than 14,000 schools across North America. The program is simple: The child either reads or has someone read a book to them from the book list. The child then earns points toward their goal by taking a multiple-choice test to check reading comprehension. At the beginning each nine (9) week period, each student will be assigned a reading goal and reading level based on their ability. The classroom teachers will work with students to help them reach their goal, however, your help at home is necessary for achievement. Please encourage your child to check out books and read at home. Achievement of each student's goals will be reflected on each quarterly report card

ATTENDANCE POLICY

Regular attendance is a contributing factor to success in school. A student who is absent misses class instruction, presentation, discussions, audio-visual material, and student-teacher contact; all of which are difficult to make-up after the absence. Consequently, school personnel will use every available resource to establish a regular attendance pattern for those students who have attendance problems. The following will serve as guidelines in the management of pupil personnel in the area of attendance.

Thackerville Public School Policy is that all students must be in attendance 90% of each semester to receive credit for promotion. If a student does not arrive until after 10:00 a.m., it is counted as (1/2) half-day absence. If student leaves before 2:00 p.m., it is counted as (1/2) half-day absence.

Types of Absences:

- Excused Absences (Doctor or Parent Note): Parents may call to notify the school of the absence or send a note within three (3) days of the absence. In the case of doctor notes, they should be turned in to the office within three (3) days. The following are considered excused absences:
 - Personal illness (Medical verification may be required)
 - Family emergencies
 - Attendance of funeral
 - Medical or legal appointments (Verification may be required)
- Unexcused Absences (No note or discovery of false information): These absences may be held against the student for promotion
- School Absence: When a child is participating in an extracurricular event (e.g., livestock show, sporting events, etc.), the absence will not be counted against the student. It is the responsibility of the student to get all missed work. Make up work will follow the same guidelines as an excused absence.

Make up work will only be allowed in the case of an Excused absence. The student will be allowed two (2) days for each day absent to make up all missed assignments.

ATTENDANCE PROCEDURES

The School Law of Oklahoma states that; "It shall be the duty of any parent, guardian or person having charge of any child of compulsory attendance age to notify the child's school concerning the cause of

any absence of such child." In the event of absence, you should contact the elementary office at (580) 276-9655. Truancy will be reported to the Love County District Attorney.

If your child is running a fever, DO NOT send him/her to school. If your child has a fever (100° or greater) or becomes ill during the school day, parents will be called and students will be sent home for the remainder of the day. In this instance, students will be given an excused absence.

AUTHORITY OF TEACHERS

The teacher of a child attending a public school has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from school by the school district.

CAFETERIA INFORMATION

All students will be provided the opportunity for a breakfast and lunch meal in the cafeteria during school hours.

The following rules and regulations are to be observed in the cafeteria:

1. *Students must remain seated until told to do otherwise.*
2. *Students should always use an inside voice.*
3. *Students must get permission before going to the restroom.*
4. *Students must clean up their dropped trash and/or food.*
5. *If something is spilled, it is the students' responsibility to tell an adult.*
6. *Students' area must be clean before leaving the cafeteria.*

Parents or Guardians wishing to take his or her child off campus for lunch must come to the office to sign the child out and back in to school. All students returning late will be punished according to school policy.

CELL PHONES-TELEPHONES

The office telephone was installed primarily for official school business. Students may use office phones for emergencies, last minute changes to school activities, or other school related issues. All calls made by students should be brief and mannerly. Students of Thackerville Elementary School are allowed to have cell phones, however, all cell phones and electronic devices must be turned in at the office or to the classroom teacher. Students may not use their cell phone/electronics during school hours. In the case of a student using a cell phone or electronic device during school hours the following consequences will apply.

- 1st Incident—Office referral phone/device returned at end of the day
- 2nd Incident—1 day after school detention; parent must pick up phone/device
- 3rd Incident—3 days after school detention; parent must pick up phone/device

CHILD ABUSE AND NEGLECT REPORTING

In accordance with HB 1022.

“Every teacher of any child under the age of eighteen (18) years, and every other person having reason to believe that the child under the age of eighteen (18) years has had physical injury or injuries inflicted upon him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in county wherein the suspected injury occurred. Provided it shall be a misdemeanor for any person to knowingly or willfully fail to promptly report any incident, as provided above.”

Any employee of Thackerville Public Schools who has reason to believe that a student under the age of eighteen (18) has had physical abuse or neglect shall use the following procedure in reporting the incident:

1. Contact the building administrator.
2. Call the Child Protective Services Hotline

CHILD FIND

In accordance with Public Law 101-476, Thackerville Public Schools provides a free appropriate public education for all children with disabilities.

Thackerville Schools has an on-going system for the purpose of identifying, locating, and evaluating any individual suspected of having any disability from birth through the age of 21.

If you know or have knowledge on any person suspected of needing services call any school administrator or counselor at 276-9655.

CONDUCT AT STUDENT OR OTHER PERFORMANCES

The School District expects that student conduct at student or other school sponsored performances, whether held on or off campus, shall be respectful and appropriate to the presentation. This policy applies to cheerleaders, sports competition, talent shows, mascots, and other activities. Membership or participation within these extracurricular activities is a privilege and students are expected to demonstrate appropriate and respectful behavior. Likewise, the opportunity to view student or other school sponsored performers is a privilege and not a right and, because of that, can be removed when a student acts in a manner that interferes with or is disruptive to a performance.

CONTAGIOUS DISEASE

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health shall be prohibited from attending school until a health officer has determined that the child is free of the contagious disease or that the disease is no longer contagious.

70 O.S. §5-117, §10-105, §11-103, §1210.19463 O.S. §1-507

Note: Students must be fever free for 24 hours. A fever is considered to be 100 degrees

DIABETES MANAGEMENT

Thackerville Public Schools provides services that promote a student's ability to learn.

Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

DISCIPLINARY CONSEQUENCES

If a student breaks the Thackerville Schools' Code of Conduct they may be subject to the following consequences or other consequences deemed appropriate by administration:

- **Teacher's Detention:** Teacher's detention will be held before school, after school, or during the student's lunch time. The date(s) and length will be determined by the teacher. The teacher will provide the student and office a discipline notice with the dates and times of detention. Failure to serve teacher's detention will result in a principal referral.
- **General After-School Detention:** General after school detention can be given to any student by any teacher for offenses that occur in the hallways, cafeteria or bus. Parent contact is made before detention date is assigned.
- **In-School Detention (ISD):** The student will meet in a single classroom with an ISD teacher who will supervise the student's lessons for each class in which he/she is enrolled. The student's break period and lunch period is monitored by the ISD teacher.
- **Saturday School:** If the need arises and it is appropriate, students may be required to attend school for a few hours on a Saturday.
- **Corporal Punishment:** Corporal punishment may be used and will be administered in accordance with Board Policy. Parents or legal guardians will have the opportunity to allow or not allow the use of corporal punishment on their child annually during the enrollment process.
- **Work detail:** Students may be assigned tasks to complete around the school campus as a form of consequence. These tasks may be assigned to be completed before school, during recess time, after school, or any time deemed necessary by administration.
- **Loss of recess:** Students may lose recess time as a form of consequence. Students may be asked to sit in a designated area or stay in the classroom and complete work assignments during recess time.

- **Suspension:** see section of handbook designated to Suspension.

DISCRIMINATORY HARASSMENT AND RETALIATION

The Thackerville Public School District is committed to providing a workplace and learning environment free from discriminatory harassment. The District prohibits harassment by students and employees, including volunteers, of any person based upon race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age.

Discriminatory harassment of a student includes any verbal, written or graphic expression or physical conduct relating to the individual's race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age, when:

- 1) the discriminatory harassment is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
- 2) the discriminatory harassment has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- 3) the discriminatory harassment otherwise adversely affects an individual's learning opportunities.

In determining whether alleged conduct constitutes a violation of this policy, the District will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

Discriminatory harassment may include, but is not limited to:

- 1) intimidation and implied or overt threats of physical violence motivated by race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
- 2) physical acts of aggression or assault upon another or damage to the property of another that is motivated by race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
- 3) threatening or intimidating conduct directed at another because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
- 4) demeaning jokes, taunting, slurs, derogatory names, innuendos or other negative or derogatory remarks relating to race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
- 5) graffiti, slogans or visual displays, such as cartoons, posters or computer images, which depict slurs or derogatory sentiments or images relating to race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age;
- 6) criminal offenses directed at persons because of their race, color, sex, national origin, religion, disability, veteran status, sexual orientation or age; and
- 7) unwelcome sexual advances, requests for sexual favors and other unwelcome verbal, written or graphic expression or physical conduct of a sexual nature by any person towards a student or conduct that denies or limits, on the basis of sex, a student's ability to participate in or to receive benefits, services or opportunities in the District's programs or activities.

Students and their parents should immediately report acts of suspected discriminatory harassment to the school principal or another administrator. In addition, such reports may be made to Mr. Russell Noland, Superintendent, Thackerville Board of Education, PO Box 377, Thackerville, OK 73459, 580-276-2630.

DISRUPTION AND INTERFERENCE WITH EDUCATIONAL PROCESS

The Thackerville Public Schools, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the education process of its school, the safety of its students or the damaging of property. Students, while enrolled at Thackerville School, shall be under the supervision of and accountable to school personnel. The supervision shall include going to and from school and while attending any school-sponsored activity or going to and from such spectators at any school activity home or away.

DRESS CODE

The way children dress greatly affects their attitude at school. The dress code has been designed for all students associated with our school.

- A. **Grooming:** Cleanliness of hair, body, and clothing are required.
- B. **Clothing:** Clothing policy is in effect for extracurricular events as well as during the regular school day.
 - Short shorts, cut-offs, running shorts, shower shoes, halter-tops, "muscle" shirts, pajama bottoms and house shoes are unacceptable. Other examples of inappropriate attire include clothing, which advertise alcoholic beverages, tobacco and/or drugs and those that contain obscene or profane language or symbols.
 - Hats and/or headgear are not allowed at school.
 - Shorts and skirts are not to be shorter than the width of a dollar bill or approximately 2 ½ inches from the top of the knee even if students are wearing leggings.
 - No Sagging of pants or shorts will be allowed. All pants or shorts must be worn on the waist and be the proper size for your child.
 - All clothing with holes, rips, or overly worn will not be allowed.
 - Students are not allowed to wear leggings/jeggings/tights unless a dress/sweater/shirt is worn that is not shorter than 2 ½ inches above the top of the knee.

DROP-OFF

Parents should drop students off at the sidewalk leading to the cafeteria. Students must be dropped off by 7:50 if students plan to eat breakfast. If parents wish to wait for their child's class, they can wait with their child under the breezeway until the class comes through. If students are being dropped off after 8:00, they will need to enter the Elementary building through the front entrance.

Students that ride the school bus will be dropped off in front of the cafeteria and should go directly to breakfast.

EDUCATIONAL SERVICES FOR STUDENTS WITH SPECIAL NEEDS

The Board of Education has adopted a policy concerning the school district's provision of educational services under Section 504 and Title II of the ADA. All qualified persons within the jurisdiction of the School District are entitled to a free appropriate public education, regardless of the nature or severity of the person's disability. Section 504 and Title II define a person with a disability as any person who (a) has a physical or mental impairment that substantially limits one or more major life activities, (b) has a record of such an impairment or (c) is regarded as having such an impairment. The definition of disability shall be construed in favor of broad coverage of individuals, to the maximum extent permitted by Section 504 and Title II.

An appropriate education may comprise education in regular classes, education in regular classes with the use of related aids and services, or special education and related services in separate classrooms for all or portions of the school day.

An appropriate education in the District will include:

- Regular or special education and related aids and services designed to meet individual education needs of students with disabilities as adequately as the needs of nondisabled students are met;
- The education of each student with a disability with nondisabled students, to the maximum extent appropriate to the needs of the student with a disability;
- Evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, and a periodic reevaluation of students who have been provided special education or related services; and
- Establishment of due process procedures that enable parents and guardians to receive required notices, review their child's records and challenge identification with the opportunity for participation by parents and representation by counsel, and a review procedure.

The School District will make evaluation and placement decisions in accordance with appropriate procedures required by law. A copy of the Thackerville School District's complete policy regarding the education and rights of students under Section 504 and Title II of the ADA is available on the District's web site or by contacting: Heather Holland, Elementary Principal.

Retaliation, intimidation, threats, or coercion of any person for opposing discrimination or for participating in the School District's discrimination complaint process or making a complaint, testifying, assisting, appealing, or participating in any other discrimination complaint proceeding is prohibited.

EQUAL OPPORTUNITY NON-DISCRIMINATION STATEMENT

It is the policy of the Thackerville Public Schools to provide equal opportunities without regard to race, color, national origin, religion, sex, age, disability, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services and employment. The School District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.

The following people have been designated to handle inquiries regarding the District's non-discrimination policies:

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

Heather Holland, Elementary Principal
Thackerville Public Schools
P.O. Box 377, Thackerville, OK 73459
580-276-9655

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

Russell Noland, Superintendent
Thackerville Public Schools
P.O. Box 377, Thackerville, OK 73459
580-276-2630

Title IX Coordinator (for questions or complaints based on sex)

Cody McCage, Athletic Director
Thackerville Public Schools
P.O. Box 377, Thackerville, OK 73459
580-276-5997

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

Russell Noland, Superintendent
Thackerville Public Schools
P.O. Box 377, Thackerville, OK 73459
580-276-2630

EXTRACURRICULAR ELIGIBILITY

Fifth grade students must maintain a passing grade in all subjects to attend basketball games. Participation by elementary students in all other activities and/or field trips will be determined by the teacher and administration. Grades, behavior, attendance, and any other relevant information will be used to make the determination.

FEDERAL REQUIRED NOTIFICATIONS

Asbestos Notification – The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, the District Asbestos Plan can be viewed and is located in the superintendent’s office.

Civil Rights Requirement Notice – Thackerville Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Russell Noland, Superintendent, PO Box 377, Thackerville, OK 73458, (580) 276-2630.

FERPA – Family Educational Rights & Privacy Act – Parents and eligible students have the right to inspect and review educational records, the right to amend educational records, the right to consent to disclose

personally identifiable information in educational records, the right to file a complaint with DOE, the right to request and review educational records in the district. Records may be disclosed to school officials without prior written consent. School officials include all parties who have a legitimate educational interest in those records.

McKinney-Vento Homeless Students – Under federal law, homeless students have educational rights to education and services.

Protection of Pupil Rights – PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to: consent before students are required to submit to a survey, receive notice and an opportunity to opt a student out, and to inspect surveys. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed before and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

GENERAL INFORMATION

- For the safety of students and staff, the front door will remain locked during school hours.
- Parents are welcome to visit the school at any time. All parents and other visitors must check in at the office.
- Please call and notify the office at 276-9655, if your child must be absent.
- If a student must leave school during the day, the parent or those designated on the enrollment form must come to the office and sign them out. Students may NOT wait in front of the school.
- Please mark all lunch containers and clothing items with the student's name. A lost and found box is located in the elementary. Unclaimed items will be given to a needy organization at the end of the school year.
- Students should not bring money to school unless it is for lunches or a school request.
- A student will not be excused from school to take private lessons of any kind.
- In an effort to limit classroom interruptions we ask parents and students to make after school arrangements before the school day begins. A telephone is available to students for "emergency use only."
- Students are responsible for textbooks and library books checked out to them. They must be paid for if lost or damaged. Section 34.2 Free Textbooks – Ownership: Each school child who has been issued a set of textbooks pursuant to this section, and the parents or legal guardian of such child shall be responsible to the school district for the return of or payment for such textbook issued to the child which is not returned to the school. (70-16-121)
- It is important that we always have a way to contact you in an emergency. If your contact information or address changes during the school year, please come by the office or call us so we can update it in our computer system.
- Only 3rd, 4th, & 5th grade students may ride bicycles to school. Please speak to the principal before riding your bike to school so that procedure can be discussed.

GRIEVANCE PROCEDURES

The Thackerville Public Schools maintains a Grievance Procedure by which parents, students, employees and patrons can file complaints alleging discrimination, including harassment, based upon race, color,

national origin, religion, sex, age, disability and veteran status. Contact your school principal, PO Box 377, Thackerville, OK 73459, 580-276-2630 to obtain a copy of the Grievance Procedures and the Discrimination Grievance Complaint Form.

HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while students are on school grounds, in school transportation, or attending school-sponsored activities and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

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

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the schools educational mission or the education of any student. Harassment, intimidation, and bullying include, but is not limited to, gestures or written, verbal or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following:

- 1) Verbal, physical, or written harassment or abuse;
- 2) Repeated remarks of a demeaning nature;
- 3) Implied or explicit threats concerning one’s grades, achievements, etc.;
- 4) Demeaning jokes, stories, or activities directed at the student;
- 5) Unwelcome physical contact.

The superintendent shall develop procedures providing for:

- 1) Prompt investigation of allegations of harassment;
- 2) The expeditious correction of the conditions causing such harassment;
- 3) Establishment of adequate measures to provide confidentiality in the complaint process;
- 4) Initiation of appropriate corrective actions;
- 5) Identification and enactment of methods to prevent reoccurrence of the harassment; and
- 6) A process where the provisions of the policy are disseminated in writing annually to all staff and students.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing and resolution of a reported incident of harassment, intimidation, bullying or threatening behavior. The procedures are to

be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

- 1) "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal or physical acts, or electronic communications.
- 2) "Electronic communication" means the communication of any written, verbal, or pictorial information by means of electronic device such as a telephone, a cell phone, computer or other wireless communication device.
- 3) "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to student, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation and bullying or threatening behavior, is as follows:

- 1) The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. Victims or witnesses should provide as much detailed information as possible to allow for a thorough investigation of the matter.
- 2) Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
- 3) If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
- 4) If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
- 5) Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided by the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

HEAD LICE

HB. 1550 amends 70 O.S. Sec 210.194 to provide that any child with head lice may be prohibited from attending a public school, and that such child cannot reenter school without certification from an authorized representative of the State Department of Health or a "health professional" (licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse, or physician's assistant) that the child no longer has lice.

Periodic checks for head lice are made throughout the school year. The parents of students found to be infested will be notified and the child must be removed from the school and treated. Upon return to school the student he/she will be rechecked by school personnel before permitted to return to class.

IMMUNIZATION REQUIREMENTS

	Pre-Kindergarten	Grades K-6
DTaP/ (diphtheria, tetanus, pertussis)	4 Doses	5 Doses*
IPV/OPV (inactivated polio/oral polio)	3 Doses	4 Doses*
MMR (measles, mumps, rubella)	1 Dose	2 Doses
HepB (hepatitis B)	3 Doses ⁺	
HepA (hepatitis A)	2 Doses	
Varicella (chickenpox)	1 Dose	
*	If the 4 th dose of DTaP is given on or after the child's 4 th birthday, then the 5 th does of DTP/DTaP is not required.	
*	If the 3 rd does of IPV/OPV is given on or after the child's 4 th birthday, then the 4 th dose of IPV/OPV is not required.	
+	If a child reaches age 11 and has not yet started the HepB vaccine series, he or she may receive a 2-dose series of Merck® Adult Hepatitis B vaccine instead of the 3-dose series of Pediatric HepB vaccine. The 2-dose series must be completed before the 16 th birthday or the child must receive a total of 3 doses of HepB vaccine.	

INCLEMENT WEATHER

At times it is necessary to close school due to severe weather. Area television (Channel 12 & 10) and will alert the public when this decision has been made. Early dismissal is not a common practice in the Thackerville Public Schools due to the inconvenience it would cause to working parents.

INTERNET SAFETY POLICY

The Thackerville School district is pleased to make available to student's access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of that student to enjoy future 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 this access. Each student and parent will sign an Internet Use Agreement Form at enrollment.

MEDIA CENTER

Thackerville Media Center is designed so that children learn to work independently and together in order to gain knowledge about the world outside their immediate home and school environment. Every effort is made to provide the best quality in children's literature for both research and pleasure reading. In addition, a wide array of learning materials designed to support the curriculum are available including periodicals, DVDs and computer programs. These materials are available for use by the teacher.

MEDICATION

Thackerville Public Schools comply with and enforce state law in regard to the dispensing of medication, the re-admission of children after exclusion due to head lice, and immunizations. The cooperation of all parties is greatly appreciated. Questions may be directed to the principal.

Prescribed medication brought to school must be in a prescription vial, with the pharmacy label that states: physician's name, the name of the medication, and the directions for the administration of the medication. Over-the-counter medication such as cough medicine, Tylenol, or any other medication must be accompanied by a written request.

A written request signed by the parent or guardian, must accompany any/all medication. This should state the name of the medication, the amount to be given, and the time it is to be given. All medication must be brought to the principal's office.

MENINGOCOCCAL DISEASE INFORMATION

This is a public fact sheet distributed in public schools as a requirement by the State of Oklahoma.

What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*. These bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There was an average of 18 cases of meningococcal disease each year in Oklahoma between 2005 and 2009.

How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?

10% or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called "asymptomatic carriage". Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. Some groups of people have a higher risk of meningococcal diseases, such as first year college students

living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease.

What are the symptoms?

As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment?

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, coworkers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

Is there a vaccine to prevent meningococcal disease?

Three types of meningococcal vaccines are available in the US. They are protective effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. The vaccines do not protect against type B which accounts for about 1/3 of the meningococcal illness that occurs in adolescents in the US. Consult with your primary care physician or the local health department about receiving the vaccine.

NOTICE REGARDING PARENTAL RIGHT TO WITHHOLD PERMISSION TO PARTICIPATE

The purpose of this notice is to provide parents and guardians with certain information regarding clubs and organizations which are sponsored by or under the direction and control of the District as required by Oklahoma law. The District is not required to give notice about independent student-organized groups, as they are not groups sponsored, directed or controlled by the District and therefore, the list below does not include these groups. This notice will be provided in the District's website and the student handbook.

The district has the following clubs and organizations at the elementary level which are sponsored by or under the direction and control of the District.

4-H Club

- Sponsor: Janrie Blankenship
- Grade Level: 4th-5th Grades (9 years or older)
- Must enroll at beginning of school year or at 9th birthday. Cost is \$1.00 for mandatory insurance. Activities throughout the year may require additional fees/cost. Academic eligibility must be maintained for participation.

Competitive Basketball

- Boys: Coach Adam Judd
- Girls: Coach Adam Judd
- Grade Level: 5th-6th Grades
- Students are selected for participation based on athletic ability at coach's discretion. Students are selected and practice in scheduled PE classes. Academic eligibility must be maintained for participation.

Gifted and Talented

- Coordinator: Mrs. Holland
- Grade Level: 3rd-5th Grades
- Students are selected for participation based on district policy/plan. Minimum requirements in areas of academics, leadership, and intelligence. Students are nominated for admission by teachers and parents.

If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations listed above, you may notify the District in writing of this fact. Please note that you may not withhold permission for your student's participation in clubs and organizations that are necessary for a required course of instruction. In addition, pursuant to Oklahoma Law, you are solely responsible for preventing your student from participating in a club or organization for which you have withheld permission and you are also solely responsible for retrieving your student from attendance at a club or organization for which permission has been withheld.

Oklahoma Law states that nothing prevents a club or organization from meeting when a student who is not authorized to participate is present.

If any student clubs or organizations which are sponsored by or under the direction and control of the District are created or formed after this notice is distributed, the District will send supplemental notice through the District's website and/or by any other means it deems appropriate. This supplemental notice will also contain the name of the organization, its mission or purpose and the name of its faculty advisor.

Reference: Amendments to OKLA. STAT, tit. 70, § 24-105 via H.B. 1826 (2009)

NOTIFICATION OF GRADES

Progress Reports will be sent home quarterly. You can also have daily access to your child's grade averages and assignments through our web site, www.thackervilleschools.org. Click on the word Grade book in the Parents box on the right hand side of the page. You can get your login and password from the elementary school office.

We encourage parents to visit with their child's teacher(s) to discuss the reasons for the poor academic performance. All teachers can be emailed or contacted by calling the Elementary School office to schedule a conference time.

The grading scale is as follows:

A	90 - 100	Excellent Work
B	80 - 89	Good Work
C	70 - 79	Average
D	60 - 69	Poor Work
F	59 and below	Failing

PARENT COMPLAINT PROCEDURE

The Thackerville School District recognizes that parents have the right to discuss school problems with the appropriate staff person. It is hoped that the problem can be resolved as quickly and as amicably as possible. It is also recognized that there should be an orderly and timely procedure for resolving a problem. Therefore:

A. IF THE COMPLAINT IS DIRECTED TOWARD A TEACHER:

1. The parent should request a conference with that teacher.
2. If no resolution is achieved during this talk with the teacher, then the parent can visit with the principal of that school.
3. If there is still no satisfactory resolution after this meeting with the principal, a parent may visit with the superintendent.
4. After the above steps have been taken and the problem is still unresolved, the parent can appear before the Board of Education. The decision of the Board will be final.

B. If the complaint involves any other school related matter, Step 2 through Step 4 (listed above) should be followed. Alternately, complaints may be directed to individuals identified in the District's non-discrimination statement.

PARENTS' RIGHT TO KNOW

In accordance with the No Child Left Behind Act of 2001 (NCLB), Section 1111(h)(6) Parents' Right-To-Know, this is a notification from Thackerville Public Schools to every parent in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teacher(s). The information regarding the professional qualifications of your student's classroom teacher(s) shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualification and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you have questions or concerns, please feel free to contact the elementary office.

PLAYGROUND RULES

We would like the playground to be a safe place for our students to play. These rules are designed for the safety of each person on the playground. In addition, students are encouraged to use good judgment in playing on all equipment. The equipment is safe only when used properly.

1. Stay within designated play areas. Be sure to get permission from the duty teacher before leaving the playground for any reason.
2. If the playground is muddy, an alternate play area will be assigned.
3. Fighting, wrestling, shoving, hitting and games which may cause injury to others will not be allowed.
4. Remember that words can also hurt. Name calling and cursing are inappropriate behaviors and will not be tolerated at school.
5. The throwing of rocks, sticks, twigs, dirt, gravel, etc. may cause serious injuries. Therefore, this behavior will not be tolerated.
6. Basketball and soccer balls brought to school should be clearly marked with owner's name. Soccer is to be played only in designated areas.
7. Eat food and candy before leaving the cafeteria. Gum chewing is not allowed at school.
8. Refrain from riding "piggy-back" on the backs of other students.
9. Toys, skateboards, and skates are to be left at home. If these items are brought to school they will be confiscated.
10. Listen for special announcements regarding any safety hazards that may temporarily exist on the playground. Watch carefully as you run and play.
11. Balls are NOT to be thrown on the roof of the building

PROMOTION AND RETENTION

Thackerville School Administration reserves the right to retain a student in his or her current grade if satisfactory academic progress is not meet. Satisfactory progress will be measured in the following core subjects: English (Language Arts), Math, Science, Reading and Social Studies. If your child does not maintain an average of 60% or greater he or she may be retained at the discretion of the administration. Additionally, students in grades 3-6 who fail the state mandated OCCT test may be retained at the discretion of the administration.

READING SUFFICIENCY ACT

The Oklahoma State Department of Education has enacted the Reading Sufficiency Act to ensure all students, especially third grade students are reading at grade level. All third grade students must score above the unsatisfactory level on state mandated tests. Beginning this year, students who do not score above unsatisfactory will be retained in the 3rd grade. This policy will extend to all students in grades kindergarten through 6th grade.

The law requires schools to identify specific reading difficulties and notify parents of their child's deficiencies. Additionally, parents will meet with their child's teacher and principal to develop an Academic Progress Plan (APP). The plan describes the intensive teaching practices that will be used to help the child catch up in reading. This intensive instruction will be provided in addition to the regular reading instruction.

SCHOOL VISITORS

It is the policy of the Thackerville Board of Education that all visitors at any school facility sign the visitor log and obtain a visitor's pass at the building principal's office. Parents may not send or allow siblings to visit students in the classroom.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. The individual as per district policy may file a grievance or an appeal.

**Reference: 70 o.s. 24-131
21 o.s. 1375, 1376**

SEARCH OF STUDENTS (Regulations)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student whenever the student consents to such a search. However, consent obtained through threats or coercion is not to be considered freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by and authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student, body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension to the board of education. **70 O. S. 24-102**

STUDENT GIFTS

Our goal at Thackerville Elementary is to keep distractions to the educational process at a minimum. In order to do that any, student gifts that are delivered at school will not be given to the student until the end of the day.

Students are not allowed to bring gifts for other students unless they have one for every child in their classroom.

STUDENT SERVICES

Counselor: A counselor works with children needing individual counseling and coordinates all group and individual testing and placement activities.

Enrichment Program: An enrichment program is provided for students who qualify as intellectually gifted.

Learning Disabilities: A Learning Disabilities specialist assists children who have been determined learning disabled after a series of test and team conferences. Children who qualify are given an Individual Educational Program (IEP) to help meet their specific learning needs.

Physical Education: Elementary physical education is developmental with emphasis on motor development of each child.

Speech Therapy: A speech/language pathologist provides services to pupils in need of speech therapy. This service provides an opportunity for children to develop more pleasant and effective means of communication.

Special Programs: Information regarding referral to and placement in programs designed of special needs students can be obtained from the counselor and/or building principal.

SUSPENSION OF STUDENTS

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
- Possession of a firearm shall result in out-of-school suspension of not less than one year
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal 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. If alternative in-school placement options are considered inappropriate, the principal must provide written justification, which will become part of the student's permanent record. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan proscribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspension of students to building principals.

Note---70 O.S. 24-104.1 and FERPA provide that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

Reference: 10 O.S. 7005-1.2, 10 O.S. 7303-5.3, 10 O.S. 7307-1.2

1. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
2. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
3. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but will be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.
4. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If the principal as a suitable alternative to suspension elects probation, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. The student's principal will impose in-school placement and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.
3. Out-of-school suspension.

Greater than five (5) days

A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school suspension is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting.

Five (5) days or less

If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above,

the school administration shall provide the student with and education plan designed for the eventual reintegration of the student into school, which provided for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

APPELLATE PROCEDURES FOR SUSPENSION

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the board of education. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
 - D. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process.
 - A. The Student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
 - C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is appropriate. The student shall not have the

right to be represented by legal counsel, unless legal counsel represents the school district.

- D. The board of education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board shall be final.

NOTE: 70 O.S. 24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

TRANSPORTATION

CAR RIDERS

Drop-off: Parents should drop students off at the sidewalk leading to the cafeteria. Students must be dropped off by 7:50 if students plan to eat breakfast. If parents wish to wait for their child's class, they can wait with their child under the breezeway until the class comes through. If students are being dropped off after 8:00, they will need to enter the Elementary building through the front entrance.

Pick-up: Parents wishing to pick their child up at the end of the day will need to use the road to the West of the elementary building. Parents are asked to pull around and make a line to wait for dismissal. Parents shall obtain a "Dismissal Sign/Student ID" from the elementary office that will be used during student pick-up. If you have any questions, please contact the elementary office at (580) 276-9655.

SCHOOL BUS PROGRAM-REGULATIONS

Riding the bus is a privilege not a right. Improper conduct on the bus will result in the privilege being denied. Only regularly scheduled bus students are to ride the school buses. Failure to follow the rules may result in disciplinary action.

If your child rides the bus to school, please go over the following rules with him/her.

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. Misconduct will be brought to the attention of parents and the principal by the school bus driver. Horseplay is not allowed in or around the bus.
2. Students may ride only their regular assigned bus and get off at their regular assigned stop unless arrangements have been made with the principal. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
3. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.

4. The consumption of food or beverage is not permitted on school buses. Chewing gum is not permitted.
5. Students must keep all objects out of the aisle.
6. Students must be respectful and courteous to the bus driver at all times. Students must not talk to the bus driver while the bus is moving unless it is an emergency.
7. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw objects from windows or extend any part of the body through a window.
8. Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.
9. Students must board the school bus at designated bus stops and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must enter the bus quietly and be seated immediately. Seats may not be held for later passengers, and must be shared when necessary.
10. After the bus is en route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
11. Students must never tamper with the emergency door of the bus.
12. In the event of an emergency, students are to remain in their seats until instructions have been given by the driver or other responsible adults.
13. Elementary school students waiting at the high school until school dismissal must remain in the bus.
14. If a student is denied transportation for any reason, the parent(s) will be notified as soon as possible.

WEAPON FREE SCHOOL

It is the policy of Thackerville Public Schools to comply fully with the Gun-Free Schools Act.

1. Any student in the Thackerville Public School District who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation may be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the 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 or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to a law enforcement authority.

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 transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, switchblade knife, spring-type knife, knife having 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, 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) or for any term less than one calendar year (for weapons other than firearms) as determined by the principal.

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.