

# **PORUM ELEMENTARY**

## **STUDENT HANDBOOK**

**2018-2019**

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## **PORUM ELEMENTARY SCHOOL CREED**

I am a Porum Elementary School Student.

I have great expectations for myself.

I accept the challenge to become the best that I can be.

I believe this is my time and my place.

I will use each day to the fullest.

I promise that each day will be gained, not lost –

used not thrown away.

I accept the responsibility for my behavior and its results.

I do not have the right to interfere with the learning and well-being of others.

I believe these choices I make today affect what I will have,

what I will be, and

what I will do in the tomorrows of my life.

## **EXPECTATIONS:**

### **Principals should...**

- ◆ Establish a school climate for learning, which is conducive to good teacher performance and maximum student growth;
- ◆ Implement a positive discipline framework for all students;
- ◆ Strive to assist students to perform in a socially acceptable manner;
- ◆ Serve as the leader for the instructional program;
- ◆ Work to assure that physical surroundings contribute to a learning environment;
- ◆ Manage human and physical resources in a manner that supports the overall goals of the educational program; and,
- ◆ Appear at school in a well-groomed and appropriately dressed manner.

### **Teachers should...**

- ◆ Provide an effective program of instruction;
- ◆ Maintain an atmosphere conducive to learning;
- ◆ Serve as a model for students by showing respect for themselves, their students, their parents and other school personnel;
- ◆ Be in regular attendance and on time;
- ◆ Maintain a well-groomed appearance and dress appropriately;
- ◆ Indicate a genuine interest and concern for the welfare of the students;
- ◆ Assist students in every possible way to follow the rules of expected behavior;
- ◆ Teach students responsibility for their actions by disciplining fairly and appropriately;
- ◆ Recognize and celebrate the growth, success, and achievement of students; and,
- ◆ Practice the Magic Triad in order to nurture children: a kind word, a kind touch, and a smile.

### **Parents should...**

- ◆ Assume responsibility for helping their children develop good habits of behavior;
- ◆ Recognize and help their children understand that the teacher assumes the role of parent while their children are at school;
- ◆ Teach their children respect for property and the rights of others;
- ◆ Speak positively about education and their school;
- ◆ Encourage their children to come to school clean, rested and appropriately dressed;
- ◆ Explain any necessary absences or tardies promptly to the school office;
- ◆ Provide necessary school supplies for their children to be able to perform classroom work;
- ◆ Discuss daily work assignments and report card with their children in a constructive manner;
- ◆ Provide necessary supplies for their children to be able to perform well in school;
- ◆ Keep in close contact with the school to ensure good communication; and,
- ◆ Attend requested parent conferences and other school functions.

### **Students should...**

- ◆ Attend school daily and arrive on time;
- ◆ Respect the authority of the teachers and administrators and the rights of other children;
- ◆ Cooperate in the development of good habits of behavior;
- ◆ Assume responsibility for their own actions;
- ◆ Come to school clean, neat and appropriately dressed;
- ◆ Help keep all school property clean and untarnished; and,
- ◆ Keep parents informed of school assemblies, disciplinary actions, supplies and information sent from school.

## **ARRIVAL/DISMISSAL**

**Students should not arrive before 7:45 a.m.** We do not have staff on hand to watch students before 7:45. Breakfast will be served starting at 7:45 am. First bell rings at 8:10 a.m.

### **DROP OFF PROCEDURE-NEW THIS YEAR**

**Pre-K through 6<sup>th</sup> Grade:** Parents should use only one lane to drop students off in front of the elementary school. Parents should never drive around or pass another vehicle in this area. We love greeting our students and their parents in the morning. A staff member will be outside at the drop-off area every morning at 7:45 AM to greet you and your child. After the first three days of school, please do not park and walk your child into the building. Parking your car blocks the staff parking lot and makes parking difficult for staff members, creates unnecessary congestion, and creates dangerous situations for our walkers and students being dropped off. Please remember double parking is against the law.

### **PICK-UP: PK -6<sup>th</sup> grade 3:25**

- *Student car riders should be picked up in front of the Porum Event Center. Parents, please drive through the entrance gate on the west side of the campus located on 6<sup>th</sup> street. A single car line will form in front of the Porum Event Center where students will be waiting in the front of the Porum Event Center.*
- *All PARENTS NEED TO USE THE PARENT PICK-UP LINE. Parents PLEASE DO NOT park and come inside the building OR wait outside the school. This causes too much congestion in our hallways, slows down pick up traffic, and puts students and staff at risk. The parked cars block traffic and reduce the visibility of our duty teachers which is needed to ensure our students' safety.*
- *Parents in vehicles can begin lining up at 3:10 for students. Please do not line up prior to 3:10.*

**CALL BEFORE 2:00 IF THERE IS A CHANGE IN STUDENT DISMISSAL.** (This will allow plenty of time for after-school announcements)  
**YOU MAY ALSO SEND A NOTE.**

Students are not allowed on school property before 7:45 or after 3:30 unless supervised by a teacher.

## **ATTENDANCE**

All absences (excused or unexcused) except school sponsored activities will count toward the total number of absences allowed, which are 10 days per semester. Three tardies will equal one absence. Call the office before 9:00 a.m. to report a student absence or send a doctor's slip the following day of the absence. Students shall not exceed ten (10) activity absences per year. An attendance officer will visit your home, if students are not in compliance with state law (70-10-105). Excessive absences can lead to retention.

## **BICYCLES AND SKATEBOARDS**

For safety reasons, cycling and skateboarding are not permitted on the school grounds. Students under the age of 9 shall not ride a bicycle to school. If a student rides a bike to school, it must be kept in the racks provided. Skateboards are to be turned in at the office. Helmets shall be worn while using a bicycle or skateboard. In-line skates and "wheelies" are not permitted at school. During lunch and in between classes, students are to stay away from the racks. It is the responsibility of the student to secure his/her own bicycle to the rack with the proper security device.

## **BULLY, HARRASSMENT, INTIMIDATION PREVENTION POLICY**

The Porum School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from

harassment, intimidation, or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not arise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## **BUS PROCEDURE**

The School Laws of the State of Oklahoma stipulate that transportation by bus **may** be furnished by the school district, but that the district is **not required** to do so. ***Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation.***

The privilege of a student to ride a bus is conditioned on the student’s good behavior and observances of all bus rules and regulations. Drivers are authorized to enforce these rules. Should any student violate any of these rules, it will be the duty of the driver to refer such disobedience to the proper disciplinary action.

The Principal will have the authority to restrict any pupil from riding the bus. The Superintendent must be immediately notified by the principal of any pupils that have been denied the privilege of riding the bus. If it is the decision of the administration that these pupils be suspended from riding the bus for a period of time, proper notification will be made to the student’s parents.

A driver will not remove a student from the bus for violation of bus rules and regulations at any point other than the school or the student's regular stop. An exception would be an instance of a student physically abusing another person on the bus.

The student bus rider has an important role in bus behavior. The student will inform himself of the following rules and regulations:

- ◆ Stand back from the street while waiting for the bus.
- ◆ Check the bus number to make sure that you get on the right bus.
- ◆ Do not push or shove other students while waiting for the bus.
- ◆ If you drop something around the bus, **leave it alone** and tell the bus driver.
- ◆ Obey the bus driver.
- ◆ Does not fight, push, or trip other students.
- ◆ Talk quietly (unless the driver says no talking at all).
- ◆ Do not be rude, discourteous or annoying to others.
- ◆ Always stay seated. Do not stand.
- ◆ Do not use profane language or obscene gestures.
- ◆ Do not hang anything out of the windows.
- ◆ Enter and leave the bus properly.
- ◆ Do not destroy property.
- ◆ Do not tamper with bus equipment.
- ◆ Do not spit, litter, eat or drink on the bus.
- ◆ Behave in a safe, respectful way with consideration for the well being of others—on the bus and at the bus stop.

Consequences of not following these rules are:

1<sup>st</sup> Bus Conduct Report—Warning

2<sup>nd</sup> Bus Conduct Report—Loss of privileges/

3<sup>rd</sup> Bus Conduct Report—Corporal Punishment or off for 3 days

4<sup>th</sup> Bus Conduct Report—Off for 3 days

5<sup>th</sup> Bus Conduct Report—Off for 5 days

6<sup>th</sup> Bus Conduct Report—Off for the rest of the school year

\*Fighting can/will result in being off the bus.

It is sincerely hoped that parents/guardians will recognize that rules and regulations are for the safety and well-being of all students riding the buses. Parents/guardians will endeavor to administer the bus program.

### **CAFETERIA**

- 1.) Be mannerly and courteous at all times
- 2.) No running, shoving, pushing, throwing food or cutting in line.
- 3.) Clean the trash from your area.
- 4.) No food, straws, or other items will be taken from the cafeteria.
- 5.) Maintain a low noise level.

- 6.) Follow the directions and rules of the cafeteria personnel and teachers on duty.
- 7.) Due to state law, students are not allowed access to the kitchen microwave.
- 8.) State law states that soft drinks may not be served for lunch.
- 9.) Do not exchange food off of your tray.

Due to Oklahoma Health Department regulations, teachers (or assistants) will not be allowed to use the microwave in the kitchen area to heat up or cook student lunches. Students in first grade and up do have access to two microwaves in the lunchroom. However, they must know how to operate the microwaves on their own. The lunch program provides a nutritious breakfast and lunch for all students and would encourage your child to participate in the lunch program.

### **CLASS CELEBRATIONS**

Celebrations shall be cleared through the principal and homeroom teachers.

### **SCHOOL CLOSINGS**

If weather conditions are such that cancellation of classes is necessary, notice will be broadcast on radio stations KKWK (Q-97) in Muskogee and KHTT (106.9) in Tulsa and on television KTUL Channel 8, KJRH Channel 2, and KOTV Channel 6 in Tulsa.

### **CLUBS AND ORGANIZATIONS**

Porum Elementary has the following organizations:

- Academic Team
- Student Council
- 4-H

A public education system is one of the most potent safeguards of our American way of life. Our philosophy at Porum Public Schools is to promote an understanding of this way of life and to emphasize the great value of each individual. Our mission for providing school clubs and organizations, such as those listed above, is to ascertain the proper academic experiences for all students. Our objective is to create an environment in which boys and girls may learn to become productive members of their communities in which they live both now and in the future.

### **DIABETES MANAGEMENT IN SCHOOLS ACT HB 1051:**

The Diabetes Management in Schools Act requires that a diabetes medical management plan be developed for each student with diabetes who will seek care for diabetes while at school or while participating in a school activity. The plan would be developed by the personal health care team of each student, which would consist of the principal, the guardian of the student and, to the extent practicable, the physician responsible for the diabetes treatment of the student. The school nurse at each school in which a student with diabetes is enrolled would be required to assist the student with the management of their diabetes care.

### **DISCIPLINE POLICY**

The primary goal of Porum Public Schools is to educate, not discipline. However, when the behavior of an individual student is in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.



The goal of this disciplinary policy is to correct any misconduct of the individual and to promote adherence (by that student and by no other student) to policies and regulations of the district.

Research indicates that all students perform better and achieve more when in an environment that expects responsible behavior. It is the belief of the Board of Education that parents expect their children to conform to acceptable standards of behavior, and that all students have the right to receive an education in an environment free from disruption.

Oklahoma Statutes have given to the schools the same authority as parents and guardians to control and discipline a child during the time the child is in attendance in, or in transit to or from, school or any other school function authorized by the school district or classroom presided over by employees, or while the child is on the grounds of the school district. Students shall be subject to the authority of all persons acting as an agent of the district. Reference 1; O.S., Title 70 & 133.

Reference 2; O.S. , Title 70 & 24-132.

Behavior considered to be outside standards determined as acceptable shall include, but shall not be limited to, the following:

1. Bullying
2. Tardiness
3. Truancy
4. Horseplay (pushing, shoving, scuffling, etc.)
5. Possession of laser light during school hours, or at any school-related activity
6. Classroom misconduct
7. Fighting
8. Bus misconduct
9. Cafeteria misconduct
10. Playground misconduct
11. Defacing property
12. Disrespect to school personnel
13. Stealing
14. Possession of tobacco products
15. Possession of obscene material
16. Substance possession and/or use or abuse
17. Possession of drug paraphernalia defined as any article which may be used for the use or distribution of drugs
18. Possession of a weapon
19. Behavior that disrupts the smooth operation of school
20. Cheating and/or copying
21. Inappropriate displays of affection
22. Profanity
23. Vandalism
24. Harassment of any other student or any adult personnel (sexual, fear, racial)
25. Immoral Conduct
26. Threatening remarks or acts
27. Improper dress
28. Not following the policies and procedures outlined in this handbook

To correct deviant behavior, appropriate disciplinary action(s) shall result, which may include, but are not limited to, the following:

1. Warn student(s)
2. Advise parent(s)
3. Removal of extracurricular privileges
4. Noon detention (20 minutes, during recess period, will walk for physical activity)
5. Assigned seat at lunch table.
6. Parent Conference
7. Remove student from class or group (temporarily or permanently)
8. Corporal punishment
9. Restitution

10. Involvement of law enforcement
11. Referral to other social agencies
12. Probationary period
13. Suspension
14. Expulsion
15. Any other disciplinary action deemed appropriate to circumstances.

This policy is administered pursuant to applicable state and federal statutes. Determination of discipline to be administered shall be made by certified personnel.

Nothing in this disciplinary schedule shall be construed to deny the student's right to a fair and orderly meeting, appeals counsel, and due process in cases that may end in suspension or expulsion.

This schedule shall be interpreted by the principals and their designees in a manner which is deemed just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action, which is found warranted by situations not covered in the schedule. Before a student is suspended for an infraction, a full investigation and hearing of the matter will be held. If it is determined, that a suspension or expulsion is in order, an attempt will be made to notify the parents.

A suspended student who has been suspended 10 days or less has the right to appeal to the Local Committee. A suspension of over 10 days must be appealed directly to the Board of Education. Upon appeal to the Board of Education, a student will remain in school until a decision is reached. The decision of the Board of Education shall be final. (House Bill 2130)

Porum Public Schools will provide for an education plan for any student suspended or the education plan will include the core units for which the student is enrolled. The plan will set out the procedure for the education and address the academic credit for the work satisfactorily completed. A copy of the education plan must be provided to the student, parent, or guardian.

A student who has been suspended for violent act or acts of deliberate or reckless disregard for the health or safety of the faculty or other students shall not be entitled to enroll in an Oklahoma public school until the terms of the suspension have been met or the time of suspension has expired. A student who has been suspended for a violent offense directed toward a teacher shall not be allowed to return to the teacher's classroom without the approval of that teacher.

A suspension of over 10 days cannot extend beyond two semesters unless the student is found in possession of a firearm. For any student suspended out of school for five days or more, the following shall be expected:

1. The school administrator will provide the student with an education plan which provides only for the core units in which the child is enrolled.
2. The education plan will set out the procedure for education and address academic credit for work satisfactorily completed while suspended.
3. A copy of the education plan will be provided to the suspended student and the student's parent or guardian.
4. Parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed.

A suspended student is not to be on campus during suspension; this includes participation in any activity.

Expulsion is different from suspension in that the school attendance of the student has been closed for the current school year. (Suspension is a number of days.) Such student expelled shall have the right to appeal.

**The PRINCIPAL MAY SUBSTITUTE CORPORAL PUNISHMENT FOR DETENTION OR IN-SCHOOL DETENTION AT THEIR DISCRETION.**

**THE PRINCIPAL MAY OPT FOR MORE SEVERITY OF DISCIPLINE ACCORDING TO THE SEVERITY OF THE BEHAVIOR.**

### **DRESS CODE**

Students are expected to dress in a manner appropriate to school.

- ◆ Hats and sunglasses are not to be worn indoors.
- ◆ Shoes must be worn at all times.

- ◆ Sleeveless shirts should fit snugly and the armholes must not be oversized.
- ◆ Shirts must cover the midriff section when arms are raised.
- ◆ Oversized or loose-fitting jeans must be secured with a belt at the waist.
- ◆ Items of clothing with obscene, offensive or illegal messages will not be tolerated.
- ◆ Shorts and dresses should come to a dollar's width from the knee when arms are relaxed at the student's side.(3<sup>rd</sup>-6<sup>th</sup>)
- ◆ No spaghetti strapped shirts for grades 3<sup>rd</sup> – 6<sup>th</sup>.
- ◆ No holes in jeans in inappropriate areas.
- ◆ No pajamas or house shoes (unless special school activity)

### **DRUG-FREE SCHOOL-STUDENTS**

In recognition of the clear danger resulting from drug and alcohol abuse and in a good faith effort to promote the health, safety, and well being of students, employees, and the community as a whole, the Porum Board of Education mandates a drug and Alcohol Education Prevention Program for Grades K-12.

Students are hereby notified that the use, possession or distribution of drugs or alcohol is harmful and in violation of school policy, and state and federal laws.

No student shall use, possess or distribute drugs or alcohol on the school premises or in any school conveyance, or at any school activity.

Possession of any type of drug paraphernalia is not permitted on the school premises or in any school conveyance, or at any school activity. Drug paraphernalia includes, but is not limited to, roach clips, needles or syringes, cigarette papers, and pipes.

Disciplinary action to be imposed on students who violate the terms of this policy shall be consistent with local, state and federal laws, and may include probation, suspension, and expulsion from school and/or the filing of formal criminal charges. A student who has been suspended or expelled may also have to provide proof of having successfully completed an appropriate rehabilitation program.

The school will make available information about drug and alcohol counseling, and rehabilitation and re-entry programs.

Parents shall be notified of the standards of conduct expected of students and the options of discipline for the violation.

### **EXTRACURRICULAR/INTERSCHOLASTIC /ATHLETIC ACTIVITIES**

Extracurricular/interscholastic/athletic activities are an important part of the educational system, and students should be encouraged to participate in them. These activities should not interfere with the learning process of the student. In order to encourage our students to excel in both classrooms and activities, the following eligibility requirements must be met for participation.

1. Scholastic eligibility will be checked prior to the activity (3<sup>rd</sup>-6<sup>th</sup>).
2. A student must be passing all subjects to participate in any activity.

3. A student is allowed to miss a class ten times during a school year for participation in school activities.

The purpose and mission of interscholastic activities are to promote physical development, team cohesiveness, good sportsmanship, and leadership. Interscholastic events will be under the supervision of certified staff.

## **FUND-RAISING GUIDELINES**

All fund-raising requests must be submitted to the Board of Education for approval prior to the fund-raising event. Students will not be allowed to attend fund-raiser field trips if they owe any money for fund-raisers, unless they pay for the cost of the trip itself. Fund-raising other than School Board approved is prohibited.

## **GUN-FREE SCHOOLS**

On March 31, 1994, new federal legislation was enacted that amends the Elementary and Secondary Education Act of 1965 (ESEA) to include the Gun-Free Schools Act.

The Gun-Free Schools Act specifically states that as a condition of receiving any federal financial assistance under ESEA, each local education agency must require the expulsion from school, for a period of not less than a year, of any student who brings a firearm to school, with the exception that the District's Superintendent of School may modify the expulsion requirement on a case-by-case basis.

The Gun-Free Schools Act also requires, as insurance of compliance with the Act, that this district include in each application for assistance under ESEA to the Oklahoma Department of Education a state of the following:

1. Assurance that the required policy is in effect;
2. A description of the circumstances surrounding any expulsions imposed under the policy, including:
  - A. The name of the school concerned;
  - B. The number of students expelled from school; and
  - C. The type of weapons concerned.

For the purposes of the Gun-Free Schools Act, a weapon is defined as a firearm in U.S.C. Title 16 & 921. Expulsion, while not specifically defined in the Act, is determined by the legislative history of the Act to mean removal from the regular school program at the location where the violation occurred.

In accordance with the mandate of the Gun-Free Act, it is the policy of the Board of Education, Porum School District I-088 to comply with all provisions set forth in the Act, and to maintain proper records for the period of time statutorily required so that the district may continue to receive its necessary federal financial assistance.

## **GRADING SCALE**

*Pre-Kindergarten; Kindergarten; and 1<sup>st</sup> grade (1<sup>st</sup> 9 weeks):*

*E Excellence*

- O Outstanding
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory progress
- I In progress

*1<sup>st</sup> (2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> 9 weeks) 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades:*

- A 100 – 90 Superior Quality of work
- B 89 – 80 Good Quality of work
- C 79 – 70 Satisfactory Quality of work or satisfactory progress in terms of ability
- D 69 – 60 Below Quality of work expected
- F 59 - 0 Unsatisfactory Work (failing)

*3<sup>rd</sup> and 4<sup>th</sup> grades handwriting ONLY:*

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Teachers shall take at least two grades per week in the major courses of study.

### **HALL TRAFFIC**

The observance of the following hall rules enables students to change classrooms with a minimum of disturbance. No one should be in the building during recess time unless under the supervision of a teacher;

1. Always keep to the right, walking in a straight line with hands behind your back or to your sides.
2. Walk, do not run;
3. There should be no playing in the halls.

### **HEAD LICE**

**A student with head lice or nits will be sent home. The parent/guardian of the student must accompany the student upon re-entry into school. Notification from the health department of treatment is required upon return to school, if the problem is persistent. An examination of the child's head will be required before the student may re-enter school. The student must be free of nits and lice.**

### **HOMEWORK**

Homework is a necessary part of education. It allows students to practice skills and aides in the development for a higher level of education. It is important to stay current on all work, including that which is to be done outside of school.

### **HONOR ROLL**

Students receiving A's for a grading period will be listed on the Superintendent's Honor Roll. Students having no grade below a B for a grading

period will be listed on the Principal's Honor Roll. The Honor Roll will be posted at the end of each nine week grading period in the *Stigler Country Star*.

### **INAPPROPRIATE ITEMS**

Students should leave at home all radios, electronic games, recorders, dice, sports cards, toys, etc... These items are not to be at school and will be confiscated and returned to a parent/guardian only. The school will not be responsible for any stolen property.

Pocket knives are not allowed on school property under any circumstance.

They will be confiscated and returned to a parent/guardian only.

There will be no selling or trading items between students at school or on the school bus.

**Chemical substances (nail polish, perfume, body spray, etc...) are not allowed on school property under any circumstance. They will be confiscated and returned to a parent/guardian only.**

### **INSURANCE**

Accident insurance is not provided by the school; however, student insurance is available at a minimum cost through an insurance company approved by the school district. Parents are urged to obtain adequate coverage either through the school-approved policy or their own insurance company.

### **LIBRARY**

The library staff welcomes students. During class hours, individual students are admitted only with passes issued by teachers.

While in the library, students are expected to be quiet, courteous and to use the library materials in a responsible manner at all times. If a student's behavior is not appropriate while in the library, he/she may have his/her library privileges revoked. Students are responsible for any damage done to a library book that has been checked out in their name. A student shall have library privileges revoked for destruction of library property.

### **MISSING ASSIGNMENTS**

Each teacher will have his/ her own missing work policy. It will be the student's responsibility to obtain missed assignments from his/her teacher upon returning to school. Whenever two or more days are missed, make-up work can be obtained by calling the office (484-5123 ext. 229) before 9:00 am. The requested assignments can usually be picked up in the office at the end of the day. School Board Policy states that a student has one day for every excused absence to make up class work, after that time the work will be counted as a zero or an incomplete.

### **MONEY**

Students should not carry large amounts of money to school as it is easily lost or stolen. Students should only bring what is necessary for that day.

### **PLAYGROUND RULES**

**Because of limited space and the number of students, we will prohibit the use of baseballs, bats, skateboards, or any other plaything that could harm your child or other students.**

## **General Rules**

1. Observe rules for each play area.
2. Do not do anything that would hurt you or someone else.
3. Play ball in open areas only.
4. No tackle or contact football
5. Be polite and take turns.
6. No wrestling or fighting. (pretend or real)
7. Rocks are to be left on the ground.
8. The playground teacher has the final authority.

## **Playground Equipment Rules**

- Swings:
1. Swing straight
  2. Do not jump or bail out
  3. No standing up
  4. One student in a swing at a time
  5. No flips
- Slides:
1. Slide feet forward
  2. Slide on seat not feet
  3. No pushing on the ladder
  4. Slide one at a time
  5. Do not climb back up the slide

## **Pre-Kindergarten Policy**

- **Must be the age of 4 by September 1, 2018**
- **Must be potty trained, will not accept children in diapers or pull-ups.**

## **Retention Policy**

The Reading Sufficiency Act of 2005 states “All third graders will read at or above grade level by 2008.” Students will be placed on a Reading Sufficiency Plan and receive additional Reading Remediation by the classroom teacher or Reading Assistant, if the following guidelines are not met:

- First grade            1.0 reading level
- Second grade        2.0 reading level
- Third grade           3.0 reading level
- Fourth grade        4.0 reading level
- Fifth grade          5.0 reading level

Grades one through three may be retained if they do not achieve these levels on the Dibels Reading Assessment and/or Star Reading Assessment by the end of the school year. Students in grades four through six must achieve a passing grade in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies. Standardized tests and student’s age will be considered. A parent not wanting their child to be retained will have the right to appeal the decision to the Porum Board of Education. The decision of the Board is final.

## **SAFETY DRILLS**

Periodic safety drills will be provided for the students to assure their safe exit in case of an emergency such as fire, tornado, etc... There will be a minimum of two (2) fire drills per semester. The students will also practice emergency bus evacuation twice per year. Lock down procedures and tornado drills will be practiced during the school year.

Each teacher and bus driver will go over the safety drill procedures within the first week of school.

## **SEARCH AND SEIZURE POLICY**

The superintendent, principal, teacher or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school or while attending any function sponsored by the school or authorized by the school for dangerous weapons or controlled, dangerous substances as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

## **SELLING CANDY OR OTHER PRODUCTS**

Students are not allowed to sell candy and other products at school or trade items brought from home. If items are brought for these purposes, they will be held in the office to be claimed by the parent/guardian. *However, items sold during an elementary school-sponsored fund drive would be exempt.*

## **Oklahoma State Department of Education TESTING**

Every student in grades 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades will be given OSDE mandated test. Additional assessments may be given to as determined by the principal or classroom teacher.

## **SMOKING**

The Porum School Board specifically prohibits students from smoking or using smokeless tobacco in the school. When a student is found guilty of this offense, he/she will face board-approved penalties.



## **SPECIAL SERVICES**

### Speech/Language Therapy

The development and stabilization of normal patterns of oral communication is a most cherished goal in today's society. Attention must be focused early on the way patterns can ultimately be a detriment to a child's ego and academic success. Many Students might then benefit from the learning experience provided through Porum School's Speech/Language Therapy Program. Individualized and small group training sessions are made available to those students for whom the therapy is deemed necessary by a trained speech pathologist.

### Special Education

Some students need an individualized education plan (IEP) for learning time to be maximized. Classes are available for additional help for those who qualify. A copy of the State Department of Education Statement regarding Parents Rights in Special Education is on file in the office for review.

Confidential testing and placement in special education classes require parent notification and participation before a student may receive additional help with academic subjects. Teacher as well as parents may refer a child for testing when deemed necessary.

## **TELEPHONE USAGE**

The telephones in the school office are business phones; therefore, students are allowed to use them in EMERGENCY cases only.

Students will not be called from class to receive a call or to use the phone during class time.

Messages may be picked up in the office during lunch or between classes. If it is an emergency, the message will be delivered. Please make arrangements for rides, babysitting, etc... before your child leaves home in the morning. **In the event that your plans have changed, call the office before 2:00 p.m., allowing the secretary time to get students the information.**

## **TEXTBOOKS AND SCHOOL PROPERTY**

Textbooks will be issued to students. At the end of the school term each student must return the books in good condition. Lost books or books damaged beyond normal wear must be paid for by the student. Students are liable for damaged property.

## **VISITORS**

Visitors are always welcome at Porum Elementary. However, we require that all visitors present themselves at the office to sign in and receive a visitor's badge. A visitor must wear a badge at all times and surrender the badge when leaving the school. The teachers have been instructed to send all visitors without badges to the office. Please do not be offended by this procedure as we want the school to be a safe place.

We do not permit *student* visitors unless accompanied by an adult at all times.

## **CELL PHONES AND OTHER WIRELESS DEVICES**

Cell phones and other wireless devices can present a number of disruptions in the educational environment and are prohibited from being used during school hours. This includes using cell phones during breakfast, lunch, recess, restroom breaks, and PE. **During school hours, if a student brings a cell phone or other wireless device it must be turned off and out of sight.** If a wireless device interrupts the educational process, it **will** be confiscated and a parent or guardian must pick up the device from the office. If a child becomes ill or needs to reach their parent in an emergency, the classroom teacher will contact the office. Violations of this policy will result in disciplinary action. The school **will not** be responsible for any loss of cell phones or other wireless devices.

## **FAMILY RIGHTS AND PRIVACY ACT**

The revised Family Rights and Privacy Act became a Federal Law in November 1974. The interest of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals will have legitimate access to records. Release of records and/or information from the records will only be made in accordance with the Family and Educational Rights and Privacy Act (FERPA), Public Law 93-380 and the guidelines adopted by the Porum Public Schools. Copies of this policy are located in the offices of the principals and Superintendent.

Any student of Porum Public Schools who has been adjudicated to be in need of supervision due to absences from school, the court will require a school district to evaluate the student to determine possible need for special education. Prior to adjudication, or as directed by law enforcement subpoena or court order, a school district may disclose education records to the court or juvenile justice system for purposes of determining the ability of juvenile justice system to effectively serve a child. Any disclosure of education records will be in accordance with the requirements of the FERPA.

## **POLICY NOTIFICATION**

It is the policy of the Porum Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning applications of this policy may be referred to Dr. Landon Berry, Superintendent of Schools, Porum Public Schools PO Box 189 Porum, OK 74455 (918) 484-5121.

## **ASBESTOS NOTIFICATION:**

*From Bruce Ragsdale, AHERA Program Manager*

"In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building

materials. As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems."

The management plan and the results of the re-inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.