

# Elk City Public Schools

2017-18

## Elementary Handbook

[www.elkcityschoos.com](http://www.elkcityschoos.com)



### Elk City Elementary

Pre-K, K, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Grade

(580) 225-7722

Amanda Friesen, Principal

Dee Wilhelm, Assistant Principal

### Elk City Intermediate School

4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Grade

(580) 225-2687

Randy Turney, Principal

Pam Joy, Assistant Principal

### ALMA MATER

Hail to thee, our Alma Mater, school we all adore Elk City Public School

We'll love and honor, serve thee ever more.

Through defeat and on to victory, Brown and White will fly,

Through each student's loyal devotion,

name his praise on high.

# WELCOME

This handbook has been prepared for the parents of Elk City Elementary School and Elk City Intermediate School so that you might better understand the various phases and activities of our schools.

It is obvious that the task of preparing children for the society in which they will be living cannot be handled by either the school or the home alone. With full effort by the school and the home, this task can be accomplished.

The faculty dedicates all its efforts and energies to provide a quality program of education for your children. We invite you to visit the school often and observe firsthand the educational program in which your child is participating. **When visiting, please check in at the office first.**

To insure all children of an equal opportunity in your school, it is necessary to provide rules and regulations and ask that all children comply with them. The handbook summarizes those regulations which directly affect the home, and it also has school information which we hope will be helpful to you.

Education is a four-way proposition: the children, the parents, the teachers and administrators. We hope in the months ahead we shall be able to build a cooperative team spirit that will have as its main objective, a quality education for all children.

## POLICY NOTIFICATION

It is the policy of the Elk City Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in it educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Cindy Buckmaster, Coordinator of Title IX, and Section SW responsibilities, Elk City Public Schools, 222 W Broadway, Elk City, Oklahoma 73644, 225-0175.

The local Board of Education Policies supercede any statement included in this handbook.

## RIGHTS AND RESPONSIBILITIES OF PARENTS:

Throughout this plan "Parents" includes single parent, legal guardian, or person having lawful control of the student.

### PARENTS HAVE THE RESPONSIBILITY TO:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the rules.
3. Be sure their child attends school regularly and promptly report and explain absences and tardies to the school.
4. Encourage and lead the child to develop proper student habits at home.
5. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.
6. Attend parent training workshops for home reinforcement of student skills and specific objectives.

7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure the child is appropriately dressed at school and school-related activities.
10. Discuss report cards and school assignments with their child.
11. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
12. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at school.
13. Cooperate with school administrators and teachers.
14. Be sure their child attends school tutorials when required or as the need arises.
15. Submit a signed statement that they understand and consent to the responsibilities outlined in this plan.

## **PREFACE**

This booklet contains a great deal of required and useful information for a large number of students and parents. Therefore, it cannot be as personal a communication as we would like, and so we address students, not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

## **ASBESTOS**

An Asbestos Hazard Emergency Act (AHERA) Asbestos Inspection was conducted at the Elk City Public School facilities. The asbestos inspection and management plan is on file at the Elk City Board of Education, 222 West Broadway, Elk City, OK for viewing.

## **ASSEMBLIES**

Students are required to conduct themselves in assemblies as they do in class. Students who are tardy or who do not abide by District rules of conduct shall be subject to disciplinary action.

## **ATTENDANCE, ABSENCES, TARDIES**

### **STUDENT ATTENDANCE POLICY (FDC-R1)**

One of the most important factors contributing to school success is attendance. Prompt and regular attendance is a must if a student expects to succeed in the work assigned.

#### **Types of Absences:**

**Tardy:** Students will be considered tardy if they are not inside the classroom when the tardy bell finishes. Three tardies equal one absence. If tardies relate to a medical condition, appropriate medical documentation will be required to be provided to the school district. In such case, medical tardies will not count toward absence. Excessive tardies may result in penalties similar to those for truancy.

**Excused Absence:** An excused absence occurs when the student is absent with the knowledge and approval of the guardian and the school administrator. The guardian must notify the school of the student's absence. Failure to do this could result in an unexcused absence. Students will be responsible for making up all work missed for full credit. If a

student goes to the doctor or has a required court appearance, documentation must be brought to the office when returning to school. Four (4) absences per semester with knowledge and approval of the guardian and school administrator will be excused absences. Any absence beyond four (4) excused absences per semester will be marked unexcused unless the parent or guardian provides proper medical documentation or religious documentation for the absences.

**Unexcused/Truant Absence:** A truant/unexcused absence occurs when the student is absent from school without the knowledge and approval of the guardian and school administrator. The student will be allowed to make up all work missed for full credit. However, student may be subject to disciplinary action.

**School Activity Absence:** This is an absence that requires a student to be absent from the classroom to participate in a co-curricular or extracurricular program or activity. The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. There are exceptions that are mandated by Oklahoma State Department of Education regulations that will be applied where special circumstances exist

**Admission after Absence:** Student should report to the office before reporting to class after an absence. Time given to make-up work will correspond to time of the absence. A student will have one make-up day for each day absent. Example: A student gone on Wednesday, back on Thursday, has all work due on Friday. It is the student's responsibility to make arrangements with the teacher to make up the work. Student will receive full credit for work that is made up satisfactorily.

**Excessive Absence:** Excessive absence is defined as a student with 10 or more absences per semester in a class for any reason except school activity absences. When a student acquires 10 unexcused in a semester, credit for class and/or promotion to the next grade level will not be given. An appeal to the building principal may be made upon request to hear extenuating circumstances concerning absences and review documentation over 9 absences. When coming before the principal, all absences must be supported with proper written documentation. The school will pursue any legal obligation of the parent/guardian to compel the student to attend school as required by law.

**Excessive Absence Appeal Process:** If a student accumulates 10 or more unexcused absences per semester and believes that special circumstances exist which should be considered, the student and parent/guardian may request a hearing with the school principal for consideration of the granting of credit. Such a request must be in writing and presented to the school principal.

**Reporting Requirements of the School:** Beckham County has established a truancy court. If a child is absent without valid excuses four (4) or more days or parts of days within a four (4) week period or is without a valid excuse ten (10) or more days or parts of days within a semester, the school is required by law to notify the District Attorney. (A valid excused absence occurs when the student is absent with the knowledge and approval of the guardian and school.) Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

**Oklahoma Laws on School Attendance:** *"If a child is absent without valid excuses four (4) or more days or parts of days within a four (4) week period or is without a valid excuse ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county where the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes."* (70-10-106)

**Section 229. Neglect or Refusal to Compel Child to Attend School:**

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school unless other means of education are provided for them full term the schools of the district are in session or the child is excused as provided in this section.
- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of that district are in session.
- C. Any parent, guardian, custodian, child, or other person in violation of any of the provisions of the section, shall be guilty of a misdemeanor. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child, or other person of the child has been ordered to school by the juvenile court shall constitute a separate offense.

## **CHANGE OF ADDRESS**

If there is a change of your address, telephone number, or place of employment, please notify the school immediately. Also, notify the school office if there is any change in the information listed on the emergency telephone numbers listed on the Student Enrollment Form.

## **BIRTHDAYS**

Birthday invitations may not be distributed on school premises. The school cannot provide names, addresses, and phone numbers of other students to parents (FERPA: Family Education Right and Privacy Act).

## **CODE OF CONDUCT FOR INTERNET & OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of the school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.

5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or-a person's family.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

## **INTERNET & OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Elk City School District is pleased to make available to students 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 student 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 all students to enjoy such 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.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provided Internet access to the school district. Upon reviewing, signing, and returning this policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the policy. The school district cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Term of the Permitted Use**

A student who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the school district before they are given an access account.

### **Acceptable Uses**

1. Educational Purposes Only. the school district is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.
2. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
  - A. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student disciplinary policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the the materials to use them.
  - B. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan Horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - C. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

- D. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about your or others, including credit card numbers and social security numbers.
- 3. Netiquette. all users must abide by the rules of network etiquette, which may include the following:
  - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
  - B. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
  - C. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
  - D. Be considerate when sending attachments with email (where is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in format which the recipient can open.

## **INTERNET SAFETY**

General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

- 1. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone. number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18), Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- 2. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- 3. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

4. Active Restriction Measures. The school , either by itself or in a combination with Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology based protection systems may be disabled by supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 (h)[7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, or excretion;
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of the genitals;
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation or privacy regarding such materials.

### **Failure To Follow Policy**

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment in the school district. A user violates this policy by his or her own action or by failing to report a violation by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district and all of their administrators, teachers, and staff

harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and Internet, where that use is on a school computer or on another computer outside the school district's network.

## **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all the information changes, you must notify the person designated by the school to receive such information.

## **COMMUNICABLE DISEASES**

Parents of students with communicable or contagious diseases are asked to telephone the principal so that other students who have been exposed to the disease can be alerted; convalescing students are not allowed to come to school until the disease is no longer contagious. These diseases include chickenpox, diphtheria, fever (100.4 or greater), gastroenteritis, head lice, hepatitis, type A, impetigo, influenza, measles, (Rubeola), German Measles, meningitis, mumps, pink eye, Polio, ringworm of the scalp, salmonellosis, scabies, shigellosis, streptococcal sore throat and scarlet fever, tuberculosis, and whooping cough.

## **STUDENT CONDUCT**

Students are responsible for conducting themselves properly, in a manner appropriate to their age and level maturity.

Student responsibilities for achieving a positive environment at school or school related activities shall include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly attired.
4. Exhibiting respect toward others.
5. Conducting themselves in a responsible manner.
6. Paying required fees and fines, unless they are waived.
7. Refraining from violations of the code of student conduct.
8. Obeying all school rules, including safety rules.
9. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

# CONTROL AND DISCIPLINE POLICY

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of other, corrective actions are necessary for the benefit of the individual and of the school. Oklahoma State Law (70-6-114) gives the teacher the same rights as a parent to discipline such a child according to local policies. The following schedule is an aid to them in control and discipline. However, every possible incident can not be spelled out. Therefore, teachers may discipline or control incidents that may arise in a responsible manner that the deem necessary at the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district.

## INFRACTIONS

### Level I

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Bus/Playground misconduct
5. Negligence in completing classwork.

### Level II

1. Cutting class (check absentee policy)
2. Leaving school without permission
3. Truancy (check absentee policy)
4. Tobacco on school grounds

### Level III

1. Theft
2. Assault-physical or verbal
3. Fighting
4. Destruction or property
5. Other offenses-possession of deadly weapons, use of drugs or alcohol
6. Distribution of obscene material, obscene language, action, etc.
7. Refusal to obey school officials

### Code Numbers

1. Warn Students
2. Remove from class or group (temporary or permanent)
3. Parental conference (phone or personal)
4. Detention
5. In school supervision
6. Corporal punishment
7. Financial restitution
8. Involve law enforcement
9. Refer to other social agencies
10. Suspension (1-3 days, no school makeup)

11. Expulsion (Follow due process)
12. Any other disciplinary action deemed appropriate under the circumstances.
13. Loss of points/course credit

## **CONTROL AND DISCIPLINE POLICY SCHEDULE**

1st Violation	2nd Violation	3rd Violation
<b>Level I</b>		
1. 1	1,3,4	3,4,5,6,10,12
2. 1,2,3,6,10	1,2,3,4,5,6,10	2,3,5,6,10,11,12
3. 1,2,3,4	1,2,3,4,6,10	2,3,5,6,10,12
4. 1,2,3,6,10	2,3,4,5,6,10,12	2,3,5,6,10,11
5. 1	1,3,4	1,3,4,6,10,12,13
<b>Level II</b>		
1. 1,4,12,13	3,4,5,6,10,13	3,5,6,10,11,13
2. 1,4,12,13	3,4,5,6,10,13	3,5,6,10,11,13
3. 1,3,4,5,12,13	3,4,5,6,10,13	3,5,6,10,11,13
4. 1,3,4,5,6,10	3,5,6,10	5,6,10,11
<b>Level III</b>		
1. 3,4,6,7,8,9,10,11	3,6,7,8,9,10,11	7,8,9,10,11
2. 3,4,5,6,8,10,11	3,5,6,8,10,11	3,5,8,10,11
3. 3,5,6,10	3,5,6,10,11	3,5,10,11
4. 3,5,6,7,8,9,10,11	3,5,6,9,10	3,5,7,11
5. 3,5,6,10,11	3,5,6,9,10	3,11
6. 3,5,6,10,11	3,6,9,10	3,10,11
7. 1 thru 13	1 thru 13	1 thru 13

The above schedule is a list of alternatives, of which one or more may be used as the principal or designees deems just, given the circumstances of the individual case. Alternatives are not necessarily selected in numerical order, but are to be determined by the principal or teacher according to the severity of the offense.

Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary policy schedule.

The use or possession of any form of tobacco by students is not allowed on any school campus. Tobacco products in the possession of students will be confiscated by school personnel. Possession of tobacco on campus can result in detention and repeated offenses will result in a 3-day suspension. Repeated disregard of this rule can result in an extended suspension. Refusing to identify the source of purchase of tobacco is a misdemeanor and punishable by fine. Tobacco use off campus in a residential area observable from school grounds will be subject to detention with repeat offenders subject to suspension.

Elk City Public Schools recognizes the fact that a drug-free campus is beneficial in maintaining positive learning environment for all student. Canines may be used to conduct searches according to law and board policy in an effort

to have a drug-free campus. Students having illegal substances on school property, including vehicles in the school parking lot, may be subject to the following consequences:

- First Offense: Suspension from school and school activities for a period of eight days.  
Second Offense: Suspension from school and school activities for a period of thirty days.  
Third Offense: Expulsion from school for the maximum amount of days allowed by law.

These general guidelines may be subject to change depending on the circumstances surrounding each individual case.

## **DISTRICT JURISDICTION**

The district has jurisdiction over its students during the regular school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day on the school grounds, attendance at any school related function, regardless of time or location, and any other school related activity, regardless of time or location.

Students at school or school related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage property.
3. Leaving school grounds or events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students.
5. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
6. Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by other students or District employees.
10. Engaging in misconduct, as defined by district policies and regulations, on school buses.
11. Fighting.
12. Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements addressed publicly to others, that may precipitate substantial disruption of the school program or incite violence.
14. Engaging in inappropriate sexual contact disruptive to other students or school environment.
15. Assaulting a teacher or other individual.
16. Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance, a dangerous drug, abusable glue or aerosol paint or volatile chemical, or an alcoholic beverage.
17. Possessing a firearm, knife, club, or other weapon.
18. Smoking or using tobacco products.
19. Aggressive behavior or group demonstrations that substantially disrupts or materially interfere with school activities.
20. Engaging in any other conduct that disrupts the school environment or educational process.

# **COUNSELING**

## **PERSONAL COUNSELING**

School counselors are able to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should make an appointment.

## **DETENTION**

Students may be detained outside of school hours on one or more days if a student violates the school's rules of conduct. The detention shall not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention.

## **DISCIPLINE**

### **DISCIPLINE MANAGEMENT TECHNIQUES**

Students of this school district, who are not in an alternative education program and who are not charged with incorrigible conduct, who are found guilty of misconduct or violation of school policy may be subject to being disciplined by the teacher and/or principal or assistant principal by use of appropriate discipline management techniques, including the following:

1. Verbal or nonverbal warning and/or reprimand.
2. Loss of any special privileges.
3. Extra duties. Isolation in classroom/in-school supervision.
4. Assignment of detention(s). Saturday School.
5. Corporal punishment.
6. Counseling by a teacher or principal.
7. Conference with parents.
8. Suspension or expulsion.

## **DISRUPTIONS**

The District may pursue a criminal charge against and/or discipline any person inciting, promoting, or participating in a protest demonstration, disruption, not, sit-in, walkout, blocking of entrances, etc. Duplicated films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action. (See also PRINTED MATERIAL).

## **STUDENT DRESS CODE**

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. In light of the unique school environment, the programs and curriculum schools offer, the need for advancement of those educational goals without unnecessary distractions, appropriate control of student behavior, management of classrooms, and all on-campus activities.

The following are general guidelines regarding proper dress.

1. Shorts, skirts, and dresses must not be shorter than \$1 bill's width from the bottom of the hem to the top of the knee.
2. Clothing will not expose the midriff, any undergarment, cleavage, or back. Tank tops, spaghetti straps, and racer backs are not considered appropriate school attire. Tank tops are defined by having a strap smaller than the width of a \$1 bill.
3. Excessively tight or excessively loose clothing is prohibited. Tights and leggings must be covered up to the same standard as #1. The interpretation of excessively tight or loose may be at the discretion of the administrator in charge.
4. Appropriate footwear must be worn. All students are required to wear shoes. House shoes are not considered appropriate footwear nor are tennis shoes with rollers.
5. PK-4 are required to wear closed toed, closed heel shoes.
6. Apparel is not to be worn or displayed that contains writing, suggestive slogans, depictions or logos that would be commonly recognized as vulgar, obscene, profane, lewd, or sexually suggestive; that display partial or full nudity; that urge or depict violence or criminal acts toward individuals or groups; that promote items not allowed on campus by district student behavior rules or are illegal for minors to use or possess, such as alcoholic beverages, controlled dangerous substances, and tobacco products; or that promote gang activity through writings, depictions, or symbols. Such items include, but are not limited to, articles of clothing, belts, jewelry, sweatbands, wristbands or school materials, including backpacks.
7. Caps, hats, visors, hoods or other head coverings are not permitted within the school building unless approved by the school administration. Accessories such as bandanas, gloves, or hair picks are not acceptable. No chains, spiked collars, or like items will be allowed.
8. Coats and/or outerwear may be worn inside the building. At the discretion of the classroom teacher, students may be asked to take off their coat and/or outerwear and place it on their seat or in their locker.
9. School activity uniforms may only be worn in a manner that does not violate dress code policy, excluding assemblies and performances. Students representing Elk City Schools through extracurricular activities will adhere to the dress code set forth by the coach or sponsor.
10. Sunglasses shall not be worn in the building unless prescribed by a physician.
11. Jeans, pants, etc. must be worn above the hipbone at the natural waistline and cannot bag, sag, or drag on the floor. Pajama pants are prohibited.
12. No holes, rips or tears in any clothing.
13. Trench coats are not allowed at any time.
14. Students will only be allowed to display rings in the ear. Other piercings will be covered before arriving at school or they will have to be removed for the day.

With ever changing styles, additional guidelines may be established to help maintain high standards. In interpretation of the dress code to all students, the principal or designee will have total authority. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

## **ACTIVITY DRESS CODE**

Principals, in conjunction with sponsors, coaches or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity. School issued shirt can be worn only on the day designated by principal, sponsor, coach or other person in charge of extracurricular activity. No warm-up apparel, shirts only. Action may be taken if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

### **Apparel**

If a student's dress or grooming is objectionable under the above provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take the appropriate disciplinary action. Students who violate provisions of the dress code and refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected. **The administration has the final say on all student dress code decisions.**

## **DRILLS**

### **FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers quickly and in an orderly manner.

## **WIRELESS TELECOMMUNICATION DEVICES**

It is the policy of the Board of Education that students attending Elk City Elementary may bring a personal technology device as long as the device is turned into the office upon entering the building (except provided herein for Personal Digital Assistant devices and laptop computers). Elk City Public Schools expects students to exercise due care and common courtesy when using cell phones during extra curricular time after receiving approval for such use. Any exception must be authorized and approved by the administration or supervising faculty member.

Students attending Elk City Intermediate, Elk City Middle School and Elk City High School will be permitted to bring their personal technology to school provided they follow the rules and guidelines set forth in the policy.

Students and Parents will be required to sign and Internet Access Conduct Agreement EFBCA-E before bringing devices to school.

Upon entering the building devices should be turned to silent mode and must be used for instructional purposes only. Devices will be turned off when in bathrooms and locker rooms.

Students will not be allowed to use the record features of personal devices while at school without permission from school personnel.

Students will be required to logon to the school district wireless network (wifi) regardless of wireless plan. When students connect to the district wireless network their device will work under the same filtering software used for the computers and technology in the district in compliance with the Child Internet Protection Act (CIPA) and other federal and state statutes.

Elk City Public Schools is not responsible for the theft of a device nor the damage done to a personal device while at school. Due to the enormous time spent on stolen cell phones/electronic devices, the school will NOT investigate stolen items. The security is the sole responsibility of the student.

Students will use their personal device for instructional purpose only and will follow district, building and classroom rules. Teachers will set classroom rules concerning the use of technology devices in their classroom.

Once a student's device is on district property or at a district sponsored event, a student must make the personal electronic device available for inspection by an administrator, teacher or technology staff member upon request. Request will be made when suspicion of violation of school policies exist. District staff reserves the right to search the district and/or personal electronic devices and the student network drive for software, files, messages, or files sent or received via the internet. Because personal devices are permitted to be used solely for instructional purposes supplementing the current curriculum being taught the particular student have the device, students are warned that they will not have a reasonable expectation of privacy in records of personal device usage while the device is at school.

The student will immediately report to school personnel electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) while using district and/or personal electronic devices. The student will not participate in "Cyberbullying".

Students are not required to bring a device even if they own one. If electronic devices are used to enhance learning in the classroom students without a personal device will be provided access to appropriate district owned devices. Teachers will ensure devices are made available when needed. Students in grades 7-12 needing access to a device outside of class time to complete school work make checkout available devices through the school library/media center provided there is an available devices and the Permission and Acceptable Use Form is completed and filed with the school librarian.

Students found to be in violation of these rules may be subject to disciplinary action under the student discipline policy, including but not limited to, confiscation of the device pending parent/guardian conference, detention, suspension, levying of fines, or a combination thereof. Disciplinary action will be left to the discretion of the principal. When appropriate, police authorities may be contacted. Below are examples of possible consequences.

	NON-EDUCATIONAL USE	INAPPROPRIATE USE
1ST OFFENSE	After school detention and confiscation of device. Devices will be returned to parent.	Two day in-school suspension, confiscation of device, loss of BYOD privileges for remainder of semester, possible ticket. Device will be returned to parent.
2ND OFFENSE	In school suspension, confiscation of device and possible loss of privileges in classroom. Device will be returned to parent.	Out of school suspension, confiscation of device, loss of BYOD privileges for remainder of school year, possible ticket. Device will be returned to parent.
3RD OFFENSE	In school suspension, confiscation of device and loss of BYOD privileges for remainder of semester. Device will be returned to parent.	

CROSS-REFERENCE: Policy FO, Student Discipline

## **EMERGENCY MEDICAL TREATMENT**

Parents shall complete an emergency care form each year that includes parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

## **EMERGENCY SCHOOL CLOSING INFORMATION**

Any decision to close school due to bad weather will be made by the administration. As soon as the decision to close or delay school is finalized, the announcement will be given to radio stations KXOO and KECO, posted on school Facebook page and sent through Power Announcement and SchoolWay. Please do not call the radio stations.

## **FEES**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. The materials for a class project the student will keep.
2. Personal physical education and athletic equipment and apparel.
3. Voluntary purchases of pictures and publications.
4. Student accident insurance.
5. Fees for damaged library books, school-owned equipment and textbooks.

# **FERPA**

## **Notification of Rights Under FERPA for Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

The right to inspect and review the student’s education records 45 days after the day the Elk City Public School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education record that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask Elk City Public School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request of amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to provide written consent before the school disclose personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; of a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the (School) to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
WASHINGTON, DC 20202

## **FUNDRAISING**

Fundraising activities by student groups and/or for school-sponsored project shall be allowed, with prior administration approval and under the supervision of the project sponsor, for students in all grades. All fundraising projects shall be subject to the approval of the Principal and Superintendent.

## **GRADING CODES**

### **1. Pre-Kindergarten & Kindergarten & 1st, 2nd, & 3rd Math & ELA**

M - Mastered

AM - Approaching Mastery

NYM - Not Yet Mastered

### **2. Grades 4, 5, 6**

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

### **3. Grades K-6**

(Music, Physical Education)

Letter Grades Used on Report Cards

S - Satisfactory

U - Unsatisfactory

## **ELK UP PROGRAM**

Students in grades 4-12 will have access to after school tutoring three days a week. Elk Up will have two certified teachers to help students. Students falling behind in classes or having incomplete classwork will be assigned to the Elk Up Program from 3:30-4:30. The classroom teacher or Elk Up Coordinators will assign students Elk Up.

## **HOMELESS LIAISON**

In accordance to Title X, Part C McKinney-Vento Act, Cindy Buckmaster, Assistant Superintendent, is the Elk City Public School District's Homeless Liaison. Inquires regarding this act may be made to Mrs. Buckmaster at the Elk City School Board of Education, 222 W. Broadway, Elk City, OK 73644, 580-225-0175.

# HONOR ROLL

Semester honor rolls are as follows: Superintendent Honor Roll - All A's on grade level  
Principal Honor Roll - Nothing below a B on grade level

# IMMUNIZATION

It is the intent of the law that all students, regardless of circumstances, meet the requirements for their grade level. All children transferring from other school districts, all students in these grade levels due to retention, and all students in transitional levels between these grades, are required to have the doses indicated as required for their grade level in the table on page 22.

By referring to the table on page 22 you can determine which vaccines are required for specific grade levels for each school year.

If a student should not be immunized for medical reasons; the student or parent must present a certificate, signed by a U.S. Licensed physician, that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication.

	Pre-School/Pre-K G	KG-6th	7th-8th	9th-12
<b>VACCINES</b>	<b>PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION</b>			
<b>DTaP (diphtheris, tetanus, pertussis)</b>	4 DTap	5DTP/DTaP	5 DTAP*+1 Tdap Booster	5DTP/DTaP
<b>PVC (pneumococcal conjugate vaccine)</b>	Not required for school			
<b>IPV/OPV (inactivated polio/oral polio)</b>	3 IPV/OVP	4 IPV/OPV ◀	4 IPV/OPV	4 IPV/OPV
<b>MMR (measles, mumps, rubella)</b>	1 MMR	1MMR	2 MMR	2 MMR
<b>Hib (Haemophilus influenzae type b)</b>	Not required for school			
<b>Hep B (hepatitis B)</b>	3 Hep B	3 Hep B	3 Hep B ■	3 Hep B ■
<b>Hep A (hepatitis A)</b>	2 Hep A	2 Hep A	2 Hep A	2 Hep A
<b>Varicella (Chickenpox)</b>	1 Varicella	1 Varicella	1 Varicella	1 Varicella

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if student is a minor) that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

\* If the 4th dose of DTP/DTap is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTap is not required.

◀ If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

■ Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of hepatitis B vaccine.

▲ The table above lists the vaccines that are required for children to attend preschool and kindergarten through twelfth grade in Oklahoma. Additional vaccines may be recommended, but are not required. For example, a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.

- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten programs operated by schools.
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses.
- All measles, mumps, and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the birthday).
- For doses given on or after January 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday (or within 4 days before the 4th birthday). This rule does not apply to doses given before 2003.
- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine.
- It is not necessary to restart the series of any vaccine if the next dose due in the series has not been given on schedule; longer than recommended intervals between doses do not affect final immunity.
- Children may be allowed to attend school if they have received at least one dose of all the required vaccines, but they must complete multi-dose series of vaccines on schedule. These children are "in the process" of receiving immunizations.

## **INSURANCE**

At the beginning of the school year, the District will make available to students a low-cost student accident insurance program. Claim forms may be obtained through the principal's office.

## **LOST AND FOUND**

All lost and found items should be brought to the lost and found area. It should be the responsibility of students who have lost an item to find the item in the lost and found box. Clothing not claimed by the end of each semester will be given to charity. Please put your child's name on their jackets, gym clothes, and shoes before they wear them to school.

## **LUNCH/BREAKFAST**

The District participates in the School Breakfast Program and the National School Lunch Program. The District offers free and reduced meals to families who have the financial need for the program. This program is approved on a year to year basis.

**Free and Reduced-Price School Meal Applications** are available to every student Pre-K through 12<sup>th</sup> grade. These applications can be located at your school office, school cafeteria, the Elk City Board of Education office,

and the school website at [www.elkcityschoools.com](http://www.elkcityschoools.com). However, it is only necessary to fill out **ONE** application per family. Forms will be approved or denied within 10 days of receiving and a letter will be sent to the parents/guardians verifying the status of the application.

A reimbursable meal includes at least 2 ounces of meat,  $\frac{3}{4}$  cup of vegetables,  $\frac{1}{2}$  cup of fruit, 1-2 ounces of whole grain bread, 100% fruit juice, and a choice of 1% White Milk or Fat Free Chocolate Milk. Secondary students are offered the same components with additional fruits and vegetables.

### Meal Costs

GROUP	MEAL	PRICE
Reduced All Grade Levels	Breakfast	\$0.30
Reduced All Grade Levels	Lunch	\$0.40
All Grade Levels Full Price	Breakfast	\$1.75
Pre-K through 6th Full Price	Lunch	\$2.25
7th through 12th Full Price	Lunch	\$2.50
Adult/Visitors	Breakfast	\$2.50
Adult/Visitors	Lunch	\$4.25
Staff	Breakfast	\$2.00
Staff	Lunch	\$3.25
Milk	Breakfast/Lunch	\$0.50

### Sack Lunches

A student may bring a sack lunch to school. No pop or candy is allowed in the school cafeteria. Milk or juice may be purchased to have with that lunch. No student, Pre-K through 9<sup>th</sup> grade is allowed to leave the campus for lunch except with written permission from a parent/guardian.

### Payments

Payment of meal is expected on a daily, weekly, or monthly basis. Payments can be made in the school cafeteria or online through MySchoolBucks.

**MySchool Bucks** is an online payment service that provides a quick and easy way to add money to your student's meal account by using a credit/debit card or electronic check. You can also view recent purchases, check balances, and set-up low balance alerts for free.

For more information on how to get started with MySchoolBucks please contact the Child Nutrition Director, Jacy Dyson at (580) 225-0175..

### **Charging**

Students Pre-K through 6<sup>th</sup> grade are allowed to charge meals up to \$10.00. After reaching the \$10.00 mark, the child will be served a sandwich with milk and/or juice.

Students 7<sup>th</sup> grade through 12<sup>th</sup> grade are **NOT** allowed to charge meals. Meals must be paid for in advance.

## **MAKE-UP WORK**

Students are responsible for completing and turning in all make-up work that they have missed during excused absences. The make-up work is due within the number of days the student was absent (example-student is absent two days, they are responsible for turning in all make-up work by the beginning of the third day back in school).

## **MEDICINE AT SCHOOL**

In order for a student to be dispensed prescription or nonprescription medications at school by the school principal or his/her designee, the following will be required:

1. "Parental Authorization to Administer Medication" form to be completed by parent/guardian.
2. Prescription medications must be in the original prescription container for that student.
3. Over the counter medications must be brought to school in sealed containers; open bottles will not be accepted.
4. All medications must be brought to the school by the student's parent/guardian.
5. Medications will be administered as written on the medication container unless a written prescription is provided by the physician.
6. Medications must remain at school unless picked up by parent/guardian.
7. Medications must be picked up by parent/guardian on or before the last day of classes; medications not picked up by the last day of classes will be disposed of by school principal.

## **POSTERS**

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action.

## **POWERSCHOOL PARENT PORTAL**

Elk City is excited to continue utilizing a secure internet communication tool that gives parents and students access to real-time information which includes:

1. attendance
2. grades
3. detailed assignment descriptions
4. school bulletins
5. and personal messages from the teacher.

Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their students progress, and teachers are able to share information with both students and parents. Parents are encouraged to take advantage of this great opportunity to stay informed and connected to their child. Information on creating accounts will be disseminated to parents at the beginning of each school year.

## **POWERSCHOOL MOBILE APP**

PowerSchool is also now portable! The PowerSchool for Parents app is available from the App Store and compatible with iPhone®, iPad®, or iPod touch®. Parents can easily view the information from each child that is on the Parent Portal.

## **POWER ANNOUNCEMENT**

Elk City recently implemented a new school notification system called Power Announcement. The school will be able to send messages to parents through texting, email, or by any combination of each. Some of the types of messages include: school cancellations, emergency messages, attendance notification, and general announcements. It is essential that the school have current information on file so that these important messages will be received by parents.

## **PRINTED MATERIAL**

School-sponsored yearbooks are under the supervision of the teacher and campus principal. All written material over with the District does not exercise editorial control and is intended for distribution to students shall be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproval material to the Superintendent, material not approved by the Superintendent within three days is considered disapproved. The disapproval may be appealed to the Board of Education at its next regular meeting when the student shall have reasonable time to present his or her viewpoint.

## **PROHIBITING HARASSMENT, INTIMIDATION, AND BULLYING**

The Elk City Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### **Statement of Board Purpose in Adopting Policy**

The board of education recognizes that bullying of students cause serious educational and personal problems both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district’s mission to instruct students in an atmosphere free from fear, is disruptive of the district’s efforts to encourage student to remain in school until graduation, and is just as disruptive of the district’s efforts to prepare student for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention of minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district’s primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase socialization of student with disabilities. Targets of bullying are often students with known physical disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance for bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious harm on other student, or, in an effort to gain power over their life or situation commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, often involves expressive gestures, speech, physical acts that sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim’s or bystander’s ability to concentrate, retain instruction, and study or operate from the effects of bullying. This results in a reluctance or resistance to attend school.

### **Definition of Terms**

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the term “bullying,” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is

communicated in such a way to disrupt or interfere with the school's educational mission or the education of any student that reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's' property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with with the school's educational mission or the education of any student.

## 2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an at placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality of physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

## 3. General Display of Bullying Acts

Bullying, for purpose of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional

planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

- D. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including fondling or touching private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment-also prohibited by Elk City Public Schools.

### **Procedures Applicable to the Understanding and Prevention of Bullying of Students**

1. **Student and Staff Education and Training**-All staff will be provided a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Elk City Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct. Students, like staff members shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.
2. **Elk City Public Schools' Safe School Committee**-The Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication and fashioning of problem-solving teams that include

counselors and/or school psychologists. In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts (See also policy BDFC).

3. **Student Reporting**-Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.
4. **Staff Reporting**-An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage student who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given information will need to provide direct assistance to the student. Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgement, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.
5. **Parental Responsibilities**-Parents/Guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by the parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:
  - a. Report bullying when it occurs;
  - b. Take advantage of opportunities to talk to their children about bullying;
  - c. Inform the school immediately if they think their child is being bullied or is bullying other students;
  - d. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
  - e. Cooperate fully with school personnel in identifying and resolving incidents.
6. **Discipline of Students**-In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of the corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgement and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.
  - a. Conference with student
  - b. Conference with parents
  - c. In-school supervision
  - d. Detention
  - e. Referral to counselor
  - f. Behavioral contract
  - g. Changing student's seat assignment or class assignment
  - h. Requiring a student to make financial restitution for damaged property
  - i. Requiring a student to clean or straighten items or facilities damaged by the student's behavior

- j. Restriction of privileges
- k. Involvement of local authorities
- l. Referring student to appropriate social agency
- m. Suspension
- n. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

- 7. **Publication of Policy**-Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age appropriate language for students. Notice of the policy will be posted at various locations with each school site, including, but not limited to cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at [www.elkcityschoools.com](http://www.elkcityschoools.com) and at each school site that has an Internet website. The policy will also be included in all student and staff handbooks.

## PROMOTION AND RETENTION

The Elk City Board of Education believes the primary goal of the educational process is to educate. The board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grade levels of work at the same time. Therefore for some children, more than twelve years will be necessary.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Education Program as created by the IEP team.

Grade level placement in the elementary and in the intermediate and middle school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect probable assignment for the coming year. Grade marks will not be used as a means of punishment or reward.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. The parents shall be informed, and a conference scheduled if the parents desire, when it becomes apparent that a child may need to remain at a grade level. Reduction of grade marks will not be used as a form of discipline under any circumstances. Upon request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in the Oklahoma Academic Standards. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, or performance.

Students demonstrating proficiency in a set of competencies at the 70% level shall be advanced to the next level of study in the appropriate curriculum area(s). This decision will take into consideration such factors as social, emotional, physical, and mental growth. The school will confer with parents in making such promotion/acceleration decisions.

Elementary, intermediate, middle level, or high school student may demonstrate proficiency in the OAS for 9-12 High School curriculum areas. Appropriate notation will be placed on the high school transcripts. The unit shall count toward meeting the requirements for the high school diploma.

The superintendent is directed to establish a regulation containing criteria to be used by the administration in considering students for promotion or retention.

CROSS-REFERENCE: Policy EIAE, Proficiency Based Promotion

## **SELF-ADMINISTRATION OF MEDICATIONS (INHALERS, INSULIN, EPINEPHRINE PENS)**

In compliance with the state law, Elk City Public Schools permits students self-administration of inhaled medications for asthma, epinephrine pens for anaphylaxis and insulin for diabetes. For student to self-administer medications, the following will be required:

- a. "Parental Authorization to Administer Medication" form to be completed by parent/guardian. This form includes a statement acknowledging that the school district shall incur no liability as a result of physical injury arising from the self-administration of medication by the student.
- b. "Physician's Authorization for Self-Administration of Medications at School" form to be complete by the student's physician.
- c. The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as required by state law.

## **SUSPENSION OF STUDENTS**

In accordance with the policy of the board of education, the following regulation shall govern suspension of students from school. The authority to suspend a student from school in the school district is delegated to the respective building principals.

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.

2. A full suspension shall not extend beyond the present semester and the succeeding semester.
3. Except under circumstances which require the immediate removal of a student or students, the parent or legal guardian shall be informed before a student is released from school.
4. Make-up work for suspended student shall be permitted.
5. Procedural steps to suspension:
  - a. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons.
  - b. In-School Supervision (ISS) is an alternative to short-term out-of-school suspension. ISS will be imposed by the student's principal. ISS involves certain procedural rules, which do not pertain to other types of suspension. Therefore, a separate regulation, FOD-ISH-R, has been established. That regulation can be found elsewhere in this manual.
  - c. Three day suspension. A student may be suspended from school for a three day period by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons, and the right to appeal the suspension to the board of education.
  - d. Five day suspension. A student may be suspended from school for a five day period by the principal. Both the student and the parent(s) shall be notified of the suspension, the reasons, and the right to appeal the suspension to the board of education.
  - e. Full suspension. A student may be suspended from school for the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the reasons, and the right to appeal the suspension to the board of education.
6. Appellate procedures. Any student who has been suspended under steps 2, 3, or 4 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 of their intent to appeal the suspension as soon as possible following the suspension of the notice of the intent to suspend.
  - b. Upon receiving notice of a student's or parent(s)' intent to appeal, the superintendent shall advise the president of the board of education. The appeal shall be heard by the board within ten days from the date the notice of intent was filed with the superintendent. The superintendent, at his discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - c. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his own behalf; cross examine opposing witnesses, and offer other evidence in his behalf including his own testimony.
  - d. The board of education shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The board shall notify the student and the student's parent(s) within five school days of its decision.
7. Appeal for reinstatement. Students who have been suspended for the remainder of a semester, or more, may petition the superintendent for reinstatement. The superintendent may, in his discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

## **SUSPENSION CLASSIFICATIONS**

Suspension 1: A student is suspended from the building pending a conference with the parents or guardian.

Suspension 2: Suspensions which are five days or less.

Suspension 3: A student is suspended for the remainder of the semester or an indefinite time.

Suspension 4: A student is suspended from attendance or participation in a school district sponsored activity.

## **GANG ACTIVITY**

The Elk City Board of Education recognizes that the possibility or presence of gang-related behavior and gang-related incidents can cause substantial disruption of, or material interferences with school and school activities.

A “gang” is defined as any group of two or more individuals whose purpose, the district reasonably believes, is to commit illegal acts or antisocial behavior, or violate school district policy.

By this policy, the Board of Education acts to prohibit the existence of gangs or gang-related activities.

No student on or about school property or at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing which evidences membership or affiliation in any gang.
2. Commit or participate in any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) which may evidence any membership or affiliation in a gang.
3. Use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity including, but not limited to:
  - a. Soliciting others for gang membership or participation in any act which may further any interest in gang affiliation or gang membership.
  - b. Participation in any act that may be evidence of intimidation, threats, “pay for protection,” or any other behavior of potential violence.
  - c. Participation in writing, painting, or inscribing of gang-related graffiti to include messages, symbols, or signs on school property.
  - d. Inciting other students to act with physical violence upon any other person.
  - e. Assembling or congregation as a gang or members of a gang for any purpose.

## **VIOLATION OF POLICY:**

Students who violate this policy shall be subject to disciplinary action, which may include suspension or expulsion.

## **SCHOOL BUSES**

### **Eligibility:**

Ride eligibility is determined by the State, “Transportation is only for those students who reside 1 ½ miles from their assigned campus of regular attendance, measured by the shortest traveled route used by the public, (not the way the bus may travel).”

**Function:**

Bus transportation is to be used only for the movement of eligible students from their registered place of residence to their respective campuses and for their return home. Riders are not allowed to ride their assigned bus in the morning, then ride a different bus to a friend's house or to a baby-sitter after school. The buses are full, and extra unassigned riders on a route, place an even greater strain on transportation demands. When an extenuating circumstance arises, such as a death in the family or a hospital stay of the parent(s), a student may be assigned a temporary route change for a short period of time during the period of hardship. Loss of a baby-sitter is not considered an extenuating circumstance. In the case a family hardship situation, the temporary bus route transfer should be requested by the parent, in advance when possible, by letter and by phone call to the building principal and transportation director or superintendent. Every request will be given serious consideration. Please do not send the not the the bus driver, as they are not authorized to make these arrangements.

**Student Conduct**

The school bus driver has a great responsibility. Each day the bus carries a "precious cargo" and the driver's only concern should be to see that all passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from the job. This is dangerous and cannot be allowed. It is necessary therefore, that Student Conduct Rules and Regulations be in force and that they be followed without question. Parents must see that their child understands the importance of good behavior while riding a bus.

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when the student continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having a to take your child to and from school but it is sometimes necessary.

The bus driver accepts the responsibility of getting your child to and from school safely. Therefore, what the driver observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might interfere with the proper operation of the school bus

Any student who is involved in damage to a school bus will be required to pay for the damage.

Therefore, the school system must have parents sign an agreement that their child will abide by the rules and regulations.

**BUS RIDER RULES**

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

**Previous to loading, students should:**

1. Be on time at the designated school bus stops—keep the bus on schedule
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.

4. Respect people and their property while waiting on the bus.
5. Receive proper school official authorization to be discharged at places other than the regular bus stop.

**While on the bus, student should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects into or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students and the bus driver.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

**After leaving the bus, student should:**

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

**Extracurricular Trips**

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

## **TIPS FOR SAFE SCHOOL BUS RIDING**

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your school bus driver or bus patrol.
5. Remain in your seat while your bus is in motion.

6. Keep your head and arms inside the bus at all times.
7. Keep aisles clear at all times.
8. Remain quiet and orderly.
9. Be courteous to your school bus driver and fellow passengers.
10. Be alert to traffic when leaving bus.

## **SMOKING**

Smoking or the use of tobacco products or e-cigarettes on school property or at any school related or school sanctioned activity, on or off school property, is prohibited.

## **SPECIAL PROGRAMS**

The District provides special programs for handicapped, gifted and talented, and bilingual students. Students or parents with questions about these programs should contact the principal. The coordinator of each program can answer questions about the eligibility requirements and programs and services offered in the District or by other organizations.

## **STUDENT COMPLAINTS**

Students or parents who have a complaint should first bring up the matter with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the building principal. If not satisfied at that level, they can request a conference with the superintendent or designee and, ultimately appear before the Board in accordance with Board policy.

Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact the superintendent or designee. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to the Special Education Director.

## **STUDENTS LEAVING CAMPUS**

Parent must come to the office. Students will only be dismissed from the office. The parent must sign them out on a form at the office.

## **STUDENT WITHDRAWAL**

Parents should notify the school in the event that their child will be checking out. A student checking out of the school system should come by the principal's office at the beginning of the last full day he/she will be in school.

## **TELEPHONE**

Our students will not be allowed to use the telephone without permission from the office staff or their teacher. Students will not be allowed to make social or long distance phone calls on school telephones. Students must have permission from their teacher before coming to the office to use the telephone.

## **TEXTBOOKS**

The Elk city Board of Education believes that all employees and students are responsible for the proper care of school facilities, equipment, and property in their use or under their control.

Cooperation is expected from professional staff regarding the care and distribution of school-owned textbooks. The superintendent may delegate authority to building principals for the care, custody, and distribution of textbooks, as well as other instructional material and equipment.

Students using school-owned textbooks or library books are responsible for them and shall reimburse the school for any lost or damaged books. If a misplaced book is returned, the student may be refunded any charges previously paid to the school for the same book.

## **TIME SCHEDULE**

Class Begins: 8:00 am

School Dismissed: 3:15 pm

Students will NOT be supervised before 7:50 A.M. They should not be here before that time if they are not eating breakfast.

## **VISITORS**

Visitors are REQUIRED to check in at the office and to conduct themselves in accordance to the rules for students. Students absent from their own school may not visit another. The principal or school staff may request identification from ANY person on school property and may ask ANY person not having legitimate business to leave.

## **SCHOOL INFORMATION SHEET**

Elk City Elementary and Intermediate Schools send information sheets home on a weekly or monthly basis.

## **DRUG PREVENTION PROGRAM**

Elk City Public Schools has adopted and has implemented a drug prevention program for its students that at a minimum includes:

1. Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades of the schools operated or served by the local education agency, from early childhood level through grade 12.
2. The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
3. Standards of conduct that are applicable to students in all local education agencies clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.
4. Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

# **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by local school district coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

## **Referral:**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through local schools. Local school districts and Regional Education Service Centers coordinate with the SoonerStart Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

## **Screening:**

Screening activities may include vision, hearing, and/or health. Other screening activities may include review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

1. Readiness Screening-Personally identifiable information is collected on all Pre-kindergarten students participating in school-wide readiness screenings to assess readiness prior to entry into Pre-K. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be screened for readiness or evaluated without notice to the child's parent or legal guardian or whose parent or legal guardian has billed written objection with the local school district.
2. Educational Screening-includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the individuals with Disabilities Act (IDEA). Each school district in the state provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district.
  - a. Educational screening is implemented for all first grade students each year.
  - b. Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
  - c. Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

## **Evaluation**

Evaluation means procedures used in accordance with the federal laws and regulation to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term

means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

### **Collection of Personally Identifiable Information**

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in the state of Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy form the local school district's administrator.

These are the rights of the parents and children regarding personally identifiable information in accordance with FERPA.

1. To inspect the student's educational records;
2. To request the amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy of other rights;
3. To consent to disclose education records, except where consent is not required to authorize disclosure;
4. To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 § CFR 99.1-99.67); and
5. To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of the parents under FERPA.

For further information, contact the following person at your local school: Director of Special Services, Telephone: 580-225-0175, Address: 222 West Broadway, Elk City, OK 73644.