# Ward Elementary Pre- K-5th Grade

## School Staff 2020/2021

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
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<tr>
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<tr>
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<tr>
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</tr>
</tbody>
</table>

## GO TIGERS!!!!
To the Parent/Guardian:
This handbook is provided so that you may become familiar with the general rules, policies, and guidelines regarding student performance and conduct at Shidler Public Schools. It will serve as a guide to help clarify requirements, opportunities and expectations. Teachers and administration will hold high expectations for each of our students. We will hold each student accountable and responsible for his/her performance and conduct at all times relative to school; and all students, when necessary, will be disciplined, according to policy, consistently and fairly. We encourage parents to call the school any time they have questions concerning their child’s education. We believe it is very important to develop a spirit of cooperation between the school, the parents and the community in order to have a successful year…and we will have a successful year.

To the Student:
On behalf of the faculty, staff and administration, we would like to welcome you to Shidler Public Schools for the current school year. We are looking forward to assisting you in the fulfillment of your educational goals and to elevating the level of your vision for the future. Shidler has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals that have been set this year, to carry on the Shidler tradition and to make this a better place. You can benefit from all that the school has to offer by being a proactive participant in your own education…and we will expect no less from you. You will be held accountable for your performance and conduct at all times while at school or at school-sponsored activities and events. If you encounter difficulties, seek out one of our highly trained professionals, and we will do our best to help you. We are here to make your year as successful, yet educationally challenging as possible.

This handbook has been prepared to assist you in understanding rules and regulations, policies and procedures. It is designed to help you stay organized and on track. The essence of a successful year at school is in your understanding of what we expect of you and what you may expect of the school, and for each to do their part accordingly. We are looking forward to a great year! GO TIGERS!
MISSION STATEMENT
(as developed by a committee of teachers and adopted by the Shidler School Board, 2003)
Shidler Public School believes that the school’s purpose is to provide all students with an appropriate education and the opportunity to acquire basic academic skills while developing positive emotional and social skills. Shidler Public School will utilize all available resources to provide students with a quality education in an ever-changing world while encouraging cooperation between family, school and community.

Striving to Help all Individual students Develop a Lasting desire for Educational success as Responsible, respectful citizens

SCHOOL CREED

I am a Shidler Tiger,
My school’s the place to be,
I study, I learn, I make myself,
A person who will succeed.

I will not be discouraged,
In this my life-long quest:
To gain an education
And become my very best.

I am a Shidler Tiger,
And this is my school creed,
I promise to abide by it,
And then I will succeed!

SCHOOL COLORS
Blue and Gold

SCHOOL MASCOT
Tigers

SCHOOL HOURS
The school day will begin at 8:00 a.m. and end at 3:45 p.m.

ARRIVAL and DISMISSAL
Students arriving in cars must unload and load in front of the elementary building using the one-way drive. Please do not park or exit in the wrong direction. (North Side)

Arrival: School begins promptly at 8:00 a.m. Students will not be supervised and should not arrive before 7:40 a.m. at which time the doors will be opened. Buses unload between 7:40 a.m. and 8:00 a.m.
Dismissal: School will be dismissed at 3:45 p.m. Students are expected to leave the school grounds immediately after dismissal. Parents are expected to pick up students on time each day. If you will be late, please call the office.
Parental Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of** —
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect**, upon request and before administration or use —
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**Shidler Public Schools will develop and adopt** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Shidler Public Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Shidler Public Schools** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Shidler Public Schools** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:
• Collection, disclosure, or use of personal information for marketing, sales or other distribution.
• Administration of any protected information survey not funded in whole or in part by ED.
• Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

**Family Education Rights and Privacy Act (FERPA)**

This law requires that Shidler Public School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Shidler Public School may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with the District procedures. The primary purpose of the directory information is to allow Shidler Public School to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parental prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone numbers—unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.1

If you do not want Shidler Public School to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the end of the second full week of the current school year. Shidler Public School had designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Photograph
- Date & place of birth
- Dates of Attendance
- Participation in officially recognized activities and sports
- GPA
- Degrees, honors & awards
- Most recent educational institution attended
- Grade Level
reference: Section 9528 of the ESEA (20 U.S.C. 7908), as mandated by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

The Rehabilitation Act of 1973:

The act prohibits discrimination against individuals with disabilities in a program receiving federal financial assistance. Under the act, no otherwise qualified individual with a disability is to be excluded from employment, programs or services to which she/he is entitled. Additionally, claims for alleged discrimination are sometimes brought under the Equal Protection Clause of the US Constitution, which also prohibits discrimination by guaranteeing that it will be applied equally to all citizens.

GUN-FREE SCHOOLS

It is the policy of Shidler Public Schools to comply fully with the Gun-Free/Weapon-Free Schools legislation of 1990/1994. Oklahoma law (70 O.S. 24-101.3, S.L.O. 488.2) is a “no tolerance” law and provides for suspension of not less than one year for any student found in possession of a firearm while on school grounds. Additionally, state statute (21 O.S. 21-1280.1, S.L.O. 1031) designates the following as weapons and provides for criminal penalties for any person found in possession of the following on school grounds:

...any pistol, revolver, shotgun, or rifle whether loaded or unloaded or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon...

Federal legislation (18 U.S.C., Section 921) defines firearm as “any weapon (including a starter gun) which will or is designated to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device...any explosive, incendiary, or poison gas.” It is the policy of Shidler Public Schools to provide a safe and gun/weapon-free environment for all students, faculty and staff.

SCHOOL SAFETY AND BULLYING PREVENTION ACT (FNCD-R & P)

School Safety and Bullying Prevention Act (70 O.S. 2011, Section 24-100.2 – 100.5) as amended, shall become effective August 2013 and is intended to provide a comprehensive approach for the public schools of Oklahoma to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the prevention of harassment,
intimidation, and bullying.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

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 that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that intimidation, harassment, and bullying of students’ causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. Bullying has been shown by national and state studies to have a substantial adverse effect upon the school district operations, the safety of students and faculty, and the educational system at large.

Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are 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 to operate free from the effects of intimidation, harassment, and 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 as to disrupt or interfere with the school's educational mission or the education of any student that a 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 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 act 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 or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower 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. “At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

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General Display of Bullying Acts

Bullying, for purposes 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 results 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 untrue 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; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of 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 Shidler Public Schools.

**Student and Staff Education and Training**

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and 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. Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and 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 harassment, intimidation, and 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.
ACTIVITY TRIPS

The school reserves the right to withhold activity trips as a disciplinary measure at the discretion of the principal. Trips that are a part of the academic requirements (as determined by the classroom teacher and administration) for a particular class will not be withheld for disciplinary reasons. Students must ride to and from these destinations in vehicles provided by the school. Exceptions may be made by the principal but parents must make alternative arrangements in person. Notes will not be accepted for the purpose of alternative transportation.

AFFECTION

Public displays of affection between students will not be allowed. Disciplinary action will be taken against offenders. Holding hands is not permissible. Hugging and/or kissing are not allowed.

ALARMS - FIRE AND TORNADO

Fire and tornado drills will be scheduled at irregular intervals during the year. Students should study the floor plans and the evacuation routes for each room. This floor plan will be furnished to each teacher at the beginning of the school year and will be posted in a conspicuous location in each classroom. The fire alarm consists of ear-piercing blasts from the lighted fire detectors located throughout the school. The tornado alarm will be a voice over the intercom announcing "tornado alert".

ASBESTOS HAZARD EMERGENCY ACT

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

As a result of our inspection, we are pleased to announce that areas that contain asbestos POSE NO HEALTH PROBLEMS.

The management plan and the results of the re-inspection are available for your viewing during the hours of 9:00 am and 3:30 pm in the office of the Superintendent. For your and the schools convenience please call for an appointment.

ASSEMBLIES and SCHOOL PROGRAMS

Various assemblies will be given during the school year. Assemblies are held during and after school hours and are part of the school program. All students and teachers are expected to attend. Students are required to sit with their particular class as a group until dismissed by the teacher. Standard classroom behavior is required.
ATTENDANCE (ABSENCES AND TARDIES)

It is imperative to call the school office when your child is absent or tardy for any reason by 8:30 a.m. If you would like to request homework when your child is absent, please do so when you call the office. If you do not have a telephone, send a note the day your child returns to school indicating the reason for the absence.

Regular prompt attendance is necessary for the academic and social development of all students. Under Oklahoma law, it is unlawful for a parent, guardian or other person having custody of a child who is over the age of 5 years and under the age of 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. This law makes it a misdemeanor crime to fail to compel a child to attend school and provides for a fine for each day that the child is absent from school without a lawful excuse. Further, failure to compel a child to attend school may result in partial loss of financial assistance through DHS.

Please try to keep absentees to a minimum number of days. STUDENTS SHALL BE IN ATTENDANCE 90% OF THE SCHOOL YEAR TO BE PROMOTED TO THE NEXT GRADE LEVEL. An Internal Review Committee will be appointed by the board of education for the purpose of reviewing and dealing with the 90% attendance rule on an individual student basis as requested by the parent or legal guardian [Board Policy fdc-R1].

Parents will receive written notification of the student's 4th, 7th, 10th, 13th, and 16th tardy and/or absence. A copy of the letter will be kept on file, and a signed verification that the parent received the letter will be requested to insure communication between the parent and the school. Students with 10 or more tardy and/or absences may be reported to the county truancy board.

AWARDS

Certificates earned by students will be awarded at appropriate times throughout the school year. Semester certificates for the Principal’s and Superintendent’s Honor Roll will be awarded at the end of each semester. A yearly certificate will be awarded at the end of the year during the Morning of Excellence Award Ceremony.

ACADEMIC AWARDS

- Honor roll will be calculated at the end of the first and second semester.
- There will also be an Honor Roll award for the entire year.
- A student may not have a grade lower than a B for the semester to be considered for Principal’s Honor Roll and no grade lower than an A to be considered for the Superintendent’s Honor Roll.
- Because semester grades are calculated consecutively (from the beginning of the semester to the end), the semester grade alone will be considered for Honor Roll.
- Only Core Subjects will be considered for Honor Roll.
BICYCLES

Children who ride bicycles to school should be taught bicycle safety by the parents. Please discuss safety rules with your child at home. Bicycles should be placed in the bike rack near the old gym as soon as they arrive at school. Bicycles will not be ridden during the school day.

BREAKFAST/LUNCH

Breakfast will be served in the school cafeteria from 7:40 a.m. to 8:15 a.m. Students may charge up to $15.00 then their account will be locked. Parents who may qualify are encouraged to apply for free & reduced meals. Forms are included in the enrollment packet or available in the school office. Breakfast is free for all students. Paid lunches are $1.75.

BUS RULES

The bus drivers’ number one priority is the safety of the students under their care. This begins with the safe operation of the bus. Bus drivers cannot watch the road and the students at the same time. Students must behave and act appropriately without constant supervision. The bus is the same as a classroom. Remaining relatively quiet, respecting one another’s personal space, sitting down, facing forward, and especially respecting the authority of the bus driver must be enforced. These behaviors are reinforced by state law.

Providing bus transportation is not mandated by the state. Riding the bus to and from school is a PRIVILEGE NOT A RIGHT. Students found to be distracting the bus driver from his/her duties and/or acting inappropriately to other students may be suspended from riding the bus.

CARE OF SCHOOL PROPERTY

The building and the grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is required. Each student should feel an individual responsibility to keep the school clean and neat. The destruction of school property (including vandalism of any kind) will merit immediate and severe disciplinary action. Vandalism in any form will not be tolerated!

CLOSED CAMPUS, Pre-K-5TH STUDENTS

In order to keep our students in a supervised, safe, and drug-free environment, Shidler Elementary (Pre-K-5) enforces a B.O.E. Closed Campus policy. Once students arrive at school, they must remain on campus until the end of the school day unless they have brought written authorization from a parent/guardian and received permission from school authorities to leave for a specific purpose, and only in the care of a legal parent or guardian. Students will not be allowed to leave campus before school or during the lunch period; however, students will be permitted to leave and return with (only) parents/guardians during student’s lunch period. Students who leave campus without authorization shall be classified as truant and subject to disciplinary action. Students are to respect and follow these rules at
all times.

**DRESS CODE**

The great majority of our students require no guidelines in the area of appearance and grooming. Appropriateness and good-taste are the norm for Shidler students. However, those with extreme views should take note of the following guidelines that have been set as policy for Shidler students:

Students are expected to present a clean and groomed appearance in school. Clothing will be worn as the manufacturer designed it to be worn. No clothing, or method of wearing clothing that has been identified as gang-related, may be worn. Example: bandannas, pants or shirts pulled down low. Students will be fully dressed (stomach will not be showing). Underwear, or any clothing similar to underwear, will not be worn in a manner in which it is visible. Clothing with alcohol and/or tobacco advertisements will not be permitted. Clothing that is considered profane, lewd, vulgar, or that contains inappropriate messages will not be permitted. **Shorts, skirts or flip flops will not be permitted from January 1 to March 1.** Short and skirt hemlines must measure no shorter than the tips of the student’s fingertips with arms normally at the sides. Shoulder straps on blouses and shirts must be three-fingers-width wide. Spaghetti straps will not be permitted. Caps and hats are not to be worn inside the school buildings at any time during regular school hours. Since the students participate in physical education class several times a week and recess every day, wearing flip flops is discouraged for safety reasons.

**ELIGIBILITY**

Students who wish to participate in competitive athletics are required to have passing grades in five school subjects during the last semester he/she attended fifteen or more days. Students not meeting this criterion will be ineligible to participate during the first six (6) weeks of the new semester. In order to regain eligibility, students must have passing grades in all classes in which they are enrolled by the end of the six-week ineligibility period.

Eligibility will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. (Note: Any part of a week will count as a full week when school ends that week.) The OSSAA defines the period of ineligibility as beginning the Monday following the day grades are checked and continuing through the next Sunday.

If a student is not passing all subjects he is enrolled in on the grade check day, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes on the next grade check day, he/she will be ineligible to participate during the next one-week eligibility period. A student who has lost eligibility must be passing all subjects in order to regain eligibility for the new one-week eligibility period.

For the purpose of this policy, grades are to be recorded by the classroom teacher at least twice per week and reported to the building principal once per week. Ineligibility will be reported to the principal every Wednesday by 4:00 P.M. A list will be published to the coaches every Thursday morning by 8:30 A.M.
Student must be in attendance at least three (3) full periods during the day of a school-sponsored activity in order to participate that night. Please remember that all school rules apply to any school function that may occur on or off school property. All OSSAA regulations will be strictly enforced.

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
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<tr>
<td>80-89</td>
<td>B</td>
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<tr>
<td>70-79</td>
<td>C</td>
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<tr>
<td>60-69</td>
<td>D</td>
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<tr>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

90-100 = E (Excellence)
80-89 = S (Satisfactory)
70-79 = N (Needs Improvement)
0-69 = U (Unsatisfactory)

Core subjects will be given a percentage grade. Specials & non-core subjects (i.e. music, P.E, & handwriting) will be graded on the satisfactory scale.

**ILLEGAL DRUGS**

It shall be the policy of the Shidler Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

1. any tobacco products
2. alcoholic beverages
3. controlled or dangerous substances

as the above are now defined by state and federal law, shall immediately notify the Principal or his or her designee of such suspicions. The Principal shall immediately notify the Superintendent of Schools and a parent or legal guardian of said student of the matter. Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulations.

Any teacher employed by the Shidler Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession any tobacco products, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability.

To comply with Federal Law (34 CFR Part. 86 Drug Free Schools and Campuses) and State Law (Oklahoma Section 759.1 and 797.0) the Shidler Board of Education has instituted a policy with specific disciplinary measures for the use of, possession of, or distribution of, illegal drugs, including tobacco.

**ILLNESSES**

Children will be sent home who have or are suspected to have fever, pink eye, impetigo, ringworm, head lice or other contagious diseases. Do not send your child to school if you suspect that they have one of the aforementioned. **Please do not send children to school until they have gone 72-hours without fever and or diarrhea and or vomiting.** Any child prohibited from attending school due to head lice
shall be permitted to re-enter school upon being checked by a designated school official, the principal or the school secretary to verify that the child is no longer afflicted with head lice. Necessary precautions should be taken to prevent re-infection from the household environment.

**IMMUNIZATIONS**

Oklahoma State Law requires the immunization against certain diseases of all students attending public schools. The law requires that parents or guardians of all minor children in grades kindergarten through the twelfth present a certificate of required immunization upon school entry.

**INSURANCE**

The school will make accident insurance available to all students. Whether students purchase this insurance is optional to them. The Attorney General of the State of Oklahoma has ruled that a school district may not pay medical bills on its students. It assumes no obligation as an agent or representative of the insurance company, but it will assist students and parents in filing claims. Please return the insurance envelope within (3) three days if you are interested in taking the insurance.

**LIBRARY POLICY**

The library is organized and maintained to provide you with a large collection of books, magazines, pamphlets, and reference books that will be helpful in the preparation of classroom assignments. It will furnish you with recreational reading material for your leisure moments, and it will give you a quiet place where you may go to study or read. In order to maintain the quality of our library we must have your cooperation in the use and care of library materials.

A. Please maintain a reasonable silence, keep the room neat and clean, replace materials properly, and return books promptly.
B. Do not take books from the library until properly checked out by the librarian.
C. Regular books may be checked out for one to two weeks, and then they must be rechecked. In order to recheck a book, it is necessary to bring the book to the check-out desk for the librarian to recheck.
D. When returning a book, be sure the librarian knows that you have returned it. Do not leave it on the librarian's desktop. Do not return the book to the shelf.
E. A personal reminder will be given to the student about overdue books.
F. Books lost, torn, or damaged will cost the student the price of replacement or repair.
G. Magazines are not to be taken from the library without special permission from the librarian. Please return all magazines to the magazine rack before you leave the library.
H. The library will close two weeks before the end of school. Please schedule your work to accommodate that closing date. No library materials will be available for use those last two weeks.

**MAKE-UP WORK**

It is the responsibility of the student/parent to make the necessary arrangements with the school to pick up missed assignments. Teachers will allow one day for each school day missed for students to make up the work they missed.

**MEDICINE**
Prescription and non-prescription medications will be administered by designated school personnel only when a permission form has been signed by a parent or legal guardian and is on file in the school office and the prescription or non-prescription medication has been provided by the parent or legal guardian.

The parent or legal guardian of a student must authorize in writing the student’s self-administration of inhaled asthma medication and provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication.

**MONEY RAISING PROGRAMS/ACTIVITIES**

No "outside" drives for the raising of funds will be conducted by or through the students. All classes or organizations planning to organize fund raising programs must have them approved by the Principal, Superintendent and the Board of Education. All solicitations and sales in the school must have the approval of administration.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled after school hours so that students will not be left unattended in classrooms. Appropriate notification will be sent home with students.

**PARENT’S RIGHT TO KNOW**

In accordance with the No Child Left Behind Act, we want you to know that every parent of a student in a Title I school has the right to request and receive information regarding the professional qualifications of your student’s classroom teachers. Information regarding the professional qualifications of your child’s classroom teacher includes the following:

1. Has the teacher met state qualification and licensing criteria for the grade level and subject areas taught?
2. Is the teacher teaching under emergency or temporary status in which the state qualification and licensing criteria are waived?
3. What is the teacher’s baccalaureate degree, major, graduate certification, and field of discipline?
4. What are the qualifications of the paraprofessionals who provide services to the students?

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

**PBIS at Ward Elementary School: A General Overview**

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Ward (Shidler) Elementary School. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone’s beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which
ALL school community members have clear expectations and understandings of their role in the educational process.

**Proactive Approach to School-Wide Discipline**

Schools that implement school-wide systems of positive behavior support focus on taking a team-based system approach and teaching appropriate behavior to all students in the school. Schools that have been successful in building school-wide systems develop procedures to accomplish the following:

1. **Behavioral Expectations are Defined** - A small number of clearly defined behavioral expectations are defined in positive, simple rules:
   - **Respectful**
   - **Own Your Own Behavior**
   - **Achieve**
   - **Responsible**

2. **Behavioral Expectations are Taught** - The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:
   - **Being Respectful** means honoring others and taking care of school facilities.
   - **Own(ing) Your Own Behavior** means being honest, following directions, and exercising self-control.
   - **Achieve(ment)** means being an active learner, seeking to improve each day.
   - **Being Responsible** means making sound decisions, following school procedures.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance. The focus is on **procedures** and **routines** to manage behavior rather than **crime** and **punishment**.

3. **Appropriate Behaviors are Acknowledged** - Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Ward (Shidler) Elementary School has designed a formal system that rewards positive behaviors: **Tiger Tickets!** Tiger Tickets are immediate forms used by the individual teacher/staff person, at their discretion, as a tool of encouragement and a student motivator. We use Tiger Tickets to encourage and reinforce positive behaviors demonstrated on a consistent basis. Teachers/staff can award Tiger Tickets to students, whether they teach them or not. Tiger Tickets are also turned in to the office to enter students and teachers in drawings, or other relevant activities, for whole school recognition.

4. **Behavioral Errors are Corrected Proactively** - When students violate behavioral expectations, **clear procedures** are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified. **Office Discipline Referral forms** are used to document and record minor incidents managed by the teacher in
the classroom, as well as refer major incidents or chronic disruptions to the administration. A minor incident is when a student engages in non-serious, brief or low-intensity inappropriate behaviors. A major incident is when a student engages in serious or high-intensity inappropriate behavior. The Student Behavior Management Process Flowchart is used to help teachers distinguish major from minor behavioral incidents.

5. Decisions about Behavior Management are Data-Based - One of the most important features of PBIS is the use of the data management system called RTI Data Direct (RDD). The RDD database tracks what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. RDD eliminates guesswork from the decision making process about what is and is not working in a building’s behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day, and people that need them

PROFICIENCY TESTING

It is the policy of Shidler Public Schools that upon request of a parent or legal guardian, a student will be given the opportunity to demonstrate proficiency in the Learner Outcomes: State Competencies. Proficiency will be demonstrated by an assessment or evaluation appropriate to the curriculum area. Students demonstrating proficiency at the 90% level shall be advanced to the next level of study in the appropriate curriculum area. Parents may obtain a request form from the school office.

REPORT CARDS

Every attempt will be made to issue report cards on Thursday following the end of a nine weeks or semester. Special reports will also be made at periodic intervals to notify the parents of unsatisfactory student progress. Semester grades will be recorded on the permanent records.

RETENTION POLICY

In accordance with the policy of the board of education, (EIA-R4), the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades K-2 must achieve grade level competency in mathematics based on course work & reading based on district benchmarks to be promoted to the next higher grade. Fourth through eighth grades must achieve a grade average of 60% or higher in math, language arts, and reading to be promoted to the next higher grade.

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test and/or a 60% or lower on the mathematics course work. A student may be promoted for “good cause” if the student meets one of the following statutory exemptions:

(1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
(2) Students with disabilities whose individualized education plans, consistent with state law, indicates that participation in the statewide criterion-referenced tests are not appropriate the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);

(3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;

(4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;

(5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and

(6) Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years. Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;

2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and

3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the parents, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

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(s) 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(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)’s or guardian’s reason(s) for disagreeing with the decision of the board.

REFERENCE: 70 O.S. §24-114.1
70 O.S. §1210.508C
SCHOOL PARTIES

Only those sanctioned by the school and approved by the building principal are allowed.

STUDENT DISCIPLINE
Board Policy (FO)

The Shidler Public Schools Board of Education believes that the school’s primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district.

Parents, guardians, and students residing in Shidler Public School District are advised by means of this policy statement that students in this district shall have no expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

- Unexcused lateness to school
- Unexcused lateness to class
- Cutting Class
- Leaving school without permission
- Refusing detention/late room
- Smoking
- Truancy
- Possessing or using alcoholic beverages or other mood-altering chemicals
- Stealing
- Forgery, fraud, or embezzlement
- Assault, physical and/or verbal
- Fighting
- Bullying
- Possession of weapons or other items with the potential to cause harm
- Distributing obscene literature
- Destroying/defacing school property
- Racial discrimination including racial slurs or demeaning remarks concerning another person’s race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
- Sexual Harassment
- Gang related activity or action

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 that they are dealing with individual personalities.

In considering 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 judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- Conference with student
- Conference with parent
- In-School detention
- Lunch detention – After 5 lunch detentions, students may be assigned 1 day ISD.
- Referral to counselor
- Behavioral Contract
- Changing student’s seat or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student’s behavior
- Restriction of privileges
- Involvement of local authorities
- Referring student to appropriate social agency
- Suspension
- Other appropriate disciplinary action as required and as indicated by the circumstances

Teachers will maintain a written list of classroom rules and procedures which will be posted in a prominent place in each classroom. Students are to respect and follow these rules at all times.
<table>
<thead>
<tr>
<th>CONSEQUENCE</th>
<th>LEVEL</th>
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<tbody>
<tr>
<td>Maximum suspension allowed by law.</td>
<td><strong>LEVEL SEVEN</strong></td>
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<td>- Guns, arson, bomb threat, and aggravated</td>
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<td>assault/battery against another student,</td>
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<td>faculty member, or school employee.</td>
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<td>Long term to maximum suspension allowed by school policy or state law.</td>
<td><strong>LEVEL SIX</strong></td>
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<td>- Possession of weapons, alcohol, drugs,</td>
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<td>or substances portrayed to be drugs</td>
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<td>(turkey drugs), or paraphernalia.</td>
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<td>Extortion, possession of a caustic</td>
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<td>substance. Written or verbal death</td>
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<td>threats to or about staff, other</td>
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<td></td>
<td>students or their family members.</td>
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<td>Minimum of three days in-school detention to long term out-of-school</td>
<td><strong>LEVEL FIVE</strong></td>
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<tr>
<td>suspension.</td>
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<td>- Defiance of authority, indecent exposure,</td>
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<td>false fire alarms, emergency false</td>
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<td>call, possession/use of fireworks or</td>
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<td>stick bombs, major vandalism (with</td>
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<td>restitution), major theft (with</td>
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<td></td>
<td>restitution). Major is anything over</td>
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<td>$100.00.</td>
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<td>Minimum of two days in-school detention to long term out-of-school</td>
<td><strong>LEVEL FOUR</strong></td>
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<tr>
<td>suspension.</td>
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<td>- Harassment, intimidation, bullying</td>
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<td>including cyber-bullying or</td>
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<td>threatening behavior toward another</td>
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<td>student. Bullying will be dealt with</td>
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<td>pursuant to the terms of the School</td>
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<td>Bullying Prevention Act mandated by the</td>
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<td>State of Oklahoma.</td>
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<td>- Fighting, hitting, kicking, spitting and</td>
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<td>throwing items at others with intent to</td>
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<td>injure, or any other physical act used</td>
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<td>with the intention to inflict pain or</td>
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<td>cause bodily injury;</td>
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<td>Minimum of one day’s in school detention to maximum of five days of out</td>
<td><strong>LEVEL THREE</strong></td>
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<tr>
<td>school suspension.</td>
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<td>- Graffiti, truancy/cutting class,</td>
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<td>cheating, minor vandalism (with restitution), and minor theft (with restitution). Minor is anything less than $100.00.; indecent materials or gestures; profanity; and vulgarity. Possession/use of tobacco or other tobacco products, matches, or lighters.</td>
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<tr>
<td>Minimum of one day in school detention to maximum of two days out of</td>
<td><strong>LEVEL TWO</strong></td>
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<td>school suspension.</td>
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<td>- Refusal to follow the reasonable request</td>
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<td>of a school official, disorderly conduct</td>
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<tr>
<td>Minimum of consequences determined by classroom teacher to maximum of</td>
<td><strong>LEVEL ONE</strong></td>
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<tr>
<td>one day out of school suspension.</td>
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<td>- Disruption of school, class, halls, or</td>
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<td></td>
<td>assemblies; violation of dress code;</td>
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<td></td>
<td>public display of affection; gum</td>
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<td>chewing.</td>
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Bus related incidents will be adjudicated according to the Bus Policy. In no way is this instrument inclusive of all inappropriate behaviors that may happen at school. Situations not covered will be dealt with at the discretion of the principal based on severity and past student behavior.

Revised 7-12-17
In-School-Detention (ISD) offers an additional alternative for discipline while removing the student from the regular classroom and allowing for regular classroom work to continue. Procedures and rules for ISD are as follows:
- ISD begins at 8:00 a.m. Students go immediately upon arrival at school to ISD. The ISD teacher will supervise and lunch.
- Students in ISD will be provided daily classroom work and assignments to be completed during ISD. The work provided by teachers for ISD will carry the same weight and contain similar content as that being done in the regular classroom. It does not necessarily have to be the same work.
- ISD work must be turned in to the ISD Monitor at the end of the day.
- Students in ISD for a full day or for parts of days that include the lunch period will not be released for lunch. Lunch will be provided in the cafeteria and charged to the student’s account. During lunch time students will not be allowed to talk among themselves or to other students and they will sit at a separate table designated by the principal.
- Students must eat the food provided by the cafeteria during the lunch break unless and only if a sack lunch is brought from home at the beginning of the school day. Once the student enters the ISD room for the day, no outside food may be brought into the room. No canned pop or soft drinks are allowed in the ISD room.
- No talking to other students, no sleeping in any position, no heads on desks, no gum chewing, no drinks.
- Students must keep their feet on the floor, under their desks at all times.
- No leisure books or magazines are allowed; only library books approved by the classroom teacher are acceptable.
- Restroom breaks will be provided at the ISD monitor’s discretion.
- Failure to follow ISD rules will result in OSS (Out of School Suspension).
- ISD will end at 3:45 p.m.; students will not be released early to attend extra-curricular activities or practices unless directed by the principal.

Out-of-School Suspensions (OSS) (FOD-R):
In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school. The authority to suspend a student from a school in the school district is delegated to the respective building principals.
1. Any student may be suspended for:
   - Violations of policy or regulations
   - Possession of an intoxicating beverage, low-point beer (37 O.S. Section 163.2) (Policy FNCE)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
   - Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (Policy FNCE and FNCGA)
   - Possession of a firearm shall result in suspension of not less than one year (Policy FNCE)
   - Any act which disrupts the academic atmosphere of the school, endangers, or threatens fellow students, teachers, or officials or damages property.
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonable cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be
modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (Policy FNCGA)

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act will not be enrolled in a regular classroom setting in the district by may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. A student suspended out-of-school who is on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student’s IEP.

6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher’s classroom without the approval of the teacher.

**Procedural Steps to OSS**

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

1. Both the student and the parent(s) shall be notified of the suspension, the ground therefore, and the right to appeal the suspension to the board of education.

2. If a student is suspended out-of-school five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, math, science, social studies, and art.

The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student’s parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student’s educational progress until the student is readmitted to school.
## Appellate Procedures.

### Suspension for ten (10) days or less

A **Suspension Appeals Committee** is hereby established which will consist of one (1) administrator and two (2) certified teachers. The members of the committee shall be appointed by the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case. Any student or the student’s parent(s) or guardian(s) may appeal the suspension to the Suspension Appeals Committee.

1. Notify the superintendent in writing within 24 hours following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

2. Upon receiving the notice of intent to appeal the superintendent will notify the Suspension Appeals Committee.

3. The Suspension Appeals Committee shall hear the appeal within two (2) school days from the date the notice of intent was filed with the superintendent.

4. During the appeal, the student(s) or parent(s)/guardian(s) shall have the right to provide evidence as to why the suspension, or the duration, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

5. The Suspension Appeals Committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.

6. The Suspension Appeals Committee may uphold, overrule, or modify the suspension.

7. The student and the student’s parent(s)/guardians(s) will be notified within 24 hours of the decision.

8. The decisions of the Suspension Appeals Committee may not be appealed to the board of education. The decision by the committee shall be final.

### Suspension for greater than ten (10) days

Any student or student’s parent(s)/guardians(s) may request a review of the suspension with the administration. If the administration does not withdraw the suspension, they have the right to appeal to the board of education.

1. Notify the superintendent in writing within 24 hours following the suspension or the notice of the intent to suspend of their intent to appeal the suspension to the board of education.

2. Upon receiving notice of a student or student’s parent(s)/guardian(s) intent to appeal the suspension, the superintendent shall advise the board of education.
3. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within 10 days from the date the notice of intent is filed with the superintendent.

4. During the hearing of the appeal before the board of education or hearing office, the student or the student’s parent(s)/guardian(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is appropriate.

5. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension.

6. The student and the student(s)/guardian(s) shall be notified within 5 days of the decision.

7. The decision of the board of education or hearing officer shall be final.

Students suspended from school shall be ineligible to participate in or attend extracurricular activities. Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

TEXTBOOKS

Students are individually responsible for the care of any textbook they use, are assigned, or borrow at any time. Books lost or damaged will be paid for by the responsible student. All charges for textbooks will be based on the purchase price. Intentional damaging of school property, such as textbooks, will be considered a discipline matter and treated accordingly. Restitution will be pursued for all damages.

VISITORS

All visitors to the school (every person that is not a Shidler student) MUST check in at the office before proceeding to any classroom.

WIRELESS TELECOMMUNICATIONS/ (DEVICES AND NUISANCE ITEMS) (FNG)

Parents and students will sign a SHIDLER PUBLIC SCHOOLS WIRELESS COMMUNICATION DEVICES AGREEMENT during enrollment at the beginning of every school year.

Usage of wireless telecommunication devices (is not permitted during the school day. Students’ cell phones must be turned off and out of sight when arriving on school grounds until after 3:45 pm. during the regular school day. Misuse of cell phones for the purpose of harassment, bullying, or the transmission of offensive materials will be dealt with harshly to the full extent of board policy and may result in a third, fourth offense or punishment at the discretion of the administration.

In the event of extracurricular activities and bus routes, Shidler Schools recognizes that office phones may not be available for student use, so cell phones are encouraged for parent peace of mind, especially during away and late evening events. Limited use of devices will be allowed at the discretion of the bus driver or coach. However, harassment and/or misuse rules apply to transportation time as well as both home and away events and bus routes.

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Students found in violation of the above rules will be given the following punishment:

- **First offense:** His or her unauthorized device will be confiscated and kept in the school office until the student collects the device at the end of the school day at 3:45 p.m. *Shidler schools will not be responsible for the condition of the phone after confiscation.*

- **Second offense:** His or her unauthorized device will be confiscated and kept in the school office until the student collects the device at the end of the day at 3:45 p.m. Student will be assigned lunch detention for 3 days and the administration will contact the parent.

- **Third Offense:** Student will check-in and check-out device for 8 days. Device is kept in the school office until the end of the day at 3:45 p.m. and the administration will contact the parent.

- **Fourth Offense:** Student will be assigned 1 day of ISD. Student will check-in and check-out device for 16 days. Device is kept in the school office until the end of the day at 3:45 p.m. and the administration will contact the parent.

Radios, video games, tape/CD players, music media-playing devices of any kind are considered “nuisance items” and their use *is permitted during instructional hours only* at the discretion of the administration. Any such items can be confiscated at any time and kept in the school office until 3:45 p.m. Repeated misuse of the items may result in loss of privileges and/or punishment as determined by the Shidler Discipline Policy. (70 O.S. 24-101.1)

**WITHDRAWAL FROM SCHOOL**

Official withdrawal from Shidler Public Schools must be done by parents or guardians. All district-owned books and supplies must be returned, and financial obligations satisfied before grades will be released.