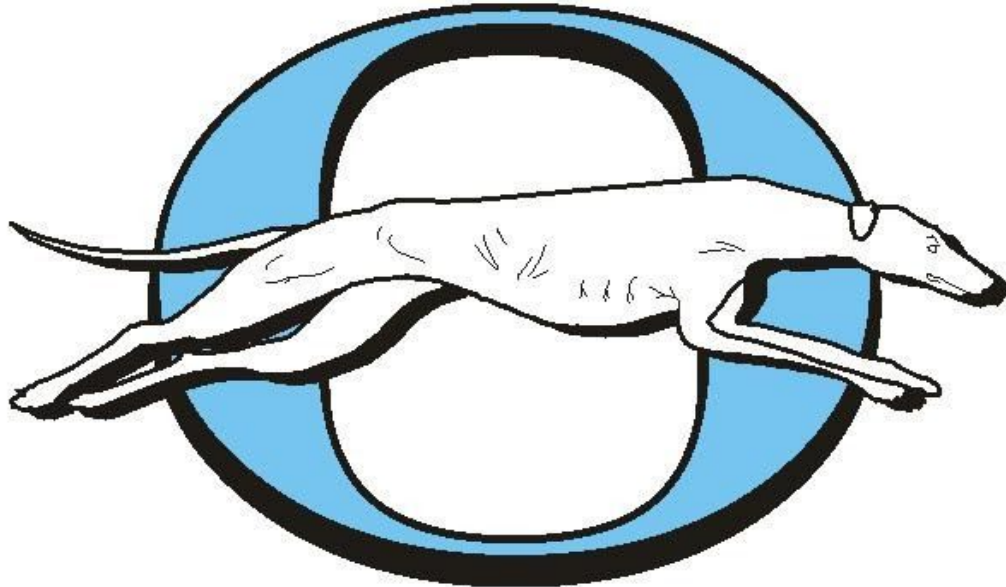


# Okeene Elementary Student Handbook 2020-21



**WORK TOGETHER WIN TOGETHER**  
**SCHOOL MASCOT – WHIPPET**  
**SCHOOL COLORS – COLUMBIA BLUE & WHITE**

## **SCHOOL SONG**

Oh we're from Okeene High School  
Great is our fame.  
Our Team is fighting  
To uphold our name,  
Forever true and loyal.  
See our banners flying  
High overhead,  
Blue and White will prove tonight  
Okeene is Best!  
Rah! Rah! Rah!

## **OKEENE ELEMENTARY STUDENT CREED**

I am an Okeene Elementary School Whippet.  
I accept the challenge to become the best that I can be.  
I am unique and sagacious.  
I am responsible for my own actions.  
I do not have the right to interfere with the learning and  
well being of others.  
Yesterday's failures are behind me.  
Today's successes are now before me.  
My destiny is in my hands.

# OKEENE PUBLIC SCHOOLS 2020-2021 CALENDAR

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 10 Professional Development
- 11 Professional Development
- 12 Orientation/Professional Development  
Open House 4-6
- 13 First Day of School

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 8 Parent/Teacher Conferences - 3:30 to 7:00
- 9 Parent/Teacher Conferences - 3:30 to 7:00
- 12 No School

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 7 Labor Day – No School
- 22 Parent/Teacher Conferences – 3:30 to 7:00
- 24 Parent/Teacher Conferences – 3:30 to 7:00
- 25 No School

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Beginning in March there will be no school on Fridays*
- 8 Begin 4<sup>th</sup> Nine Weeks
  - 15 Spring Break Begins
  - 19 Spring Break Ends

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 19 Begin 2<sup>nd</sup> Nine Weeks
- 23 Fall Break
- 26 Fall Break

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 Good Friday – No School
- 5 Snow Day – No School

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 25 Thanksgiving Break Begins
- 27 Thanksgiving Break Ends

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 20 Last Day of School
- 21 Graduation

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 21 Christmas Break Begins

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 4 Begin 2<sup>nd</sup> Semester
- 18 No School - Professional Development

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

# ***THE WHIPPET WAY***

## ***OKEENE PUBLIC SCHOOLS***

**MISSION STATEMENT:** Okeene Public Schools believe that education is the foundation of our democratic society and should be designed to fit the needs of every student in the community he/she represents, now and in the future. Therefore, our educational program should reflect the wishes of stakeholders, and the needs of the community and nation for the best education of our future citizens. These educational programs should allow our students the best opportunity to succeed at the highest level in whatever career path they choose to follow upon graduation from Okeene High School.

**THEME:** Together Everyone Achieves More.

**VISION:** Provide quality and creative instruction to develop a foundation of great work ethic and sound moral ethics, inspire innovative thinking, and to inspire lifelong learning.

### **IN OUR DISTRICT WE VALUE:**

**RESPECT:** We will treat each student and each other with the highest level of respect at all times. We will all treat others as we would expect others to treat us.

**CHARACTER:** Our actions will always speak louder than our words. We will strive to be men and women of integrity and great moral values throughout the highs and lows that life has to offer. We will hold steadfast to the values, morals, and ethics which through the test of time has made and will continue to make our school great.

**COMMITMENT:** We will remain loyal and committed to our students, employees, community, and to each other. We will make the sacrifices necessary to ensure our learners succeed.

**COMMUNICATION:** We will work diligently to instill and continue open communication between our staff, students, parents, and community. Communication is and has to remain a two-way street between all parties.

**TRUST:** We are all accountable to our learners and to each other. We must all work hard to earn and keep respect in all areas of life. We must understand that our success in building trust only furthers our abilities to fulfill our mission.

## HOW WILL WE SUCCEED:

**INVEST IN OUR STAFF:** It is the responsibility of this leadership to provide opportunities through professional development, peer guidance, or the use of other resources at our disposal to ensure our staff is skilled and proficient in their field of expertise. This commitment will be ongoing in order to ensure we are maximizing the learning potential of our learners and continually meeting the expectations within our district.

**MAINTAINING AN ACADEMIC FOCUS:** We will create opportunities for EVERY LEARNER to grow and reach their full potential.

We will create curricular paths of learning that develop literacy, numeracy, and provide opportunities in other curricular subjects.

Extra-curricular, co-curricular, and education travel will play a role in broadcasting learning opportunities throughout our district.

Learners will be given a “VOICE” and “CHOICE” in their learning as WE assist them in their personal growth.

**CHARACTER DEVELOPMENT:** We will work to develop a “CRUCIBLE” of character and leadership to help students develop core values and establish a high value of personal responsibility.

As a staff, we will look for every way that we can to put our students in situations of leadership and to create an environment of high expectations.

Our goal is that our students take “OWNERSHIP” in the choices they make, their health, and their well-being.

We will strive to graduate students who will be model citizens, husbands/mothers, parents, and leaders in our society.

**CAREER PATHWAYS: Find Their Passion**

We will find ways to provide our students the opportunity to explore possible careers with real life experiences.

We will create relationships with business and industries that allow exposure to the working world and possible career options.

Career explorations will be a part of every grade level from PK-12.

We will work hard to assist our students in choosing a pathway that is fulfilling to them and creates a passion for learning and helping others.

# **EDUCATIONAL PHILOSOPHY OF OKEENE SCHOOL DISTRICT I-9**

We believe that education is the foundation of our democratic society and should be designed to fit the needs of every student in the community, now and in the future. Therefore, our educational program should reflect the wishes of parents and needs of the community and nation for the best education of our future citizens.

We actively seek and receive lay participation and cooperation in many phases of our educational program. We further recognize that these educational processes need to be accomplished within a moral framework; one in which each student may develop a sense of responsibility to society, based on the values which give meaning to American life.

We believe that the ultimate goal for all students should be to become useful, happy citizens. Therefore, the acceptance of children as they are, in terms of potentiality for development, instills respect for each individual and the determination that all students reach their maximum learning abilities, whether they are slow, average, or gifted learners. We strive to advance each student as much as possible, with the goal of enriching the complete program so that our pupils achieve at a level commensurate with their abilities.

In conclusion, all methods of instruction should be based on objectives of the class. By necessity, methods will change in various classes. Variations in methods of instruction will depend on the student, subject matter, and teacher.

## FORWARD

This handbook has been prepared to serve for your use and guidance. Parents please read with your children and discuss all areas of this Student Handbook. It is so important that both you and your child know all school rules and school policies. You are to keep it in your possession during the school term and refer to it when necessary. Many of the statements of policy are the same as in the previous handbook. However, there are some additions and changes that you want to read very carefully. The essence of a smooth-running school is for each student to know the policies of the school and to do his part in carrying them out.

The primary purpose of this handbook is to serve as a guide for students of the Okeene School and to present to you the opportunities that the school has to offer. We feel that the school is one of the best and that you will want to share its achievements and experiences. This book gives definite information, which each student should be familiar with and will serve as a ready reference to regulations and policies.

**OKEENE ELEMENTARY SCHOOL  
P.O. BOX 409, OKEENE, OKLAHOMA 73763**

**PHONE NUMBER (580) 822-3425 OR 3955  
FAX NUMBER — (580) 822-4769**

**TOLL FREE TELEPHONE NUMBER  
AMES, HITCHCOCK, LOYAL, & CANTON  
1-888-443-4847**

## ENROLLMENT/SCHOOL ATTENDANCE

Students will **not** be allowed to attend school until the main office has received a copy of his/her birth certificate, social security card, and current immunization records.

## DISMISSAL TIME

Students that ride with parents should be picked up at 3:27 p.m (3:10 for Pre-K). Parents need to wait for their child at the designated locations until the bell rings at the close of the day and students will meet you there.

5<sup>th</sup> & 6<sup>th</sup> grades will be picked up by the cafeteria entrance.

1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> grades will be picked up at the front of the building.

Kindergarten will be picked up at the circle drive.

PK will be picked up at the North side of the PK building.

**Please do not pick up students at the bus pick-up area.**

If you need to pick up your child early for any reason, **the parent or individual**

**designated by the parent to pick up the student, must go by the office to officially sign the student out.** Students must have a note or phone call from a parent or guardian if a child is to go home with someone else.

### **PRE-KINDERGARTEN SCHEDULE**

Class will begin at 8:10 a.m. and it will end at 3:10 p.m. Students riding the bus will be supervised and placed on the bus at 3:27 p.m. when school dismisses for all other grades.

### **SCHOOL DAY**

Supervision of students at school will begin at 7:55 a.m. and will end at 4:00 p.m. Doors to the Elementary **will not** be open to students until 7:55 a.m. Students arriving before this time will be **required** to report to the cafeteria, equipped to read on a library book until being released by the administrator or teacher responsible for morning cafeteria duty (**no exceptions**). The playground area **will not** be available to students before school. The school day will be from 8:10 a.m. until 3:27 p.m. unless unusual circumstances exist.

### **MOMENT OF SILENCE – DAILY**

Approximately one minute of silence will be observed each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract or impede other students in the exercise of their individual choices.

### **CANCELLATION OF SCHOOL**

**During severe and inclement weather the announcement that school will be canceled will be made over television station channels 4, 5, 9, and 25; radio stations K101.1, KNID-99.7; and the One Call Now school communication system.**

### **ONE CALL NOW**

One Call Now is a communication system our school enacted in the spring of 2014. This enables us to quickly get out information regarding school closure, school activities, schedule changes, etc....to our patrons very quickly and efficiently. All that is required from you is the numbers you want contacted when the school wishes to make school related announcements. Those numbers are then contacted within minutes.



## **WEB PAGE / FACEBOOK FOR OKEENE PUBLIC SCHOOLS**

School related information can be obtained through the Okeene Public School web page address: <http://www.okeene.k12.ok.us> or the Facebook page: **Okeene Public Schools**

### **STUDENT BEHAVIOR**

Boys and girls will naturally form friendships in school, but, bearing in mind that there is a time and place for everything, displays of affection are not acceptable behavior while at school or on school sponsored activities.

### **STUDENT CODE OF ETHICS**

I will strive to advance my knowledge and ability as a student and a citizen.

I will accept responsibility for my actions; for all that I do or fail to do.

I will respect the opinions of all students and teachers even if I disagree.

I will not cheat.

I will not lie.

I will not steal.

I will respect and conform to the rules of conduct and behavior as announced by my teachers and the school authorities and encourage my peers to do likewise

### **ASSEMBLY ETIQUETTE**

An assembly for the Elementary School will be held as needed in the auditorium. Special assembly programs will be scheduled from time to time.

All students should be courteous toward speakers. Although a program may not be of interest to some students, there are other students nearby who are interested. Applause is the correct and courteous way of showing your approval of a program or speaker; stamping, yelling, and whistling are not in good taste. The impression of a school that a speaker takes away with him is the important reason for good assembly etiquette. Your school's reputation can be greatly damaged by bad behavior in assemblies.

### **CAFETERIA ETIQUETTE**

Remember that the lunch room is your school dining room. Courteous manners and a quiet, pleasant conversation are as appropriate here as in any home where there are

guests, or as in any public place. Your manners are the printed page on which people read of what you are on the inside. When in the lunchroom, students are to form a single file line and conduct themselves in a proper manner.

## **STANDARD OF DRESS**

Good standards of dress and appearance reflect good judgment and poise, increase maturity and help create the business-like and purposeful atmosphere at a good school.

Okeene has become known as one of the systems that has a marked absence of students of sloppy appearance, and this is the type of reputation that is highly desirable.

A student's appearance should not distract classmates from the important task of learning. Because a relationship between one's appearance and behavior does exist and because an appropriately dressed student is better accepted by his peers, attire for students must be reasonable, modest, and in such style as it will not cause distraction. Students in question by the classroom teacher will be sent to the building administrator for final approval or disapproval of dress and attire. The decision of the building principal will be final.

The sponsors of extracurricular activities may set their code stricter than those listed, as long as the code is reasonable. They must have their code approved by the principal.

Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages, drug and tobacco products, and those that are sexual in nature or obscene will not be permitted. Body piercings that are of an unusual nature such as nose, eyebrow, tongue, etc. can also cause distractions and will not be permitted. Visible tattoos will not be permitted. Hair coloring that is distracting to the class will not be permitted. **Hats, caps, and sunglasses will not be worn inside the school building.** Any kind of head-cover or forehead bands are to be removed when the student enters the building. **Students will not be allowed to wear shorts or flip flops (any open shoe) to school between November 1<sup>st</sup> and March 1<sup>st</sup>.** Short length must be appropriate. The building principal will have the final say on whether to allow or disallow any of the above mentioned and his/her decision will be final.

## **BULLYING AND/OR HARASSMENT**

“Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any students or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include but are not limited to a gesture, written or verbal expression, or physical act.

Policy by the Okeene Board of Education and administration prohibits all harassment from occurring among its employees, and/or students or to its employees and/or students and will make efforts to prevent it from happening by advising its employees and/or students of its prohibition in handbooks, conversation and any other way possible.

In determining whether conduct constitutes a violation of harassment, the following shall be considered: the surrounding circumstances, the nature of the behavior, the relationships between those involved, and the context in which the incident(s) occurred.

Any conduct that is considered harassment, whether it happens to you directly, or you witness such conduct, should be reported to the teacher in charge or the building principal.

The Okeene School District will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates or attempts to retaliate against any person who reports incidents of harassment or violence, files a complaint of harassment, who testifies, assists or participates in any investigation, hearing or proceeding related to such harassment or violence. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

### **Kinds of bullying include but are not limited to:**

*Physical Bullying:* Harm to another’s body or property (threatening physical harm or gestures, tripping, hitting, starting fights, destroying property, extortion, assaulting with a weapon (object).

*Emotional Bullying:* Harm to another’s self-worth (insulting remarks, insulting gestures, harassing and frightening phone calls, challenging in public).

*Social Bullying:* Harm to another's group acceptance (gossiping, sassing/talking back to school employees, playing mean tricks, spreading rumors, insulting race, excluding from the group arranging public humiliation, undermining other relationships, ruining reputation).

*Sexual Bullying:* Sexual harm to another (unwanted sexual comments and behaviors).

*Cyber Bullying:* Defined as a situation when a student or school employee is repeatedly harassed, humiliated, threatened, and intimidated, or otherwise targeted by another student or school employee by the use of digital technologies including but not limited to, instant and text messaging, e-mail, blogs, social websites, and chat rooms.

### **Okeene Elementary School Bullying Consequence Plan:**

Okeene Elementary School students are expected to exhibit civility at all times. Bullying behaviors will not be tolerated without consequences at Okeene Elementary School. The following outlines those consequences but does not limit other options that may be necessary depending on frequency and/or severity of the nature of the incidents.

**Step 1:** Behavior addressed with promise not to repeat and/or apology.  
(Minimum punishment) Report is filed.

**Step 2:** Behavior addressed with one day ISS (in-school suspension).  
(Minimum punishment) Report is filed.

**Step 3:** Behavior addressed with three days ISS (in-school suspension) and referral for counseling option. (Minimum punishment) Report is filed.

**Step 4:** Behavior is addressed with 3 days OSS (out-of-school suspension).  
Report is filed.

## **DISCIPLINE**

Proper discipline is essential to the school program. Without good discipline, students and teachers cannot achieve their full potential. Classroom teachers are primarily responsible for discipline and will work with students and their parents to achieve proper school behavior. If necessary, teachers will send students to the principal for disciplinary action.

Discipline should be positive whenever possible. Good discipline is fair, dignified, and in good temper. However, it does sometimes become necessary, as a last resort, to spank a student for serious or repeated offenses when other disciplinary methods have failed.

School personnel will have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils.

### **CORPORAL PUNISHMENT POLICY**

Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline.

In the event that corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and will be informed of the reason for the imposition of corporal punishment.

The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition, a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness. Parents will be contacted before or as soon as possible after the punishment has been administered.

Any parent who does not wish corporal punishment administered to his/her child or children should notify the principal of that school in writing annually and that request will be considered.

If parents do not wish corporal punishment, then the student will receive an alternate form of discipline which may include but not limited to ISS (in-school suspension) or OSS (out-of-school suspension). The number of days served will be at the discretion of the building principal. For better clarification of possible disciplinary action see the Discipline Step Plan listed on page 14.

### **DISCIPLINE POLICIES AND PROCEDURES**

All students enrolled in the Okeene Public School will be expected to abide by the rules and regulations set forth by the Board of Education, Administration, and Teachers while in attendance at school or at school sponsored activities. All rules will be based upon the moral, ethical, and reasonable acceptable codes of conduct for society and particularly those common to schools. Any student that is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to corrective action. The corrective action to be taken will depend on the severity of the

violation and the number of times the student has violated regulations.

Every type of corrective action cannot be listed here, but any teacher or principal may use reasonable physical force to maintain proper discipline. The teacher or principal must use discretion. A school administrator or teacher shall:

1. Act from good motives and not from malice.
2. Determine that the punishment is in proportion to the gravity of the offense.
3. Be sure the rule he seeks to enforce is reasonable.
4. Under no circumstance strike a child about the head and face.
5. Strive to work with individual punishment rather than group punishment.

In considering alternatives and determining the proper disciplinary action to use, the faculty and administration will be using the following discipline step plan as a guide for student punishment.

- **Non-Step Discipline: (for minor offenses)**

Office Conference

After School Detention

Lunch Detention

Community Service (cleaning-up around the school)

Parent Notification

- **Step Plan Discipline: (repeated minor offenses will lead to the Step Plan)**

Step One: One Day ISS (in-school suspension)

Step Two: Two Swats or Two Days ISS

Step Three: Three Days ISS

Step Four: Two Days OSS (out-of-school suspension)

Step Five: Three Days OSS

Step Six: Five Days OSS

Step Seven: Expulsion for the remainder of the semester

Depending on the violation, severity of infraction, attitude of the student, and discretion of the principal, disciplinary steps may be skipped for proper discipline to be administered.

## **SUSPENSION**

After other disciplinary actions fail, a student may be suspended from school for a period of time based upon the school laws of Oklahoma.

When the Step Plan for discipline has been administered or if the principal believes the student's action warrants immediate suspension, a student may be suspended from school for a period of time based upon the school laws of Oklahoma.

Suspensions will normally be for a period of two or three days, but the number of days may vary depending upon the seriousness of the offense or the number of previous suspensions based upon the Step Plan. A suspended student is dismissed to the custody of the student's parents and is not allowed to be on or near school premises nor attend any school activity while the student is suspended. To do so will result in further suspension.

Effective July 1, 1997, House Bill 2130 - Any student suspended for a violent offense which is directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without that teacher's approval.

All students suspended out of school for a period of 6 or more days will have an Educational Plan for curriculum only (English, Math, Science, Social Studies, and the Arts.) All students suspended out of school less than 6 days will not be allowed to make up missed assignments.

Any student who is guilty of the following acts while in attendance at school, in transit by school transportation, under school supervision to or from school, at any school function, or when present on any facility under the control of the school district may face possible suspension:

1. Conduct which jeopardizes the safety of others;
2. Possession, threat, or use of a dangerous weapon;
3. Using, selling, passing, buying, or in any way possessing any narcotic drug, stimulant, or alcohol;
4. Fighting, wrestling, assault, and battery;
5. Immorality or profanity
6. Theft or possession of stolen property;
7. Destroying or defacing school property;
8. Truancy;
9. Showing disrespect to faculty, staff, or other school employees;
10. Conduct which disrupts the normal educational process;
11. Violation of school rules, regulations, or policies;
12. Refusal of punishment;
13. Sexual Harassment, intimidation and bullying of any kind will not be tolerated;

**Two types of suspension will be considered:**

**1) Out-of-School Suspension for Violent Behavior** Any student under this suspension will be dismissed to the custody of the parents and may not return to the school until the suspension time has been served. A parent must accompany the

student back to school after the suspension time is completed. The student will receive zeros on all the work missed in the classes for those days under Out-of-School Suspension. While under Out-of-School Suspension, the student will not be allowed to be on or near school premises or to attend any school activities.

**2) Out-of-School Suspension for Non-Violent Behavior or Home Based Suspension** This suspension requires the student to stay at home under parent/guardian supervision, but allows the student to make up any work missed during the suspension time. It is the student's responsibility to obtain all work, make appointments with the teacher for help, and have all work turned in at the teacher specified time. Students accompanied by the parent/guardian may only pick work and books up between 3:30 and 4:00 p.m. Appointments with teachers must be scheduled during this time. At no other time will the student be allowed on campus or to attend any school function until the suspension has been served. A parent must accompany the student back to school after the suspension time is completed.

### **TOBACCO - NARCOTICS - ALCOHOL**

Students may not use or transport tobacco, narcotics, or alcohol in any form on the school property during the school day or at any school sponsored event in which they are representing Okeene Schools. Exceptions may be approved by the principal for class demonstrations. Students violating this policy will be disciplined. Okeene Schools are designated as Drug Free Schools.

### **REPORTING STUDENTS UNDER THE INFLUENCE OR POSSESSING NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES**

It shall be the policy of the Okeene Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of - or said student had in his or her possession 1.) Non-intoxicating beverages; 2.) Alcoholic Beverages; 3.) A controlled dangerous substance; as the above are now defined by state law, shall immediately notify the superintendent of schools and a parent or guardian. reference: OS. Title70, Section 133.

Authority is given to school administrators to conduct a search of any pupil or property in the possession of a pupil including a car on any school premises, while in transit under the authority of the school, or while attending any function sponsored by the school when reasonable suspicion exists to suspect the possession of the following:

1. Dangerous weapons;



2. Controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substance Act:
3. Intoxicating beverages; low point beer.
4. Non-intoxicating beverages, as defined by section 163.2 of Title 37 of Oklahoma Statutes;
5. Missing or stolen property if said property is reasonably suspected to have been taken from another pupil, a school employee, or the school during school activities.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, electronic paging devices, wireless telephones, or missing or stolen property may be suspended in accordance with appropriate school regulations.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. Authorization is given for school lockers, desks, and other areas of school facilities to be opened and examined by appropriate school officials at any time and no reason shall be necessary for such search.

## **POSSESSION OF DANGEROUS WEAPONS IN SCHOOL**

In order to provide a safe environment for the students and staff of the Okeene Public School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas or facsimiles of dangerous weapons.

Okeene Public School Board has adopted the No Tolerance Bill, which means if a student has possession of dangerous weapons at school he or she will be suspended from school for one year.

Federal law prohibits the possession or discharge of firearms within one thousand (1,000) feet of school property. Dangerous weapons, including but not limited to firearms are a threat to the safety of the student and staff of the Okeene Public School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the education process and interferes with the normal operation of the school district.

For the foregoing reasons, possession of a dangerous weapon, as defined in this policy or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus is prohibited.

A dangerous weapon includes, but is not limited to a pistol, revolver, rifle, shotgun, air gun or spring gun, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, or a knife of any kind, razor, dart, ice pick, explosive smoke bomb, incendiary device, hand chains, and any replica or facsimile thereof.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may be placed under emergency suspension from school pending an investigation of the incident by the appropriate school or legal authorities. Additionally, school administrative staff members may seek to file criminal charges against the student. Students in violation of this policy may be suspended for the maximum period authorized by law.

A student, who has been suspended from another school district because of the possession of a dangerous weapon, shall not be accepted as a transfer student into the Okeene Public Schools.

An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools is required.

## **SNOWBALLS AND ROCKS**

Snowballs, rocks, and sand must not be thrown on school property anywhere. The risk of hurting another student and damage property is simply too great.

## **TRANSPORTATION**

The school will provide transportation to all athletic contests for its athletes. If you ride the bus to a contest, you must return the same way or have a parent excuse you personally.

Riding the bus is a privilege offered by the school system. Rule infractions can result in suspension from riding the bus:

1. Be on time at the designated school bus stops.
2. Stay off the road while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding.
4. Keep hands and head inside the bus at all times.
5. Assist in keeping the bus safe and clean.
6. Stay in your seat and avoid loud talking.
7. Never tamper with the bus or any of its equipment.

8. Keep books, packages, coats, and all other objects out of the aisles.
  9. Do not throw anything out of the bus window.
  10. Horseplay is not permitted around or on the school bus.
  11. Bus riders are expected to be courteous to fellow students and the driver.
  12. In case of a road emergency, students are to remain in the bus.
- When a student is disciplined for breaking a bus rule, parents will be notified by the principal.

## **BUS DISCIPLINE**

1st report: Parents notified by principal's office.

2nd report: Principal will take appropriate action (Write bus rules, conference with student, notify parents, ISS (in school suspension), etc.)

3rd report: Repeated offenses on the bus may result in student being suspended one to three days. This is to be decided by the building principal.

4th report: Principal will suspend student from the bus for the remainder of the year.

## **PLAYGROUND RULES**

### **SWINGS**

1. One person at a time in a swing.
2. Sit down in swings.
3. Non-swingers stay clear of swings.

### **SLIDES**

1. One person on the slide at a time.
2. Go down the slide correctly, in a sitting position with feet forward.
3. Do not crowd others on the ladder.

### **DO'S**

1. Be courteous and fair because you expect the same from others.
2. Share play equipment (balls, swings, jump ropes, etc.)
3. Get permission from the playground teacher before coming into the building.

### **DON'TS**

1. Don't tackle, pull, trip with jump ropes, chase, or tease because someone will lose their temper.
2. Don't throw rocks, dirt, sand, snow balls, etc.
3. Don't get into fights.
4. Don't bring toy guns or knives to school for play.
5. Don't play near the street.
6. Don't go into the street for lost balls without checking with the playground teacher.

7. Don't leave the school at any time without checking through the office.
8. Don't bring soccer equipment to school.
9. Don't use bad language.
10. **Don't climb on the buildings.**
11. Don't jump out of swings.

## **BICYCLES & SKATEBOARDS**

Students should know and observe bicycle safety rules. Bikes should be pushed on school grounds and parked at the bicycle racks. The racks will be located at the Northeast corner of the elementary building. Students should leave the school avoiding 6<sup>th</sup> Street (East side of the elementary building). Bicycles may be chained and locked at the racks to insure that they will not be removed during the school day. Skateboards, skates, roller blades, tennis shoes with skates, and scooters are not allowed at school.

## **RESPECT FOR SCHOOL PROPERTY AND OTHERS**

1. Classroom behavior rules should be observed at all times.
2. Be courteous to everyone -- teachers, visitors, students, and staff.
3. Use only appropriate language -- no profanity.
4. Fighting is not allowed. Keep hands, feet, and other objects to yourself
5. Use restroom equipment properly. Do not play with soap or equipment.
6. Always walk quietly in the building.
7. Parents, students, and visitors should check in and out of the office when arriving or leaving the building.

## **TEXTBOOKS**

The School District and The State Department of Education will furnish hardback textbooks to students. Students should return the books checked out to them in the same condition they received them minus normal wear. Students will be expected to pay for books lost or destroyed.

## **CAFETERIA**

Meal prices will be published before school begins in August. Okeene Public Schools recognizes the importance of good nutrition in the total well-being and education of students. Therefore we participate in the National School Lunch Program. Students receive applications for free and reduced meals at the beginning of the school year. Applications are also available throughout the school year in the school superintendent's office and the elementary office. We encourage families to apply throughout the school year if their financial situation decreases or family size changes.

For those students not qualifying for free lunches, parents are strongly encouraged to make every effort to provide their children with money or to send a lunch from home. Students will not be allowed to charge **NO MORE than \$30.00** without paying. If a family does not pay for charged meals, the student will be allowed to eat a school meal if they bring money to pay for the day's meal. Adopted: May 2017

The Salad Bar will be included with the meal.

**Breakfast will be served from 7:40 – 8:05 a.m.**

### **POP OR SPORTS DRINKS IN THE LUNCH ROOM**

It is the policy of the Okeene Board of Education **and the USDA** to prohibit the sale or the consumption of soda water/carbonated beverages (pop), sports drinks (**such as Power Aid or Gator Aid**), or **fruit drinks containing less than 100% fruit juice** in the Okeene School cafeteria **during lunch or breakfast. This includes students bringing lunches or breakfast.** This does not pertain to after school or evening events. Adopted: August 2008

### **REFUND OF CHILD NUTRITION MONEY**

At the end of each school year Okeene School Child Nutrition Program will refund any money over \$5.00 upon request. The request must be made by June 30<sup>th</sup> of that year. If a request is not made, the money will be put into their account for the next school year or if the student is graduating, into a sibling's account.

If a student checks out to leave the school district without requesting a refund, any money under \$5.00 will be used as a donation to the Child Nutrition Program. If the amount is more than \$5.00, the money will be forwarded to the known address of the student. If the envelope is returned unopened, the money will be treated as a donation to the Child Nutrition Program. Adopted: August 2005.

### **ELEMENTARY SCHOOL LIBRARY CHECK-OUT/IN POLICY**

Each elementary student will be issued a checkout number which will be used to check books out through a computerized library system. Students will be able to check out books for a period of one week. Books may be rechecked at the end of this week. No late fees will be charged. If a library book is lost or severely damaged, the student must reimburse the library for the cost of the book so a new one can be purchased. The student's grade card will be held until reimbursement is received.

Students must behave appropriately in the library; no yelling, no running, and no wrestling.

**Please treat the books with care.** Do not write in them or turn back the corner of the pages to mark your place. Do not put books back on the shelves. Return them to the check-in basket located at the entrance of the library.

## **CELL PHONES**

**It is the policy of the Board of Education that no student shall possess or use cell phones while on school premises.** An exception may be made allowing a student to possess and use a cell phone upon prior written consent of the student's parent, or guardian and the Superintendent's designee. Such consent will be granted only upon showing of medical necessity or other compelling reason as determined by the Superintendent. It is up to the activity sponsor to set their own guidelines for student possession of cell phones while in transit or attending school sponsored activities. The cell phone will only be released to the parent of the student at the end of the school day.

Adopted: February 2005

## **INTERNET – TERMS AND CONDITIONS**

1. Acceptable Use – The purpose of using the internet in the Okeene Elementary is for research and other educational needs which in conjunction with our school's curriculum help our students maximize their educational experience and better prepare them for the rigors of High School. School use must be in support of education and research consistent with educational objectives. Use of the internet and other computer resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of political lobbying is also prohibited.
2. Privileges – the use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will participate in a discussion regarding internet use with an Okeene Elementary Faculty member prior to use. The system, teachers, and administrators will deem what is inappropriate use, and their decision is final. The district may deny, revoke, or suspend specific user access.
3. Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Be polite. Your messages should not be abusive to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- C. Do not reveal your personal address or phone numbers of students or colleagues.
- D. Illegal activities are strictly forbidden.
- E. Note that electronic mail (email) is not guaranteed private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
- F. Do not use the network in such a way that you would disrupt the use of the network by other users.
- G. All communications and information accessible via network, should be assumed to be private property.

4. Okeene Public Schools – makes no warranties of any kind, whether expressed or implied, for service it is providing. The Okeene Elementary Faculty will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, error, or omissions. Use of any information obtained via Okeene Elementary Faculty is at the user's risk. The Okeene Elementary Faculty is not responsible for the accuracy or quality of information obtained.

5. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account or password. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as security risk or having a history of problems with other computer systems, may be denied access to the Internet and all school computer systems.

6. Vandalism – 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 agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. The individual responsible for damaging or destroying the computer system will be responsible for the cost of repairing or replacing the damaged or destroyed equipment.

## **CLASS PARTIES**

There are three scheduled parties throughout the year. In order to be in compliance with the current Okeene Public School Wellness Policy adopted by the Okeene Board of Education. **Two** of the three parties **must** be limited to healthy snack items, as approved by the USDA, and snack items must meet the criteria listed under the Hunger Free Kids Act (HHFKA) of 2012. Teachers will be given a list of healthy food snacks and this list may be shared with parents. The classroom teacher will determine which two parties will be considered “healthy snack parties”. To avoid conflict or issues pertaining to this subject, teacher’s **may** or **may not** be serving snacks during the school day. Each teacher will determine what best meets the needs of his/her students when making this decision, along with the site administrator. Also in order to remain in compliance with policy changes and to avoid any other possible conflicts, **the Okeene Elementary will not engage in or host classroom birthday events.** Parents who wish to help with any of the three classroom parties can schedule those dates and times with the classroom teacher. **Party invitations sent to the school must include the entire class.**

## **HANDLING OF PARENTAL INQUIRIES**

**Parents are encouraged to visit with the classroom teacher first if there is a problem in the classroom.** If a solution is not reached to the satisfaction of the parent or guardian the following steps are recommended in this order until a satisfactory solution can be reached:

1. Meet with the building principal
2. Meet with the Superintendent of Schools
3. Meet with the Board of Education

## **READING SUFFICIENCY**

Effective August 1998-99 - House Bill 2017 - Reading Sufficiency Act - was created to ensure each child attains the necessary reading skills by completion of the third grade beginning with the 1998-99 school year; requires a reading skills assessment of all kindergarten through third grade students and a plan to allow students not reading at the appropriate grade level to acquire appropriate reading skills. **(See RETENTION, pg. 27-28.)**

## **HOMEWORK**

Teachers may give homework to students to aid in their development. The type, frequency, and quantity of homework assigned will be determined by the needs of the individual student. Homework should be an application or adaptation of a classroom experience. The Okeene Schools are concerned about each child doing their best. This



includes making good grades, doing daily work and corrections when allowed.

## **ATTENDANCE, TARDIES, AND MAKE-UP WORK**

**When your child is ill or will miss school for any reason, please call the office: 822-3425 or 3955 the morning of the absence.** If the school is not notified and a parent/guardian can not be contacted, the student will be considered truant and the absence will be unexcused. This is very important for your child's protection. If your child is not at school, and we have not been notified, we will try to contact the parent. Please notify the office of changes in home and business phone numbers.

Students should never leave school grounds without permission. You must check your child out through the office if leaving during the school day. Students are expected to be at school and in class by 8:10 a.m. each day. Students arriving after 8:10 will receive a tardy each time they are late for class. Beginning with the 2014-2015 school year, **five tardies** will equal **one absence**. Students arriving late, but before 10:00 AM and students who leave after 2:00 PM, will be counted tardy. Students arriving after 10:00 AM or students leaving before 2:00 PM will be counted absent. Absences attained from tardies will count against the 80% attendance requirement mentioned below. Absences acquired through tardies will also be considered when determining attendance awards at the end of each school year.

**Students receive maximum benefits from school only through preparation and participation each day in all classes.** Daily attendance, therefore, is expected of all students unless illness or family emergencies prevent it; and, in such cases it is the responsibility of the parents to notify the school by telephone or in person. Absences for participation in school business or school activities do not count against the student's attendance. All other absences will count as an absence, but each student will have the opportunity to make up all work missed. Each teacher will allow the number of days absent plus one day to make up work missed. If an assignment or test is planned while a student is present it is the responsibility of the student to have that work ready or take that test on the first day returned to class.

Regardless of the reason for the absence, it will be the responsibility of the student to make up any work missed.

Any student not in 80% attendance for the school year will not be given credit. The parent/guardian of the student may request a hearing for absences caused by extenuating circumstances.

## **ZAP (Zeros Aren't Permitted) OVERVIEW**

Zeros Aren't Permitted (*ZAP*) is a program designed to increase the expectations that all homework/class work needs to be completed and turned in to the teacher on time.

It is first and foremost an expectation of a high academic standard for all students. *ZAP* clearly emphasizes the belief that class work, homework assignments and/or projects are important and must be completed. When the belief is expressed and maintained that a student can and will be successful, it follows that the student will meet the expectations. The goal of the *ZAP* program is to provide support and motivation for students, promote responsibility and good study habits, reinforce the value of hard work and effort, and foster good communication between home and school. The overall goal is that the student inevitably raises their level of achievement and will see the value in completing an assignment by doing it to the best of their ability.

When a student is assigned to attend a *ZAP* session, it is not intended as a form of punishment, but rather an opportunity to complete missing assignments for partial credit. Our message: Failure is **NOT** an option! Teachers will *ZAP* students who have made little effort or no effort to complete an assignment. A single zero can damage an otherwise passing grade, whereas earning at least partial credit (60%) still allows a student some academic success. Students are “*ZAP*”ed at the discretion of the teacher.

*ZAP* will be on Tuesdays and Thursdays of each week from 3:30-5:00 p.m. If students fail to turn in an assignment on time, they will be assigned to *ZAP*. If a student fails to complete an assignment during their time in *ZAP*, they will have one more *ZAP* session to turn in the assignment. If the assignment is not turned in, the student will receive a 0 (zero) for that assignment.

Teachers will **NOT** run off extra copies of “lost” work. The *ZAP* student will stay for *ZAP* and have to take a 0 (zero) for the “lost” work. When students are assigned *ZAP*, it is their responsibility to keep track of their work and bring it to **ZAP** with them.

## **REPORTING TO PARENTS**

Parents will receive information about the progress of their child throughout the school year. Parents are encouraged to contact the teacher at any time. Your child’s grades may be obtained through the school year by logging onto your child’s Power School portal.

Report cards will be given to the students the first Wednesday following each nine weeks period. They are to be taken home for parents to read. **Report cards will not be issued to students at the end of the school year who still have unpaid fines or fees at school.**

## **GRADING**

The following grading policy will be used in grades 1 through 6

- A 90 -100
- B 80 – 89
- C 70 - 79
- D 60 - 69
- F 59 & Below

The Pre-K and Kindergarten will use:

### **Pre-K & Kindergarten**

1. Shows Evidence of Desirable Readiness
2. Shows a Growing Evidence of Readiness
3. Shows a Need of a Longer Period of Readiness

## **RETENTION**

Based on aptitude, achievement scores, and the recommendation of the teacher or teachers, some students may be retained each year. Usually, the school and parents are in agreement when staying back is needed, and the final decision has traditionally been left up to the parents. However, it should be noted that state law allows the school to retain students without parental permission. In cases where deemed necessary, the school will exercise this option. Whenever a teacher or teachers recommend that a student be retained, 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/guardian 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 disagreement with the decision of the board.

Senate Bill 346 Section 1 Subsection D:

Beginning with the 2013-2014 school year, if the student's reading deficiency, as identified in subsection B of this section, is not remedied by the end of grade 3, as demonstrated by scoring at the Limited Knowledge level or higher on the state annual accountability assessment in reading for grade 3, the student could be retained unless he/she meets the criteria for exemption.

This law has been revised to allow parents the right to request a committee meeting to determine if the child should repeat the 3<sup>rd</sup> grade or be promoted. This committee will consist of the class room teacher, reading specialist, site administrator, superintendent, and parent. The ruling of this committee will be final.

Any student enrolling in Okeene during their third grade year is obligated to take and

pass the 3<sup>rd</sup> grade reading test, regardless of the date of enrollment. Any student enrolling in Okeene, after their third grade year, is required to show proof of taking and passing their 3<sup>rd</sup> grade reading test with either Limited Knowledge or greater. Students who fail to show proof will be required, by the Okeene board of Education, to pass a reading test equivalent to the 3<sup>rd</sup> grade reading test, at the end of the grade they are currently enrolled. Those who fail **will be** subject to retention, unless promoted by committee agreement or other good clause exemption.

## **HONOR ROLL**

Following each nine weeks period, honor roll lists are published which contain the names of students who qualify. There will be an assembly to present certificates to these students each nine weeks.

Students maintaining a straight A average (4.0) will be listed on the Superintendent's Honor Roll.

Students maintaining a B average or (3.0 with no grade lower than a C) will be listed on the Principal's Honor Roll.

Averages will be taken from core curriculum classes only. Activity classes will not be included. (Band, Music, Physical Education, Football, and Basketball.)

## **AR POINTS (ACCELERATED READER)**

Students in grades 1<sup>st</sup> – 6<sup>th</sup> may participate in reading AR books. AR books are rated on a point system. Points accumulated may be redeemed for prizes at the student store, located in the School Library. Fifth & Sixth grade students will be required to read and pass tests to accumulate points each nine weeks. Fifth grade students will be required to attain 18 points each nine weeks and sixth grade students will be required to attain 22 points each nine weeks. Students will be required to read books on their individual reading level. Students who meet all the required readings will be rewarded at the end of each nine week period with a special award.

## **BAND PARTICIPATION**

Every student entering the 5<sup>th</sup> and 6<sup>th</sup> grade will be required to take band both years in order to meet the Oklahoma State Dept. of Education mandated **ART** requirements. Okeene currently does not offer any other class opposite of band, which would fulfill that requirement. Therefore, all 5<sup>th</sup> and 6<sup>th</sup> students will be enrolled in band. Students will have the option to either buy their own instrument or borrow one from the school with stipulations of properly caring for that instrument or equipment. The student will be responsible for replacing or repairing any damaged or lost equipment.

## **SPORTS**

At Okeene Elementary we have a pass-play rule. If your child is not passing in all subjects, he or she will be put on probation. The student, principal, and parent will be notified in that order. The first two weeks will be probationary weeks. The third week, if grades are not passing in all subjects, the no pass no play ruling will be enforced.

Students in grades K-6<sup>th</sup> who participate in Physical Education or Athletics may periodically have their height, weight, blood pressure, and BMI checked. This will allow our school to monitor the health and fitness level of our students. Individual results of these tests will **only** be made available to each child's parent or guardian.

## **ELIGIBILITY FOR SPECIAL EDUCATION**

Students at the Okeene Grade School who qualify for Special Education and participate in Special Olympics activities will be subject to the pass-play rule established by the Okeene Board of Education. If your child is not passing in all subjects, he or she will be put on probation. The student, principal, and parent will be notified in that order. The first two weeks will be probationary weeks. The third week, if the student is still failing any subject, the no pass no participate ruling will be enforced. This includes all modified or non-modified classes.

## **ACTIVITY PROGRAMS**

Students must be in attendance the full day in order to be eligible to participate in that night's activities. The principal can approve exceptions.

A student who represents the school in any activity must meet the dress code and hairstyle as established by the administration and the activity sponsor.

A player whose conduct or character at school is under discipline or whose conduct or character outside the school is such as to reflect discredit upon the school, may be suspended for a game, week, or from the team.

## **ACTIVITY AND ATTENDANCE REGULATION**

Students representing Okeene Public School during the school year shall not miss any one class period in excess of ten (10) times.

Student activities such as athletic contests, 4-H, vocal, and band trips will count against the ten (10) day limitation, unless the event is a qualifying event. Extenuating circumstances may be considered if absences result from mental or physical disability,

emergency requests by parents that have been approved by the principal, or religious holy days.

### **SEATING FOR BASKETBALL GAMES**

We welcome and encourage all students to attend the athletic events to support the Okeene teams. **Good sportsmanship and proper decorum are the expectations set forth by the Okeene school system. Any deviation from this appropriate behavior will result in the student being asked to leave the game and possibly not to attend future games.**

After being admitted to the game, the elementary students should give positive support to the Okeene teams. **Excessive running around at the game may be grounds for dismissal of the game.** If special situations arise, and it is necessary for a student to leave and return, special permission may be granted through the principal or the student may leave and return in the custody of their parents.

### **ADMISSION TO ATHLETIC EVENTS**

Sr. High Football	\$5.00/Adult	\$3.00/Student
Jr. High Football	\$5.00/Adult	\$3.00/Student
Sr. High Basketball	\$5.00/Adult	\$3.00/Student
Jr. High Basketball	\$5.00/Adult	\$3.00/Student

### **ALARM - FIRE AND TORNADO**

Fire alarm drills will be scheduled on regular intervals. In general you should remember to walk quickly to the nearest door and not stop within 100 feet of any building. The fire alarm will be a series of short, sharp blasts from the Fire Alarm Systems in the halls.

The tornado alert will be announced over the intercom. Students will go to the gym in groups as follows: Pre-K, K, 1<sup>st</sup>, and 2<sup>nd</sup> grade students - to the southeast locker room, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students - to the southwest locker room; all junior high students - to the northwest locker room, and all senior high students - to the northeast locker room.

### **MEDICATION AND HEAD LICE**

No medication shall be given to a student without written permission by a parent/guardian. All medication will be turned in to the classroom teachers to be given at the appropriate time. Medication administration forms must be completed for any medication given at school. All medications must be in their original packaging.

Any prescription medication to be given at school must be in a prescription bottle with the **correct dosage on the bottle**. Any student that **self-administers medication (inhaler, insulin, pancreatic enzymes, etc.)** has to provide a current doctor's order stating that the student has been trained to administer that medication. **No vaccinations will ever be administered at school without parental consent.**

The parent, guardian, or person having legal custody of any student with **asthma, allergies, diabetes, or other health impairments** must bring **medical documentation signed by the child's doctor recording current diagnosis, medications, and any precautions that must be adhered to while at school.**

These documents must be updated each year upon enrollment and /or when any changes occur. The parent, guardian, or person having legal custody of the child is responsible for informing designated school officials of any changes in the student's health or change in medication.

Children with head lice are prohibited from attending school until they have been rechecked by a school personnel or they present a letter from a public State Department of Health, stating they are free of the condition.

### **SICKNESS OR ACCIDENT**

Minor cuts and abrasions are cleaned with soap and water, and covered with a bandage. In the event of serious injury or illness, every effort to contact the parents will be made by school personnel. In the event that parents cannot be located, school officials will use their best judgment to determine the need for professional care. The school or any teacher will assume no obligation for any medical bills. Just note our school will always weigh on the side of caution in an emergency situation.

### **INSURANCE**

The school will make accident insurance available to all students. Whether students purchase this insurance is optional. However, in no case will students be allowed to participate in any sports without adequate insurance.

### **INOCULATIONS AND VACCINATIONS**

Oklahoma School Law states that no minor child shall be admitted to any public, private, or parochial school operating in this state unless such child can present to the appropriate school authorities certification from a licensed physician or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against Diphtheria, Pertussis, Tetanus, Measles (Rubeola and Rubella), Poliomyelitis, Hepatitis B, Hepatitis A, & Chicken Pox,

or is likely to be immune as a result of the disease.

Adequate immunization is defined as having had at least five doses of DTP or a combination of DTP and DTaP vaccines totaling 5 doses (unless the fourth DTP & DTaP was received after the fourth birthday) and 4 doses of polio vaccine (unless the third dose was received after the fourth birthday), two doses of measles, mumps and rubella vaccine received on or after the child's first birthday, a series of three doses hepatitis B, a series of two doses hepatitis A, and a chicken pox vaccine or history of disease.

All students entering 7<sup>th</sup> grade are required to have one dose of Tdap Vaccine.

Parents may sign an exemption certificate on the basis of medical, religious, or personal reasons to fulfill the requirements of this law. No student will be enrolled without a current shot record.

### **WITHDRAWAL FROM SCHOOL**

A parent or guardian wishing to withdraw a student from school must see the principal to obtain a withdrawal slip. These must be filled out in detail and signed by the teacher in order for grades and other information to be forwarded to the next school.

### **CUMULATIVE RECORDS**

The Principal's office will maintain a permanent cumulative record folder for each student that will show his entire academic record, extracurricular activities, health records, standardized test scores, disciplinary actions, and any other pertinent information which might be of value. These records will be open only to each student, his parents, and faculty members. Records or transcripts may be released only after the parents of a student (or student, if 18 years of age) complete a required form obtained from the principal's office. <Educational Family Privacy Act of 1974.>

### **STATEMENT OF RIGHTS**

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
5. The right to be informed about FERPA rights.



All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches the age 18 or enrolls in a postsecondary school. The student then becomes an “eligible student”. A parent or an eligible student may request a copy of the FERPA policy from the Okeene School District by contacting the Record Custodian of the following locations:

<b><u>LOCATION</u></b>	<b><u>TYPES</u></b>	<b><u>CUSTODIAN</u></b>
High School Principal’s Office - 822-3219	Cumulative School Records	Lauren Coleman H.S. Principal
Elementary Principal’s Office- 822-3425	Cumulative School Records	Mark Cox Elem. Principal
Special Education Rooms: Elementary, 822-3425 High School, 822-3219	Special Test Records Special Test Records	Rod Calder Lauren Coleman
Central Office 822-3268	School Transportation	Mike Jinkens Superintendent

### **DIRECTORY INFORMATION**

The Okeene School District proposes to designate the following personally identifiable information contained in a student’s education record as “Directory Information”; and, it will disclose that information without prior written consent:

1. The student’s name
2. The names of the student’s parents;
3. The student’s date of birth;
4. The student’s class designation (I.E. first grade, tenth grade, etc.)
5. The student’s extracurricular participation;
6. The student’s achievement awards or honors;
7. The student’s weight, height, and if a member of an athletic team/PE;
8. The student’s photograph; and
9. The school or school district the student attended before he or she enrolled in the Okeene School District.

Within the first six weeks of each school year, the Okeene School District will publish in the Okeene Record the above list, or a revised list, of the items of Directory Information it proposes to designate as Directory Information for student’s parent or eligible student and the time and place of enrollment.

After the parent or eligible students have been notified, they will have two

weeks to advise the school district in writing (A letter to the school superintendent's office) of any or all of the items they refuse to permit the District to designate as Directory Information about that student.

At the end of the two week period, each student's records will be appropriately marked by the Record's Custodian to indicate the items the District will designate as Directory Information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible students.

## **ANNUAL NOTIFICATION**

Within the first six weeks of each school year, the Okeene School District will publish in the Okeene Record a notice to parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) and this policy.

This notice will include the following:

1. The right of a student's parent and eligible students to inspect and review the student's education records
2. The intent of the Okeene School District to limit the disclosure of information contained in a student's education records except: (1) by prior written consent of the student's parent or the eligible student. (2) as directory information, or, (3) under certain listed circumstances, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent of eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Health, Education, and Welfare if the Okeene School District Violates the FERPA.
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.
  - (a) The notice provided under the first paragraph of this section must also indicate the places where copies of the policy adopted under 99.6 are located
  - (b) An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents and eligible students of their rights.

- (c) An agency or institution of elementary or secondary education shall effectively notify parents of students who have a primary or home language other than English.

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

## **PROPOSED SCHOOL POLICY – SCHOOL COOPERATION WITH LAW ENFORCEMENT**

Okeene Public Schools will cooperate with local law enforcement agencies and the Blaine County District Attorney’s Office in the enforcement of the laws of the State of Oklahoma.

In Addition to appropriate school disciplinary procedures, explained elsewhere in this handbook, the following types of violations will result in referrals to the District Attorney’s Office and/or the appropriate law enforcement agency:

1. Excessive truancy: If a child is absent from school without valid Excuse – for four (4) or more days or parts of days within a four-week period, or for Ten(10) or more days or parts within a semester, school officials are required by state law to notify the parent or guardian and immediately report the absences to the District Attorney’s Office.
2. Any criminal act allegedly committed by a student occurring either on or off school property, which is either observed by or reported to a school official.

A police officer may be called to the school to immediately remove a student from school property, or from a school-related event or school-sponsored function, under the following circumstances:

1. When a student is engaging in criminal behavior anywhere on school property, or during school-related events or school-sponsored functions, that is endangering the safety of him/herself or others.
2. When a student’s conduct is so disruptive that order is lost in the classroom or elsewhere on school property or during any school-related event or school-sponsored function either on-or off campus, and order cannot be restored through any other means.

When a police officer is called to remove a student, a school official will attempt to notify a parent or guardian by telephone. If a parent or guardian cannot be reached or is unavailable, a form authorizing the student's release to the custody of police officers will be signed and placed in the student's file before the student is released to law enforcement.

## **PARENTS RIGHT TO KNOW**

### **No Child Left Behind Act**

The No Child Left Behind Act of 2000 requires all Title I schools to notify parents of all children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their child's classroom teachers.

Schools are required to report:

1. Whether the teacher has met state qualifying and licensing criteria for the grade levels and subjects in which the teacher is teaching;
2. Whether the teacher is teaching under emergency or other provisional statute through which state qualifications or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree; and
4. Whether the child is provided services by paraprofessionals and if so, their qualifications.

The above information will be posted in the school's handbook, or the parents may request the information from the school office. The information will be available within 10 days. Because of privacy issues, no personal information about the teacher will be posted or provided.

## **CHILD FIND**

**Child Find is an ongoing process in this school district. The following programs are available in the Okeene Public Schools:**

**Educable Mentally Handicapped  
Speech Impaired  
Learning Disabled  
Trainable Mentally Handicapped**

**If there are students who need to be enrolled in any of these programs, please contact the Okeene Public Schools at 580-822-3425, 580-822-3219 or 580-822-3268**

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and United States Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call [\(866\) 632-9992](tel:8666329992). Submit your completed form or letter to USDA by:  
(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, [1400 Independence Avenue, SW, Washington, D.C. 20250](#)-9410; (2) fax: [\(202\) 690-7442](tel:2026907442); or (3) e-mail [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## **OKEENE ELEMENTARY SCHOOL TEACHER'S CREED**

I am a teacher. I accept the challenge to be sagacious and tenacious in teaching every student because I believe that every student can learn.

I accept the responsibility to create a learning environment conducive to optimum achievement academically, socially, and emotionally.

I actively pursue excellence, for myself and for my students.

I provide a model of decorum and respect that guides my students as well as honors them.

I affirm superlative expectations for my students and myself.

I cherish every student.

I am a teacher. I change the world, one student at a time.

## **GREAT EXPECTATIONS PHILOSOPHY**

Our goals are to ensure success for all students, to provide students with good self-esteem, to set up a climate of mutual respect in the classroom, to have high expectations for all students, to believe in the ability of every student to learn, to provide a well-rounded education for every student, and to renew the joy of teaching.

## **POLICY REGARDING SCHOOL VISITORS THIS POLICY REQUIRED BY LAW.**

It is the policy of the Okeene Board of Education that all visitors to any school facility obtain permission at the building principal's office. Parents are requested not to send or allow siblings to visit students in the classroom.

Staff members are not normally expected to have personal visitors during the school day.

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

The superintendent or principal of any school shall have the authority to order any person out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such a fine and imprisonment.

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

### **THIS POLICY REQUIRED BY LAW.**

**Reference: 70 O.S. 24-131  
21 O.S. 1375, 1376**

**Reviewed and adopted by Board of Education June 6, 2019**

# **SCHOOL VISITORS (GRIEVANCE/APPEALS PROCESS)**

Any person who has been removed from this institution or from a school activity or event whether held on site or off the premises shall be given written notice of the procedures for requesting a hearing and filing a grievance or appeal with the board of education by their receipt of a copy of this policy.

## Filing a Grievance or Appeal

Within five (5) working days of being directed to leave premises, the individual (“complainant”) may request a hearing before the board of education regarding their removal from school premises. The request shall be submitted in writing to the superintendent. Such a request shall be mailed certified mail, return receipt requested. If the complainant fails to request a hearing within (5) working days of being directed to leave the premises, the right to a hearing shall be deemed to be waived.

Upon receipt of the complainant’s request for a hearing, the administration shall prepare a written summary of the reason(s) why the individual was directed to leave school premises. The written summary may include the date, time, place, witness statements, and reasoning behind the administrator’s decision to direct the individual to leave school premises. The written summary prepared by the administration shall be mailed to the complainant no later than ten (10) days prior to the date set for the hearing before the board of education.

## Hearing

The hearing shall be conducted by the board of education as follows:

1. The administration shall present each of the board members with a copy of the written summary provided to the complainant;
2. The complainant shall present each of the board members with a copy of a written response to the administration’s paperwork;
3. Members of the board of education shall be afforded the opportunity to ask questions related to the summary and response;
4. The board of education shall vote to accept, amend, or reject the recommendation of the administration with regard to the directive to the complainant.

The decision of the board of education shall be final and unappealable.

**THIS POLICY REQUIRED BY LAW.**

**Reviewed and adopted by Board of Education June 6, 2019**