

# Chandler Park Road Elementary School

## Student Handbook 2018-2019

### PRINCIPAL’S MESSAGE

Dear Parents/Guardians and Students,

Welcome to Park Road Elementary. It is my pleasure to work with you, our faculty, staff and administration to create an exciting and educational school year.

This handbook is filled with important information regarding school policy and procedures. I recommend that parents and students review the contents together. If you have questions that remain unanswered after reading the handbook, please call the school office. Open and clear communication between school and home is vitally important to the success of our educational program.

As educators, we are committed to the idea of providing strong leadership to children and making their elementary school years enriching and rewarding, and giving them an educationally-sound background for further study in future school years.

Sincerely,  
Bridget Hughey

### Mission Statement

Park Road Elementary fosters an environment which educates every student, every day, by doing whatever it takes.

### Vision Statement

Park Road Elementary is dedicated to the success of our students by encouraging them to develop personal responsibility for their words, actions, behaviors, and a belief in their intrinsic worth.

We will prepare our students to become independent learners with the desires, the skill, and the abilities necessary for lifelong learning; for these are the foundations of becoming a contributing citizen in an ever-changing world.

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## **GRADING, REPORT CARDS, AND PROGRESS REPORTS**

Grade Scale	90-100 = A
For Third through Sixth Grades	80 - 89 = B
	70 - 79 = C
	60 - 69 = D
	0 - 59 = F

### **Grading Periods:**

- 1st quarter = Aug. 16 – Oct. 12
- 2nd quarter = Oct. 15 – Dec. 18
- 3rd quarter = Jan. 3 – March 1
- 4th quarter = March 4 – May 16

The first and third quarter reports are issued during scheduled parent-teacher conferences. The parent is requested to review each report card, discuss it with their student, sign it, and return it to school.

### **Progress Reports:**

Mid-quarter progress reports will be issued to all parents of all students. Parents are invited and encouraged to conference with a child's teacher at any time concerning any school-related problem. Only by sharing information and working together can we expect students to receive the best possible education

Issue dates for progress reports are:

- Friday, September 21
- Friday, November 23
- Friday, February 8
- Friday, April 19

## **PROMOTION/RETENTION**

We believe that grade placement is of primary importance to students in the third, fourth, fifth and sixth grades. A student should be placed in the grade where he/she will be successful in school. Grade placement will be based on these factors:

- Maturity
- Chronological age
- School attendance
- Adequate mastery of essential reading and math skills
- Present level of academic achievement
- Standardized tests
- Previous retention
- Special handicapping conditions
- Retention scale system

The grades earned by a child throughout the year shall reflect the probable assignment for the coming year. The parent shall be informed and a conference will be held when it becomes apparent that a child may need to remain in a grade. Students recommended for retention will be given the opportunity to take the proficiency exam in order to be promoted to the next grade. The average score for the five core subject areas must be a minimum of 80% in order to be recommended for promotion to the next grade.

Parents requesting advanced promotion must notify the principal in writing, requesting proficiency exams the exams will be offered once a year between August 1 and August 10. Students must score at 90% or above on all five core subjects to be advanced one grade level.

Students failing two or more core subjects will be retained. Students who score Limited Knowledge or Unsatisfactory on State Core Curriculum tests will be considered for retention. Whenever a teacher or teachers recommend that a student be retained at the present grade level or not be passed in a course, the parent of guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The first step in the process is to make a written appeal

to the building principal. If dissatisfied, the parent or guardian may appeal to the Board of Education by making written request to the Superintendent to be placed on the agenda of the next regular meeting. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

## **COUNSELING SERVICES**

Park Road Elementary provides a full-time certified school counselor. Additional counseling, with parent approval, has been arranged through the Lincoln County health Department and Red Rock Mental Health Center. Other specialized student needs will be provided for through other available agencies.

## **TITLE I READING AND MATHEMATICS**

These classes are established through Title I funds to meet the educational needs of students needing extra help in reading and math.

## **GIFTED EDUCATION**

This program is designed to meet the educational of students with high academic abilities. The course content will vary from year to year to better meet the students' individual needs and interests.

## **SPECIAL SERVICES**

Chandler Public Schools serves all children with disabilities ages 3-21 who are eligible for education services in accordance with federal laws P.O. 99-457 and P.L. 94-142, Oklahoma State Department of Education Policies and Procedures, and local district policy. For infants and toddlers, ages 0-3, the Chandler School District performs Child Find responsibilities. Infants and toddlers are referred by the district to the Lincoln County Regional office of Sooner Start (Stillwater) for early intervention services through an Individual Family Service Plan (IFSP).

Categories of disabilities for school services include the following: Speech or Language Impaired, Multi-handicapped, Seriously Emotionally Disturbed, Deaf/Hard of Hearing, Mentally Retarded, Learning Disabilities, Visually Impaired, Orthopedic ally Impaired, Autism, Deaf-Blind, Other Health Impaired, Traumatic Brain Injury, Developmentally Delayed (Ages 3-6) and Medicaid-approved services. For more information, contact the principal's office.

## **SUBSTANCE USE AND ABUSE POLICY**

Chandler Public Schools policies prohibit the use or possession of illegal and illicit drugs by students and school employees on school property and at school activities.

## **NON-DISCRIMINATION STATEMENT**

Chandler Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or veteran status in its educational programs and activities. Complaints of discrimination should be made to the district's Title IX compliance officer, who can be contacted through the superintendent's office.

## **PARENTAL INVOLVEMENT**

Parents and guardians of Chandler students are invited and encouraged to be actively involved in this school system and all aspects of their child's education.

## **STUDENT RECORDS (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

## **EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS**

All students attending Chandler Public Schools are expected to:

- Show respect to fellow students, all members of the school staff, school visitors, school property and the property of others.
- Follow school, building, and classroom rules and regulations posted in the classrooms or printed in the student handbook.
- Be prepared for educational activities by bringing necessary books, pencils, papers and other requested materials to the classroom.
- Be on time and in the classroom with the tardy bell sounds.

Students attending Park Road Elementary are expected to:

- Remove hats and caps when entering the building.
- Move through the halls in a calm, quiet manner.
- Follow all playground and classroom rules.
- Follow all instructions given by any adult in charge.

- If you feel a need to question these instructions, do so in private.

All students have the responsibility to:

- Protect the rights of others to study and learn. Parents send their children to school for an education. An individual may decide not to take advantage of that opportunity. However, no one has the right to interfere with the education of other students
- Attend school daily unless ill or legally excused. A student is required by law to attend school.
- Be on time for all classes. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a positive habit.
- Obey school rules. Rules are designed to allow a school to meet its obligation to educate students. Schools cannot achieve this task if they must spend much of their time maintaining order.
- Volunteer information and cooperate with school staff in disciplinary cases. There is a difference between being a "squealer" or "tattle-tale" and being a responsible person. Every community depends upon the willingness of citizens to play a part in upholding the rules by which everyone has agreed to live. It is wrong to expect help when your rights have been violated if you refuse to help others.
- Complete all in-class and homework assignments and meet deadlines. The full responsibility for learning cannot be transferred from the student to the teacher. There can be no effective education when students are free to decide whether or not they will do the assigned work. Everything that must be learned cannot be accomplished during the school day. Education is not an 8:00-3:30 job. Students are required to make an effort to pass.
- Respect public property and carefully use and return all materials and equipment. Schools are a community's gift to its young people. It is wrong to abuse that gift. It forces the people to spend additional money to provide the same opportunities for those students who come after you.
- Come to class with necessary books and materials. A teacher should not have to delay starting because a student has come unprepared to begin work. This is interfering with the rights of others to learn and study. Getting an education requires more than being in class, just as keeping a job requires more than showing up for work. Teachers should not have to allow students to return to their locker for necessary items.

## **MOMENT OF SILENCE**

Each school site will observe a minute of silence at the start of the school day to allow each student to voluntarily meditate, pray, or engage in any other silent activity that does not interfere with other students in the exercise of their choice of activity.

## **CONDUCT**

Classroom: Students at Chandler Schools are expected to conduct themselves in a manner that is conducive to a proper learning environment. Students should refrain from expressions of nonconformity that disrupt the educational process. Disrespect in any form will not be tolerated.

Hallways: Students should adhere to the following guidelines while in the hall.

- Pass quickly and quietly while staying to the right of the hall
- Do not congregate in one area or impede the progress of other students.

- Refrain from loud talking, yelling, etc.
- Do not run, shove or push.
- Avoid slamming locker doors.

Teachers in the hall have the responsibility of enforcing these regulations. No student may leave a classroom without permission from the teacher. Students are not to leave the campus unless they have signed out through the office.

## DISCIPLINE

The responsibility to deal with and correct student misbehavior is shared by parents, teachers, and administrators. Good discipline originates in the home because the parent is the first teacher of the child. It is the parents' responsibility to teach by example and to develop in the child good habits of behavior as well as proper attitudes toward the school; however, the home and school must work together to provide for and maintain proper student conduct.

Parents have the responsibility to develop in their children, through teaching, counseling, and role-modeling, good behavior habits, respect for authority and a positive, proper attitude.

Teachers have the responsibility to provide a classroom environment that is safe, appropriate and orderly, and to establish a climate of mutual respect conducive to learning.

Administrators have the responsibility to establish a climate of high expectations for teachers and students, and to deal effectively with students who interrupt the educational process.

Ideally we hope that each student will develop and maintain a sense of self-discipline and direction, but we recognize the fact that external measures must sometimes be applied and enforced. Schools will respond to undesirable or inappropriate student behavior by one or more of the following:

- Counseling and guidance sessions
- Parental conferences
- Loss of Recess
- Community Service
- Parent shadowing
- Probation
- Corporal punishment
- Suspension (out-of-school)
- Referral to proper legal authorities

Reasonable attempts and resources available will be utilized to aid individual students experiencing disciplinary difficulties. However, students will not be permitted to jeopardize the learning opportunities of other students or the instructional efforts of staff members.

To provide consistent and appropriate disciplinary action, building principals have defined student misbehavior and resulting consequences according to severity. A policy of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of a public school. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in these policies.

The various infractions and levels of response are only guidelines. Disciplinary problems listed on Level 1 may be treated as a Level 2 or Level 3 offense based on the severity of the conduct, a student's tendency to engage in repeated misbehavior, or other aggravating factors. Likewise, a Level 3 or Level 2 offense may be modified and treated as a lower level offense based on mitigating circumstances that the administration may, at its discretion, consider.

## INFRACTIONS

### LEVEL 1

Level 1 infractions are defined as "Disorderly behavior or conduct which tends to impede orderly classroom procedures or acts contrary to classroom and /or school rules and regulations."

Examples include:

- Acting in a manner that interferes with the lesson or learning
- Cheating on an assignment or examination
- Disobeying a classroom rule or regulation
- Disrupting the school/classroom environment
- Failure to identify self when asked
- Falling asleep in class
- Falsification of documents (forgery/plagiarism)
- Inappropriate dress
- Not keeping hands, feet or other objects to self
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others, including but not limited to, sexually explicit material, food, beverages, lighters, electronic equipment, laser pointers, etc.
- Tardiness
- Truancy

Teachers will address a Level 1 misbehavior by one or more of the following interventions:

- Private conference with student and/or parent and completion of a discipline form to be filed with the principal
- Verbal conference with a parent/guardian
- Assignment of detention time/loss of recess
- Withdrawal of privileges
- Community service on school grounds
- Other consequences from the teacher's and/or principal's prepared list

### LEVEL 2

Level 2 infractions are "disruptive behaviors or misconduct directed against self, other persons, or property." Examples of

Level 2 misbehaviors include:

- Continuously disruptive of school/classroom environment
- Deliberate disobedience
- Display of gang symbols
- Disrespectful attitude or actions
- Possession of stolen property
- Failure to attend assigned detention
- Possession of gambling paraphernalia, dice, cards, etc.
- Profanity/obscene gestures/verbal abuse
- Provoking/instigating others to violate school rules
- Public display of affection
- Refusal to obey school personnel
- Theft/Vandalism
- Trespassing
- Unacceptable use of computing resources
- Unexcused Absence
- Vandalism
- Verbal abuse of a teacher, school employee or another student
- Inappropriate touch

A teacher or other school personnel will refer Level 2 infractions to the principal's office. The principal or his designee will address Level 2 misbehavior by one or more of the following means:

- Written discipline contract
- Disciplinary probation
- Assignment of detention time/loss of recess
- Community service on school grounds
- Parental shadowing
- Corporal punishment
- Short-term out-of-school suspension
- Long-term out-of-school suspension

### LEVEL 3

Level 3 infractions are defined as “criminal conduct or violence directed against self, other persons, or property.”

Examples of Level 3 violations include:

- Arson
- Assault
- Battery
- Bomb/explosive threats
- Bullying
- Burglary
- Conspiracy
- Destruction of school property
- Evading a school employee or agent when told to halt
- Extortion
- False alarms
- Fighting on school grounds or at school-sponsored activities
- Gambling
- Grand larceny
- Harassment, intimidation, bullying or threatening behavior
- Leaving assigned area or campus without permission
- Physical violence/Fighting/Hazing
- Possession of or being under the influence of alcohol, drugs or other mind-altering substances
- Possession or use of a dangerous weapon (includes pocket knives)
- Possession or use of fireworks
- Possession or use of tobacco products, lighters, etc.
- Profanity directed to a teacher or staff member
- Riotous behavior
- Sexual harassment or misbehavior
- Vandalism
- Other reckless acts as determined by the administration

Level 3 infractions will be referred directly to the principal.

Students will be suspended out-of-school for Level 3 misbehavior. In addition, students who commit Level 3 infractions may be referred to appropriate law enforcement agencies.

### STUDENTS WITH DISABILITIES

These students are not exempt from disciplinary action.

State and federal guidelines will be adhered to when dealing with students that have disabilities.

### DISCIPLINARY RECORDS

Copies of all disciplinary actions will be kept on file and copies provided to the student, teacher, parent, principal and superintendent. Students will be provided with due process consistent with this policy.

### HARASSMENT, INTIMIDATION, BULLYING AND THREATENING BEHAVIOR

Harassment of students by other students, school personnel or the public will not be tolerated. This applies while students are on school grounds, in school transportation, attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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, harassing and intimidating behavior often involves expressive gestures, speech, physical acts that sexually-suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the district, and at times involve 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 by-stander'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

70 Oklahoma Statutes Sec. 24-100.2© of the School Bullying Protection Act defines the terms “harass, intimidate, or bully,” as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. Harm another student;
2. Damage another student's property
3. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. 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.

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. 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.

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 statements, 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.

Social Bullying includes harm to another's group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of 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 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.

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 students' 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 the district.

### **Sexual Harassment.**

All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the Chandler School District.

In the case of a student of the district, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary actions which may be imposed under the district's code of student conduct.

Any student, or employee, who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to the superintendent, principal, or any board member of the school district. If a report of an incident needs to be made after normal school hours, the above-listed individual may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or board member, the person(s) being harassed, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter. The school district will investigate all reports.

Harassment, as set forth above may include, but is not limited to, the following: Verbal, physical, or written harassment or abuse; repeated remarks of a demeaning nature; implied or explicit threats concerning one's grades, achievements, etc.; demeaning jokes, stories, or activities directed at the student; and/or unwelcome physical contact.

Intimidating behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed.

A student exhibiting threatening/intimidating behavior either verbally, in written form or by gesture toward another student or school personnel or others while under school supervision shall be referred immediately to a site administrator or his/her designee for intervention.

The administrator will evaluate incident information and document the incident, then (a) place the student on a five-day probationary period or (b) implement the following intervention procedure:

The student will be subject to an immediate suspension from school for a minimum of three days, notification of parent/guardian, notification of police, a mandatory, expeditious conference with the parent/guardian, student, school officials, and others as deemed necessary ("others" may include, but not limited to, police, Multi-county Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare), and mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations concerning the student's re-entry to school.

A conference shall be held with the site school counselor, and administrator and the student prior to the student's re-entry to school. If it is determined that the student may not return to

school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of a current semester and the succeeding semester.

A site administrator shall file a report on any student disciplined under the policy with the superintendent.

### **STUDENT REPORTING**

Students are encouraged to inform school personnel if they are the victim or are a witness to acts of harassment, intimidation, or bullying.

### **PARENTAL RESPONSIBILITY**

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students.

Parents may help prevent bullying at school. They should encourage their children to report bullying when it occurs; take advantage of opportunities to talk to their children about bullying; inform the school immediately if they think their child is being bullied or is bullying other students; watch for symptoms that their child may be a victim of bullying and report those symptoms; and cooperate fully with school personnel in identifying and resolving incidents.

### **HAZING PROHIBITED**

"Hazing" means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities that would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation and conduct that would cause extreme embarrassment or humiliation.

No organization having student members that is sponsored by the Chandler School District is permitted to hold meetings or other events on school district property ("Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students who violate this prohibition shall not be permitted to participate in any extra-curricular activity sponsored by the Chandler School District for a minimum of 30 days, excluding school holidays, shall be subject to disciplinary measures, including out-of-school suspension, and shall be referred to local law enforcement authorities for prosecution. Student Organizations that violate this prohibition shall forfeit all rights, privileges and recognition from the Chandler School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered a part of the by-laws or other organizational rules of all school district-sponsored Student Organizations.

### **SUSPENSION**

In accordance with the policy of the Chandler Board of Education, the following regulation shall govern the suspension of students from school

Authority to suspend a student from a school is delegated to the respective building principal.

A student suspended from school is not allowed on campus or to attend any school-sponsored event. A student may be reinstated after suspension if he/she is, in the opinion of the principal, able to insure that future conduct will be in keeping with school regulations. A parental conference may be required prior to re-instatement.

Parents have the right to appeal any suspension of ten days or less to the disciplinary committee composed of the building administrators and a member of the faculty. The decision of the committee is final. A request for appeal must be made in writing on the first day of the suspension.

The Board of Education holds the position that a student may be suspended out of school when found to be guilty of any of the following: Acts of immorality; Violation of policy or regulation; Possession of an intoxicating beverage or low-point beer; Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities; Possession of a dangerous weapon or a controlled dangerous substance (suspension for not less than one year); Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property; and Adjudication as a delinquent for a violent or non-violent offense.

Students in grades 6-12 found to have assaulted or attempted to cause physical 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 superintendent on a case-by-case basis.

#### **SEARCH AND SEIZURE**

The superintendent, principal, or teacher, upon reasonable suspicion, may detain and search, or authorize the search of, any pupil or property in the possession of the pupil if the pupil is on any school premises or in transit under the authority of the school, or attending any function sponsored or authorized by the school. The student may be searched for any contraband. The student may also be searched for missing or stolen property if such property is reasonably suspected to have been taken from a pupil, school employee or the school during school activities. The search shall be conducted by a person of the same sex and witnessed by at least one other authorized person, preferably a person of the same sex. Only cold weather outerwear shall be removed.

The official shall have authority to detain the pupil and to preserve any of the items mentioned above found on the student.

Pupils shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk, or other school property search.

Bags of any type, including purses, brought on campus are subject to inspection at any time by any certified staff member.

#### **ATTEMPTING TO EVADE**

Any student who attempts to evade a school employee or agent when told to halt shall face possible out-of-school suspension for up to five school days.

#### **CELL PHONES/RADIOS/GAMES**

Cell phones, MP3 players, and electronic games will not be used during school hours. They must remain in lockers during school hours. Students are encouraged not to bring them to school.

#### **VISITORS**

Park Road Elementary welcomes visitors in the building. To insure the safety of our children and staff, ALL visitors are required to register at the office at the beginning of each visit. Visitors will not be allowed in the classroom with students unless they have permission from an administrator. Visitors shall identify themselves when requested by school personnel. This includes school-sponsored events and school buses. Refusal will subject the individual to sanctions for trespass.

#### **LOCKERS**

Lockers are issued to students in grades 4-6 at the beginning of the year. Each student is responsible for keeping his or her assigned locker clean, both inside and outside. Damages caused by misuse of tape, etc., will be charged to the student responsible. Promptly report any locker malfunction to the office.

Students are cautioned not to keep money or other valuables in their lockers. Lockers, desks and other areas of school facilities are the property of the school and subject to search at any time.

#### **TELEPHONE USE**

Students will use the office phone only in emergency situations and with staff permission. A student receiving a call will be called out of class only in an emergency.

#### **ILLNESSES**

If your child is ill and unable to attend school, we ask that you call and let us know of this illness. The health department has requested that we notify them of certain illnesses in the school so they may monitor any contagious disease outbreak. Also, the call will let us know your child is safe with you.

If your child becomes ill at school we try to make them comfortable while notifying you of the need to pick them up. If we are unable to contact you, we will notify the individual(s) listed on the enrollment card as the EMERGENCY CONTACT PERSON and ask them to come pick up the child.

#### **Diseases and infections**

##### **Common to elementary students:**

- Chicken Pox – Children may return when blisters are totally dried and scabbed over.
- Fever – A child with a fever of 100 degrees will be sent home until the temperature is normal for 24 hours.
- Head Lice – Children will be sent home and information on treatment and resources provided. Children will be checked by designated personnel on their return to school to determine if treatment has progressed sufficiently to warrant re-entry into the classroom. Additional steps will be followed in cases of chronic or repeat infestations, inability to treat properly, and secondary bacterial infections.
- Impetigo – Children with impetigo will stay home until sores are scabbed over and contain no pus.
- Mumps – Children can return to school ten days after swelling begins.
- Pink Eye - Children must receive treatment for 24 hours before returning to school.
- Ringworm – The child will be readmitted IF there is evidence of treatment and the lesion is covered.
- Scabies – Children will be readmitted upon permission from a doctor and one day after first treatment.

#### **MEDICATIONS**

Chandler Public Schools staff will not administer medication at school. All medications, prescription or non-prescription, should be administered by the parent before or after school. A physician should be consulted about a schedule that would not include the school hours. Non-prescription medications (such as Tylenol, cough drops, antibiotic ointments, etc.) will not be available at school. Children with a chronic condition (such as diabetes, asthma, seizures, attention deficit disorder, etc.) that necessitates a school-time dosage will be managed on an individual basis. Medications following an injury, short-term illness or surgery will be also managed on an individual basis. The following guidelines for medication administration must be followed:

A permission form must be signed by a parent/guardian and the physician, which requests that the child be allowed to take medication at school. (Permission forms are available at the school office.)

By law, medication is to be brought to the school in the prescribed container, which correctly states the name of the patient, name of the prescribing physician, and the directions for taking the medication. A specific time frame must be stated (no PRN orders). The instructions on the medication container and the permission form must match.

The medication is to be logged in when received. The medication is to be kept in the office in the student's folder in a locked area. A one-month supply of medication may be sent to school.

Medication is to be dispensed only by the principal, his/her designee, or the school nurse. However, students with prescription inhalers or epinephrine injectors shall advise the office staff as to usage instructions and may keep the inhaler unit in their possession.

Each medication is to be logged on the student's medication record and recorded as received each time a dosage is given. This is to include the date, medication's full name, dosage, time received and the signature of the person giving the medication.

### **MEDICAL EMERGENCIES**

If a child becomes seriously ill or injured at school and, in the opinion of those in charge emergency medical treatment is needed, the student will be taken to the local doctor listed on the enrollment card. Under Oklahoma law, a doctor can treat an individual if, in the doctor's opinion, the illness or injury is life-threatening. If the condition is not life threatening, the doctor must have permission to treat. In all cases, we will attempt to contact the parent or guardian.

### **PARTIES**

Park Road Elementary observes occasions with parent-teacher planned parties being held in the homerooms. Your child's teacher will be contacting you for assistance with one of these parties. All food brought to parties must be store bought and sealed in its original container.

Birthdays: We are most happy to recognize students on their special day. Some parents choose to bring treats to share with their child's classmates. All items brought must be store bought and sealed in the original container. This is acceptable, but we do request that you contact your child's teacher a few days in advance so plans can be made.

Invitations: Distributing invitations is acceptable if the entire class is to receive invitations. If the entire class is not invited, invitations may not be distributed at school. Our school will not knowingly allow any child's feelings to be hurt at school because they were not included.

### **ENROLLMENT PROCEDURE**

As required by state law, every student entering Chandler Schools for the first time must present the school with proof of required immunizations and proof of residency. The law

addresses those who are unable to receive these immunizations due to medical, moral or religious reasons. Students entering Chandler Public Schools from a home-schooled situation will be tested and the district will determine the student's appropriate placement. Students may not start until the next day after being enrolled. This will allow our district time to verify enrollment information, immunizations, and proof of residency.

### **ABSENCES**

Arriving at school AFTER 9:30 a.m. or checking out BEFORE 1:30 will be counted as ½ day absence.

### **ATTENDANCE**

The Oklahoma Compulsory Attendance Law requires all school-age children to be in attendance each day unless they are ill or a family emergency arises. School officials are to report excessive absences or tardies to the District Attorney's office.

Please remember to call the school office if your child will not be in attendance. If your student is absent and you have not called in, please send a note with them on the day they return to school. Absentee class work may be picked up by 3:30 p.m.

### **TARDIES**

Tardiness interrupts your child's and other students' instructional programs. It will be most helpful if you will avoid tardies. In all instances tardy students are required to check in with a parent through the office before going to class. Three tardies will equal one absence.

### **EARLY ARRIVAL AT SCHOOL**

First bell rings at 8:00. Park Road will open at 7:45 a.m. daily for students who need to arrive early. Supervision is not provided between the hours of 3:45 p.m. and 7:45 a.m.

### **LEAVING SCHOOL EARLY**

Children will be released from school early only to a parent or appointed guardian. The child must be checked out through the school office.

### **CARE OF TEXTBOOKS, LIBRARY BOOKS**

Students are responsible for all textbooks and library books checked out to them during the school year. All lost books must be paid for promptly. Payment for a lost book found later (in proper condition) will be refunded.

### **EMERGENCY CONDITIONS**

Severe Weather - In case of severe weather, the superintendent will make the determination to cancel school. Notice will be broadcast on Oklahoma City television stations as soon as the decision is made. Please do not call the school.

Tornado - Notice of a tornado response will be given verbally from the office to each school. Storm shelter areas will be posted in each classroom. The teacher will take students to the posted location provided there is time to reach the shelter before the storm arrives. Students on buses will seek shelter wherever possible, preferably in a suitable shelter or low-lying area, but not under an overpass or bridge.

Evacuation - The evacuation response will be determined by the nature and location of the threat or disaster. Teachers will be notified of the nature and location of the threat and where they should assemble their students. Teachers will then evacuate their students to the assembly location by the safest possible route.

### **DRESS CODE**

Students are expected to dress properly at all times. Mid-high length shorts are permitted. Boxer shorts, biker shorts,



athletic girdles, pajama pants, or a combination of the above, are not permitted. Shirts, shorts, jeans, slacks, skirts, dresses, etc., that have, advertise beer or alcoholic beverages, tobacco, that are ripped, mesh, see-through material, etc., or reveal any part of a student's underwear or bra will not be allowed. No half-shirts or tank tops for males or females! No spaghetti straps, razor backs or halter tops are allowed. Wallet chains or other chains are not allowed. Shoes must be worn at all times while on school premises. Hats will not be worn in the building unless a special day is designated. The administration will determine if dress is inappropriate for school.

Jewelry may be worn on the fingers, wrist, neck, and ears. Nose studs, lip rings, eyebrow rings, tongue studs, etc., are prohibited.

### **WITHDRAWAL FROM SCHOOL**

If you are moving and plan to withdraw your student from school, please call or come by the office a few days in advance. This will make the changing of schools easier for you and your child.

### **MEALS AT SCHOOL**

Nutritious meals are served during the breakfast and lunch periods each school day. Breakfast is served free to all Park Road students. Park Road students will not be allowed to bring breakfast to school. They are not to leave campus for lunch unless signed out and picked up by a parent or guardian.

Free and reduced price lunch applications are available at each school office. Application may be made at any time during the school year. Parents will be notified by mail of the approval or denial of this application. All questions regarding payment or menu selections should be directed to the cafeteria manager at 258-2936. Meals can be paid for when received. Meal accounts can be created by cash or check with the cafeteria manager or cashier, or online at [www.chandler.k12.ok.us](http://www.chandler.k12.ok.us).

### **AWARDS**

To reward students for successes during the school year, an awards assembly is held at the close of each academic year.

Awards given are:

- Perfect Attendance (3-6)
- Reading Certificate (3-6) – in the classroom
- Academic Excellence (3-6)
- Masonic Lodge Student of Today (6th)
- Junior Mother's Club Award (5th)
- Presidential Physical Fitness Award (3-6)

At the beginning of each school year students are informed of the criteria for each of these awards.

### **DIRECTORY INFORMATION**

Chandler School District will provide directory information to news organizations, school web-site, and other legitimate organization for the purpose of student recognition and achievement. Directory information may be limited upon parent or guardian written request.

### **APPROPRIATE TOUCH AND USE OF REASONABLE FORCE**

The Board of Education has approved school employees the use of reasonable force and/or appropriate touch in situations including but not limited to: Administration of first aid, intervening in a fight, prevention of an accident or injury, protecting one's self, providing appropriate care to the disabled,

moving through a crowd in an emergency, and employing passive restraint.

### **TITLE IX**

Title IX of the educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student who believes that the Chandler School District has violated Title IX is encouraged to file a discrimination complaint using the district's grievance procedures for filing, processing and resolving alleged discrimination complaints. Students and their parents can obtain a copy of the procedures from their school principal or superintendent. They may contact the districts Title IX coordinator for further information concerning Title IX requirements or to initiate a complaint.

### **RESOLVING SCHOOL-RELATED CONFLICTS**

The Board of Education believes that the school district can operate most efficiently and can deal most effectively with problems which arise in personal matters if the problems are resolved at the lowest level of administration possible.

Therefore, the board requests that problems which parents or students have with an individual teacher or classroom situation be taken to the individual teacher for resolution. If that resolution is not satisfactory, the parents or guardian of the student should contact the school principal for resolution. If the results of a meeting with the principal are not satisfactory, the problem should be taken to the superintendent. If all of these avenues of conflict resolution have failed to provide a satisfactory resolution of the issue, the parent or guardian should request to be heard by the board of education at a board meeting.

The school counselor may be involved at any level of the problem resolution process if circumstances dictate.

### **BUS RIDER INFORMATION**

Marie Boggs is the Director of Transportation. She can be reached at 405-240-0487. The bus driver is in control of all bus related situations. Notification of improper conduct or other needs will be made through the official Conduct Report..

### **FUND-RAISING**

All fund-raising projects must be cleared through the activity sponsor and approved by the principal. All equipment, supplies and materials purchased with funds generated by such projects shall be the property of the school. All money raised will be deposited to the account of the sponsoring organization in the school's activity fund. Only school sponsored funds raisers will be allowed during school hours.

### **TOBACCO ON SCHOOL PREMISES**

The board of education understands the concerns of parents, educators, students and other community members regarding the adverse effects of tobacco. Further, the board is aware of Oklahoma law which prohibits the possession of tobacco by minors. Therefore, tobacco in any form, or tobacco products of any kind, shall not be used or possess on school premises by students, including while attending any school-sponsored event outside school premises or while transporting to or from such an event.

### **PEACEFUL CONDUCT**

Oklahoma law provides that any person who interferes with the peaceful conduct of activities at any institution of learning,

including but not limited to actions that interfere with classes, study, student or faculty safety, housing or parking areas, or extracurricular activities, may be directed to leave the institution and not return, without specific written permission, for a period of six (6) months.

### **DELIVERIES AT SCHOOL**

While we realize there are special occasions for which parents would like to send a gift to their child at school, we find this disrupts the learning environment and has an adverse effect on other students. Therefore, student deliveries will not be accepted at Park Road School.

### **TEACHER REQUEST**

While the district does not recommend the practice of parents requesting their child's homeroom teacher in elementary school, we do realize that under certain circumstances a parent may have legitimate reasons for requesting that their child not have a certain homeroom teacher. If there is a specific teacher, between kindergarten and 6<sup>th</sup> grade, whom a parent does not want their child to have as a homeroom teacher, the parent may make a written request to the elementary administration. The written request must describe the specific reasons why the parent does not want their child to have a specific teacher for homeroom. All requests must be received by the elementary administration in writing on or before May 28. The elementary administration will make every effort to accommodate legitimate requests.

### **HOMEWORK**

The board of education defines homework as a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. The board further believes that any homework given should be to supplement, complement and reinforce classroom teaching and learning.

The homework assignment should be left to the discretion of the individual teacher. Certain classes will require more frequent homework than others will. Students are expected to complete homework assignments.

### **CHILD NUTRITION MEAL CHARGE POLICY**

Chandler Public School District offers a nutritious school lunch to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

- Parents/guardians may check lunch accounts and deposit lunch funds into the students' accounts by accessing Gradebook online system at <https://www.wengage.com/Chandler/Login>. Checks and cash are also accepted and can be paid directly in the cafeteria.

- The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$10.00 in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch. Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances.

- If no response to unpaid lunch charges is received by the District from parents/guardians and several attempts are made to collect the balances, students may be denied report cards.
- All excessive balances may be subject to referral to a collection agency.

- Employees of the District will also be subject to a 10.00 maximum in unpaid charges. Charging privileges may be suspended until balances are paid. Parents are encouraged to apply for Free and Reduced Lunch under the federal governments guidelines. Applications are available at the schools and on the district website.



## **PARENTS' RIGHT-TO-KNOW**

Dear Parents and Guardians:

In accordance with the No Child Left Behind Act of 2001 (NCLB), Section 111(h)(6) PARENTS' RIGHT-TO-KNOW, this is a notification from Chandler Public School District to every parent of a student in a Title I school that you have the rights to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teacher shall include the following:

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

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

If you have any questions or concerns, please feel free to contact your child's principal.

Sincerely,

Melody Toma  
Superintendent  
Chandler Public Schools  
405-258-1450