

ELMORE CITY – PERNELL ELEMENTARY
STUDENT HANDBOOK

2018-2019



Jennifer Cruz	Superintendent (580) 788-2566
Greg Willis	H.S. Principal (580) 788-2565
Angela Doss	M.S. Principal (580) 788-2565
Sheila S. Riddle	Elementary Principal (580) 788-2869

100 North Muse
Elmore City, OK 73433

TABLE OF CONTENTS

Alcohol Policy -----	5
Assignment Make-Up Form -----	2
Attendance -----	1
Bullying-----	2
Bus Discipline Policy -----	9
Cafeteria Policy -----	9
Consent Form-----	10
Contagious Disease/Illnesses-----	7
Corporal Punishment -----	6
Class Schedules -----	3
Directory Information Notice-----	10
Discipline -----	2
Disruptive Acts -----	8
Dress Code -----	4
Drills-----	6
Due Process -----	4
Eligibility -----	5
Family Education Rights and Privacy Act Policy -----	6
Food and Drinks-----	9
Grading and Reporting System -----	6
Inclement Weather -----	6
Internet Access Conduct Agreement-----	10
Leaving School -----	6
Legal Authority for Suspension -----	4
Lockers-----	5
Medication -----	7
Notice Asbestos Hazard Emergency Response Act -----	9
Non-Discrimination -----	6
Parents and Guardians -----	1
Philosophy -----	1
Proficiency-Based Promotions -----	7
Public Display of Affection Policy -----	4
School Loyalty -----	1
School-Sponsored Trip Permission Notice-----	10
Searching Personal Belongings -----	9
Sexual Harassment of Students -----	7
Sports Schedules -----	1&2
Student Insurance -----	6
Tardies -----	2
Telephone -----	7
Testing -----	7
Tobacco Policy -----	5
Truancy -----	2
Visitors -----	1
Wireless Telecommunication Devices -----	5
Withdrawal from School -----	7

ECP Fast Pitch Softball Schedule 2018-19

Date	Playing	Opponent	Time
August 2	HS	Velma-Alma (Scrimmage)	10:00
August 6	HS (3 way)	@ Wilson, Waurika (1st 2 games)	4:30
August 7	HS/JV	Wayne	4:30
August 9-11	HS	@ Central Tournament	TBA
August 13	JH/HS	@ Minco	4:30
August 14	JH/HS	CCS	4:30
August 16	JH/HS	@ Am-Po	4:30
August 17	JH/HS	Velma-Alma	4:30
August 20	JH/HS	@ Bray-Doyle	5:00
August 21	JH/HS	Verden	4:30
August 23-25	HS	@ Ninnekah Tournament (Chickasha)	TBA
August 27	JH/HS	@ Central	4:30
August 28	JH/HS	Alex	4:30
August 30	JH (7th & 8th)	@ Dibble Festival	TBA
September 3	HS	@ Fletcher Festival	TBA
September 4	JH/HS	Dibble	4:30
September 6	JH/HS	@ Maysville	4:30
September 10	JH/HS	@ Ninnekah	4:30
September 11		OPEN	
September 13-14	JH (7th & 8th)	@ Velma-Alma Tournament	TBA
September 17	JH/HS	Empire	4:30
September 18	JH/HS	@ Velma-Alma	4:30
September 20-22	HS	Districts	TBA

ECP High School Basketball Schedule 2018-19

Date	Playing	Opponent	Time
November 27	HS	@ Central	6:30
November 29	HS	Wanette	6:30
November 30	HS	@ Waurika	6:30
December 6-8	HS	Wilson Tournament	TBD
December 10	HS	@ Alex	6:30
December 11	JH/HS	Walters	4:00/6:30
December 14	HS	Wilson	6:30
December 18	JH/HS	Maysville	4:00/6:30
January 4	HS	@ Healdton	6:30
January 8	HS	@ Wynnewood	6:30
January 11	HS	Ringling	6:30
January 15	HS	@ Velma-Alma	6:30
January 18	JH/HS	Empire	4:00/6:30
January 24-26	HS	Healdton Tournament	TBD
January 29	HS	@ Bray-Doyle	6:30
February 1	HS	@ Wanette	6:30
February 5	HS	@ Wayne	6:30
February 12	HS	Dibble	6:30
February 15-16	HS	District Tournament	TBD

ECP MS and JH Basketball Schedule 2018-19

Date	Playing	Opponent	Time
November 5	MS/JH	@ Wynnewood	4:30/6:30
November 8	MS/JH	Ringling	4:30/6:30
November 15	MS/JH	Waurika	4:30/6:30
November 26	MS/JH	Central	4:30/6:30
December 11	JH (before HS)	Walters	4:00
December 13	MS/JH	@ Wilson	4:30/6:30
December 18	JH 7&8 (before HS)	Maysville	4:00
January 3	MS/JH	Veima-Alma	4:30/6:30
January 7	JH only	Fletcher	6:30
January 10	MS/JH	Healdton	4:30/6:30
January 14	MS/JH	@ Ringling	4:30/6:30
January 18	JH (before HS)	Empire	4:00
January 28, 31, Feb 2	JH only	Conf. Tournament @ Healdton	TBD
February 4	MS/JH	Wayne	4:30/6:30
February 7	MS/JH	@ Stratford	4:30/6:30
February 11	MS/JH	Wynnewood	4:30/6:30

PHILOSOPHY

We of the Elmore City - Pernell Schools believe that it is our responsibility to educate students in an atmosphere conducive to learning. Every student, regardless of ability, environment or race should be given an opportunity to develop to his or her fullest potential and become a useful, worthy citizen.

Our classroom, laboratory, media and technological instructions and activities are geared to enable every student to take his or her place in a democratic and competitive society.

SCHOOL LOYALTY - KEY TO SUCCESS

If Elmore City - Pernell Schools are to become greater and better, students must be loyal, devoted and faithful in every relation and activity of school life. Elmore City - Pernell students must (1) be present and on time each day, (2) bring required supplies to class, (3) give all attention in class and complete all assignments on time, (4) participate in all class activities, always do their best and follow all rules, (5) be respectful and courteous to fellow students, teachers, administrators and staff.

VISITORS

We encourage all parents, guardians, and community members to visit our school at any time. So that we can make the necessary arrangements to satisfy your visit and avoid classroom disruptions, please report to the building office upon your arrival and pick up a visitor pass. The visitor pass must be worn while a guest in the building.

Students are asked not to bring visitors to the school without **PRIOR** approval of the principal. This causes unnecessary confusion in the classrooms and does not help the educational climate.

PARENTS AND GUARDIANS

The ultimate responsibility for student behavior rests with the parents/guardians. The following are among your specific responsibilities:

1. **Support** the school in requiring each student to observe all school rules and regulations as well as accepting responsibility for any willful misbehavior on the part of the student. Send each student to school with proper attention having been given to health, personal cleanliness and appropriateness of dress.
2. **Maintain** an active interest in the student's daily work.

3. **Make** it possible for him/her to complete assigned homework by providing a quiet place with conditions conducive to study.
4. **Comply** with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. **Cooperate** with the school in attending conferences setup for exchanging information and for planning of the student's continued progress.

The faculty and staff of Elmore City - Pernell Schools sincerely appreciate the special job that parents/guardians do in helping with the educational process. We continue to encourage each parent/guardian to visit whenever possible and become actively involved in helping us to help our students.

ATTENDANCE

Students must be in attendance 90% of the time during the school year. **ALL NON-SCHOOL RELATED ABSENCES, EXCUSED OR UNEXCUSED, WILL COUNT AS AN ABSENCE AGAINST THE 90% O.S.S.A. ATTENDANCE RULE.** Students receive maximum benefit 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. Students who do not attend 90% of the time will not receive credit and will fail all classes with a 59% or the grade they earned if lower. A student may not miss more than 10% per nine week period and still receive passing grades for that period. Students missing more than 10% during a nine week period will fail the class with the grade they have or 59% whichever is the lower grade. Students who exceed the 90% rule must go before an attendance committee composed of teachers and an administrator.

Proof must be presented. Notes from parents and guardians will not be considered proof.

Absences for school business or school activities will not count against the student's attendance. When a student returns to school, he or she must pick up an admit slip in the office before entering the classroom. This must be done before the first class of the day.

Student participation in school-sponsored activities may be denied if the student reaches the 10% limit. The principal will render a decision in these cases based on academic performance, number of days missed and why, and disciplinary status of the student. **Please call 788-2869 or 788-2860 to report each morning that your child will be absent.**

TARDIES

It is the student's responsibility to be in class on time. If a student is not in his or her classroom before the last bell rings, the student is tardy. After the first ten minutes of class the student is counted absent for the period. Continued tardiness will result in a visitation between the student's parents, his or her teacher, and the principal.

Students in grades K-6 will receive a 30 minute detention for 3 unexcused tardies.

CLASS SCHEDULE

8:00	Class Begins
3:00	Class Ends

ASSIGNMENT MAKE-UP FORM

All work missed during a period of absence shall be made up for a grade including unexcused absences. Work may be picked up while a student is absent by calling the principal's office. It is the student's responsibility to obtain the missed work, and the teacher's responsibility to assist the student. Students will have one day for every day absent to make up assignments. If assignments are not completed within this time, no credit may be given. The Assignment Make-up Form will be presented to the students upon returning to school following an absence. Any examination or test announced during the student's absence in class or which is regularly scheduled (e.g. nine weeks or semester tests) which is missed by the student due to any type of absence shall be made up in a reasonable amount of time. For Activity absences, students must get work before leaving school, if possible. Sponsors of all activities which require a student missing a regular class are requested to limit scheduling such activities.

TRUANCY

Truancy is defined as any student absence that the parents/guardians or school officials do not know of the student's whereabouts, leaving school without checking out through the office, or parents/guardians failing to notify the principal's office.

DISCIPLINE

In compliance with Oklahoma School Law 6-114, Elmore City-Pernell Schools has adopted a discipline plan. The intent of this plan is to inform students of the procedures followed if their behavior is not acceptable and to prepare school administrators for their disciplinary responsibilities. Discipline will be administered according to the severity of the offense.

These guidelines apply for students while at school and school-sponsored activities. Discipline measures may include: Warn students (verbal and written), advice parents/guardians, remove from class or group (temporary or permanent), parent/guardian conference, detention, Review Committee - composed of teachers who know the student and who will review the record and render a written recommendation, Parent/Guardian shadowing, financial restitution, law enforcement involvement, referral to other social agencies, out-of-school suspension, any other disciplinary action deemed appropriate under the circumstances.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly, and corrective action will be taken when the behavior of a student is unacceptable. Examples of unacceptable behavior will include the following:

Tardiness, contempt or disrespect for authority, cheating on school work, cutting class, leaving school without permission, refusing detention and/or in-school suspension, truancy, profanity, vulgarity, immorality, conduct which jeopardizes the safety of others, using, selling, passing, buying, or in any way possessing any narcotic drug, stimulant, barbiturate, or alcohol, fighting, plagiarism, stealing, extortion, possession/use of tobacco, misconduct, assault (physical and verbal), possession of weapons, distributing/possessing/accessing obscene literature, destroying/defacing school property, any violation of local, state, or federal statutes, bomb threats/explosive devices, improper apparel. (See Student Dress Code), Improper school bus conduct, vehicle misuse, felonious acts, or, any other behavior deemed unacceptable to the administration. Administrators have the authority to detain a student to retrieve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, or missing or stolen property that might be in the student's possession.

Out-of-School Suspension (Removal of a student from school and all school activities for a specified period of time). The principal may suspend a student for varying lengths of time depending upon the infraction. Parents or legal guardians of the student will be notified of the suspension by mail and verbally, when possible. Absences due to suspension will not count toward the student's attendance policy. Students will be required to make up work missed and cannot attend any Extra-Curricular Activities or be on school property during Out-of-School Suspension.

Bullying

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and

fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

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

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

- (1. Conference with student
- (2. Conference with parents
- (3. In-school suspension
- (4. Detention
- (5. Referral to counselor
- (6. Behavioral contract
- (7. Changing student's seat assignment or class assignment
- (8. Requiring a student to make financial restitution for damaged property
- (9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior.
- (10. Restriction of privileges
- (11. Involvement of local authorities
- (12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the Office of Juvenile Affairs

- (13. Suspension
- (14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and / or class trips.

Harassment set forth above may include, but is not limited to, the following:

- (1. Verbal, physical, or written harassment or abuse;
- (2. Repeated remarks of a demeaning nature;
- (3. Implied or explicit threats concerning one's grades, achievements, etc. ;
- (4. Demeaning jokes, stories, or activities directed at the student;
- (5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

- (1. Prompt investigation of allegations of harassment;
- (2. The expeditious correction of the conditions causing such harassment;
- (3. Establishment of adequate measures to provide confidentiality in the complaint process;
- (4. Initiation of appropriate corrective actions;
- (5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
- (6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

- (1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
- (2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
- (3. If, during the course of the investigation, it appears that a crime may have been committed, the building

principal and / or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

(4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

(5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

(6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within days of the conclusion of the investigation.

(7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within days of the conclusion of the investigation. Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

DUE PROCESS - SUSPENSION

Any student, parent, or person given a suspension may appeal the decision. If suspended, the affected party has a right to appeal

the decision of the principal to a committee of administrators and or teacher. After going before the committee a person who has been suspended for more than 10 days has the right to appeal the principal's and committee's decision to the Elmore City - Pernell Board of Education.

LEGAL AUTHORITY FOR SUSPENSION

Upon approval of the superintendent, the principal has the power and authority to suspend a student. In the absence of the building principal, another building administrator has the authority to make suspension.

PUBLIC DISPLAY OF AFFECTION POLICY

Good manners are an important element in succeeding in the school environment. Inappropriate public display of affection is not in keeping with the concept of good manners. Intimate touching, including hand holding and kissing, will not be acceptable behavior in the school setting or at school activities.

DRESS CODE

1. Dress regulations for students at Elmore City - Pernell Schools are based on personal cleanliness and respect for others. Elmore City administrators will determine what is appropriate.
2. If a student's appearance is considered by a teacher to be indecent or causing a distraction, the teacher will send the student to the office where the building principal will make final decision. If needed, the student will be given clothes to put on over their clothes.
3. All caps, hats, etc., will be removed when inside any ECP building.
4. Students will be allowed to wear shorts. Length of shorts must be appropriate. Shorts must be as long as fingertips with arms extended straight down. No bicycle shorts are allowed.
5. Girls shirts must be appropriate length. Skirts may be no shorter than mid length.
6. No see through apparel, halter tops, tube tops, and tank tops will be allowed.
7. Skirts, blouses, and all shirts must cover the midriff and stomach.
8. No clothes with large indecent holes are allowed.
9. No undergarments may be visible.
10. Inappropriate words, alcohol or drug references, vulgar connotations/innuendo, or any article of clothing that would create a distraction are not to be worn.

11. Sagging and excessively baggy, loose clothing is prohibited. Clothing must fit properly at the waist.
12. Nothing that may be related to gang related colors such as bandanas may be worn or displayed.
13. Body piercing that is determined to be disruptive is not allowed.
14. No trench coats to be worn inside of school building.
15. No chains on any garment.
16. No house shoes or pajamas are allowed.
17. No teeth jewelry will be allowed.
18. **STUDENTS GRADES PRE-K - 5th GRADE MAY NOT WEAR RUBBER FLIP-FLOPS. (THEY ARE VERY DANGEROUS ON THE PLAYGROUND AND IN P.E. FOR YOUNGER CHILDREN)**

WIRELESS TELECOMMUNICATION DEVICES

It is the policy of the Elmore City-Pernell Board of Education that cell phones can be kept in lockers or in vehicles but must be turned off and out of sight during class time, between classes and when in any building. Cell phones can be used after school hours at extracurricular activities, games, field trips, etc., but not in any classroom including after school tutoring or detention. (The exception is: cell phones may be used with teacher's permission for instructional purposes).

Students found to be using any electronic communication device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunication device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

LOCKERS

Lockers will be assigned during the student's enrollment. Locks will not be furnished by the school but may be provided by the student if he/she desires. Each student will be held responsible for the condition of his/her locker. Locker checks will be held numerous times during the school term to inspect locker conditions and to retrieve lost articles such as library books, textbooks, etc. Students have no reasonable expectation of privacy rights toward school officials in school lockers, desks or other school property. Any book, article of clothing or piece of equipment left outside the locker will be taken up and placed in "lost & found" on an hourly basis. If a student locks their locker, they must provide the

combination or a key to the principal's office. Lockers must be clean before students will be allowed to check out.

ALCOHOL POLICY

A student may not have an alcoholic beverage or low-point beer (as defined by law) in his/her possession, ingest, distribute, or sell an alcoholic or low-point beer, conspire to sell or possess or be in the chain of sale or distribution, or be under the influences of an alcoholic beverage or low-point beer at or going to or from school, on school vehicles, or at school-sponsored or authorized functions.

TOBACCO POLICY

Elmore City-Pernell Schools is a tobacco free campus. Vaping (electronic cigarettes) are not allowed on school campus.

ELIGIBILITY

Elmore City - Pernell Schools and Oklahoma Secondary School Activities Association Scholastic Eligibility Standards are required of all students in extracurricular activity programs.

- A. A student must have received a passing grade in any five subjects counted for graduation that he/she/ was enrolled in during the last semester he/she attended fifteen or more days.
- B. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester attended.
- C. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- D. Pupils enrolled for the first time must comply with the same requirements of the academic eligibility.
- E. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter. The fourth week of a new semester will be probation for all who are on the academic eligibility list.
- F. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of the probationary one-week period, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday.
- G. Students must attend school at least three periods of classes to attend or participate in any extra-curricular activities.

Students who are ineligible will not miss classes to attend an activity unless the activity is part of his/her grade.

STUDENT INSURANCE

Schools cannot provide student insurance. Parents will be provided the opportunity to purchase student insurance.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) POLICY

STATEMENT OF RIGHTS

Parents/Guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act:

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 U.S. Department of Education.
5. The right to be informed about FERPA rights and obtains a copy of the policy.

All rights and protections given parents/guardians under FERPA transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

NON DISCRIMINATION

It is the policy of the Elmore City - Pernel Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment.

DRILLS

A fire escape/tornado drill map will be posted in each classroom and each teacher will go over fire/tornado drill procedures during the first week of school. Teachers will be responsible for the students in their classrooms at the time of the fire signal. Once the students are safely away from the building, the teacher will take roll of his/her class. The principal will check the building to assure that all students have been evacuated. The principal will notify the faculty and student body when it is safe to return to the building. In case of a tornado, the faculty and student body will be made aware of the situation by sounding of the tornado signal. Their teachers will follow students to appropriate pre-designated areas. Lockdown Drills/Intruder Drills will be conducted in each classroom with students and teachers following the appropriate procedures. Fire, Tornado, Intruder and Lockdown Drills will be conducted as defined by Oklahoma Law.

GRADING AND REPORTING SYSTEM

On Wednesday during the fifth week of each nine-week period, teachers are required to send a progress report to the parents/guardians of all deficient students in each class. Parents/Guardians are urged to review these reports and confer with teachers about student progress. Report cards are sent out on the Thursday following the end of the nine weeks. (See school calendar.)

The grading system is as follows:

A	Superior	90 - 100
B	Good	80 - 89
C	Average	70 - 79
D	Passing	60 - 69
F	Failing	59 and below

If special circumstances (as determined to be permissible by the teacher and principal) prevent the student from completing all course work by the end of the grading period, an "I" will be recorded, and a two-week period will be extended to allow the student to complete work. If the complete work is not made up within two weeks, the "I" automatically becomes an "F". Final report cards at the end of the school year will not be given out until all fees and fines of the student have been paid.

INCLEMENT WEATHER

There may be days during the school year that weather will prevent the opening of school and the safe transportation to and from school. Parents and/or Guardians will be notified by School Reach. The following local broadcasting stations will provide information on school closings:

Television

KFOR TV - Channel 4
KOCO TV - Channel 5
KWTV - Channel 9
KTEN TV - Channel 10

LEAVING SCHOOL

If it is necessary for a student to leave school, the parent/guardian must come to the office to check the student out. If it is impossible for the parent/guardian to pick up their child in person, they must notify the office of this request. Under no circumstances will a student be allowed to leave school without the request being verified and student signed out. No student will be allowed to leave school with anyone other than a parent, guardian or person designated by the parent. Identification will be required. Any student leaving school without first checking out will receive an

unexcused absence and a zero for any work missed in each class.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Elmore City - Purnell Schools, he/she should follow this procedure:

1. On the morning of the last day of attendance, a withdrawal slip should be obtained from the office.
2. The student's teachers must sign the withdrawal slip. At that time, the student will return his/her textbooks and/or library books and complete any other requirements as set forth by the school. The office retains a copy of the withdrawal slip and the original is given to the student to take to his/her new school.

MEDICATION

If it is necessary for a student to take any form of medication at school, a medication form signed by a physician must be presented to the office. All medication will be kept in and dispensed through the office. The school will provide no medication. If a student frequently needs some type of medication, it is recommended that the parent/guardian bring a supply to school to be kept in the office with a medication form from a physician.

CONTAGIOUS DISEASE/ILLNESSES

Head lice:

Any Child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, certification or evidence that said child is free from head lice.

Repeated absences from school due to a contagious disease or head lice will be reported to the District Attorney's office for truancy.

Elmore City-Purnell School Board's policy on head lice states that before a child may return to school, said child MUST BE FREE OF ALL NITS AND LICE. At the discretion of the school, said child will be re-inspected before being allowed to return back to the classroom.

Meningitis:

Public Health Fact Sheet Distributed at Student Enrollment

TELEPHONE

Telephones in the school offices are for school business and are not to be used by students during school hours without permission. In case of sickness or injury, school officials will be responsible for contacting a parent or guardian. Students should not be called to the telephone during the class period unless it is an urgent matter.

PROFICIENCY-BASED PROMOTION

Students shall have the opportunity to demonstrate proficiency in the core areas: social studies, language arts, the arts, languages, mathematics, and science. The opportunity for proficiency assessment will be provided twice each year during the months of May and August.

TESTING

Elmore City - Purnell Schools will administer state adopted testing as mandated by the State Department of Education. Senate Bill 81 states that students under 18 must pass a reading test at the 8th grade level before they can obtain drivers' permits or licenses. Students will be given end of year instruction tests in courses as required by state statutes. Beginning with students entering 9th grade in 2008-2009, every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma. (70 O.S. SS 1210.523) Students must pass the Algebra I & English II End of Instruction Tests. They must also pass two of the following five End of Instruction Tests: Algebra II, Biology I, English III, Geometry or United States History.

SEXUAL HARASSMENT OF STUDENTS

The policy of the school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applies to sexual harassment of employees.

1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually oriented "kidding", "teasing", double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

2. Specific Prohibitions - Administrators and Supervisors

- A. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use

his/her authority to solicit sexual favors or attention from students.

- B. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
 - C. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of
 - D. Majority (18) during school hours will have a negative impact on the educational process and shall constitute a violation and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.
3. Report, Investigation and Sanctions.
- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
 - 1. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 - 2. Confidentiality will be maintained and no reprisal or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
 - B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
 - C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to, warning, suspension, or termination subject to applicable procedural and due process requirements.
 - D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to, warning, suspension, or other.
 - E. Appropriate punishment subject to applicable procedural and due process requirements.

DISRUPTIVE ACTS

Disruptive acts are defined by the following: discrimination, acts of hatred, harassment, physical threats, extortion, violence to persons at school, on school vehicles, or at or going to or from school-sponsored or authorized functions.

Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding six (6) months or by a fine not exceeding one thousand dollars (\$1,000.00), or by both such fine and imprisonment.

Any person who, without justifiable or excusable cause, commits any aggravated assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or upon any student while such student is participating in any school activity or attending classes on school property during school hours shall, upon conviction, be guilty of a misdemeanor. The convicted person shall be punished by a term of imprisonment in the county jail for a period not exceeding one (1) year, or by a fine not exceeding five thousand dollars (\$5,000.00), or by both such fine and imprisonment.

In addition, due to the disruption it poses to the educational process, all students are subject to disciplinary action, including suspension, for interfering with, intimidating, harassing, threatening, or injuring any school employee at any time.

Every student has a basic right to attend school without being subjected to threat of injury or intimidation in any fashion. Incidents of fighting, physical assault, and severe verbal intimidation are not acceptable at school, on school vehicles, or at or going to or from school-sponsored or authorized functions. It is also explicitly prohibited to engage in any activity that is racially abusive, including racial slurs, epithets, harassment, acts of racial intimidation, or other negative offenses which reference sex, age, color, religion, national origin, marital, veteran status, disability, or other legally protected status. This policy is applicable to students and any other party involved in school programs or activities. A safe and cordial atmosphere is the responsibility of all participants in school activities and those who attend such activities. Disrespectful, negative, disruptive, or abusive verbal or physical behavior toward activity participants, officials or those attending such activities by students, adults, or others will not be tolerated. All parties guilty of such behavior will be subject to sanction. For students this would be that which is determined appropriate by the principal. All staff members

shall take reasonable, timely and appropriate action in response to any of the listed behaviors once actual or constructive notice has occurred.

SEARCHING PERSONAL BELONGINGS

Elementary administrators reserve the authority to search and inspect all personal belongings of any student, i.e. lockers, backpacks, purses, etc.

BUS DISCIPLINE POLICY

Student bus riding is a privilege and should be valued as such. Due to the serious nature of pupil transportation, no disruptive behavior shall be tolerated on any school bus that might endanger the life of any student transported. Rules for bus riding will be presented to students at the first of school. Students will remain on school grounds upon arriving at school. Students who exhibit inappropriate behavior will be sent to the building principal.

Any student carrying alcohol, tobacco, a controlled dangerous substance, firearm or weapon on any school bus will forfeit his/her school bus riding privileges for the remainder of the school year and shall be reported to the appropriate law enforcement agency.

All students being transported on district-owned school buses may be assigned a seating position and may be required to sit in that seat position (optional with the driver).

CAFETERIA POLICY

THE ELEMENTARY SCHOOL WILL OBSERVE CLOSED CAMPUS LUNCH. ALL STUDENTS WILL EAT IN THE CAFETERIA.

Lunch Charges-All students will never be denied a meal. Our policy is that a student may charge their meals up to the amount of \$50.00. Once the amount has exceeded \$50.00, the State Department of Education has advised the school to serve sack lunches (or an alternative meal) until the bill is paid in full. If the student has a balance to be paid and brings money for that day's meal, it is allowed but student cannot charge again until balance is paid in full. Student lunch prices for 2018-2019 school year will be \$2.75. For reduced lunch prices contact Chirll Burch @ (580)-788-2565

FOOD AND DRINKS

1. Vending machines may be used before school, during lunch, and after school only.
2. No food or drinks in classroom without permission from teacher/administrator.

NOTICE

This is to inform you that Elmore City-Pernell Schools are in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have questions, please contact the office of the superintendent during normal business hours. A copy of the management plan is also located in this office.

THIS ANNUAL NOTICE IS PRESENTED IN COMPLIANCE WITH REGULATIONS ESTABLISHED BY AHERA.

DIRECTORY INFORMATION NOTICE

Regarding student records, federal law requires that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the following:

- Student's name * Date and place of birth
- Address & telephone number * Photographs
- Dates of attendance * Awards received in school

In exercising my right to limit release of this information, I have marked through the item of directory information listed above that I wish the District to withhold about my child.

SCHOOL-SPONSORED TRIP PERMISSION NOTICE

I give permission for my child to take all school-sponsored academic, athletic and extra-curricular trips during the 2013-2014 school year.

CONSENT FORM

Acknowledgement of Handbook Receipt

I have received a copy of the Elmore City - Pernel Handbook for 2013-2014. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:
I have read, understand, and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the school district's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Guardian: (If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.)
As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the school districts Acceptable Use and Internet Safety Policy for the student's access to the school district's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this policy and agree to indemnify and hold harmless the school, the school district and the Data Acquisition Site that provides the opportunity to the school district for the computer network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access that school district's computer network and the Internet.

Date:

Signature of Student:

Signature of Parent / Guardian:

COMPLETE & RETURN TO THE SCHOOL OFFICE WITHIN 10DAYS.