

PAWNEE ELEMENTARY SCHOOL HANDBOOK

MISSION STATEMENT

We believe that all children can and do want to learn, when provided appropriate nurturing. We are convinced that this should be a cooperative venture linking the needs of home, school, and community. It is the mission of Pawnee Elementary to provide a safe learning environment in which children can develop academically, socially, emotionally, and physically to their fullest potential.

ATTENDANCE

Students are expected to be in school except in cases of emergency or for reasons stated:

Personal illness, Quarantine in the home, Death of a relative

Steps to follow when absent:

1. Have parent or guardian call the school before 9:30am of the day of absence
2. Have parent or guardian write an excuse giving name, date, days absent, reasons for absence, and his/her signature
3. Present this note to your teacher
4. Ask your teacher(s) for make-up work. Students will be allowed the number of days absent plus one day to make up work.

Parents are encouraged to schedule doctor's appointments after school if at all possible and to refrain from taking students out of school unless it is necessary. Teachers retain the right to not allow work to be made up if the absence was not due to illness and they were not notified in advance. Students are not allowed to miss more than 18 days in a school year.

* Absences for which a doctor's note is provided will not count against a student for retention purposes.

BAD WEATHER

In the event of inclement weather, the following radio and T.V. stations will carry the necessary information regarding school closing or cancellations:

Radio:

Stillwater Radio

Television:

Channel 2 – Tulsa

Channel 6 – Tulsa

Channel 8 – Tulsa

Channel 4 – OKC

Channel 5 – OKC

Channel 9 – OKC

Pawnee Public Schools utilizes an automated calling / messaging system to inform parents and guardians of school closings due to inclement weather or emergency. To ensure that you receive direct communication, please sign up for our school messenger system. It is **EXTREMELY IMPORTANT** that you provide the school with up-to-date contact information so that important announcements are not missed. If contact information changes, please notify the office as soon as possible.

BALL GAME CONDUCT

Students are reminded that they attend all athletic events only to watch the game. Facilities of athletic events are an extension of the classroom. Inappropriate behavior will result in the loss of your privilege to attend any or all school sponsored athletic events. We ask parents to assist us in keeping students in the stands during the games. Students should not be dropped off at sporting events without a parent, guardian, or designated adult to supervise them.

CAFETERIA

Pawnee Schools have a cafeteria which serves students a choice of nutritious meals each day. Parents are encouraged to apply for free or reduced meals for their children. Forms are provided when the students enroll in school. Students who pay for their meals are encouraged to pay by the week, month, or semester. Payments may be made in the office.

Morning, Lunch, Assemblies, etc.:

Rules: Students coming into the cafeteria will walk, enter quietly, and remain orderly at all times. No cutting in line is allowed. Sit at designated table, eat quietly and exercise good manners. When you are finished eating, empty your tray and return to your designated table.

Dismissal: Students will be dismissed by school personnel on duty. We will dismiss one row at a time using the following procedure: 1) stand, when directed, 2) replace chair properly under table and face duty person, 3) when instructed walk quietly, orderly, and in single file, empty tray, and proceed to proper exit.

Appropriate conduct and behavior is expected. It is our goal to provide a safe and orderly environment for all students, faculty, and guests.

**Parents may visit/dine with students by checking in at the office. Parents may bring food for their own children but no others.*

DISASTER DRILLS

All rooms have a posted sign as to where they should go and how they should act during drills. Students are not to stop for books, jackets, or wait for a friend, but go to the assigned area before stopping. The district will conduct period drills regarding emergencies that involve fire, tornado, intruders, and the use of the safe room (dome).

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Each teacher will post their classroom rules and consequences. These will be discussed with students when school begins. Copies of your teacher's discipline plan are available upon request. Students with excessive discipline issues may not participate in activities or field trips. "The teacher of a child attending public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function." - *Oklahoma School Law*

DRUG AND ALCOHOL POLICY

Any student caught using alcohol, under the influence, or having alcohol in his/her possession during school time or at school events will be suspended for ten days for the first offense and eighteen weeks for the second offense. Any students caught using drugs, under the influence of drugs, or having drugs in his/her possession during school time or at school events will be suspended for eighteen weeks on the first offense and thirty-six weeks on the second offense. Each student may request a hearing with the superintendent at the end of the first three days of suspension.

DRESS CODE

Students will be expected to keep themselves well-groomed and neatly dressed. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance will not be permitted. Pants must be worn at the waist. Tattoos are to remain covered at all times. Body piercings are discouraged. Boys may not wear earrings. All elementary students attend Physical Education or are given recess time; therefore, it is recommended that all students wear proper footwear (e.g. tennis shoes). Flip-flops and sandals are discouraged. Shoes with heels over 1 inch tall are not allowed. Shirts or hats advertising alcohol, tobacco, or drugs will not be permitted. Those who wear hats/bandanas will be required to hang them up and leave them for the duration of the school day unless the weather is cold enough to justify wearing them at recess. Shirts, dresses, or blouses with spaghetti straps, racer back, that expose too much, or can be seen through, should not be worn. Shorts, dresses, or skirts should be long enough so as not to cause embarrassment to anyone. Short and skirts must come at least mid-way to the knee or below. ***Regardless of dress or weather legs must be completely covered with weather appropriate clothing after Fall Break until after Spring Break.*** Students with dress code violations that cannot be quickly or easily corrected at school will be referred to the principal.

ENROLLMENT REQUIREMENTS

To enroll in Pawnee Schools you must have: immunization records, birth certificate, copy of current transcript, and a withdrawal slip from the previous school. A custodial parent or person with legal court custody must be a legal resident of Pawnee School District and accompany student at the time of enrollment.

EXTRA CURRICULAR ACTIVITIES

4th & 5th grade students must maintain passing grades in all subjects in order to participate in extracurricular activities. Grades will be checked at the start of each week. If a student is not passing all subjects, he/she will be placed on probation for one week. If he/she still has a failing grade in any subject at the end of the probationary week, he/she will be unable to play during the next week. A student may regain eligibility by passing all subjects by the following Monday. Changes to eligibility status will not be made mid-week. Students who receive an "F" on a report card will be ineligible for the first two weeks of the following nine week period. Students must be in attendance the last half of the school day in order to participate in a school activity that evening.

FEE POLICY

In order for any Pawnee Elementary student to attend school sponsored field trips or events, all student fees (including lunches, lost library books, etc.) must be paid in full.

For large balances, parents and guardians are encouraged to set up a payment plan by calling the school's central office at 918-762-3676 to speak with Mrs. Thurber.

FIELD TRIP POLICY

Each grade will attend one field trip per year. School age siblings will not be able to miss school to attend a field trip with a brother/sister. Bus space is limited on field trips; therefore, parents must use their own transportation when attending a field trip with their child. Students with excessive discipline issues may not participate in field trips. **See "Fee Policy"*

FLOWERS

Flowers or special arrangements ordered through flower shops for students should be delivered to the office, or the designated facility, pending the occasion. These will be delivered to the proper person just before school is dismissed for the day. **Valentine deliveries will not be accepted before 2pm and must be taken directly to the cafeteria.**

FOOD ALLERGY

If a student has a food allergy the Child Nutrition Department requires a statement and signature on letterhead of a recognized medical authority on file. Statement must list food items the student cannot have. Inform the office immediately of any changes. This statement must be renewed yearly.

FOOD / SNACK POLICY

With the health, nutritional well-being, and safety of our students being of utmost importance all food served in classrooms (grades Pre-K – 5) must be pre-packed (store-bought) and in the original, unopened packaging. Food prepared as part of a class project may be consumed when prepared by the teacher, or prepared by students under teacher supervision. Goods produced by a home food establishment, under the state of Oklahoma's Home Bakery Act of 2013 will also be exempt from this policy.

GRADING SYSTEM

Grading Scale for Second through Fifth Grades.

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

Students in Pre-K - 1st Grade will not receive letter grades. At report card time parents will receive a list of learning outcomes for that grading period with their child's mastery, or lack of mastery, of each outcome indicated. Students who have not mastered outcomes at report card time will be given the opportunity to master them later in the year.

GUM-CANDY-POP

Candy, pop, and gum are not allowed in the school or on the playground.

The only exceptions for candy or pop are: a teacher gives it as a reward or treat. If so, it is to be consumed in that teacher's classroom or under the teacher's supervision. Students may bring candy in their sack lunch, but it must be consumed in the cafeteria, during the student's lunch.

Gum is not allowed at school at any time.

HARASSMENT

It is the policy of Pawnee Public Schools that threatening behavior, harassment, intimidation, and 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. Threatening behavior, harassment, intimidation, and 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.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As stated in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any 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. Harassment, intimidation, and bullying include, but are not limited to, gestures or written, verbal or physical acts, or electronic communications. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities.

In considering alternative 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. Conferences 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
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 field trips.

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

1. Verbal, physical, electronic, 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 for 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.

A COPY OF THIS POLICY WILL BE FURNISHED TO EACH STUDENT AND TEACHER IN THE SCHOOL DISTRICT.

REFERENCE: 21 O.S. 850.5
70 O.S.24-100.2

HEADLICE POLICY

PPS does not tolerate head lice. Regular head lice checks will be performed by school personnel every Friday. If a student has live lice and/or nits, the parent will be contacted. The parent will need to take the child home and treat the head lice. The entire home and other family members will likely need to be treated in order to avoid re-infestation. After the appropriate treatment is given, the parent must bring the child to the office with a note from a health care professional stating that the lice has been treated and removed. Health care professionals can include a doctor, nurse practitioner, nurse, or physician's assistant. The clearance may come from a doctor's office or a health department.

HONOR ROLL

Honor Rolls will be published in, "The Pawnee Chief", each nine week period. Honor rolls will be determined as follows:

Principal's Honor Roll

Superintendent's Honor Roll

A's & B's

All A's

KNIVES AND GUNS

Knives, guns, or any weapon of any shape or form, are not allowed. Possession of a gun or knife at school can result in suspension for the remaining semester and/or the next two semesters.

LEAVING SCHOOL EARLY

Students will not be allowed to leave the school grounds during the school day without written or verbal consent from parents. Parents must check their child out through the office. Students who leave school before 2:00 will be counted absent for half of the school day. **When a student leaves between 2:00-3:20 it will be counted similar to a 'tardy'. For every three times a student leaves early one absence will be recorded.**

LIBRARY

Students in grades PK-5 can check out two books. The check-out period is 2 weeks. If a book is damaged or lost and becomes overdue, check out privileges are suspended until the book is returned or payment is made. If a book is paid for, but then found, and returned in good condition, a refund will be issued.

MEDICATION

If it becomes necessary for a child to take medication at school, a signed note with the student's name, medication, correct dosage, time and frequency of dosage, and when the medicine was last taken should be sent to the office. All student medication will be kept in the office.

If your child needs to use an inhaler during school hours, parents must complete the Asthma Management Plan. This allows students who are able to self-administer inhalers to carry the inhaler with them. The school will also need a written statement to self-administer from a physician, physician assistant, and/or a nurse practitioner. According to Oklahoma state law, if your child uses an asthma inhaler, the parent/guardian must provide an extra asthma inhaler to the front office in case of an emergency. Asthma Management Plans must be updated annually. Students who are able to administer specific medications, may do so with approval from the office.

NOTICE OF NON-DISCRIMINATION

Pawnee Public Schools does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days after the day the Pawnee Schools receives a request for access.
Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the Pawnee Schools to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request 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 provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A

school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Pawnee Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Pawnee Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pawnee Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want Pawnee Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by **on or before September 1.** Pawnee Schools has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Photograph |
| -Electronic mail address | -Degrees, honors, and awards received |
| -Date and place of birth | -The most recent educational agency or institution attended |
| -Major field of study | -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) |
| -Dates of attendance | |
| -Grade level | |

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and

review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(7) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled for the 1st and 3rd nine weeks. Parents are notified of the conference schedule in advance and are encouraged to attend. Parents are urged to become acquainted with the teacher and to confer when necessary.

PARENTAL INVOLVEMENT POLICY

Part I. General Expectations

Pawnee Public Schools agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those program, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an

understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will be governed by the following definition of parental involvement, and expects that its Title I school will carry out program, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- A. *That parents play an integral role in assisting their child's learning;*
- B. *That parents are encouraged to actively involved in their child's education at school;*
- C. *That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- D. *The carrying out of other activities, such as those described in section 1118 of the ESEA.*

Part II. Description of How District Will Implement Required District Wide Parental Involvement Policy Components.

1. **Pawnee Public Schools** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- A. At least two parents will be included in the Title I planning committee.
- B. A Title I Public Hearing will be held annually to receive input on parental involvement issues.

2. **Pawnee Public Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- A. A Title I Public Hearing will be held annually to receive input and review school programs.

3. **Pawnee Public Schools** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

- A. Enrollment
- B. Parent Night
- C. Rise-and-Shine
- D. Student Recognition Assemblies
- E. Parent-Teacher Conferences
- F. Progress Reports

4. **Pawnee Public Schools** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the Head Start Program.

- A. Coordination of professional development activities.

5. **Pawnee Public Schools** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantages, or disables, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary its parental involvement policies.

This policy was adopted by the Pawnee Board of Education on April 4, 2005, and will be in effect until rescinded by the board of education. The school district will distribute this policy to all parents of participating Title I, Part A children on or before the first of September of each school year.

PRIVACY RIGHTS

Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (OK 70-2102). School officials may search lockers or other property at any time deemed necessary.

PROFANITY

Profanity of any kind will not be tolerated at Pawnee Elementary. The use of profanity by any elementary student will be promptly dealt with by teachers and/or administration. Consequences will be assessed at an appropriate level for the student's grade and/or maturity level. Profanity infractions involving oral, audible, or written obscenities using the "F" word or the symbolic sign of the finger by any student will be treated as exceptionally serious. These infractions may result in up to three days OSS for the first offense. Consequences may increase with subsequent offenses. Punishment will be made at the principal's discretion.

PROMOTION POLICY

For a student to be promoted from one grade to the next, the student must be doing passing work in his/her grade level and meet the 90% attendance policy. Performance levels as well as grades will be considered in determining "passing work." Teachers will keep parents informed of their child's progress through report cards, notices of concern, and conferences. If a parent disagrees with a teacher's recommendation for a student to repeat the grade, that decision may be appealed. Order of Appeal: principal, superintendent, school board. The school board's decision will be final.

PROVIDING FALSE INFORMATION

Any student who knowingly reports and/or intentionally lies while providing false and inaccurate information in an effort to penalize or victimize the innocent will face the same consequences as if they were in violation of such inappropriate behavior. According to the Pawnee Public School Discipline Plan, the consequences may include in-school suspension or out-of-school suspension.

REPORT CARDS

Report cards are issued once every semester. Progress Reports will be issued once every nine-week period. If students are failing a subject mid-way through the nine-week period, a deficiency notice will be mailed to the parents.

SCHOOL DAY

8:10	First Bell
8:20	Tardy Bell
3:20	Dismiss

Students will not be allowed to enter school buildings, including the cafeteria, before 7:45 A.M. For the safety and security reasons, students will not be allowed to enter buildings, including the cafeteria, before Pawnee Public Schools faculty / staff are present and able to provide supervision.

Students eating breakfast should arrive between 7:45 - 8:00am. Students that do not eat breakfast should not arrive at school before 8:00am (playground supervision begins at 8:00am). Upon arriving, students should report to the playground, or in the case of inclement weather, they may report to the cafeteria and study or visit quietly until dismissal. Students are not to go into the classroom buildings before 8:10am except to pay lunches in the office or with permission from their teacher.

School begins at 8:10am. Tardy bell rings at 8:20am. Students not in their classrooms at 8:20 are tardy. Excused tardies will be given for illness, doctor's appointments, and circumstance beyond the parent's control. (Students arriving after 9:30 will be counted ½ day absent.) Students who arrive after 8:20 must check in at the office and receive a tardy slip to present to their teacher. After the fifth un-excused tardy, the student may be assigned morning detention. If it is determined that the child is responsible for the tardiness, future tardies will result in intervention during lunch/recess. After the sixth un-excused tardy in one semester, a letter will be sent to the parents. After the ninth un-excused tardy in one semester, we will notify the truancy officer or the Assistant District Attorney.

STUDENT ILLNESS

While we believe that student attendance is crucial, we also must protect the health and well-being of all students. Students should not come to school when they are sick. Students who are sick only spread illness and contribute to more absences. Students must be FEVER FREE without any medication for 24 hours before returning to school. Absences recorded with a note from a medical professional will not count against a student if retention is being considered.

TELEPHONE - CELL PHONES

Students are not allowed to use the telephone without permission from the office. During normal school hours, students must use the phone in the main office. Students will not be allowed to call for permission to go home with another student. Students will not be called to the phone, except in case of emergency.

Cell phone possession is discouraged among elementary students. However, we understand that many parents/guardians, for safety reasons, like for their student to have a cell phone. ALL cell phones must be turned off and concealed immediately upon arriving at school each day. Absolutely no cell phone use, for any reason, is allowed by elementary students during the school day. If an elementary student brings a cell phone to school, the phone may be given to the teacher for holding/storage during the school day. Should a student leave a cell phone in their backpack or other location during the school day, school faculty and staff are NOT RESPONSIBLE should the phone become lost or stolen. We cannot devote time to investigating cell phone loss. Students ARE NOT ALLOWED to keep cell phones in their pockets or carry them with them during the day. If students need to make a phone call during the day they must use the phone in the main office.

TOYS - CARDS

Students are not allowed to bring toys to school except for "Show and Tell." Toys include balls, electronic games, baseball or other cards, etc. Toys brought for "Show and Tell" are not to be taken to the playground.

TRANSPORTATION / BUSES

Riding the bus is a privilege. Bus drivers have the authority to enforce all rules and regulations. Improper conduct on the bus will result in that privilege being denied. Inappropriate behavior will not be tolerated. Only regularly scheduled bus students are to ride the bus. Seat belts must be worn and buckled at all times and before a bus may begin moving. A phone call to the office, or a note to the principal from the parent/guardian are the only manner in which a student may receive permission to ride a different bus or for a student to ride the bus home with another student.

Parents/guardians should discuss transportation issues prior to the school day. Changes to a child's after school transportation must be made through the office only. All changes should be made before 3:00. Messaging or texting a teacher is not sufficient since teachers may be absent or not receive a message. Office personnel must be aware of a child's after school plans in case any questions arise regarding a student's whereabouts.

VANDALISM - PROPERTY DAMAGE

Students are expected to care for school property, including playground equipment, building, furniture, and books. **Students who lose or damage textbooks, or damage school property will be required to pay for the damage.** The charge will be determined by the principal and the parents will be notified by the school. Parents are urged to return any school property, including library books that they notice around the house. Major vandalism of school property will result in five days out of school suspension and one year restriction from school property after normal school hours and banned from attending all athletic events.

VISITORS

Students and young children not enrolled in Pawnee Elementary School are not permitted to visit school during the school day. Anyone, including parents, who are visiting the campus, must first register in the main office. A visitor badge will be issued and must be displayed at all times. **Cafeteria visitors – see "Cafeteria"*

WITHDRAWAL OF STUDENTS

If you are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give us time to complete the necessary paper work. Your cooperation is greatly appreciated.