

Mary White Elementary Student Success Handbook 2014-2015



Haskell Public Schools Administration

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www.haskellps.org

Mission Statement

It is the mission of Haskell Public Schools to ensure that all students are provided opportunities in becoming college, career and citizenship ready, while striving to set an example of excellence for those who follow them.

Introduction...

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of our learning community.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of today and tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to the amount of effort you put forth each day of your educational journey.

WHO OWNS THIS SCHOOL?

Surprisingly, you do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the school system. Therefore, any damage done to our school system is paid for with your own family's money. It is not enough that you should refrain from doing anything to increase this cost to your parents, neighbors and yourself, but you must help protect the school by discouraging and reporting such activities by others. Remember most trouble starts as "just having fun," so let's be thoughtful and respectful of the buildings and school property that we are SO lucky to have and use on a daily basis.

Statement of Philosophy and Goals

- ✓ As a member of the Haskell School Staff, we believe a democracy is primarily an individual not a mass process.
- ✓ We believe in the education of the whole child and in the right of every individual to have a chance to attain his highest possible level of mental and moral growth.

- ✓ We believe that education aims to make possible an efficient social life in the environment which society now provides, and also, the means for the gradual improvement of the environment.
- ✓ We believe in the rights of the individual, but not to the extent that they become detrimental to others.

- ✓ We believe that the school has the responsibility to speak out for truth in the face of falseness in our society and to teach respect for democratic ideals and institutions.

- ✓ We believe in the dignity and worth of the individual and in the sacredness of human personality. We recognize that these are indispensable in the well-ordered life.

- ✓ We believe that in every child there is some capacity for appreciation of the aesthetic, whether it is beauty found in nature, art, or in our fellow man and his accomplishments.

- ✓ We believe that the function of our school is to guide and inspire the youth in his quest for knowledge; and to develop his capacity to assume more and more responsibility for his own education and growth.

Objectives for Haskell Public Schools

To implement the philosophy of Haskell Schools, we set forth the following objectives:

- We accept the responsibility to promote appreciation for our American Heritage, which includes economic, social, political, and religious freedom:

- To develop the ideals of democracy, free enterprise, and conservation of our human and natural resources:

- To prepare the student to function effectively in a world in which he will be required to spend a lifetime of learning new information and skills:

- To develop within the student the desire to be of service to his fellow man:

- To provide a curriculum to meet the educational, vocational and health needs of all students in a demanding society:

- To make available co-curricular activities that will aid the individual student to attain social adjustment, to develop talent and interests, leadership qualities, desirable citizenship traits, and moral values:
- To provide a learning center, adequately equipped and staffed with trained personnel, to meet the needs of both the students and staff members:
- To provide an adequate guidance program designed to assist the student in identifying his strengths as well as accepting his weaknesses in order that he may become more self-sufficient and socially responsible:
- To provide a school site that is well equipped and maintained as is necessary to meet the instructional, vocational, health and recreational needs of the student body:
- To recognize the board of education and the administrative head, in cooperation with his staff, as the policy-making agency of the school:
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Daily Operations

ABSENCES

When a student is going to be absent, the parent should call the attendance office at 482-1402 to report the absence and reason by 8:40am each morning. Upon returning to school, the student and/or parent should check in at the office with a written excuse from the parent if the parent has not already notified the school of the reason for the absence. It is the family/student's responsibility to contact his/her teacher(s) and obtain information regarding work missed.

ASSIGNMENT REQUESTS & MAKING UP ASSIGNMENTS

*Students will need to be absent at least two (2) consecutive days before assignments can be requested. Please call the school office prior to 9:00 a.m. Assignments may be picked up the same day after 3:00 p.m. in the office for all requests made prior to 9:00 a.m.

Assignment requests made after 9:00 a.m. can be picked up the following day after 3:00 p.m.

* The student may promptly make up work without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see what work needs to be made up. When students are absent, they will be allowed two days to make up the work for each day absent. *Make up work not turned in on time will be recorded as a zero. All make up work must be in by the end of the grading period. Only in extreme cases, such as a prolonged illness, hospitalization, etc., will more time be allowed for work to be made up unless permission is granted by the administration.

*Assignments or projects that have been assigned in advance are due on the previously designated date unless arrangements with the teacher are made in advance.

*If parents have not contacted the school as to the reason for a student's absence(s), the student should, when returning to school after an absence, report to the office with a written excuse or with a parent. It is greatly appreciated when the parent/guardian calls the office to report their child's absence and the reason for the absence on the day of the absence. Remember, there is a direct connection between good attendance and strong academic performance.

Attendance Policy - Grades K-5

The Haskell Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes to the extent possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to earn credit for any course in which the student is enrolled.

Non-Attendance Procedure

For students in all grades, an Attendance Reminder Letter will be sent from the site principal after a student's fifth absence without a valid excuse, along with the Notice of Non-Attending Student form.

- If within five days after receipt of this notice the parent/guardian does not comply with compulsory attendance laws, additional absences will be recorded on the bottom of the Notice of Non-Attending Student form and the form, a copy of the notice sent to parents, and attendance records are forwarded to the Superintendent, who must sign the bottom of the form. Current discipline records should also be forwarded.
- Once a student has missed school for ten days within eighteen weeks, without a valid excuse, the Principal's office files with the district attorney's office.

In order that the students receive maximum subject matter exposure in each class, it is expected that they maintain at least a 90% attendance record. Failure to maintain a 90% or more attendance record for each semester will be considered sufficient reason for failure. Exceptions to the requirement will be considered by a site-based leadership committee. We do follow state attendance laws and procedures for non-attending students. In order to receive an excused absence, a phone call from parents or guardian will be accepted. Students will be granted excused absences for the following reason:

- (1) Illness or doctor appointment (doctor's note required)
- (2) Emergency
- (3) Funerals (Immediate Family),
- (4) School activities if appropriate.

Students who are absent from class to participate in school sponsored activities must get all current class assignments from their teachers on the day they leave and upon their return to class must have all other daily assignments completed and ready to give to the teachers.

Students will be permitted to make up work missed by being absent within 3 days. Extended illness must be reported to the principal or counselor's office.

Court Appearances

These absences may be excused at the discretion of the principal.

Tardies

If a student enters class after the final morning bell, they will be considered tardy. A tardy slip must be given from the office for a student to enter class. If tardies become excessive, or begin to interfere with the learning environment, parents will be contacted and/or disciplinary action will be taken at the administrator's discretion. Three (3) unexcused tardies will equal an unexcused absence.

Hall Pass

Students must have a hall pass written and signed by the teacher to leave the room during the instructional day. This excuse will be dated and have the time. The slip will state the student's destination.

Telephone Use (918) 482-1402 Elementary

The telephones in the school offices are for school business. Students will not be called from classes to answer a telephone call except in case of extreme emergency. Therefore, parents are requested to refrain from making unnecessary calls during school hours. If parents need to get a message to their student, we ask that out of courtesy for our office, processes and staffing, that you call PRIOR TO 2:45. If calls are made after 2:45, it's highly likely that students may not receive the message.

Visitors

All visitors to the school are required to enter and exit through the main, front doors. Each visitor must sign in at the office and wear a visitor badge while in the building. Visitors must also sign out upon exit, and remove visitor badge. We strive to maintain the highest level of safety and security on campus in order to keep our students and staff safe, and will be diligent in doing so.

Dress

Clothing made with straps or fasteners will be worn buckled.

The following are specifically prohibited:

- No sagging;
- Shirts or blouses that overlap skirts or shorts must be tucked-in
- No baggy pants;
- No cutoffs or tank tops
- No hats or caps indoors
- No tights of any type
- No muscle shirts or blouses with mini straps
- No see through blouses or shirts
- No clothing with the armpit cut out. No obscene or suggestive clothing. All decisions on dress will be at the discretion of the teachers or counselor, with the administrator making the final decision.

Health and cleanliness are part of the basic growth and development and conducive to education. Students may be referred to counselor for personal hygiene.

Payments

No checks will be cashed or funds dispersed between different departments. Checks must be written to separate departments. Ex. Cafeteria, Library, etc.

Withdrawal

When students are being withdrawn from Haskell Public Schools, the office will prepare a checkout sheet. This sheet will be sent to the classroom teacher, the media specialist, and the cafeteria. Teachers are to check that all textbooks are turned in. The media specialist will determine that all library books are turned in. The cafeteria will make sure the student's lunch account is free of charges.

Academics

Priority Academic Student Skill (PASS)

Haskell Public Schools is in accordance and alignment with the Oklahoma State Department of Education guidelines in meeting the P.A.S.S. requirements. Grades earned by a student at Haskell schools and/or transferred in from another school are recorded according to the following scale:

Grading Scale	Grade Point Equivalency
100-90=A	4
89-80 = B	3
79-70 = C	2
69-60 =D	1
59-Below = F	0

Determining Grade Point Average

The following criteria have been adopted by the Board of Education in the computation of *Grade Point Average* and Rank in class for the graduating seniors beginning with the Class of 2007.

The A-4.0, B-3.0, C-2.0, D1.0, and F-0.0 scale is used beginning with the ninth grade to determine the cumulative grade point average (GPA). The 4.0 scale is usually used to determine college admissions and scholarships. When a class is repeated in night or summer school, both semester grades are computed in the GPA. The original class grade is not removed from the transcript.

In computing the RANKING GPA, an Advanced Placement course will be weighted by adding 1.0 to the 4.0 GPA for each semester of credit earned.

These classes are sponsored by the College Board and offer students instructional strategies from a nationally prescribed curriculum. Advanced Placement courses can begin as early as middle school in core curriculum areas. These courses are challenging and offer high academic demands. At the end of an AP course, students are eligible to take an exam for possible college credit.

CHEATING

Cheating is prohibited in any form at Mary White Elementary. Cheating may result in the student receiving a zero as well as disciplinary action.

Failing Slips

This notification to the parents is important and cannot be minimized. Progress Reports are mailed to the parents the 6th and 12th week of each semester.

Student Health

Health Policy

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience.

Medication

Amends 10 O.S. Sec. 170.1 to provide that either parent, if both parents have custody, the parent with custody, or the guardian of a minor may authorize in writing a school nurse, or in the absence of a school nurse a school administrator or designated school employee, to administer non-prescription or prescription medicine.

All medication must be brought to school by the parent/guardian and given to the school nurse. Medication must be in the original container. Prescription medications must be properly labeled with the student's name and dosage as prescribed by the physician.

Health Care

Haskell Public Schools employs a L.P.N. and/or a R.N. to serve as the health care facilitator. This position is not to diagnose, but to refer any health concerns to parents of those students within the Haskell School District. This licensed facilitator may suggest treatment or recommend an approach to assisting with parental solutions outside of the state regulations regarding head lice. However, it is a parental decision whether or not to contact a physician for a diagnosis for all recommendations. This professional is responsible for maintaining and updating immunization records and is in charge of random audits of all student files to remain in compliance with State Laws of Oklahoma for school attendance.

Head Lice

H.B. 1550 amends 70 O.S. Sec. 210.194 to provide that any child with head lice may be prohibited from attending a public school, and that such child cannot re-enter school without certification from an authorized representative of the State Department of Health or a "health professional" (licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse, or physician's assistant) that the child no longer has lice or nits. Students must have a note from a nurse before re-entering the classroom.

Personal Injury

In case of personal injury, the parent or guardian will be notified. If they cannot be contacted, the next of kin and/or others listed on the emergency notification form will be contacted if possible.

Insurance

Information regarding student insurance can be accessed on the front page of the Haskell web-site or by going to the web-site <http://www.studentinsurance-kk.com>

Haskell Schools Contagious and Life Threatening Disease Policy

The Board of Education is concerned for the health and well being of students and staff of the public schools. While the general health and physical well being of a student is

the responsibility of the parent, the board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law (70 O.S. §1210.194) prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease.

Oklahoma law (70 O.S. §10-105 [1]) also permits the exclusion of a child by reason of mental or physical disability as determined by the board of education upon a certificate of a duly-licensed and practicing physician.

Children may be excluded from school when it is believed necessary to promote the safety and well being of all students and staff. The Board of Education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease, which may or may not be life threatening.

The determination of whether or not a student infected with a life-threatening disease -as defined by the regulation accompanying this policy - should be permitted to remain in school shall be made on an individual basis. The recommendation will be made by the contagious disease committee consisting of the student's parent or guardian, physician, a public health person, state department of education personnel, two principals, and one school counselor. The committee will be selected by the superintendent.

The determination of whether or not a school employee infected with a life-threatening disease should be permitted to remain employed in a capacity that would involve students or other employees will be made on an individual basis. The recommendation will be made by a contagious disease committee consisting of the employee, a physician, a public health person, state department of education personnel, two principals and one school counselor. The committee will be selected by the superintendent. .

In making a determination, the committee will consider the impact on both the infected individual and others within the school system.

This policy will include Acquired Immune Deficiency Syndrome (AIDS) and AIDS-Related Complex (ARC). On the basis of present medical information, the term infected would apply to both carriers of AIDS and those having been diagnosed as being infected with AIDS. If there is reasonable cause to believe that a student or school employee is an infected individual, an appropriate medical examination may be required. If a student is diagnosed as suffering from AIDS or ARC, the school may suspend immediately and the superintendent will consult with the school physician, or the physician who made the diagnosis if there is no school physician, who will be requested to recommend to the committee whether or not the child can safely continue in the school setting. The board will direct that periodic and continuing evaluation be made and reported to the board, of any change in the person's medical status.

Any student with a contagious and life threatening disease that is excluded from regular school attendance, shall be homebound taught and will have an individual education plan written by an educational committee.

The superintendent is directed to prepare regulations, which support this policy.

Contagious and Life Threatening Diseases Regulation

In accordance with the policy of the board of education, the following regulation shall govern the admission and management of children with communicable diseases. For the purpose of this regulation, contagious diseases are divided into life-threatening and non life-threatening diseases.

Non- Life-Threatening Contagious Disease Regulation

Contagious diseases which are not normally considered to be life threatening include the common diseases of childhood for which immunization is required before admission to school. Such diseases include but are not limited to the following:

- Diphtheria
- Measles (Rubella and Rubeola)
- Pertussis
- Poliomyelitis
- Smallpox
- Chickenpox Tetanus

Any child afflicted with any of the above diseases may not attend school in this district until the child is declared to be free from infection, or that the disease has reached a non-communicable stage and poses no danger to students or staff. Such declaration will be by certificate from a licensed practitioner of health services.

A student who exhibits symptoms of an illness which in the opinion of the superintendent is interfering with the student's ability to perform normal school functions, or which, in the opinion of the superintendent, is interfering or disrupting the normal educational process may be excluded from school until the student is examined by a licensed practitioner of the health services and is declared to be free of contagious or communicable disease.

Life-Threatening Contagious Disease Regulation

Life threatening diseases include but are not necessarily limited to the following:

- AIDS
- ARC
- Meningitis

Students who are found to be infected with any of the above diseases or any other disease determined by the State Department of Health as a life-threatening, contagious disease will not be permitted to attend school or will be placed in a special education program depending upon the recommendation from the Contagious Disease Committee. Any

special placement or exclusion will continue until the student is found to be free of such disease or until the disease is no longer contagious or communicable as determined and certified by a licensed practitioner of the health services and reported to the Contagious Disease Committee for reevaluation.

Guidance Services

Guidance services are offered to all students of Mary White Elementary School through our Guidance Counselor and others of the administrative staff and faculty. The basic aim is to assist the student to achieve to the level of his or her capacity, to meet and solve problems, and to plan action more wisely in the full light of all the facts available.

Asbestos Information

In response to the asbestos Hazard Emergency Response Act, P.L. 99-519 and E.P.A. regulations, we are pleased to inform you that the areas that contain asbestos pose NO HEALTH RISK. The management plan results of the survey, is available for your viewing during office hours in the Superintendent's office.

Discipline and Safety

Student Behavior

The Haskell Board of Education, the administration, and the faculty are deeply committed to creating an atmosphere that promotes learning in all schools. The cooperative attitude of a vast majority of the students is greatly appreciated. It is important that our school's learning atmosphere include maintenance of order, which permits cooperative students to pursue their education free from disruption or distraction.

The following are specific examples of unacceptable behavior which are subject to disciplinary action including instructor, counselor or administrator intervention, suspension, detention, expulsion from school, alternative placement (AP) or in school suspension (ISS).

- 1) Possession, or use of, any dangerous or annoying instrument including, but not limited to; firearms, explosives, fireworks, knives, razors, or other weapons used for assault. This policy further states that anyone bringing an illegal explosive or other weapon will be grounds for suspension and will be turned over to the local authorities.
- 2) Selling, possession, or under the influence of a narcotic or dangerous drug including, but not limited to, marijuana, LSD, heroin, barbiturates, or any type or form of intoxicating liquor or alcohol. Local authorities will be involved.
- 3) Individuals may not sell anything on campus, except through an organization.
- 4) Truancy.
- 5) Assault upon student or school personnel (verbal or physical)

- 6) Violation of state law or of school property.
- 7) Not following the directions of administration, teacher, or board policy.
- 8) Littering of Grounds—Students caught littering will be required to clean that area up or be suspended.
- 9) Creating or attempting to create a disturbance individually or as a part of a group.
- 10) Excessive tardiness.
- 11) Willful disobedience, disrespect of authority, profanity, vulgarity, cruel teasing, intimidation, rude gestures, fighting or any sexual, visual or physical harassment of any kind, such as hard looks or stare downs. ;
- 12) Inappropriate or distracting dress, offensive personal hygiene and wearing apparel.
- 13) Being out of assigned areas (class, etc.) at assigned times.
- 14) Gum will not be permitted in school, school building, or bus.
- 15) Sunglasses—Any tinted non-prescription eyewear is not to be worn in school buildings (Exception is with a doctor's note).
- 16) Skate Boards or Roller Skates—No skateboards, roller skates, or shoe skates on school property unless authorized by the building principal.
- 17) Electronic devices are to be turned off and not in use on campus upon arrival in the morning until the final bell at end of the school day. These devices include: electronic paging devices, CD players, radios, MP3 players, portable DVD players, and cell phones. See principal for medical exceptions. (These standards will prevail while students are on school premises, riding school buses, attending any school-sponsored activity, or while in transit to and from school.)
- 18) No pitching pennies/dice/cards or gambling of any kind.
- 19) Possession of tobacco or alcohol (Turned over to the police department).
- 20) No hats will be allowed to be worn during the instructional day.
- 21) Disruption of the educational process or procedures of the school.

Discipline Reports

Teachers will file a discipline report on any student who is reprimanded in class. This report will become a part of the student's record.

CONSISTENCY OF PUNISHMENT WILL BE PRACTICED

The teacher or administrator of a student attending public school shall have the same right as a parent to control and discipline such individuals during the time he or she is in attendance, or in transit to the school or classroom presided over by the teacher. (Article VI, Section 114, School Laws of Oklahoma).

Out-Of-School Placement

A student may be temporarily placed out of school, which shall be defined as exclusion from classroom instruction, not to exceed five (5) days, by the principal or the principal's designated representative under the procedure hereinafter set forth.

Upon it being brought to the attention of the principal or his designated representative a conference will be held between the student and the principal or his designated representative. At the conference, the student shall be informed of what he is accused of violating and further; he will be advised specifically what he is accused of doing and what the basis of the accusation is. In the event the student denies these charges, he shall be given an explanation of the evidence the school authorities have and shall be given the opportunity to present any information of explanation concerning the charges brought against him.

After discussing the charges in detail and considering the explanation, if any, furnished by the student, the principal or his designated representative shall determine if the student is, in his opinion, guilty of those charges. If he so determines, the principal or his designated representative, shall have authority or administer a temporary out-of-school-placement for whatever time period he deems is warranted, taking into consideration the severity of the violation up to a maximum of five (5) days. The parent or guardian will be notified of the punishment and action by mail. Upon completion of the specified out-of-school placement time, the parent or guardian will accompany the student to school to be reinstated by the principal or his designated representative. A satisfactory understanding between student, parent or guardian, and school officials must be reached. An education plan will be written for a student out-of-school placement 5 days or more to correspond with House Bill 2130. Parents will be responsible for monitoring the education progress of the student during out-of-school placement.

Expulsion

The principal may recommend expulsion, which shall be defined as exclusion from regular classroom instruction for any period exceeding five (5) days.

A student who violates out-of-school placement in cases where the violation would also constitute an offense against municipal, state, or federal laws will be prosecuted.

Appeal Process

A student, who has been excluded from attending school under this policy, or the student's parent(s), may appeal to the board of education. The following procedures shall govern the appellate process:

A. An appeal can be requested by letter to the superintendent. If no appeal is received within five (5) days after the decision of the superintendent or designee is received by the parent or student, the decision of the superintendent or designee will be final. A direct appeal to the board or board-appointed hearing officer requires the student, parent, or guardian to file the written request for appeal within five (5) days of the receipt of the principal's decision.

B. Upon receiving written notice of a student's or parent's intent to appeal, the superintendent shall advise the president of the Board of Education. The appeal shall be heard by the board within ten days from the date the notice of intent is filed with the superintendent.

C. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses, and offer other evidence in his behalf including his own testimony.

D. The board of education shall uphold the exclusion, modify the terms of the exclusion, or overrule the exclusion. The board shall notify the student and the student's parent(s) within five school days of its decision.

Adopted by the Haskell Board of Education, 2013.

Drug Free Schools

It is the policy of the Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety and well-being of students, employees and the community, the school board has implemented a developmentally based drug and alcohol education and prevention program for grades kindergarten through twelve (K-12).

Students are hereby notified that the use, possession or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district prohibit the unlawful possession, use or distribution of illicit and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students, which will include the following:

Haskell School District Policy on Testing Students with Regard to the Use of Alcohol and Illegal Chemical Substances

The Board of Education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property; at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

1. Statement of Purpose and Intent

1.1 The safety of students and employees of the school district is of paramount concern to the school board.

1.2 Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.

1.3 The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.

1.4 The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.

1.5 Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse affect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

1.6 This policy will apply to all students of the school district.

1.7 Violations of this policy will subject the student to disciplinary action, including out-of-school suspension from school.

2. Definitions

2.1 "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

2.2 "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

2.3 "Under the influence" means any student of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug, or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

2.4 "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for

drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

2.5 "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.

2.6 "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.

2.7 "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this Policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

Observable phenomena, such as:

(1) the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, or

(2) the direct observation of alcohol or drug use while on school property, at a school-sponsored event, in school vehicles, or going to or from a school-sponsored event;

A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources;

Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

3. Procedures for Alcohol or Illegal Chemical Substance Testing

3.1 Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use-testing program, including the taking of samples, will be conducted so as to safeguard the personal

and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner, which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

3.2 If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3.3 If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.

3.4 Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All

tests required of a student by the school district under this policy shall be at school district expense.

3.5 Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The school district will rely on the opinion of the district's laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

3.6 The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the school district will not report on or disclose to the school district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

4. Student Alcohol and Drug Use Tests - When Required

4.1 Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the school district from disciplining any student in the absence of an alcohol or drug use test of the student.

4.2 Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-school suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

5. Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event or

as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.

6. Persons Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of students under this Policy:

6.1 The Superintendent of Schools;

6.2 Any employee designated for such purposes by the superintendent or the school board.

7. Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the school district's policy on student behavior.

8. Circulation of Policy

This policy shall be given broad circulation to all students of the school district, which shall include prominent posting at various places in the school district.

ADOPTED this 5th day of August 2002, by the Board of Education of the Haskell School District.

Policy on Extracurricular Activities Student Alcohol and Drug Testing

All students participating in extracurricular activities must comply with the Haskell School District Policy on Extracurricular Activities Student Alcohol and Drug Testing. Under this policy, "extracurricular" is defined as "any school district sponsored team, club, organization or activity in which student participation is not required as a part of the school district curriculum and in which students represent the school district in competitions sanctioned by the Oklahoma Secondary Schools Activities Association." Students who wish to participate in such extracurricular activities will be provided a copy of the policy and a "Student Extracurricular Activity Participant Alcohol and Illegal or Performance Enhancing Drugs Contract." The contract must be read, signed and dated by the student, the student's parent or custodial guardian, and a coach or sponsor before the student shall be eligible to participate in any extracurricular activity. By signing the contract, the student and the student's parent or custodial guardian agree that the student shall provide a urine sample for drug and alcohol testing (a) as part of the annual physical examination for student athletes and within two weeks after the first day of classes for all other extracurricular activities participants, (b) as chosen on a random selection basis, and (c) upon reasonable suspicion. All aspects of the alcohol and drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal privacy rights of the student extracurricular activities participants to the maximum extent possible. The policy is not intended to be disciplinary or punitive in nature, and the sanctions for violating the policy relate solely to limiting the opportunity of any student to participate in extracurricular activities. However, a student may be disciplined, including suspended out of school, if a violation of the policy on Extracurricular

Activities Student Alcohol and Drug Testing also results in a violation of the school district's student behavior policies.

Use of Drugs and Controlled Substances by Employees (Drug-Free Workplace)

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare of employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (P.O. 101-226).

Weapons-Free Schools

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, dagger, bowie knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapons."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy and the violation is found by the student's IEP team to be unrelated to the disability. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten (10) days and placed up to forty-five (45) days in an alternative educational setting.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education in its next meeting.

REFERENCE: 18 U.S.C. § 921 and 21 O.S. § 127.1, § 1280.1

Gang Policy

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited.

Gangs, which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute, which indicates or implies membership or affiliation with such group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion. The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

Assault on School District Employees

As used herein, school employee shall mean any duly appointed person employed by or employees of a firm contracting with a school system for any purpose, including such personnel not directly related to the teaching process and school board n during school board meetings.

Every person who, without justifiable or excusable cause, knowingly commits assault, battery, or assault and battery upon the person of a school employee of a district or threatens and places such employee in immediate fear of bodily harm such employee is in the performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not exceeding 1 year, or by a exceeding Two Thousand Dollars (\$2,000.00), or by both such fine and imprisonment.

Every person who, without justifiable or excusable cause, knowingly commits aggravated assault and battery upon the person of a school employee while such is in the performance of his duties shall upon conviction be guilty of a felony. (21-650.7) StateLaw.

Sexual Harassment Policy

The policy of this 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.

Any student or employee of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complaint, and incident and immediately forward the complaint to the grievance committee.

EMERGENCY DRILLS

As required by state law and local policy, Haskell Public School practices emergency drills for fire, tornado, intruder and lock down situations.

Weather Alerts and Fire Alarms

Teachers will post Fire Exit and Tornado diagrams in each classroom and drills will be held to practice both alerts. School dismissal due to weather will be announced on Channels 2, 6, and 8 at 10 p.m. or 7 a.m.

Transportation

Students living one and one-half miles or more from school are provided with free transportation. Information regarding bus schedules, routes and stops is available from the District's Transportation Department, 482-3331, Donny Cheatham, Director.

Vehicles

School officials may search student vehicles (on campus) when there is reasonable suspicion that items are present in violation of school policy.

Bus Rider's Rules

* Riding a Bus Is a Privilege, Not a Right*

Each student who will ride a bus must have a written contract signed by the parent and student on file in the school office no later than SEPTEMBER 1st of each school year.

I. Previous to Loading (on road and at school):

1. Be on time at the designated school bus stops—keeping the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

II. While on the Bus:

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. Remember to use your 6" whispering voices only.
4. Treat bus equipment as you would valuable furniture in your own home.
5. Leave no books, lunches, or other articles on the bus.
6. Bus riders should never tamper with the bus or any of its equipment.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
13. Keep absolutely quiet when approaching a railroad-crossing stop.
14. In case of a road emergency, children are to remain in the bus.
15. No gum or food is allowed on the bus.

III. After leaving the Bus:

1. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross road.
2. Students living on right side of road should immediately leave bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop except by proper authorization from the parent or school official.

IV. Extracurricular Trips

1. The above rules and regulations will apply to any trip under school sponsorship.

2. Pupils shall respect the wishes of a competent chaperone appointed by the school official.

V. Misconduct On Bus

1. A driver will institute an Unsatisfactory Bus Conduct Form to the student's principal, who in turn will inform the parent of misconduct on the bus, should it be warranted. Failure to obey the bus rules could lead to suspension

District Policies

Statement of Rights

1. Student's parents and eligible students (students 18 years or above) have the right to inspect and review the student's education records.
2. Haskell School District will limit the disclosure of information contained in a student's education records except:
 - (1) By prior written consent of the student's parent or the eligible student,
 - (2) As directory information or,
 - (3) Under certain limited circumstances, as permitted by FERPA.
3. A student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. Any person has the right to file a complaint with the U.S. Department of Education if the Haskell School District Violates FERPA.
5. Copies of this policy can be obtained at the High School Principal's office.

The District will arrange to provide translations of this notice to non-English speaking parents in their native language. All rights and protections given parents under FERPA and this policy 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".

In compliance with Standard 11, 2.10 and 2.10-2, Haskell Public Schools will hold local activities to assist parents with educational processes for their children and provide handout packets for those residents needing information for assistance with parenting skills.

In compliance with Standard IV, 4.40, parents and students rights and responsibilities are given throughout the handbook under general and/or specific topics.

Equal Education Opportunities

It is the policy of the Board of Education that the right of a student to participate fully in classroom instruction shall not be abridged or impaired because of age, sex, race,

religion, national origin, handicap, pregnancy, parenthood, marriage, or for any other reason not related to individual capacity.

The right of a student to participate in extracurricular activities shall be dependent only upon the maintenance of minimum academic standards established by the board and the student's individual ability in extracurricular activity.

The administration shall insure that no student suffer discrimination by any school employee or any other student in curricular, co-curricular, or extracurricular activities of the school district.

REFERENCE: Title 6, Civil Rights Act of 1964; Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972; Executive Order 11246, as amended by Executive Order 11375; Title 9, Education Amendments of 1972 (Public Laws 92-318);

CROSS REFERENCE: Policy DA A, Nondiscrimination

Directory Information

The Haskell School District proposes to designate the following personally identifiable information contained in a student's education record, as "directory information," and it will disclose that information without prior written consent.

1. The student's name, address, phone number.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation (i.e. first grade, tenth grade, etc.)
5. The student's extra curricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height if a member of an athletic team.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the Haskell School District.

Within the first three weeks of each school year, the Haskell School District will publish in the student handbook the above list, or a revised list, of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is distributed, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

After the parents or eligible students have been notified, they will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the district will designate as directory information about that student. This designation will remain in effect until it is modified-by the written direction of the student's parent or the eligible student.

Non Discrimination Policy

The Haskell Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student, or a visitor.

"The Haskell Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap, or veteran status."

Inquiries concerning application of this policy may be referred to Dr. Landon Berry of the Haskell District at 900 N. Ohio, Haskell, Oklahoma 74436 or phone (918) 482-5221, Ext. 222.

Reference: Oklahoma Constitution, Article I, Sec. 6, Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972. Executive Order 11246, as amended by Ex.O.11375 Equal Pay Act, as amended by the Title IX of the Education Amendments of 1972; Rehabilitation Act of 1973; Education for All Handicapped Children Act of 1975; Immigration Reform and Control Act of 1986; Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. 12101; Section 504 of the Rehabilitation Act; Office of Civil Rights, Southern Division. Inquiries regarding compliance may be directed to Landon Berry, Director of Federal Programs, Haskell, Ok. 482-5221 or to the Director of the Office of Civil Rights, Dept. of Health, Education, and Welfare, Washington, D.C.

This booklet is a guideline to student policy contained in the Haskell Schools master policy filed in the school offices.

HASKELL SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

Student Records

Student's records shall be defined as any material concerning individual students maintained in any form by the school or its employees, except personal notes and work products maintained by teachers and other school personnel solely for their own individual use and not communicated to any other person.

All records on a student shall be open to that student's parent(s) or guardian(s), and to the student if over 18 years old. The consent of the student, over 18 years old, or the parent(s) or guardian(s) shall be required each time and for each item in the student's record divulged to any person except:

- a. School officials, including teachers, who have a "legitimate educational interest" in a student. (Except Directory Information)
- b. Officials of schools in which a student wants to enroll provided that parents are told in advance that information will be sent, receive a copy if they wish, and are given an opportunity to challenge the information in a hearing.

- c. Officials of the U. S. General Accounting Office, U.S. Department of Education, and State Departments of Education who need specific data to evaluate federal programs or enforce federal laws.
- d. Anyone to whom the student has made application for, or receipt of, financial aid.
- e. Accrediting institutions.
- f. Testing and research organizations, such as Education Testing Service, as long as confidentiality is maintained and records are destroyed after they are no longer needed.
- g. Valid search warrants, court orders or subpoena, provided that parents and the student are notified of all such orders and subpoenas in advance of the compliance.
- h. Statistical data that does not identify any student.
- i. Schools can give information to medical personnel, city, county, state and federal agencies in an emergency situation if common sense dictates release of the information is urgently needed to protect someone's health or safety.

Mary White Elementary Creed

I AM A HASKELL STUDENT WITH HIGH EXPECTATIONS.

MY ATTITUDE DETERMINES MY ALTITUDE IN LIFE.

TODAY'S SUCCESSES ARE BEFORE ME, FAILURES BEHIND ME.

MY MAGIC TRIAD: A SMILE, KIND WORD AND TOUCH ARE ALWAYS WITH ME.

I EXPECT EXCELLENCE IN MYSELF, OTHERS AND EDUCATION.

I WILL LIVE, LOVE, LEARN AND LEAVE A LEGACY TODAY.

I LIVE MY LIFE AS A LEADER, PRACTICING THE LIFE PRINCIPLES.

Classroom Expectations

Classroom expectations are made clear to students on the first day of school.

1. We will value one another as unique and special individuals.
2. We will not laugh or make fun of a person's mistakes, use sarcasms or putdowns.
3. We will use good manners saying please and thank you, excuse me, and let others go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

Elementary School

School begins promptly at 8:30 a.m. Monday through Thursday. On "late-start Fridays," the students' school day will begin promptly at 9:00 a.m. Restroom breaks are given by the classroom teachers throughout the day. The instructional school day will conclude daily at 3:20 p.m.

Cafeteria Schedule: (Checks will not be cashed and must be written to the cafeteria).

Breakfast: Served at 8:00 a.m. each morning (Fridays 8:30)

Lunch: Served starting at 10:45 a.m. beginning with Pre-K. Classroom teachers will provide daily schedule at the start of school year. Students will be supervised at all times both in the cafeteria and on the playground.

Mary White Elementary Enrollment Process

All new students should report to the secretary. Secretary should check/secure:

- a. Immunization record (checked by the school nurse).
- b. Past school records
- c. Release of information
- d. Present student emergency information
- e. Check for Indian Ed. Program (506 forms &/or CDIB Cards)
- f. Computer record
- g. Introduction of parent and teacher
- h. Enrollment form
- i. Send for records

Building Procedures:

- 1) All visitors must sign in at the office upon entry of the building. Parents may only go to classrooms during the instructional school day if they have a scheduled meeting with a teacher, or if they are volunteering in the classroom. A badge to identify parents or volunteers must be worn at all times within the school building, past the school office.
- 2) Students will only be dismissed through the office. Students must be signed out through the office prior to leaving the building. Only officially designated persons will be allowed to pick students up and/or sign students out.
- 3) The building opens at 8:00 a.m. and closes at 3:30 p.m. Parents are advised that no supervision is provided prior to 8:00 a.m. or after 3:30 p.m.
- 4) During inclement weather, students arriving after 8:00 a.m. and before 8:20 a.m. may wait in the Gym. Students are to remain seated during these times. At noon break, students will return to their respective homerooms. The homeroom teachers must supervise students at all times.
- 5) Toys, games/cards, music players, other electronic devices, cigarette lighters, matches, or weapons in student possession are not permitted anytime in the building, on school buses or on school grounds. Laser pointers and animals are

specifically prohibited. Cell phones must be powered off inside the school walls, and during the instructional day, including lunch and recess. Anything that may be considered a distraction to the learning environment will be taken and parents will be called to pick up the item at the end of the school day.

6) Trading, selling, swapping or borrowing of personal items is not permitted.

7) Students are asked not to bring large amounts of money to school.

8) Students are asked to keep their own backpacks with them at all times so items are not lost.

Playground Expectations:

1) Students shall treat everyone with dignity and respect.

2) Physical contact is not allowed

3) Students are to remain in areas visible to duty teacher while on playground.

4) Throwing rocks, snowballs, dirt, grass, or objects that could cause harm to anyone is prohibited.

5) Fighting, name-calling, and/or use of abusive language and/or gestures are unacceptable behaviors. Bullying will not be tolerated.

6) Climbing in or on fences, trees, baseball screens, or drainage ditches, located on the playgrounds, are not allowed. Students are to use footbridge to cross the drainage ditch located on playground.

7) Students are to sit in swings, not stand.

8) Students will slide one person at a time, feet first down the slide. Please wait until the previous person has moved from in front of the slide before taking your turn.

9) Shoes must be worn at all times. Students, please remember to clean your shoes before entering the building.

10) Students may enter the building at 8:20 a.m., at first bell. In case of an EMERGENCY, students should always get permission and assistance from the duty teacher to enter before that time.

Hallway Expectations:

1) Students walk in the halls and rooms.

2) 6-inch voices only are used in the halls and restrooms.

3) Students must have permission of the supervising individual and a pass to leave the classrooms.

4) Students must have permission of the supervising individual before leaving any supervised area.

5) Hats and caps must be removed before entering the building.

Cafeteria Expectations:

1) All grades are to be seated and eat quietly.

2) Students' lunches are to be eaten in the cafeteria only. Food is not to be taken

to the playground.

3) Be seated and remain seated, using 6-inch voices or reading quietly, until your class is excused.

4) Students are excused only after the duty teacher escorts them from the cafeteria.

5) After eating, students will clean up the area where they sat to eat, pick up all items they have brought to the table, and form a single-file line to empty their tray. Cuts are not allowed.

6) If you spill your tray, you clean up the spill. If you drop food, napkins, milk cartons, etc. at the table, you clean up what you dropped before leaving.

Morning and Noon Entrance Procedures:

Pre-K through 5: All students are to enter the grounds through the main entrance.

Pre-K through 5: During inclement weather, students not wishing to eat breakfast in the cafeteria may enter through the main entrance and go directly to the gymnasium. Students will be under the direction of the morning duty teachers. Students will follow the direction of the morning duty teachers in lining up and going to their appropriate classes.