

# KEOTA ELEMENTARY

LION PRIDE  
Handbook

Grades PK-6

2018-2019

**EXCELLENCE IN EDUCATION**

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BOARD OF EDUCATION

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ADMINISTRATION

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Twylah Morris

Elementary Principal  
Bryan Akins

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TEACHERS

Brandi Beesley  
Dalaina Campbell  
Destiny Chumlie  
Amera Covert  
Sharla Drummonds  
Ashley Dunkin  
Susan Geer  
Gerald Griffin  
Melissa Harris  
April Hume  
LaSheil Knowles  
Tiffany Ludwig  
Sarah Maxwell  
Suzi McClain  
Brandy McClary  
Amanda Nelson  
Therese Nolen  
Kacie Ralls  
Ludie Robinson  
Glenda Seyler

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**Keota Public Schools**

*110 NE 6th*  
*Keota, OK 74941*  
**Phone**  
**(918)966-3924**  
**(918) 966-3141**

**Web site: [www.keota.k12.ok.us](http://www.keota.k12.ok.us)**

**Keota Public Schools  
School Calendar  
(2018-2019)**

**NO SCHOOL ON FRIDAYS** (Unless needed for Make-up Days)

August	6-8	Teachers Report/In-service
	9	First Day of School for Students
September	3	LABOR DAY (No School)
	6	Progress Reports
	13	Parent/Teacher Conference After School
October	11	End of 1 <sup>st</sup> 9-Weeks
	15	Beginning of 2 <sup>nd</sup> 9-Weeks
	18	Report Cards
November	15	Progress Reports
	19-22	THANKSGIVING BREAK (No School)
December	20	End of 2 <sup>nd</sup> 9-Weeks
	24-31	CHRISTMAS BREAK (No School)
January	1-3	CHRISTMAS BREAK (No School)
	7	Teacher Professional Day (No School)
	8	Beginning of 3 <sup>rd</sup> 9-Weeks
	10	Report Cards
	31	Progress Reports
February	7	Parent/Teacher Conference After School
	18	Teacher Professional
March	14	End of 3 <sup>rd</sup> 9-Weeks
	18-21	SPRING BREAK (No School)
	25	Beginning of 4 <sup>th</sup> 9-Weeks
	28	Report Cards
April	18	Progress Reports
	26	Optional Snow Make-Up Friday
May	3	Optional Snow Make-Up Friday
	10	Optional Snow Make-Up Friday
	12	Baccalaureate
	13	8 <sup>th</sup> Grade Graduation
	17	Senior Graduation/Optional Snow Make-Up Friday
	22	Report Cards/End 4 <sup>th</sup> 9-Weeks
	23	Teacher Work Day

## **RESPONSIBILITIES OF PARENTS**

Many parents believe that when their child enters school, it is the teacher's job to teach everything the child needs to know. We, at Keota School, strongly encourage parents/guardians to play an active role in your child's education. Listed below are ways you can help your child achieve the best possible education:

1. Be active participants in the child's education.
2. Communicate regularly and work cooperatively with school administration and teachers. (Examples: Open house, parent-teacher conferences, etc.)
3. Send the child to school ready to learn; rested, properly dressed, with assignments and materials, etc...
4. Make sure the child attends school regularly and promptly.
5. Please report absences and tardies to school as soon as possible.
6. Participate in recommended parent training programs that may be offered.
7. Inform school authorities of any learning problems or condition that may relate
  - a. to the child's education.
8. Monitor and support the child's adherence to school policy.
9. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school. Any change of address or phone numbers should be reported to the principal's office and teacher as soon as possible.
10. Create a positive learning environment at home. Always ask to see child's work for the day, and help him/her with homework.
11. Discuss school activities with your child daily.
12. Attend school events to show support of your child.
13. Never be afraid to ask questions, or ask for help.

## INTRODUCTION

Dear Keota Families,

On behalf of the faculty, I would like to welcome you all to a great school year at Keota Elementary School. The teachers and I have worked diligently over the summer to prepare for the 2018-2019 school year and look forward to providing the best educational experience to our students. We are looking forward to working with you, the students, and the community to make this the best educational experience for everyone.

Keota Elementary School continues to show strong academic readiness and growth as we move forward. Working together we can continue to show growth in all academic and social areas, helping form our young students into positive productive members of the community. Teachers will continue to put an emphasis in all academic areas and will focus on the importance of math and reading in their daily instruction. Your child will continue to be assessed using STAR Reading and Math. These test will be used throughout the school year to monitor growth and mastery. If you have any questions about these assessments or his/her education, please contact your child's teacher.

Academic readiness is not the only area of emphasis. Teachers and staff continue to set the example for character development. This year, we will take a few minutes in the morning after breakfast to discuss citizenship. These discussions will emphasize the importance of respect, integrity, courtesy, equality, and tolerance. These lessons will follow over into the classroom as teachers stress the importance of proper behavior in the classroom, cafeteria, hallways, and playground.

If you have any questions, please feel free to call me at the school office (918) 966-3141 or email me at [bakins@keota.k12.ok.us](mailto:bakins@keota.k12.ok.us)

Sincerely,

Bryan Akins  
Elementary Principal

### **MISSION STATEMENT**

The faculty and Staff at Keota Elementary School are committed to empowering students to become responsible citizens of character and integrity by creating a positive environment and encouraging active participation in the learning process.

### **PHILOSOPHY OF KEOTA ELEMENTARY SCHOOL**

In cooperation with parents and community, Keota Elementary School strives to provide a secure foundation for our students' future. Keota Elementary School enables a diverse student body to mold their elementary education to best fit their individual goals by offering a progressive curriculum that emphasizes traditional academic excellence and opportunities for a modern technological education. We also seek to instill in our students a life-long regard for citizenship, independent thinking, and cooperative teaming skills. Further, as we prepare our students for an ever-changing future, we strive to teach students to embrace learning, use direct and effective communications, and to rely on fundamental human values in their everyday lives.

### **KEOTA SCHOOL TRADITIONS**

**KEOTA EMBLEM:** THE LION

**KEOTA SCHOOL COLORS:** ORANGE AND BLACK

**SCHOOL SONG:**

KEOTA, KEOTA  
YOUR SONS ARE STAUNCH AND TRUE  
KEOTA, KEOTA  
WE'LL ALWAYS STAND BY YOU  
WE'LL FIGHT BOYS, WE'LL WIN BOYS  
FOR THE ORANGE AND BLACK WE'LL STAND  
KEOTA, WE LOVE YOU,  
THE BEST IN ALL THE LAND

### **ELEMENTARY SCHOOL CREED**

I am a bright child.  
I am a unique and special individual.  
There is no one I would rather be than me.  
Today I have the courage to be the best that I can be.  
I am responsible for my own actions  
I have a brain! I can learn! I am loved!  
I will succeed.

### **2018-2019 SCHEDULE**

7:30—7:50  
7:50—8:00  
3:25

Breakfast is served in the Cafeteria.  
Morning Assembly ALL Grades. Tardy students check in at the office.  
Pre-K and Kindergarten students are dismissed.

3:35

1<sup>st</sup> through 6<sup>th</sup> grade students are dismissed.**PRINCIPAL'S OFFICE**

Mr. Bryan Akins is the Elementary School Principal. The policies and philosophy under which the school operates are interpreted through the office of the principal. This office is designed to help students, parents, and teachers who want further information regarding the general policies of the school. Please feel free to call or visit the appropriate level Principal anytime you have a question.

The student handbook is placed in the hands of the student to serve as a guide. However, the Keota Board of Education Policy Manual overrides any policy set in the student handbook. The student should become familiar with the rules and regulations of the school. It is hoped that this handbook will help students and parents better understand school policies. Many of the policies set in this handbook are governed by state law or are the directives of the State Board of Education.

***SECTION 1: GRADES AND PROMOTION*****HOMEWORK**

Homework should supplement, compliment, and reinforce classroom teaching and learning. The assignment of homework is an individual instructional responsibility of the teachers in our school system. Though homework may not be assigned in each class every day, regular homework assignments should be anticipated. Certain classes may require more frequent homework than others. Homework completion is the responsibility of the student. Parents should make specific preparations for allowing their children to complete and return homework assignments.

**GRADING SYSTEMS AND REPORT CARDS**

The evaluation of student achievement is one of the important functions of the teacher. The accepted grading system is as follows:

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

Teachers will take a minimum of two grades per week and all assignments will be weighted equally. Students in kindergarten will be graded satisfactory or unsatisfactory. All parents are urged to keep in touch with teacher concerning their child's progress.

Report cards will be issued at the end of each 9-week grading period. Parents are encouraged to check their child's progress regularly using the Wen-Gage website, [www.wengage.com/keota](http://www.wengage.com/keota). Passwords will be made available through the high school office.

## STUDENT PASS/FAILURE OF A COURSE OR GRADE LEVEL

### *Promotion or Retention*

Each school in the District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2, and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completing units of instruction to be established by the board of education, the superintendent, and the relevant principal.

### *Third Grade Retention based on Reading Sufficiency Act*

As provided for in the school district's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. Current Reading Sufficiency Act guidelines are as follows:

1. Any first-grade, second-grade or third-grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria pursuant to subsection B of this section shall not be subject to the retention guidelines found in this section. Upon demonstrating the proficiency through the screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria pursuant to subsection B of this section, the district shall

immediately begin a student reading portfolio as provided by subsection K of this section and shall provide notice to the parent of the deficiency pursuant to subsection I of this section.

3. If a student has not yet satisfied the proficiency requirements of this
  - i. section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered as provided for in subsection B of this section, has not accumulated evidence of third-grade proficiency through a student portfolio as provided in subsection K, or is not subject to a good cause exemption as provided in subsection K, then the student shall not be eligible for automatic promotion to fourth grade.
  
4. a. For the 2016-2017 and 2017- 2018 school years, a student not eligible for automatic promotion as provided for under paragraph 3 of this subsection and who scores at the unsatisfactory or limited knowledge levels on the reading portion of the third-grade statewide criterion-referenced test may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:
  - (1) the parent(s) and/or guardian(s) of the student
  
  - (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year
  
  - (3) a teacher in reading who teaches in the subsequent grade level
  
  - (4) a certified reading specialist.

b. The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school Page 5 district superintendent and the principal and superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria pursuant to subsection B of this section, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.
  
5. Beginning with the 2017-2018 school year, students who score
  - i. below the proficient level on the reading portion of the statewide third-grade criterion-referenced test, who are not subject to a good cause exemption as provided in subsection K of this section, and who do not qualify for promotion or "probationary promotion" as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports as provided for in subsection N of this section.
  
6. Each school district shall annually report to the State Department of Education the number of students promoted to the fourth grade pursuant to this subsection. Following the 2015-2016, 2016-2017 and 2017-2018 school years, each school district shall report the number of students promoted to a subsequent grade pursuant to the provisions in paragraph 4 of this subsection. The State Department of Education shall publicly report the aggregate and district specific number of students promoted on their website and shall provide electronic copies of the report to the Governor, Secretary of Education,

President Pro Tempore of the Senate, Speaker of the House of Representatives, and to the respective chairs of the committees with responsibility for common education policy in each legislative chamber.

7. Nothing shall prevent a school district from applying the principles of paragraphs 3 and 4 of this subsection in grades kindergarten through second grade.
8. To determine the promotion and retention of third-grade students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade criterion-referenced test and shall not use the other language arts scores portions of the test.

Please contact the school for more information regarding the Reading Sufficiency Act or visit the State Department of Education website at <http://sde.ok.gov/sde/rsa-legislation>.

### ***Mid-Year Promotion of Retained Third Graders***

The School District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that he or she is:

1. A successful and independent reader, reading at or above grade level;
2. Ready to be promoted to fourth grade;
3. Demonstrating a level of reading proficiency required to score proficient on the third-grade statewide criterion-referenced test; and
4. Showing progress sufficient to master appropriate fourth-grade level skills, as determined by the School District.

Tools that the School District may use, in accordance with rules of the State Board of Education, in reevaluating a retained third grade student may include:

1. subsequent assessments,
2. alternative assessments,
3. portfolio reviews.

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.

### ***Appeal Process***

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

- First Level of Appeal:** The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and non-appealable.
- Second Level of Appeal:** The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and non-appealable.
- Final Level of Appeal:** The parent may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and non-appealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

## ***SECTION 2: ATTENDANCE***

### **TRUANCY**

A student is considered truant when he or she leaves school without permission from the office, or if he or she remains away from school without the knowledge of his or her parents or guardians. Cutting class for any amount of time will be considered truancy, even if the student did not leave the school grounds, and discipline will be expected.

### **ATTENDANCE**

The Keota Board of Education firmly believes that a student in Keota Public Schools must attend school on a regular basis in order to benefit appropriately from the educational opportunities available. Based on this premise, all students must be in school at least ninety percent (90%) of the time or no more than 8 days per semester to earn a passing grade or receive credit in any subject. Excessive absences may result in your child not being promoted to the next grade level. A student who is absent without valid excuse four (4) or more days within a four (4) week period or is absent without valid excuse for eight (8) or more days or parts of days within a semester will be reported to the student's parent/guardian and the Haskell County District Attorney. Parents may incur legal liability regarding their failure to compel the student to attend school. Students cannot miss more than eight (8) times in any class period in a semester to receive credit for that particular class.

If a student is absent from school, it is his or her responsibility to contact the teacher about makeup work/assignments. Absences from school should be for sickness of the student or family emergencies. Beginning with the sixth (6) absence of a semester, the school will mail out a letter to the parents/guardian stating how many absences the student has; and at the ninth (9<sup>th</sup>) absence, the student will not receive credit in the particular class or classes. Absent students, whose parents do not call before or during the absence or on the day the student returns, shall be considered truant and disciplined.

### **LEAVING SCHOOL GROUNDS**

Students are not to leave school grounds for any reason without the permission of the principal or superintendent. Leaving school grounds without administrative permission is truancy and will be disciplined accordingly.

Parents wishing their students to leave school prior to normal dismissal time must check students out through the office. The office will call the student's classroom and ask for the student to be released. Please do not go to the classroom door requesting your child without first checking them out through the office.

Keota Elementary school has a closed campus in regards to lunch. Students are not allowed to leave campus for lunch. However, if a parent wishes to check their student out for lunch, parents or guardians must physically come into the school, sign the student out, and sign the student back in after lunch.

### **SCHOOL DISMISSAL**

The decision whether school will be dismissed because of bad weather will be made by the Superintendent. Consultations will be made with those responsible for transportation services and weather services, in addition to checking the conditions of the local roads. The all-call system, the school's Facebook page, and channels 5, 6 and 40/29 will have many informative messages throughout the year.

### **VISITORS**

ALL PARENTS AND VISITORS must check in at the office and receive permission prior to entering the school classrooms or hallways. Students are not allowed to bring visitors to school.

## ***SECTION 3: STUDENT BEHAVIOR***

### **BEHAVIOR CODE**

All students' behaviors in the Keota Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere. It is our belief that the home, school and church need to encourage young people to be law-abiding, productive citizens. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible and fair.

We have one basic rule of conduct. We desire that all students accept the responsibility of self discipline. Students need to demonstrate that they can conduct themselves in a positive manner and not infringe upon the rights of others to enjoy the freedom of self-discipline. Administrators, teachers, school board members, parents and supporters of the school have developed rules contained in the handbook over the years. These rules represent an honest attempt to bring discipline and order to the learning experience at Keota. The rules are based on the idea that one's education begins with discipline and ends with self-discipline. We believe that the effective learning situations can be provided and positive behavioral patterns promoted when unacceptable behavior and its consequences are communicated to all. When discord or disruption does arise, the rules that govern our school will assure that all parties are treated with respect, courtesy and fairness. A firm and

consistent discipline policy will provide our students guidance and direction that will encourage them to conduct themselves in an acceptable manner at all times.

The board of education and the administrators recognize that students do not surrender rights of citizenship while attending Keota public school. At the same time, the school is a community that must be ordered by a set of rules and regulations. The respect and obedience of the rules must be a part of the culture of this school, so the administration reserves the right to deem inappropriate actions, behavior or attire when necessary. This district prohibits certain actions, inappropriate behavior, and attire.

### **CAFETERIA BEHAVIOR**

All students must be on best behavior within the lunch room. Students will be responsible for cleaning up after themselves. Students should keep the noise level to a minimum. All people who are on staff at Keota Public Schools have the authority to enforce rules of behavior. This includes custodians, maintenance, cafeteria workers, and substitute teachers.

### **DRESS CODE**

Background: Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

Student/Parent/Guardian Responsibilities: Although the board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The board solicits the support of parents/guardians in the enforcement of its dress code.

1. Excessively large or baggy clothes are prohibited. Approved garments must be of length and fit that are suitable to the build and stature of the student.
2. Permitted clothing shall be worn as designed/manufactured to include the following:
  - Shirts/blouses must be buttoned and/or zipped appropriately unless worn as layered as long as clothing such that the layered look complies with the dress policy.
  - Belts must be fastened.
  - School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration, as long as the uniform complies with the dress code.
  - All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.
3. Upper and Lower Garments
  - Strapless garments are prohibited.
  - All student tops blouse or shirt male and female must have sleeves.
  - Bare midriff, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing or walking.
  - Undergarments shall not be visible.
  - Pants and shorts shall be worn at the waist and shall not be excessively long. Pants with holes in them, they are allowed ONLY if the holes are from the knees down.

- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear, etc are not permitted.
  - Shorts and skirts must be finger-tip length (mid-thigh)
4. Head Coverings
- Sunglasses Scarves, curlers, bandanas, sweatbands, or other similar head coverings or adornments shall not be worn to class or within school buildings.
  - Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a doctor and previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
  - Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings.
5. Nighttime Garments
- Pajama pants, night shirts, onesies, and any other garment designed to be worn to bed shall not be worn at school unless approved by the administration for an activity, such as "pajama day."
  - Blankets, pillows, and house shoes are not to be worn or brought to school for any reason, unless approved in advance by the administration.

Failure to observe the dress and grooming code of Keota Schools will result in a progressive disciplinary action severity of punishment will escalate every time infraction of rules occurs.

### **WIRELESS COMMUNICATION DEVICES AND ELECTRONIC EQUIPMENT IN THE SCHOOL.**

NO CELL PHONE OR DEVICE USAGE ON SCHOOL PROPERTY DURING THE SCHOOL DAY!  
STUDENTS MUST KEEP DEVICES OFF DURING THE SCHOOL DAY. NO CHARGING DEVICES AT SCHOOL.

1 <sup>st</sup> offense	Student is warned and device given back at the end of the day.
2 <sup>nd</sup> offense	Principal detention and device will be picked up by the student's parent/guardian.
3 <sup>rd</sup> offense	One-day suspension or 2 swats for continued defiance of the rules and device will be picked up by the student's parent/guardian.
4 <sup>th</sup> offense	Two-day suspension for continued defiance of the rules and student will not be allowed to bring device back to school.

### **UNAUTHORIZED PERSONAL ITEMS**

1. The unauthorized items found in possession of a student will be confiscated by school personnel and kept in the office until a parent or legal guardian is able retrieve the item. The school or its employees are not responsible for lost or stolen items.
2. Each offense will be documented in the student's disciplinary record.
3. Second and subsequent offenses WILL result in disciplinary actions.

NO FIDGET SPINNERS! Fidget spinners will be provided by the school for educational purposes.

### **PUBLIC DISPLAY OF AFFECTION**

A healthy moral climate is in the best interest of the school and community. During school hours, physical contact between boys and girls, such as kissing, hugging, holding hands, pushing, tickling, etc. will not be

condoned. Rules of conduct during these hours will also govern school-sponsored trips and activities. Parents will be notified if such conduct is not refrained.

#### ***SECTION 4: DISCIPLINE***

##### **DISCIPLINE**

Discipline is the responsibility of the teacher. Discipline is necessary to correct student behavior which may prevent learning or pose a danger to the well-being of others. Student behavior, which does not conform to behavior rules and regulations, must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavioral problems which cannot be handled by the teacher will be referred to the principal.

The teacher of a student attending a public school will have the same right as a parent or guardian to control and discipline such student during the time the student is in attendance or in transit to or from the school, or any other function authorized by the school district.

##### **CLASSROOM MANAGEMENT PROCEDURE**

The classroom teacher is responsible for establishing and posting classroom rules. The teacher shall also have a classroom management plan for maintaining discipline. Each teacher's plan of action will include, but is not limited to, the following steps.

1. Informal conference—the teacher will visit with the student and discuss the problem and how it should be corrected. A record of the occurrence will be filed by the teacher.
2. Detention/Extra Assignments—the teacher will assign detention time or extra assignments as a consequence for disruptive behavior. A discipline notice form will be given to the office to be filed and a copy mailed to the parent. Students will not be detained during P.E.
3. Referral to Office—should previous steps be ineffective, or a severe disruption arises, an office referral will be made and a more extensive discipline plan will be implemented.

Each teacher shall attempt to contact the student's parents concerning disruptive behavior. This may be done by telephone, written correspondence, or personal visit. Communication is important and parental support is requested.

Once a child has been referred to the office, the following disciplinary grid will apply:

##### **DISCIPLINARY GRID**

###### **CODES AND DEFINITIONS**

CP=Corporal Punishment  
 CY=Calendar Year  
 EOD=End of the Day  
 EOY=End of Year  
 ISS=In School Suspension

## OSS=Out of School Suspension

OFFENSE		CONSEQUENCE			
	Level I	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> and Continuing Offense
1.	Classroom Disruptions/Misbehavior	Phone Parent/Loss of Recess	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS
2.	Misbehavior Outside the Classroom	Phone Parent/Loss of Recess	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS
3.	Cafeteria Misconduct	Phone Parent/Loss of Recess	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS
4.	Undue Familiarity/Public Display of Affection (PDA)	Phone Parent/Loss of Recess	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS
5.	Insubordinate/Uncooperative	Phone Parent/Loss of Recess	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS
6.	Pagers/Electronic Devices/Cell Phones (+Confiscation)	Phone taken/given back at EOD	1 Day ISS/Parent pick up phone	2 Swats or 1 Day OSS/Parent pick up phone	2 Days OSS/Student may not bring phone back to school.
	<b>Level II</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
1.	Disrespect or Verbal Confrontation Toward Another Student	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
2.	Using Vulgar or Profane Language/Non-verbal Gestures	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
3.	Inciting/Instigating a Fight	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
4.	Bus Misconduct (Can also be combined with the actual offense)	2 Swats or 1 Day OSS	2 Swats or 1 week loss of bus privileges	1 week loss of bus privileges	Loss of bus privileges up to EOY.
5.	Pornography	1 Day ISS	2 Swats or 1 Day OSS	2 Days OSS	4 Days OSS
	<b>Level III</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>
1.	Theft of Property—Personal or School	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
2.	Fire Alarm Pulled/Safety	2 Swats or 1	2 Swats or	4 Days OSS	8 Days OSS

	Violation	Day OSS	2 Days OSS		
3.	Smoking/Violation of Tobacco Policy	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
4.	Harassment or Bullying (Sexual, Racial, Fear)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
5.	Academic Dishonesty/Cheating (+ Zero grade for assignment/test)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
6.	Forgery (Falsification of a parent's or other adult's signature)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
7.	Vandalism/Destruction of Property (+Restitution)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
8.	Fighting/Physical Assault on a Student (Hitting, Biting, Spitting, etc.)	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
9.	Disrespect or Verbal Abuse of Staff	2 Swats or 1 Day OSS	2 Swats or 2 Days OSS	4 Days OSS	8 Days OSS
10.	Use or Possession of Alcohol or Drugs	8 Days OSS	EOY OSS		
11.	Sale or Distribution of Dangerous Substances	8 Days OSS	EOY OSS		
10.	Physical Assault on a Staff Member	8 Days OSS	EOY OSS		
11.	Possession of a Dangerous Weapon	1 CY OSS			

A copy of the incident report will be sent home to the parent or guardian. Parents may or may not be called when their child receives in-school suspension, but will be called to pick up their child if he/she is suspended from school property (SSP). Attempts will always be made to contact a parent/guardian prior to corporal punishment. Law enforcement may be called for any incident involving the safety of self and/or others.

### **IN-SCHOOL SCHOOL SUSPENSION RULES**

Students may serve two assignments within a nine-week period (going by the school's nine-week schedule). If a student is referred more than three times for ISS in a nine-week period, the student will be suspended from school for one to three days. The administrator may determine that the situation requires more or less discipline based on the administrator's judgment.

1. Students are not allowed to talk.
2. Students who do not follow all rules may be given the option of corporal punishment or a one to three-day suspension at the discretion of the principal.

### **SUSPENSIONS**

1. The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for any other sufficient reason. Suspensions will be reported immediately to the Superintendent.
2. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal or superintendent, be suspended from school.
3. Any student suspended from school will not be allowed to attend any field trips during that school year.

### **DUE PROCESS**

The Principal of the school shall suspend the student in the following manner:

1. Attempt to orally notify the student and his/her parents/guardians, stating the reason for the suspension and the term of the suspension.
2. In writing, notify the students and his/her/guardians, stating the reason for the suspensions and the term of the suspension.
3. The parent can request a hearing with the principal to discuss the terms of the suspension. If the parent is unhappy with the results of that meeting, a hearing with the superintendent can be requested.

### **CORPORAL PUNISHMENT POLICY**

1. Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only in the presence of another certified employee.
2. In the event that corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition, a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.
3. We will not administer corporal punishment without your permission. This will be obtained on a case by case basis as needed for the situation. If parents do not wish corporal punishment, then the student will be suspended. The student will be expected to make up the missed work and may be tested with the rest of the class. One of the student's parents will be required to accompany the student when the student is readmitted in school.

### **BULLYING POLICY**

The Keota School District specifically prohibits harassment, intimidation, and bullying. Bullying reports are available in the elementary office. Students found guilty of bullying others may receive any discipline which the office deems necessary... including corporal punishment and suspension.

### **COMPLAINTS**

There are times when misunderstandings and disagreements arise around any public body and its functions. This is especially true of public schools as they have our most valued treasures (our children) under their control for a major part of their duty. The board recognizes this and agrees that complaints from patrons should be heard and given serious consideration. In order for this system to work efficiently and smoothly the board requests that patrons follow the following chain of events to air concerns.

First, if the problem arises in a class or with a teacher, contact that teacher and try to work out the problem. If that is not successful, the next step is to contact the principal to schedule a meeting. Principal will then meet

with the patron and if necessary set another meeting with the administration, patron, and teacher all present to work out any problems that are found. If, after these steps have been taken, the patron has not been satisfied, the patron should set a meeting with the Superintendent. The Superintendent will meet with the patron, hear their concern, conduct such investigation as necessary, and convey the results to the patron. If the patron is still not satisfied, the Superintendent will schedule the patron for a place on the next agenda for a meeting with the board of education. The patron may address the board of education in person or in writing at a regular meeting of the board.

## ***SECTION 5: TRANSPORTATION***

### **BUS RIDER RULES**

(The bus is an extension of the school and classroom. Proper behavior is very important.)

- 1) Previous to loading (on the road or at school):
  - a) BE ON TIME at the designated bus stop. This will keep the bus on time for all other stops.
  - b) Stay off the road at all times while waiting on the bus. Bus riders must conduct themselves in a safe manner while waiting.
  - c) Wait until the bus comes to a complete stop before attempting to enter.
  - d) Be careful in approaching bus stops.
  - e) 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.
- 2) While on the bus:
  - a) Keep hands and head inside the bus at all times.
  - b) Assist in keeping the bus safe and clean at all times.
  - c) Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
  - d) Treat bus equipment as you would valuable furniture in your own home.
  - e) Bus riders should never tamper with the bus or its equipment.
  - f) Leave no books, packages, lunches or other articles on the bus.
  - g) Keep books, packages, lunches, or other articles out of the isles.
  - h) Help look out for the safety and comfort of small children.
  - i) Do not throw anything out of the bus window.
  - j) Bus riders are not permitted to leave their seats while the bus is in motion.
  - k) Horseplay is not permitted around or on the bus.
  - l) Bus riders are to be courteous to fellow students, bus driver, and the patrol officers, or drivers' assistants.
  - m) Keep absolutely quiet when approaching a railroad-crossing stop.
  - n) In case of road emergency, children are to remain on the bus.
- 3) After leaving the bus:
  - a) When crossing the road, go at least ten (10) feet in front of the bus. Stop, check traffic, and watch for the driver's signal before crossing the road.
  - b) Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
  - c) Help look after the safety and comfort of small children.

- d) The driver will not discharge riders at places other than the regular stop except by proper authorization from a parent or school officials.
- 4) Extra-Curricular Trips:
  - a) The above rules and regulations will apply to any trip under school sponsorship.
  - b) Students shall respect the instructions of a competent chairperson or sponsor appointed by school officials.

### **BICYCLE REGULATIONS**

Bikes may be ridden to and from school. When a bike enters school property, they must be parked in the designated area, and may not be moved until school is dismissed, and busses have left, unless the principal or Superintendent grants special permission.

## ***SECTION 6: HEALTH ISSUES***

### **ADMINISTERING MEDICATION**

All medications, to include prescriptions or over the counter medications, WILL be kept in the office. If a student has a medical prescription from a physician or the parent authorizes a student to take medication, the following procedures will be followed. WRITTEN authorization from a parent/guardian must be on file in the office before medications can be taken by a student. The principal, or his/her designee, are the only people authorized to dispense medications to students. Exceptions are made for asthma inhalers or medications for life-threatening conditions which may be carried by a student AFTER the school receives a letter from the parent/guardian AND the physician stating that it is necessary for the medicine to remain with the student.

1. Prescription medications must be brought to school in the original prescription container labeled with: the date of prescription, name of the prescriber, the name of the student, the dosage of the medication, directions for administration, and the name and phone number of the pharmacy. All prescription medications MUST be delivered to the school by an adult.
2. Non-prescription medications must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration (i.e. oral, nasal), side effects, and other directions as appropriate.
3. No ADHD prescriptions, such as Ritalin, may come to school with students on a bus nor go home with students.
4. Child must go home if his temperature reaches 100\* or above—tympenic or oral.
5. Children that are being sent home from school due to illness or injury must be picked up in a timely manner.

The parent or guardian may give permission for the student to receive non-prescription medication during the school day. The parent must fill out the proper form and provide any medication given to the student. All meds are stored with the child's name on the container in a locked fireproof safe. The school district retains the discretion to reject requests for administration of medication.

### **HEAD LICE**

- 1) Any child with lice or nits (eggs) must leave school **immediately** and be treated with appropriate shampoo.
- 2) Child must be NIT FREE to return to school. A small toothed comb can be used to remove all dead nits from the child's head.
- 3) If you have a note from the health department, the child still needs to be nit free, and see the administration prior to returning to the classroom.

## ***SECTION 7: MISCELLANEOUS***

### **MOMENT OF SILENCE**

A law in the state of Oklahoma passed in the spring of 2002 requires schools to “observe one (1) minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.” Keota Elementary School will recognize one (1) minute of silence when we have our daily call and announcements during morning assembly.

### **LIBRARY**

Keota School is very proud of its library. The books in the library are there for students' educational growth. All books and reference books are not allowed to leave the library unless the student has checked them out. If a book is lost or damaged beyond normal wear, the student will be required to pay for the book. A student who has an overdue book may not check out library books. When returning a book to the library, you should be certain to put your book in the proper return box.

### **LUNCHROOM**

All students grades Pre-K through 12 will receive a FREE breakfast and lunch.

### **NOTIFICATION OF RIGHTS UNDER FERPA FOR KEOTA PUBLIC SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over the age of 18 certain rights with respect to the student's educational records. These rights are:

- 1) The right to inspect and review the student's educational records within 45 days of the day a district receives a request for access. Parents or eligible students should submit a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be reviewed. Every effort will be made by Keota Public Schools to ensure a speedy access.
- 2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.
- 3) The right to consent to disclosure of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
- 4) The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
US Dept. of Education  
600 Independence Ave. SW  
Washington, D.C. 20202-4605

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The United States Environmental Protection Agency has required that all public and private school buildings be inspected for the presences of asbestos and further develop a management plan which identifies, defines procedures for managing, and schedules re inspection of all asbestos present in the school. The management plan may be reviewed at the Keota School's Superintendent's office during normal working hours.

### Child Find

Child Find is a process to locate, identify, and evaluate students who reside in the Keota Public School District that may be in need of special education services. If any member of the community knows of a school aged child in need of special education services, please contact the school.

## GUN-FREE SCHOOLS ACT

It is the policy of the Keota Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will 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 proper legal authorities.

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 a weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk 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, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates Section 2 of 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 Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

## TECHNOLOGY POLICY

Technology is a tool to enhance our educational experience. We will be punishing students at school for something they wrote at home or away from the school (text, post or blog beware it is not private). If it interferes with the normal school day of our students, then any of our students can be held accountable for their actions. State law 70 O.S. § 24-100.2, et seq., "Threatening behavior, harassment, intimidation, and bullying by electronic communication is prohibited whether or not such communication originated at school".

A. Reason Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. This regulation defines the responsibilities of Keota Public Schools employees and students using network and Internet resources provided by public funds. Access to the system resources is a privilege, not a right.

Use of the system is limited to educational purposes which include, but are not limited to, promoting educational excellence, resource sharing, facilitating innovative instruction and communication that will be preparing students to live and work in the 21st century by providing them with electronic access to a wide range of information.

### B. Responsibilities

The technology officer (Mr. Rowland) shall serve as the administrator overseeing the system and recommending the vendor's or upgrades needed. The principal shall serve as the site coordinator overseeing the system within the site. If problems arise please report to either of these persons.

Student use of the system will also be governed by the Code of Student Conduct and School Board Policies and all regulations governing student discipline will apply.

There are wide ranges of material available on the Internet, some of which may not be consistent with the values of particular families. It is not possible for the school to monitor and enforce social values in student use of the Internet. Further, the school recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. Therefore, the school encourages parents to specify to their child what material is and is not acceptable for their child to access through any electronic system.

We encourage the use of school owned devices but if any student brings a personal device they will be responsible for the use and security of that device. Devices like the Nook, Kendal, PDA or Smart Phones may be used on our wireless system but will not be allowed to be directly plugged into servers or charged at school. ~~All thumb drives or mini storage are not to be used.~~ Keota Public Schools will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The school will not be responsible for financial obligations or penalties arising through the use of the system. If a student's device from home is stolen or misplaced or broken in anyway Keota Public Schools are simply not responsible for them. We provide devices to access needed material and we encourage the use of devices but students in no capacity are required to bring them to school.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged infraction involves a violation away from school it still may have consequences at school if an electronic device is used or it interferes with the process of education at Keota.

All devices on school property will be subject to search there are no private places or devices. When you bring an electronic device on school property it is subject to Keota Public Schools usage guidelines. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct. Cell phones, I-pad's, Kendal Fire or whatever the device used will still be subject to proper use procedures.

1. Users will not attempt to gain unauthorized access to the division's system or to any other computer system through the system, or go beyond their authorized access. This includes attempting to log in through another account or accessing or attempting to access another person's files without authorization. Unauthorized access is illegal, even if only for the purpose of browsing.

2. Users will not deliberately attempt to disrupt the division's system configuration or controls, degrade system performance, or destroy/corrupt data by spreading computer viruses or by any other means.

3. Users will not use the system to send, receive, view or download any illegal materials or engage in any other illegal act (e.g. arranging for the sale/purchase of drugs, engaging in criminal gang activity, pornography or threatening the safety of another individual).

#### Disciplinary Action

Once again, use of District technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and possibly suspension from school. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.