

East Elementary



Student Handbook 2017 - 2018

ACCREDITATION

East Elementary is fully accredited by the State Department of Education. This means that credits earned in this school will be accepted, without loss, in any school in the state of Oklahoma.

MISSION STATEMENT

Working together as a TEAM, East Elementary will achieve high levels of student performance across the curriculum.

EAST ELEMENTARY MOTTO

Together
East Elementary
Achieves
More Success

GENERAL STUDENT POLICIES

School Calendar:

The school year shall consist of 175 teaching days as provided in the school calendar and shall be divided into two (2) semesters. Annually, the Superintendent or the Superintendent's designee shall prepare and present for Board approval a school calendar that indicates the dates of the opening and the closing of school and all applicable instructional and professional days. All class and club activities shall be approved by the Board according to the policy on Activity funds.

School Day:

A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law. Students, except for kindergarten students, are expected to attend a minimum of six (6) consecutive class periods each day. The Administration shall establish the school hours within the school day and class schedules for the schools with the District, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling.

Closed Campus:

All students are to remain on school campus between the time of arrival and the close of the school day unless:

- a) going to school-sponsored events or
- b) checked out by a parent or guardian.

Parents or guardians must check out students through the school office before taking the student from campus. Students who leave campus without permission shall be subject to disciplinary action.

Visitors:

For our students' safety and security, **ALL** parents and visitors are required to sign in at the principal's office immediately upon entering the building where visitor badges will be assigned. This will allow for minimal disruptions in the classrooms. Appointments with teachers can be scheduled in the office when necessary. Students not enrolled at East elementary will not be allowed to visit the classes. Out time and energy will be

directed toward our students who are enrolled at East Elementary.

Textbook Distribution and Care:

Each teacher shall distribute textbooks to students assigned to his/her classroom. The distributing teacher shall record each student's name, the identification number of the book, and the condition of the book. Students shall not deface books in any way. The cost of replacement may be assessed if the books are damaged to the extent that the book can no longer be used.

Head Lice:

In order to attend school, students must be free from head lice and nits (eggs). If a student is identified as having head lice and/or nits, the parent or guardian will be contacted to pick up the student from school. The students will not be allowed to return to school until:

- a) the parent or guardian submits a written statement from a health professional that states the student is free from head lice and/or nits or
- b) the District's nurse or health professional verifies that the student is free of head lice and/or nits.

Medication Policy:

State law on procedures regarding medication binds East Elementary. The procedure is very strict because medication can be very dangerous if it is misused or abused; therefore, the following procedures will be followed:

1. School personnel can only administer medication that has been prescribed for a student by a physician. This includes over-the-counter medication.
2. Medication brought to school to be administered by school personnel will be in a prescription vial with the pharmacy label that states the physician's name, the name of the medication and the directions.
3. Prescription medication will only be dispensed if a physician has made a diagnosis and has directed that specific medication be given.
4. Non-prescription medicines must be in the original container and accompanied by the physician's written instructions.
5. A written request signed by the parent or guardian must accompany the medication, stating the student's name, the name of the medication, the amount to be given, and the time(s) it is to be given.

ADMISSION, IMMUNIZATION, & WITHDRAWAL

Admission:

The following students shall be admitted to the District if they meet the age, immunization, and good standing set forth in this policy:

- A. Students who are legal residents of the District;

- B. Students who have a legal transfer into the District;
- C. Students who have been accepted by the District on a tuition basis;
- D. Foreign students who have been accepted by the District as Nonimmigrant students.

Immunization Requirements:

No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such a student has received or is in the process of receiving immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease;
- B. A Certificate of Exemption form stating that the child is exempt from immunization requirements on the ground that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician: (2) the parent, guardian, or person having legal custody of the child objects to such tests or immunizations for religious reasons: (3) the parents, guardians, or person having legal custody of the student claims exemption for personal reasons. A copy of Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

The following immunizations are required in order for a student to be enrolled in the 2nd or 3rd grades:

- Five (5) DPT, or four (4) DPT if the fourth (4th) dose is given on the student's fourth (4th) birthday or after**
- Four (4) polio or three (3) Polio if the third (3rd) dose is given on the student's fourth (4th) birthday or after**
- Two (2) Hep A**
- Three (3) Hep B**
- Two (2) Mumps, Measles, and Rubella must be given after age one (1)**
- One (1) Varicella (chicken pox)**

Good Standing Requirement:

A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the District, and no public school shall be required to enroll such students, until the terms of suspension has expired.

Withdrawals:

Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another school district;

- B. By the submission of proof that the student has attained the age of eighteen (18);
- C. By administrative action, if the student has had ten (10) consecutive unexcused absences.

ATTENDANCE

General:

Every student shall attend school regularly. Regular attendance at school is necessary for student to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The administration shall notify a student's parents or guardian regarding the student's absences and tardies set forth in Administrative Regulations and Student Handbook. In order for a perfect attendance certificate to be awarded, a student must present for the 175 days that school is on session. A student is considered in attendance while on school-sponsored activities.

Absences: - TURN OVER TO CITY INFORMATION

Students are expected to attend all classes if possible and are expected to attend a minimum of eighty percent (80%) of scheduled class days per academic year. In order to receive credit for the course or grade in which the student is enrolled, a student may not have more that twenty percent (20%) of scheduled class days as unexcused absences per year. **It is a state requirement that students miss no more than ten (10) days in a semester or four (4) days in four weeks with a valid excuse.** Absences from

scheduled classes due to participation in school-sponsored or endorsed activities shall not be counted towards the maximum twenty percent (20%) of absences but shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise expected by policy or regulation. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level shall not be considered for purposes of the ten (10) day limitation. Excused absences include, but are not limited to, the student's illness, doctor's appointments, serious injury or accident involving family members, religious observances, a death in the family, or attendance at a funeral. If a student is absent more than two (2) days due to illness, a doctor's note is requested in order for the absence to be excused. Unexcused absences include, but are not limited to, truancy, leaving school without proper approval, personal business, work, transportation problems not caused by the District, and tardiness. Students who are absent from class due to an excused absence shall be allowed one school day to make up work for each day missed due to absence. However, when a student has an excused absence and fails to timely make up work, the absence shall be considered an unexcused absence.

Tardiness:

A student will be counted as tardy if they arrive after 8:00 a.m. An absence for tardiness will be characterized as excused or unexcused based on the

criteria listed for absences. Excessive tardies (4 or more unexcused tardies in a 4 week period or 10 or more unexcused tardies in a semester) will be reported to the district attendance committee.

Early Dismissal:

A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

Appeal of Attendance Record:

Appeals dealing with attendances and tardies must be made to a principal-appointed committee. A request for an appeal must be made within ten (10) days of receipt of the notification that attendance requirements have not been met. This notice shall inform students and their parents or guardians that credit for courses and/or promotion to the next grade or level is being denied. The committee shall determine, at the end of the term, if there are extenuating circumstances for the student's failure to meet attendance requirements and shall provide the student's parents or guardians with notice as to its decision. The decision for the committee shall be final.

Truancy:

The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District's attendance officer or any District administrator may detain and assume the temporary custody of any student enrolled in the District who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse. The District's attendance officers are the building principals, and they are responsible for enforcing the attendance requirements. The building principal shall maintain a record of student attendance and shall notify a student's parent or guardian of the student's unexcused absences. If a student has four (4) or more unexcused absences within a four-week period or is absent without excuse for ten (10) or more days per semester, the principal shall advise the student's parent or guardian and report the absences to the court's district attorney and or/ report the absences to the city court and a fine may apply through the city court.

ARRIVAL-DEPARTURE FROM SCHOOL

Classes begin at 8:00 a.m. Prompt arrival is very important. If your child does not ride a bus, do not send your child to school before 7:30 a.m. each morning.

GRADING, PROMOTION, & RETENTION**Grading:**

The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or the Student Handbook may set forth the District's grading system.

Report Cards:

Report cards will be issued at the end of each semester. Report cards are to be signed and returned promptly. In addition, progress reports may be sent during the nine-week period and telephone calls and personal visits may be scheduled. Parent-teacher conferences may be scheduled as needed.

Grading Scale

90-100 ~ A

80-89 ~ B

70-79 ~ C

60-69 ~ D

Below 60 ~ F

Non-Mastery ~ N

Incomplete ~ I

Excellent ~ E

Satisfactory ~ S

Unsatisfactory ~ U

Retention:

Retention may be considered when:

1. The student is achieving significantly below ability and grade level.

2. Retention would not cause undue social and emotional adjustment.
3. Retention would have a reasonable chance of benefiting the student's development.

Whenever retention is recommended, the student's parent or guardian shall be notified of such recommendation. Evidence to be considered for retention shall include testing, assignments, and the student's level of maturity. A retention committee will be used when there is a difference of opinion or if the parents can't be contacted. This is according to district policy (ref: ED).

Retention:

According to the Reading Sufficiency Act, if a 3rd grade student scores below proficient on the reading portion of the state reading test he/she **will be retained in the third grade. There are a few exceptions to this law. If the student qualifies for any of the 7 Good Cause Exemption they will be promoted to the 4th grade, or if the Reading Proficiency team recommends unanimously that it's in the student's best interest to be promoted. This is Oklahoma state law.** Deficiencies are identified based on classroom assessments in kindergarten, first, second, and third grades. By scoring below proficient on the reading portion of the third grade criterion-referenced test the student shall be retained.

Testing:

No minor student shall be required to submit to psychiatric or psychological examination, testing, or

treatment without prior consent of the parent or guardian. This policy does not require parental consent to regular classroom activities, the curriculum, or any teaching techniques or methods.

Homework:

Teachers may assign homework to students. The type frequency, and quantity of homework to be assigned shall be determined by the teacher based on the needs of the students and the subject matter being taught.

Transcripts:

A transcript is any record of a grade or grades given to a student by a teacher. Students requesting a copy of their transcript shall be provided a copy. However, if a student failed to return any textbook or failed to make payment for a textbook, which has not been returned, the District shall withhold the transcript until such time as payment is made.

Proficiency Based Promotion:

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Proficiency for advancing to the next level of study will be demonstrated by a score of ninety percent (90%). The opportunity for proficiency assessment is provided one each school year. Such acceleration shall

only occur after a discussion with the student's teachers and counselors and approval by the student's parent or guardian and principal. For more information, please contact the school principal or the Gifted and Talented Coordinator of the District.

STUDENT ACTIVITIES

General:

Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities, which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all administrative Regulations governing such participation.

Field Trips:

Field trips may be scheduled and conducted by the individual instructor, subject to approval of the Superintendent. Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Students who exhibit inappropriate behavior while at school may be excluded from school field trips at the discretion of the school principal.

BUS TRANSPORTATION

1. Notes will be required to ride another bus or to go home with another person.
2. No food shall be eaten on the bus.
3. Nothing shall be thrown in the bus or out of the window.
4. Students shall not extend arms or other parts of the body out of the window.
5. Remember that loud talking and unnecessary confusion can momentarily divert the bus driver's attention and may result in a serious accident.
6. All riders shall conduct themselves as ladies and gentlemen at all times.
7. Buses will only let students off at school and their homes or bus stops.
8. Any damage to a bus by a student must be replaced and such actions will be dealt with immediately.
9. School authorities may suspend the student from the privilege of riding the bus because of disorderly conduct. In that event, it becomes the responsibility of the parents to see that the child gets to school.
10. Please be on time for bus stops.
11. Drivers will have the same control over the students while riding on the buses as teachers have while students are in school. Drivers are asked to report violators to the principal's office.

Questions concerning drivers, buses, or routes may be answered by the Jim Estep, Transportation Director at 247-5212.

STUDENT SERVICES

Health Services:

The District shall provide health services within the schools of the District by providing nurses and/or health aides to the extent practicable, who shall be responsible for administering first aid, assisting with any health-related instruction, conducting screening tests as necessary and appropriate, and maintaining health records on students enrolled in the District. A nurse or health aide may administer medicines to students when authorized in writing by the student's parent or guardian provided by law.

School Nurse/Student Nurses:

Anadarko Public School's Registered Nurses can assess, evaluate, screen, treat, and give prescription and over the counter medications to any student enrolled in the school system unless there is a Refusal Form on file. The school nurses occasionally provide preceptor services (teach student nurses) to local nursing schools. Student nurses, working under the supervision of the Registered Nurse, can provide services as allowed by their educational background to school staff members and students.

Special Education Students:

The District shall provide those necessary services for handicapped and/or disabled students, which are required by law and/or regulation.

Gifted Student Programs:

The District shall provide programs for gifted students in accordance with the District's plan for gifted and talented students to be prepared, implemented, and maintained by the Administration.

School Counselor:

The District employs school counselors who may serve as liaisons between students, teachers, and parents, and may provide personal counseling, educational planning, career planning, enrollment, and individual and group testing. Students may be referred to a school counselor by teachers or principals. In addition, parents who wish to meet with a school counselor may schedule an appointment and students may request an appointment through their homeroom teacher.

STUDENT RECORDS**General:**

The District shall make and keep such student records as are necessary and are required by law, policy, or regulation.

Notification of Rights:

The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA).

Requests for Disclosure:

Any person requesting to inspect or obtain copies of student records shall submit a written request for

disclosure to the Superintendent or the Superintendent's designee as specified in the Administrative Regulations. Student records shall not be released absent consent of the parent or guardian except in accordance with the provisions of FERPA and state law.

STUDENT DRESS CODE

General:

There exists a correlation between the quality of student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

Standards of Dress:

The following standards of dress are required of all students while attending school or participating in school activities:

1. Apparel with slogans which promote activities prohibited by the District's Student Conduct Policy is not permitted.
2. Pants, trousers, jeans, and shorts are to be worn at the waistline and belts, if worn, are to be buckled.
3. Bare midriffs, backless, strapless dresses or tops, and see-through blouses are not permitted.
4. Frayed, purposely torn clothing, and cut-offs are not permitted.

5. Clothing or jewelry that relates to violence, gang activity, drugs, or alcohol is not permitted.
6. Hats or caps shall not be worn in any District building.
7. Shoes must be worn at all times.
8. Clothing normally worn when participating in a school-sponsored extracurricular or sports activity may be worn to school when approved by the sponsor or coach.

With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary actions.

STUDENT CONDUCT

Students are expected to conduct themselves as ladies and gentlemen at all times and adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the right of fellow students and of District personnel and shall not provoke any other individual or

inflict physical harm upon another, except in self-defense. Students who engage in conduct of activities which are prohibited by this policy may be subject to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violation, if any. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using, and/or possessing tobacco products by students under 18 years of age;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled, dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor functions;

4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Being in possession of any unauthorized wireless telecommunication device. Students may only possess wireless telecommunication devices upon the prior consent of the student's parent or guardian, if the student is under 18 years of age, and the Superintendent, and shall show medical necessity or some other appropriate situation which justifies the need for possessing a wireless telecommunication device while at school;
6. Possessing, using, transferring, possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which includes, but is not limited to: guns, rifles, pistols, shotguns, any device which throws, discharges, or fires objects, bullets, or shells, knives, explosive or incendiary devices, including fireworks, hand chains, metal knuckles, or any object that is used as a weapon or dangerous instrument, and any facsimile weapon; Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
7. Leaving school grounds or activities at unauthorized times without permission;
8. Refusing to identify or falsely identify one's self to District personnel;
9. Entering, without authority, into classrooms or other restricted school premises;

10. Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Harassing, hazing, threatening, or verbally abusing another person;
13. Using profanity, vulgar language or expressions, or obscene gestures;
14. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults;
15. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
16. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
17. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
18. Engaging in extortion, theft, arson, gambling, immoral behavior, forger, possession of stolen property, and cheating; and
19. Being in possession of or using a laser-pointer device in any manner other than for classroom presentation.

Any student conduct or activity which does not (a) occur on school property, (b) while the student is in

transit to or from school or a school function, or (c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity is (a) a continuation of activity which began on school property, (b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or (c) disrupts school operations.

In addition to disciplinary actions, the District, acting through the superintendent or principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

STUDENT SEARCHES

Searches:

As allowed by law, the superintendent, any principal, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of the student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student of a student's locker.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, backpacks, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of

school lockers, desks, or other District personnel shall have access to lockers, desks, and other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property.

STUDENT DISCIPLINE, SUSPENSION, & DUE PROCESS

Discipline:

Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, in-school suspension, corporal punishment, and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. The students attitude;
2. The seriousness of the offense;
3. The effect of the offense on other students;
4. Whether the offense is physically or mentally injurious to other people;
5. Whether the incident is isolated or repeated behavior; and
6. Any other circumstances which may be appropriately considered.

Each classroom teach at East will have posted their class rules. A classroom discipline plan will be

maintained by each teacher at east. When the child's behavior continues to be disruptive and in violation of all rules, the child will be sent to the principal's office for final disciplinary measures.

Students with Disabilities:

Students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act or students who are "disabled" as defined by the Americans with Disabilities Act (ADA) shall be subject to the same discipline policies and regulations as any other student.

Suspension:

An administrator may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Regulations, or directives received from school authorities and the behavior occur while the student is:

- a. In attendance at school or any function authorized or sponsored by the District;
- b. In transit to or from school or any function authorized or sponsored by the District;
- c. On any property subject to the control and authority of the District; or
- d. Not on District property but the student's action:
 1. Are a continuation of activity that was initiated under conditions a through c,

2. Adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property, or
3. Disrupt school operations.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, of appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

Appeal of Suspension:

A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is for more than ten (10) days. If the decision of the administrator is adverse to the student, the student shall be notified of the right of appeal the administrator's decision as follows:

1. A student may appeal an administrator's decision as to either a short-term suspension or a long-term suspension to a Suspension Appeal Committee by submitting a written request for an appeal to the administrator within five (5) days after receipt of the administrator's decision. If a

timely request for an appeal is not received, the administrator's decision shall be final.

2. With respect to a short-term suspension, the Committee's decision shall be final and unappealable.
3. With respect to a long-term suspension, the student may appeal the Committee's decision to the Board by submitting a written request for an appeal to the superintendent or the Clerk of the Board within five (5) days after receipt of the committee's decision.

Effect of Suspension:

Except as otherwise provided, a student who has been suspended shall not be allowed on District property.

Extra-Curricular Activities:

A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension.

SAFE CALL HELPLINE

You may call, anonymously, when you witness any illegal activity that threatens our school. Call: 877-SAFE-CALL extension OK1 (877-723-3225, extension 651).

SCHOOL OFFICE

The office of the administrative headquarters of your school. If you have a problem or question, a visit to the office is welcome. We want to help you. If there are visitors in the office and you have urgent business, please knock before entering.

SCHOOL TELEPHONE

247-2496

It is impossible to permit unlimited use of the school telephone. Therefore, a written phone pass from the student's teacher will be required before a student is allowed to use the phone. Students will be permitted to use the telephone if they are ill, need medication, or if the school changes plans unexpectedly. This will keep confusion to a minimum and leave lines open for incoming calls.

Students will not be called to the telephone during the school day. If it is necessary for a child to receive a message, the office staff will deliver the message to the student. In the case of an emergency, the message will be delivered as soon as possible.

Incoming calls to teachers during school classroom hours should be rare and brief. Calls will be taken in the office and referred to the teacher during a planning period.

We suggest that you communicate with your child before he/she leaves for school so he/she will know what to do when school is out for the day.

INCLEMENT WEATHER **SCHOOL CLOSING INFORMATION**

The District will always err on the side of safety when considering the closing, early departure, or late start for the school day. Student and staff safety will always be the first consideration during inclement weather events.

In the events that severe weather of any type is indicated by the National Weather Service that will affect the district boundaries, the District will continually monitor weather by television, radio, and computer for the most current conditions during the weather event.

The following will drive the district decisions pertaining to school closings, late starts, and early departures:

1. The imminent weather threat to the safety and well-being of all students and staff members.
2. The ability of district buses to pick up students throughout the district boundaries and deliver them safely to and from school sites.
3. The ability of all students and staff members to arrive safely at and to depart safely from the school sites.

The Oklahoma City television stations and local radio stations will be notified once the decision has been made to delay the start of the school day, early release, or the closing of school for the day.

SchoolReach Notification System will also be utilized to contact parents and staff of any school closings, late start, or early release during inclement weather. For

more information about SchoolReach, please see the link of the homepage of the district website.

If at any time you are unsure of school closings, early departure, or late start, please contact the office of your child's school.

SEVERE WEATHER, FIRE, & STORMS

In case of severe weather, snow, or low temperatures, the official announcement for school closing may be heard over the radio. Listen to KRPT-850AM or 103.7 FM. The fire drill signal will be European Siren Sound. Students will leave the building in single file. They should remain in lines according to classes so the roll may be checked outside. The storm drill signal will be a Pulsating Tone. Teachers will lead students to the safe room. Students should remain in the safe room according to classes so that roll may be checked.

SCHOOL CAFETERIA

All meals shall be eaten in the cafeteria. Breakfast is served from 7:30 - 8:00 a.m. No food or drink from lunch will be consumed outside of the cafeteria without permission. No glass containers of any type will be allowed in the cafeteria. All students will follow cafeteria rules. Once students enter the cafeteria during breakfast or lunch, they will not be permitted back into the halls, lockers, restrooms, etc. unless they have permission from the duty teacher. Students are asked to visit quietly in the cafeteria. Students should avoid spills and leave table area clean for others.

MEDIA CENTER

Each year will find the library in good condition. In order to make the library as nearly self-supporting as possible and to teach book care, it is necessary to make a few rules for its use. The rules will be strictly enforced.

1. The library is open each school day from 8:00 a.m. until 3:00 p.m.
2. Books may be rechecked if necessary. The book must be brought to the library for renewal.
3. Keep track of the return date of your book.
4. Regular library books for students will be checked out on a one-week basis.
5. The fine for an overdue book is five (5) cents per school day.
6. After an absence, return the overdue book the day you return to school or assume responsibility for fines due.
7. Payment arrangements must be made for lost books.

INTERNET USE

Students will not be allowed to access chat rooms, check email, etc. during the school day. The school's Internet is to be accessed for educational purposes only. Students who fail to adhere to this policy run the risk of disciplinary action.

PLAYGROUND RULES

Misbehavior or any conduct that is unsafe or hazardous to another student or staff member will not be tolerated. Students must go outside after lunch unless they are ill and/or have a note to show the person on duty. During inclement weather, students will return to their classroom in an orderly fashion and follow the teacher's classroom rules.

1. Rough play is not allowed.
2. Students will remain on the playground during outside recess times. They may only enter the building with the permission from one of the duty persons.
3. Sit on the swings and swing backward and forward only. **Jumping out of the swings will not be allowed.**
4. If playground balls go beyond the fence or in the street, the people on duty must be notified.
5. No football will be allowed.
6. No tag while on any playground equipment.
7. Throwing rocks or other dangerous objects will not be permitted.
8. No food or drink of any kind will be allowed of the playground without permission from the people of recess duty.
9. **Absolutely no fighting or wrestling on the ground.** Students will settle differences peacefully.
10. All game rules must be followed as taught in physical education classes. For the well-being and safety of everyone, students are to obey the adults on duty regarding playground rules.

11. Stay out of mud and water.
12. Do not play next to the building or classroom areas.
13. Do not throw balls against the portable building.
14. All equipment must be returned to storage cart at the end of recess.
15. Line up promptly when the end of recess bell rings.

SCHOOL PARTIES

School parties will be scheduled during the year. The time for all parties will be 2:00 p.m. unless otherwise indicated by your child's teacher. Birthday parties must be scheduled with your child's homeroom teacher. In order to avoid unhappiness that is caused when a child is not invited to an after-school party, invitations for these should be sent through the mail, not handed out at school.

Changing Classes

School personnel give much thought to the best placement for each student. Many factors are taken into consideration and assignment are based on individual needs as well as the needs of other students. Once the school year starts there will be no changing classes (teachers).

GUM, CANDY, & SUNFLOWER SEEDS

Gum and candy will be allowed at school only with permission from the teacher. Sunflower seeds are not allowed because of the seed disposal problems.

CROSSWALK

All students arriving at or leaving from East Elementary will use the crosswalk. A crossing guard is provided for the students' safety from 7:25 a.m. to 8:15 a.m. and from 2:55 p.m. to 3:30 p.m.

BICYCLES, SCOOTERS, SKATEBOARDS, & IN-LINE SKATE

The use of bicycles and scooters as a means of coming to and from school is a convenience and a privilege. However, they may be dangerous around students if safety regulations are not followed. Therefore, unnecessary riding, speeding, and reckless riding will not be allowed on school grounds. There will be absolutely no riding bicycles or scooters on school ground. When a student reaches school grounds, he/she will get off the bicycle or scooter and push it to the bicycle rack. The bicycle or scooter will be pushed when leaving school grounds, also. Use of skateboard and in-line skates on school grounds during a school day is not permitted.

LOCKERS

Lockers are provided for all students. Anything kept in your locker is your responsibility.

PERSONAL ITEMS (TOYS, ETC.)

Personal items such as trading cards, toys, radios, playground balls, and other items will not be permitted at school without permission from the classroom teacher. *For the safety of all children, toy guns are prohibited at school. No replicas of any weapon should be brought to school for any reason without written permission from the building principal. Even though there may be no serious danger of injury from a toy gun, the fear instilled by students who think the gun is real could result in injury.

The school is not responsible for missing personal items.

NON-DISCRIMINATION STATEMENT

Anadarko Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, disability, genetic information, veteran status, marital status or age in its employment, programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person within the District has been designated to handle inquiries regarding non-discrimination issues and concerns:

Assistant Superintendent, Danny Pittman, should be contacted for all Civil Rights act issues. 405-247-6605

Inquiries concerning nondiscrimination can be made to the United States Department of Education's Office for

Civil Rights. The contact information for the Kansa City
Enforcement Office is included below:

Office of Civil Rights, U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

(816) 268-0550

Email: OCR.KansasCity@ed.gov