



Prague  
Early Childhood Center

2016-2017

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## FORWARD

The Student Handbook is placed in the hands of the student to serve as a guide for him through his school days and to lessen his problems and difficulties. He will know what rules and regulations govern his school life and what the school expects of him.

It is hoped that the handbook will be studied carefully by parents, so that they may have a better understanding of school policies and school problems.

Many of the policies set down here are governed by state law or are directives of the State Board of Education, but many local policies, customs or traditions may be amended as need arises.

### THE BOARD OF EDUCATION, ADMINISTRATION AND SCHOOL FACULTY

#### BOARD OF EDUCATION

Glen Hyden, President  
Trey Gregory, Vice President  
Brenda McGinnis, Clerk  
David Johnson, Member  
Kiley Bailey, Member

#### ADMINISTRATION

Superintendent .....Mr. Justin Lockwood  
High School Principal ..... Mr. Joe Jacobs  
Middle School Principal ..... Mr. Benny Burnett  
Elementary Principal..... Mrs. Jennifer Smith  
Early Childhood Center Principal ..... Mrs. Jennifer Smith

#### CONTACT INFORMATION

Prague Public Schools  
3504 NBU  
Prague, OK 74864

Early Childhood Center: 567-2285 All other sites: 567-2281

**PRAGUE ECC FACULTY**  
2016-2017

Mrs. Jennifer Smith, ECC/Elementary Principal

Kindergarten

Heather Dunn  
Margaret Freeze  
Becky Pennel

First Grade

Dallas Cooper  
Anna Crawford  
Genise Fridrich  
Lori Watford

Music

Jeanne Lynn

PE

Garan Qualls

Support Staff

Rhonda Dean, secretary  
Sharon Palmer, library aide  
Sandy Wood, custodian

## MISSION STATEMENT

*“Educate for success in a changing world”*

Prague students will demonstrate that they are:

1. COOPERATIVE/COLLABORATIVE WORKERS WHO:
  - A. exhibit consideration and respect for themselves, the job and others.
  - B. accept group decisions.
  - C. find and solve problems collectively.
  - D. contribute time, energy, and personal thoughts to the group effort.
2. QUALITY PRODUCERS WHO:
  - A. portray dedication and pride in their accomplishments.
  - B. know personal potential and limits.
  - C. apply the best possible resources, technologies, and organizational strategies.
  - D. maintain high standards of performance and production.
3. EFFECTIVE COMMUNICATORS WHO:
  - A. convey their thoughts, competencies, and feelings to others through a variety of methods such as writing, speaking, etc.
  - B. receive and react appropriately to the expressed thoughts, competencies, and feelings of others.
4. RESPONSIBLE/PRODUCTIVE CITIZENS WHO:
  - A. demonstrate integrity.
  - B. develop an appreciation of our government, civic responsibility and willingness to work in the community.
  - C. handle money effectively.
  - D. exhibit leadership qualities.
5. CRITICAL THINKERS AND PROBLEM SOLVERS WHO:
  - A. identify, access, integrate and utilize available resources, technology and information to reason, make decisions, and solve complex problems.
  - B. initiate innovative solutions.
6. SELF-DIRECTED/LIFE-LONG LEARNERS WHO:
  - A. establish long and short term goals.
  - B. develop and implement plans, based on self-reflection, for self-improvement and for ongoing learning.
7. SELF CONFIDENT PERSONS WHO:
  - A. demonstrate high self-esteem.
  - B. maintain positive self-images.

## **ANIMALS**

Students are not to bring animals to school.

## **ASSEMBLIES**

Assemblies must be scheduled through the principal's office at least a week in advance. The entire length of the program should not exceed forty-five minutes. Teachers are to supervise during assemblies by distributing themselves among the students.

## **ATTENDANCE/TARDIES**

The Prague Board of Education requires a student to be in attendance 90% of the scheduled days each semester (9 days each semester). With the occurrence of the eighth absence the parents may, within 10 days, request a hearing before an Attendance Board. The principal may waive the absentee policy when extenuating circumstances exist.

Elementary students must be in attendance 2 out of 3 hours in both the AM and PM, not including lunch, to be considered present.

When a student must be absent, the parent/guardian shall notify the office by 9:30 on the day of the absence. Parents may call 567-2285 and leave a message any time day or night. Excused absences will include: 1. Illness; however, it must be substantiated by a doctor's statement or a parent phone call. Doctor statements must be received within one week or the absence will be unexcused. 2. An absence of any emergency nature deemed unavoidable. When such a condition exists, the parent/guardian must contact the school. 3. Absences required to attend mandated counseling sessions or court appearance. 4. If a parent/guardian personally comes to school and checks their child out of school. No penalty will be assessed for excused absences; however, the student shall be responsible for making up the work missed and getting the work in on time. When a student returns from an absence, he/she will have the same number of days missed plus one to make up new material covered. If the work is not made up within the time allotted, a zero will be received for each lesson missed. Absences other than those mentioned above will be unexcused.

Students arriving after the 8:15 bell will be counted tardy. Those with more than three (3) tardies in a nine-week period will receive noon detention time. Students arriving after the 8:15 bell must be checked-in at the office by the adult bringing them to school and receive a admit slip before entering class.

## **AUTHORITY OF TEACHERS**

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

## **AWARDS ASSEMBLY**

At the end of the year, an award assembly will be held for K-1 students. Kindergarten students will receive diplomas and first grade students who have earned awards will receive them at this time. Awards will be given to only those students who have a 95 or above average on grade level.

## **BULLYING, HARASSMENT AND INTIMIDATION**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will (1) harm another student; (2) damage another student's property; (3) place another student in reasonable fear of harm of the student's person or damage to the student's property; or (4) insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students. School policy prohibits harassment, intimidation, and bullying. Reporting bullying, intimidation and harassment is strongly encouraged. Anyone may report it to any board member or school staff member. That person will pass the report on to the appropriate person to investigate. The School District will investigate all reports. The School District prohibits retaliation against any person who makes a report in good faith.

## **SEXUAL HARASSMENT**

Sexual harassment is a form of discrimination based on sex. Sexual harassment is illegal and is prohibited by Title IX of the 1972 Education Amendments and Title VII of the Civil Rights Act of 1964. Sexual harassment is unwanted and unwelcome sexual behavior. It can be physical or verbal and can include gestures. It can happen once, several times or on a daily basis. It interferes with the victim's academic or social life. Samples of prohibited sexual harassment: Touching someone in ways that are not okay with her/him, making fun of someone's private body parts, passing a note that says sexual things about someone's body, continuing to tell dirty jokes around someone after she/he has asked the person to stop, making slurs about someone's sexual orientation, pressuring someone for sexual touches. Reporting sexual harassment is strongly encouraged. Anyone may report it to any board member or school staff member. That person will pass the report on to the appropriate person to investigate. The School District will investigate all reports. The School District prohibits retaliation against any person who makes a report in good faith.

## BUS ROUTES

**For assistance and route details, contact the Bus Barn at 567-2281, ext 8539 or the ECC office.**

Bus 1: Brock Tolleson – north on Hwy 99, then west through Arlington, back on Wilzetta (3520Rd), south of town to Anderson Addition

Bus 2: Chad Smith – West on Hwy 62, covers area NW of Wilzetta(3520 Rd) and Hwy 62, back to town, AM. Airport Rd and 8<sup>th</sup> Street

Bus 3: Keith Little – West on 62 to Gable Cemetery Rd (3480 Rd), then south to Garden Grove area and north back to town

Bus 4: Mary Hoover - East on Hwy 62, then north, back to town on Hwy 99. A.M. Barta Ave.

Bus 5: Ricci Smith –all points south of town, 2 m. east and 3 m. west of Hwy 99, with exception of Anderson Addition.

Bus 6: Bill Dyer – West on Hwy 62 to 3551, covering area south of Hwy 62 and north of Moccasin Trail (1090 Rd) between 3551 Rd and 3480 Rd. including 8<sup>th</sup> St. west to Airport Rd. In town: Mitacek and 5<sup>th</sup> St, Prague Learning Center Daycare

Bus 7: Route cancelled – served by Buses 1 & 5

### **A.M. - SCHOOL SHUTTLES (subject to bus capacity)**

**Buses 1 & 3 ONLY:** morning shuttle from Elem/MS/HS to ECC.

**Buses 4, 5, and 7 ONLY:** morning shuttle from the ECC to Elem/MS/HS.

### **BUS STOPS – A.M. DAYCARES**

**Bus 1: 15<sup>th</sup> & Pastusek**

**Bus #6** – Prague Housing Authority Mitacek & 5<sup>th</sup> , Prague Learning Center

### **BUS STOPS – P.M. DAYCARE AND IN-TOWN**

**The following buses will make these designated stops after school only:**

**Bus 6:** Prague Housing Authority area, Prague Learning Center daycare

**Bus 11:** Start at ECC, Elementary, **In town stops:** East on 13<sup>th</sup>, north on Pastusek, east on 17<sup>th</sup>, south on Hwy 99, west on 15<sup>th</sup>, south on Blue Bell to Middle School, High School, east on 13<sup>th</sup>, north on Pastusek, east on Parkland, Haynie Lane, east on 17<sup>th</sup> St, south on Brunson, west on 15<sup>th</sup>, south on Barta, east on 8<sup>th</sup>, north on Ayars, west on 11<sup>th</sup>, north on Brunson

## PRAGUE PUBLIC SCHOOL BUS - STUDENT RULES

### Previous to loading: (On the road and at school)

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

### While on the bus:

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

**After leaving the bus:**

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

**Extra-curricular trips:**

1. The above rules and regulation will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed by the school officials.
3. The regular bus driver of the bus should be the driver on activity trips, unless deemed not feasible by the administration.

**Transportation to/from the Early Childhood Center:**

1. Students riding a bus from the Early Childhood Center to the elementary in the morning need to ride bus 4, 5 or 7.
2. Students riding from the elementary to the Early Childhood Center of an afternoon must ride bus 11.

No student is to depart from the bus until it reaches the school or the place for him to leave the bus in the evening except by special permission from the driver. A full report of each discipline problem will be made to the superintendent of schools.

If the bus fails to run the route for any reason, excused absences are recorded. No tardy will be charged against the student when the bus is late.

**EVERY STUDENT MUST SIGN A BEHAVIORAL CODE CONTRACT TO RIDE THE BUS.****RIDING A SCHOOL BUS IS A PRIVILEGE AND THIS PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RULES.**

## **CAFETERIA**

### **ETIQUETTE AND REGULATIONS**

The cafeteria is provided for the students' convenience and pleasure. Here you can meet your friends and enjoy with them excellently prepared food of great variety. To keep your cafeteria clean and orderly and for you to thoroughly enjoy your meals, there are certain things that must be observed.

1. The lines should be formed as you enter the cafeteria and you should keep your place in line. Running or crowding in line is never in order.
2. Do not hold a place in line for friends. This is not fair for those students already in line.
3. Observe the rules of etiquette and order in the lines and at the table as though you were in the dining room of your own home.
4. No one is to enter the serving area.
5. Canned, glass bottled beverages, or fountain drinks are not allowed in the cafeteria. We ask that soft drinks be brought in a thermos.
6. Breakfast is served from 7:45 – 8:10 for ECC students.

### **ECC CAFETERIA PROCEDURES**

Each student is assigned a Student ID number, which they will memorize beginning in the 2<sup>nd</sup> grade. Money for lunches will be taken by the teacher **ONLY ONCE A WEEK, ON MONDAY** or the first school day of the week. The teacher will record on a sheet that contains the student's name and number, how much each student is paying. Parents, if you are paying for lunch/breakfast for more than one student, please mark this on your check. This will help us a lot, because sometimes a student does not know how the check is to be divided.

After the teacher has taken and recorded all students' money, this information and money is then sent to the cafeteria. The amount of money each student has paid is entered, with the student's ID number, into the computer. The computer will designate whether the money is for charges or to pre-pay. Our computer then stores this information and keeps track of how many days the student has paid. There is a limit of 10 lunch charges.

## CAFETERIA (CONTD.)

### FREE AND REDUCED MEAL INFORMATION

Free and/or reduced meal applications may be picked up from the cafeteria office, teachers, or the ECC secretary. **Even if you filled out one last year, a new application must be filled out and submitted before October 1, 2016.**

If a student qualified for free or reduced meals at the end of the prior school year, they will start out with the same pay status for this year. **If a new application is not received/approved before October 1, 2016, the student will be converted to full pay status and parents will be responsible for charges incurred.** Applications may be submitted to the cafeteria office, teachers, or the building secretary.

### SUMMARY

Early Childhood Center prices are as follows:

BREAKFAST	LUNCH
Full Price.....\$1.00	Full Price.....\$1.85
Reduced Price.....\$. 30	Reduced Price..\$. 40
Adult.....\$1.75	Adult.....\$3.10

Parents, when at all possible, please pay for students' meals in advance (weekly, every two weeks, monthly, etc.). For questions concerning lunch accounts, please contact Brandy Chavez, cafeteria manager, at 567-2281 ext. 8588. Statements of charges owed will be sent home with the student. Lunch account information is also available through the Wengage Gradebook student portal.

### CARE OF BUILDING AND EQUIPMENT

Students should be proud of their school and help to keep it clean. If you see anyone marking on walls or furniture, you should report this to a teacher.

Keep paper, pencils, erasers, books or any other debris from the floor.

Paper towels and soap are expensive. Please do not waste them.

## **CLOSING OF SCHOOL**

The superintendent will notify WKY Radio Station, 93 on your dial, and television channels 4, 5 and 9. Also, the school's automated call service will notify each household in the event that school has been cancelled due to bad weather. Please keep your contact numbers current with the office.

## **DISCIPLINE**

The Prague Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual harassment
18. Gang related activity or action

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

In considering alternative of corrective actions, the faculty/administration of the school district will consider those listed

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items of facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

### **DISCIPLINARY ACTION PROCEDURES**

All teachers will keep a record on each student listing the dates, offenses, punishment, and parent's response.

1. Classroom rules posted.
2. Group discussion of discipline policy in student handbook.
3. Informal conversation between student and teacher.
4. Private conference with student either before/after school, at noon, planning times, or outside classroom door.
5. Parent notification through a sign-and-return note.
6. Work detail, writing assignment, or other alternative measures at the discretion of the teacher.
7. Parent notification by phone. If no phone, send letter through the mail.
8. Restriction of privileges. Sit out time from recess or part of a recess.
9. Same as 7.
10. Miss all the recess or 1, 2,3 days depending on severity of the problem.

11. Same as 7, 9.
12. Principal's office. Teacher conference during planning time, then student and teacher.
13. After school detention for one hour as assigned by the principal or swats.
14. Parent notified by phone (signed note if no phone) at least two days in advance of detention date. If student can not serve detention, student will go to in-house or receive swats.
15. Principal's office. Teacher conference during planning time, then student and teacher.
16. In-house assigned by the principal for 1, 2, 3 days depending on severity of problem.
17. Parents notified on "Notice of Concern" the day before in-house is to occur and mailed through the office.
18. All teachers are urged to handle their own discipline problems whenever possible.
19. Short term suspension out of school. (up to 10 days)
20. Suspension out of school (for up to the remainder of the current semester and all of the succeeding semester; for firearms offenses, one calendar year).
21. Any step may be by-passed depending on the severity of the problem.

Steps 1-11 will be by-passed in the event that the student involved is causing bodily harm to himself or others. Example: fighting. Both students may be punished if they choose to fight. Alternatives to fighting would be to walk away, tell a teacher on duty, or tell the principal. All students will be advised of the consequences for fighting. (detention, swats, in-house, suspension)

#### Enforcement of Rules:

Any pupil who is guilty of immorality or violation of the regulations of the school may be punished by:

- A. verbal reprimand,
- B. restricted to school premises additional time,
- C. in-house,
- D. suspension from school

Every teacher in the Prague School shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school as the parents or guardians may exercise over them at home, and as a last resort and after all other efforts have failed, and when there is reason to believe it will be helpful in maintaining discipline or in the development of the child's character

and power of self-control, the principal may use corporal punishment. A witness shall be present when corporal punishment is administered by the principal.

## **SUSPENSION OF STUDENTS (REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - Acts of immorality
  - Violations of policy, rules or regulations
  - Possession of an intoxicating beverage low-point beer (37 O.S. §163.2)(See policy FNCE)
  - Possession of a wireless telecommunication device in violation of school rules (see policy FNG)
  - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
  - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
  - Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
  - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property.
  - Adjudication as a delinquent for a violent or non-violent offense.
  
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act, which provides suspensions for up to one calendar year or longer. (See policy FNCGA)
  
3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal

guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students, or faculty. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.

#### Procedural Steps to Suspension

Before a student is suspended out of school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to out-of-school suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement and the reasons therefore.
3. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension. A student

suspended out-of-school will be placed in a supervised, structured environment in either a home-based schoolwork assignment setting or another appropriate setting. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and reading. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

### Appellate Procedures

Any student who has been suspended under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension committee if the period of suspension is ten days or less, or to the board of education if the suspension is for more than ten days. The following procedures shall govern the appellate process:

1. The student, or the student's parent(s), shall notify the superintendent as soon as possible following the suspension of their intent to appeal the suspension.
2. Upon receiving notice of a student's or parent(s) intent to appeal, the superintendent shall advise the suspension committee (short term) or the president of the board of education (long term). The appeal shall be heard within ten days from the date the notice of intent is filed with the superintendent. Pending the appeal hearing of an out-of-school suspension to the Board, the student has the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the principal's discretion the student may be prohibited from attending school pending any appeal hearing if in the principal's judgment: (1) the conduct for which the student was suspended out of school reasonably indicates that continued

attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property or (2) the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

3. During the hearing of the appeal, the student may be represented by legal counsel or other adult representative; may examine witnesses on his/her own behalf; cross examine opposing witnesses, and offer other evidence in the student's behalf including his/her own testimony.
4. The suspension committee (short term) or the board of education (long term) shall uphold the suspension, modify the terms of the suspension, or overrule the suspension. The student and the student's parent(s) shall be notified within five school days of a decision.
5. Decisions of the suspension committee are final and may not be appealed to the Prague Board of Education. If a student is suspended from Prague schools, he/she will receive no credit for assignments in each class for the first three days of suspension. Beginning the fourth day, the student may receive up to 70% credit for assignments provided all work is made up and turned in. All tests may be made up for 100% credit. The student must make up all tests within three school days from the time the test is originally scheduled. Tests must be made-up outside normal class time. It is the student's responsibility to make arrangements with the teacher/administrator to make-up tests.

### Appeal for Reinstatement

Students who have been suspended for the remainder of a semester or more, may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may recommend the reinstatement of the student or denial of reinstatement and submit a written report of the informal hearing to the board of education. The board shall take whatever action it deems appropriate.

## Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent.

Note: 70 OS S 24-102 states that: 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 a public school of this state, and no public school shall be required to enroll such student until the terms of the suspension have been met or the time of suspension has expired.

### **DRESS - APPROPRIATE FOR SCHOOL**

Students of the Prague School District are expected to dress and be groomed so that credit will accrue to the school and to the student body. Any public display of nudity or any decoration and/or design imprinted upon or attached to the body or clothing that is likely to cause a substantial and material disruption to the learning process will not be tolerated.

**GROOMING:** Hair shall be clean and neatly groomed while the student is under the supervision of the school. No “unnaturally” colored hair or mohawk-style haircuts.

**DRESS:** Shorts may be worn at the ECC. Hats or headdress are not to be worn inside school buildings at any time unless prescribed by a physician, previously approved by the principal for religious reasons, or approved by the principal for a special school activity. Shoes are to be worn at all times while the student is under the jurisdiction of the school. “Wheelie” shoes are not allowed. Students are not to bring hair spray, make-up, perfume, or nail polish to school.

**DRESS FOR P.E. CLASS:** Students will wear their regular school clothes for P.E. Girls will need to wear a pair of shorts underneath their dresses on the days they have P.E.

It would help if students wore tennis shoes or any other type of soft-soled shoes on the days they have P.E., but it is not mandatory.

## **DRILLS / EMERGENCY PROCEDURES**

### **FIRE**

At least two fire drills per semester will be conducted. The first one will be within the first two weeks of school. All teachers and students will know the time. Only the teacher will know when the second drill will occur. The third and fourth drills will not be announced to teachers or students.

The fire bell will be 3 short rings, silence, repeat 3 short rings.

Teachers will line up their students quickly, but orderly, and follow them out through their assigned exits. (See school map)

When safely away from the buildings, teachers will call roll. Once advised that the buildings are safe to enter, teachers will take their students back to their rooms.

### **TORNADO**

We will have one drill in September and one in March.

It is our plan to bus ECC students to the Elementary School underground in advance of severe weather. In the rare event that we do not have time to safely accomplish this plan, students will take shelter in the best area of refuge in the ECC building.

### **CELLAR ASSIGNMENTS-ELEM. UNDERGROUND**

ALL KINDERGARTEN – RM 101U

ALL FIRST GRADE – RM 109U

### **LOCKDOWN DRILLS**

As required, we will conduct one lockdown drill each semester following school procedures.

### **INTUDER DRILLS**

As required, we will conduct an intruder drill each semester following school procedures.

**RULES FOR STUDENTS REGARDING DRUGS AND ALCOHOL**  
Under the Drug-Free Schools and Communities Act Amendments of  
1989

1. **Illegal and Illicit Drugs and Alcohol**
  - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
  - b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer), illegal or illicit drugs, or other mood altering substances at school, while on school vehicles, or at any school-sponsored event.
  - c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.
  - d. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester.
  - e. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.
  
2. **Necessary Medications**
  - a. Students may not retain possession of and self-administer any medication at school except as permitted by School District policy.
  - b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medications to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
  - c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline which can include suspension.

### 3. Distribution of Information

- a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
- b. Copies of these Rules shall be provided to all students and their parents at the beginning of each school year.

## **EXAMS**

Nine weeks and semester test are not given at the Early Childhood Center. Individual teachers may give tests as they are needed.

## **FERPA**

### **NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student 's education records within 45 days of the day the School District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the 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 the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student rights. If the School District decides not to amend the

record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

## DIRECTORY INFORMATION NOTICE

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

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

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

The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:

- The student's name;
- The names of the student's parents;
- The student's address;
- The student's telephone listing;
- The student's electronic mail address;
- The student's date and place of birth;
- The student's dates of attendance;
- The student's grade level (i.e., first grade, tenth grade, etc.);

- The student's participation in officially recognized activities and sports;
- The student's degrees, honors and awards received;
- The student's weight and height, if a member of an athletic team;
- The student's photograph; and
- The most recent educational agency or institution attended.

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

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

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

## **FIELD TRIPS AND EXCURSIONS**

If finances are available for transportation and there are an adequate number of sponsors, each class may take an end-of-year field trip. Students may be asked to pay fees and meal.

Field trips are a privilege; therefore, it will be at the principal's discretion if a student, who has discipline issues, will be allowed to attend.

No pre-school or other school age children are allowed on the field trip. Parents may ride the bus only if there is room. Students are required to ride the bus to the excursion, but may ride home with the parent after advising the teacher.

## **FOOD AND DRINKS**

Students are not to have food or beverages in the classroom.

Exceptions to the no food or drinks in the classroom would be at the designated class parties.

### **WE DO NOT HAVE BIRTHDAY PARTIES.**

Gum chewing is permitted in the classroom if the individual teacher chooses. There will be no blowing bubbles or gum popping.

Students are not to eat or drink on the playground or take food from the cafeteria.

## **FUNDRAISING ACTIVITIES**

The major fundraiser for the Early Childhood Center will be the Fall Carnival. The Prague Education Booster will hold their annual fundraiser. Individual student sales must be done before 8:15 a.m. or after 3:00 p.m. Individual classes will not have fundraising activities.

## GRADING SCALE, PROGRESS & REPORT CARDS

Report Cards: Each nine weeks, report cards are issued in order to keep the parents in touch with the work the students are doing in school.

Progress Reports: 4 ½ weeks from the beginning of each 9 week period, reports of unsatisfactory progress (D, F, or U) are sent to parents of a student, along with a reason for the unsatisfactory work. This is to acquaint the parents with the student's problems so they can help solve them satisfactorily and perhaps prevent that student from receiving a failing grade.

It is hoped that with parents, students, and teachers working together the number of failures will be cut to an absolute minimum and scholastic achievement will be greatly improved.

### Online Gradebook

After obtaining login access, parents can view their child's grades (1<sup>st</sup>-12<sup>th</sup>grades) at [www.wengage.com/Praguegradebook/login.aspx](http://www.wengage.com/Praguegradebook/login.aspx). Parents may obtain a Gradebook Login Request form at the office.

### KINDERGARTEN

S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

### GRADE 1:

90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
59 - 0 = F

Level of Student Work:  
1 = Below Grade Average  
2 = On Grade Level  
3 = Above Grade Average

I = Incomplete  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

Science, Social Studies, Penmanship, PE, and Music will be graded with S, N, U.

## PROMOTION/RETENTION/MINIMUM REQUIREMENTS

The Prague Board of Education believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete twelve grades of work at the same time. Therefore, for some children, more than twelve years will be necessary. Grade placement in the elementary school will be based on several factors:

1. Maturity
2. Chronological age
3. School attendance
4. Present level of academic achievement
5. Standardized tests
6. Previous retention
7. Disability
8. Retention scale system

A placement committee consisting of the principal and teacher(s) shall determine retention of students based upon the above standards. A retention letter signed by the committee members shall be mailed to the parent and a copy placed in the student's permanent record folder.

After receiving a committee 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 requesting review of the initial decision by letter to the 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) parent's receipt of the report card, the decision will be final and non-appealable. If a request for reconsideration is made within this 5-day period, the placement committee's decision may be appealed to the superintendent and board of education. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

The grades earned by the child throughout the year reflect the probable assignment for the coming year. A grade on a report card, at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teachers and parents understand the child's development and progress. The parents shall be informed and a conference will be held when it comes apparent that a child may need to remain in a grade.

Oklahoma Academic Standards for each grade level can be viewed at [www.ok.gov/sde](http://www.ok.gov/sde)

## PROFICIENCY BASED PROMOTION (KLEP OUT)

Students wishing to test out of a particular class or be promoted to a different grade level must present a request in writing from their parents two weeks prior to the start of a new semester. These students must be able to demonstrate mastery of the Oklahoma Proficiency Skills, of the subject or subjects involved, at a 90% proficiency level as determined by a standardized test.

### **PRAGUE EARLY CHILDHOOD CENTER ADMINISTRATIVE PROCEDURE FOR SERVING STUDENTS HEALTH SERVICES**

The procedures followed at the Prague Early Childhood Center for dispensing medicine are as follows: a designated person is allowed to give prescribed and non-prescribed medication with parental consent. Therefore, when a child brings medication and a permission slip, send that child with his medicine to the secretary's office. At the ECC, Mrs. Smith or Mrs. Dean will dispense the medicine.

All medications and inhalers administered by school personnel are kept in the office and given as needed. A log sheet is kept in the secretary's office of medication given to each student, time given and name of person giving medication.

Students are permitted to self-administer medication at school only with the principal's permission in compliance with school policy. Contact the principal for further information.

On our enrollment form completed each year and signed by the parent of legal guardian of each student is the following statement about emergency care:

“In the event that an emergency arises during school, an effort will be made to contact the parents or guardians immediately. Permission is granted to the school officials to provide the needed emergency treatment to the student prior to his admission to the medical facilities.

Permission is also granted to the attending physician at the Prague Hospital to proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for the above named student. If said physician is not able to contact me, the treatment necessary for the best interest of the above named student may be given.”

Vision screenings are conducted by trained personnel from Prevent Blindness Oklahoma. The parent of any student who fails this screening is mailed a notification form that refers them for a comprehensive eye exam. (See "Screenings-Vision" for Oklahoma State Law requirements)

Head lice checks are done in the entire school at the beginning of the school year, after Christmas break and after spring break. Other random checks are done at intervals as needed. Prague Schools have a no-nit policy.

## **HOMEWORK**

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in school. Wherever homework exists in our school system, it should be to supplement, complement, and reinforce classroom teaching and learning.

The assignment of homework is flexible and is an individual instructional responsibility of the teachers in our school system. However, regular homework assignments should be anticipated.

## **IMMUNIZATIONS**

State law requires that students entering kindergarten, or first grade without attending kindergarten, have received 5 doses of DTP, 4 doses of polio, 2 doses of hepatitis A, 3 doses of hepatitis B, 2 doses of measles/mumps/rubella and 1 varicella (chicken pox). The first dose of MMR (measles, mumps and rubella), Hep. A, and varicella vaccines must have been received on or after the child's first birthday to be counted as valid doses. Students entering Prague Schools for the first time must present an up-to-date immunization record.

## **INSURANCE FOR STUDENTS**

School insurance is available for each student. All students are urged to avail themselves of this insurance if they do not have some other form of accident insurance. Contact the school for information.

## LIBRARY

The Early Childhood Center books may be checked out for one week. Students must pay for any lost textbook or library book. They will not receive their report cards until the book price has been collected.

## LICE

Periodic head checks are made. If you contract lice or know of someone who has lice, please notify the principal. Only then can we help control the lice situation.

If your child is found to have head lice and/or nits (eggs), we will call you to pick him/her up for treatment. Upon re-entering school, the child will be examined by the building principal or designee before returning to the classroom. The child must be free of all lice and nits before re-entering school. A parent or guardian must bring the student to the office.

The following is information from the OK State Department of Health.

### **What are lice?**

Lice are small insects which can live and breed in the clothing and hairy body parts of man. They are blood feeding insects and their bites can cause itching. Scratching these bites can lead to infection with more itching and discomfort.

### **How are lice spread?**

Lice are spread from person to person by close personal contact by sharing articles of clothing, hairbrushes, combs, hats, wigs, etc. Lice do not jump or hop, but crawl slowly.

Lice eggs (called "nits") are found either on hair shafts or along seams in clothing. These eggs usually hatch in about one week, and the new female lice are capable of laying eggs about two weeks later. The eggs are held firmly in place by a "glue" which the female louse secretes with the eggs.

### **What to look for!**

Lice are quite small and are of a neutral color, which makes them difficult to see. The eggs (or nits) are easier to see as tiny white or dark teardrop shaped specks on individual hair shafts, or along seams in clothing.

**Types of lice:** Head Lice – This variety prefers to live and multiply in the finer hair on the back of the head, though they may be found in the eyebrows or other facial hair, and in caps, on collars, and on scarves.

Body Lice – This variety is closely related to the head louse, but usually prefers to live in under-clothing and other garments, but near the skin where it must migrate to feed. Bites are most commonly found about the shoulders or the waist.

Crab Lice – This variety is only distantly related to head and body lice, and is usually found in the coarse hair near the sex organs, but may also be found in the armpits, eyelashes, or other hair. Crab lice may be spread through sexual contact or by contact with infested bedding or clothing.

**What to do!** When it is determined that a person is infested with lice, treatment should be given as soon as possible. There are several lotions, shampoos, or powders that are effective when used as directed. Your doctor or health department can recommend the proper treatment. After treatment with one of the special shampoos, lotions or powders, it is recommended that the hair be combed thoroughly with a fine-tooth comb to remove any remaining eggs (nits). If treatment doesn't seem to help, or lice return, call your doctor or health department again for assistance. There is a possibility that your problem is caused by lice which are resistant to the treatment recommended. Another treatment may then be necessary.

It is very important that family members, classmates, and other close contacts of all persons with lice be closely examined for evidence of infestation. If other persons are found to be infested, they should be treated at the same time as the first case.

It is also extremely important that bedclothes, clothing, caps, hats and other articles used by the infested person be checked closely for evidence of lice. If this is not done, treated persons may become re-infested when they use these articles again. If such articles are found to be infested, thorough laundering and cleaning will be necessary.

Lice are more than a nuisance. They can carry serious diseases under certain circumstances, and should therefore always be treated. FOR MORE INFORMATION, CALL YOUR LOCAL HEALTH DEPARTMENT.

#### Additional Tips on Preventing Louse Infestation!

- Do not share combs, hairbrushes, hats, caps, scarves, or other such items.
- Coats and wraps should be hung where they do not touch those of other people.
- When one member of a family is found infested, all family members should be examined.

## **MOMENT OF SILENCE**

At the beginning of each day, the teacher will say to the students: "Let us pause for a moment of silence to reflect, meditate, pray, or engage in other silent activity."

## **NOTICE OF NON-DISCRIMINATION**

The Prague Board of Education is committed to a policy of non-discrimination in relation to race, religion, sex, age, national origin, color, veteran status and disability. This policy will prevail in all matters concerning staff, events, students, the public, employment, educational programs and services, and individuals, companies, and firms with whom the board does business.

The Board of Education appoints the superintendent of schools to be the Section 504 Coordinator and the Title IX Coordinator who may be contacted at Prague Schools, NBU 3504, Prague, Oklahoma 74864, telephone number 1-405-567-4455.

### **Grievance Procedure**

Any student who believes that the School District has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Contact the superintendent for further information or to initiate a complaint.

## **PARENT-TEACHER CONFERENCES**

All teachers will have a least one parent-teacher conference each semester with the parents of each child. More may be scheduled if necessary. Additional conferences are to be held before/after school or during the teacher's planning time. It is best to call the teacher and make an appointment. Please do not take the teacher out of class to discuss your child.

## PARTIES

We will have two parties each semester. We ask that you do not send cakes, cookies, punch, etc., except at these designated times.

**We do not have birthday parties.** Teachers will recognize student birthdays in class as well as school-wide recognition at our monthly Red Devil Rally.

## PHONE CALLS

The phone is for business only. Students will not be allowed to use the phone except in case of sickness or emergency. (Calling for permission to stay all night with a friend, forgetting lunch money, etc., are not considered emergencies.)

We ask that you give your child written instruction in the morning before they leave for school as to any after school plans or transportation changes. We realize that some plans change and you must call school, however, we would like to keep this number to a minimum. If you must call, please do so as early as possible, preferably by 2:00.

## PLAYGROUND RULES AND BEHAVIOR

1. No football, unless touch football.
2. No student radios, CD/cassette players, walkie-talkies, or cell phones at school.
3. Don't throw balls against buildings.
4. Do not throw rocks, or anything else except balls.
5. Hard baseballs are not to be brought to school.
6. No knives or guns of any type allowed at school.
7. Trading cards are not to be brought to school.

I will leave rocks, sand, dirt, grass, and flowers on the ground.

I will play out on the playground away from the building, not near or behind the white building, or on the fence.

I may sit on the steps of the white building when the temperature is hot.

I will skip or walk on the cement. – no running

I will be kind to others. – no name-calling, cursing, fighting, wrestling, tackling, karate, or dog piling. – don't even pretend to

I will always ask for permission before going inside. – only if it's an emergency

I will keep my shoes on my feet at all times.

I will keep my hands to myself. – if playing tag, touch (don't hit, shove or grab peoples clothes)

### SWINGS

I will sit in the swings. – no standing – one person per swing

I will swing forward and back only.

I will stop the swing completely before getting out. – no jumping out

I will count someone off by counting 25 swings. (one trip forward and back = 1 swing)

I will count someone off only if there are no empty swings.

I will stand only by the bars and end of the swings.

### SLIDES

I will go down the slide one at a time.

I will sit down at the top of the slide before sliding.

I will keep my bottom and legs on the slide. – don't hang feet off

I will play on the slide not under it.

I will not play tag/chase on the slide.

### TEETER-TOTTERS

I will not bump or bounce on the teeter-totter.

I will not go between the teeter-totter.

I will always hold on to the handles with both hands.

### MONKEY BARS

I will only use my hands on the top monkey bars. (no feet)

I will climb on the monkey bars. (no chasing games)

### BARREL

I will crawl in the barrel one at a time.

I will sit on top of the barrel. (no standing)

### MERRY-GO-ROUND

5 at a time on – all others in riding line out away from the merry-go-round

1 person at a time pushing – all others in pushing line out away from the merry-go-round

I will sit on my bottom on the merry-go-round

I will keep all body parts on the merry-go-round. – no hanging anything off

I will count out loud slowly to 25 while waiting in line for my turn.  
I will wait for the merry-go-round to stop before getting on/off.  
I will get off when my turn is up.  
I will not intentionally drag around on the ground while pushing.  
I will immediately stop if someone falls off or asks to stop

### BIG TOY

No chasing games

## **INSIDE PLAY RULES**

Grades K – 1

1. No ball throwing.
2. No cheers.
3. No running.
4. No standing on furniture.
5. Do not go out in the halls without permission from a teacher or other person on duty.
6. Students are not to play radios, CD or cassette players inside.
7. No roller blades allowed inside buildings.
8. No glass containers, inside or outside, including fingernail polish, perfume, hair spray, or other make-up items.

## **PRE-ENROLLMENT**

At the end of the year, pre-enrollment forms are sent home for parents to complete. It is very important that you return these to school as it helps us plan for the following year.

## **PRINCIPAL'S OFFICE**

The Principal is the director of each school. The policies and philosophy under which the school operates are interpreted through her office. This office is designated to help students, parents, and teachers who want further information regarding the general policies of the school.

## SCREENINGS – VISION

It is required that the parent or guardian of each student enrolled in kindergarten, at a public school in this state, shall provide certification to school personnel that the student **passed** a vision screening within the previous twelve (12) months or during the kindergarten school year. Students enrolled in first or third grade shall provide, within (30) days of the beginning of the school year, certification to school personnel that the student **passed** a vision screening within the previous twelve (12) months.

Prague Schools will provide an opportunity within the first month of school for a vision screenings by a qualified representative of Prevent Blindness Oklahoma. If your student is absent on screening day, you will be required to provide the certification described above.

## SEARCH OF STUDENTS

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or

compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not the use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such

suspension may be in addition to any civil or criminal liability.

## **STUDENT ACTIVITIES**

It is the responsibility of the students to obtain from their teachers all work that is to be missed when a student is to be absent from school because of a school sponsored activity. It is the STUDENT'S RESPONSIBILITY to get all assignments and to make up all work and hand it in at the teacher's request.

Students should be able to make up tests and have adequate time to prepare for a test given while absent. Students have one (1) day for every day absent plus one (1) day in which to turn in work missed; if not a ZERO (0) may be recorded.

## **STUDENT PERMANENT RECORDS**

Your permanent record is one of utmost importance to you, and every precaution is taken to safeguard it. This record cannot be changed, so you should strive to make it the very best record of which you are capable. The record contains:

1. Full name, birth date and age
2. All semester grades
3. Results of special tests taken by students

## **STUDENT RELEASE**

Students wishing to leave school for any reason other than sickness or being called home by parents or guardians must present to the office for approval, a written request signed by the parent or guardian.

Parents wanting to pick up their child early must sign their child out at the office on the designated form. For classroom management purposes, advanced notice of early checkout is always appreciated.

## NOTIFICATION OF STUDENT RIGHTS

### Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student’s parent;
  2. Mental and psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine eligibility.
  
- *Receive notice and an opportunity to opt a student out of*
  - 
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students

for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of school activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office;  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-5901

## **STUDENT VISITORS**

Our school policy does not authorize us to permit all day visits by children of similar age; this normally applies to visiting cousins or out-of-town guests. The principal may make exceptions for short periods for special purposes, but it is expected that these will be rare. Parents are always welcome in our schools. When they do visit, they need to stop by the office on their arrival.

## **STUDENT WITHDRAWAL FROM SCHOOL**

Students withdrawing from school to enroll in another school are asked to come to the secretary's office at least the day before leaving and obtain a withdrawal form to be filled out by the teacher. All books must be returned and lunch charges paid before withdrawal.

## **SUPPLY LISTS**

**KINDERGARTEN:** (24) Ticonderoga brand #2 pencils, (1) metal Fiskar scissors, pointed (2) large erasers, (2) boxes of 24 count box Crayola brand crayons, (1) box 8-ct box Crayola brand crayons, (2) dry erase markers, (20) small Elmer's glue sticks, (2) box Kleenex, (1) red plastic folder with prongs, small (6"x9") plastic school supply box, (1) CLEAR front zipper pencil pocket with 3 holes, (1) pkg. copy paper, (1) 5 oz. can of Playdough brand playdough (any color), size appropriate backpack large enough to hold folder (no wheels), (1) pkg. baby wipes or refill, Girls – (1) roll paper towels, Boys – (1) box zip-lock baggies (sandwich, quart, or gallon) Label all w/child's name.

**1<sup>ST</sup> GRADE:** (12) Ticonderoga brand #2 pencils, (1) pkg. pencil top erasers, \*big pink eraser, (2) 24 count Crayola crayons, \*(6) Elmer's glue sticks, \*metal Fiskars scissors, (1) RED plastic pocket folder with brads, (2) plastic pocket folders (any color), (1) heavy duty 1 inch 3-ring binder with clear front, (1) clear-front zipper pencil pocket w/3 holes, \*(1) small plastic supply box, (2) large boxes Kleenex, (1) spiral notebook 70 page wide-ruled, (1) pkg. copy paper, Girls (1) pkg. baby wipes or refill pack, Boys (1) box sandwich or quart zip-lock baggies, \*backpack (no wheels). Please label all items marked (\*) with the child's name.

## TIME SCHEDULE

### KINDERGARTEN & FIRST GRADE

8:15 a.m. – 3:00 p.m.

### LUNCH AND RECESS SCHEDULE

<u>Early Childhood Center</u>	<u>Lunch</u>	<u>Recess</u>
Kindergarten.....	10:50-11:15	11:15–11:40
First Grade.....	11:25-11:50	11:50–12:15