

FORWARD

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

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 & SCHOOL FACULTY

BOARD OF EDUCATION

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ADMINISTRATION

Superintendent.....Dr.. Vallery Feltman
High School Principal.....Mrs. Jenny Smith
Middle School Principal.....Mr. Benny Burnett
Elementary/ECC School Principal..... Mr. Chad Smith

CONTACT INFORMATION

Prague Public Schools
NBU 3504
Prague, OK 74864
Pre-K & Elementary-567-2281 (ext. 8584, 8583)
Early Childhood Center-567-2285

PRAGUE ECC/ELEMENTARY FACULTY

2017-2018

Mr. Chad Smith, Elem/ECC Principal

Pre-K

Mrs. Sabrina Jordan
Mrs. Amber Smith
Mrs. Jeannette Smith

Kindergarten

Mrs. Margaret Freeze
Mrs. Becky Pennel
Ms. Aimee Nemecek
Mrs. Jeni Wright

First Grade

Ms. Elizabeth Dodd
Mrs. Dallas Cooper
Mrs. Genise Fridrich
Mrs. Heather Vaught

Second Grade

Mrs. Cambor Rich
Mrs. Crystal Novotny
Mrs. Helen Ogden
Ms. Ann Steeley

Third Grade

Mrs. Nachole Bailey
Mrs. Shai Moore
Mrs. Kandice Hargrove
Mrs. Dana Brill

Fourth Grade

Mrs. Jennifer Mlynek
Mrs. Lisa Burnett
Mrs. Angie Vander Sys

Fifth Grade

Ms. Denise Bridges
Ms. Sarah Sligar
Mrs. Heather Smith

Learning Disabilities

Mrs. Tanya Edgell
Mrs. Brenae Riggins

P.E.

Camren, Anderson

Music

Ms. Melissa English

Speech

Mrs. Jennifer Jones

RSA

Mrs. Bryna Anderson

PRINCIPAL'S MESSAGE

Welcome to Prague Schools. I hope that you enjoyed your summer vacation and are looking forward to a new school year.

We believe every child should have the opportunity to develop commensurate to his own ability. Learning experiences will be centered around the affective, cognitive, and psychomotor areas, realizing that each child has individual needs.

The faculty will do everything reasonably possible to assist you in getting a good education. Education, however, is not a one-way street; it requires effort on your part to take advantage of the opportunities.

You are the beneficiaries of Prague traditions, which span several generations, and a school you can be proud to attend. The success of this school will be insured by the contributions that each person makes, not only toward his individual objectives, but also toward the common goals of the total school community.

Parents are welcome to come to our school to visit or discuss any problems or questions.

Chad Smith
Elementary Principal

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 PROCEDURES 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 allowed to bring animals to school.

ASSEMBLIES

Organizations, teachers, and administrators will schedule assemblies from time to time. 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 in an assembly, lunchroom, playground, hall, etc. The assembly is considered an integral part of classroom work and should be so disciplined.

When assemblies are concluded, teachers will be responsible for the conduct of the students as they leave the auditorium. Classes may all leave at the same time, but they should leave in an orderly manner. Students that do not bring money for assemblies will stay in the library under the supervision of an aide or teacher.

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. Students **must be present 2** out of **3** hours in **both** the **A.M.** and **P.M.** not including lunch to be considered in attendance the full day.

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 567-2281 ext.8584, 8583 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 and 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 exist, the parent/guardian must contact the school. 3. Absences required to attend mandated counseling sessions or court appearances. 4. If a parent or 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 8:20 bell will be counted tardy. Those with more than three (3) tardies in a nine-week period will receive noon detention time. Every tardy after the 3rd tardy equals 15 min. lunch detention. Students arriving after the 8:20 bell must be signed-in at the office by the person bringing them to school. Every 3 tardies equals 1 unexcused absence.

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, award assemblies will be held for Pre-k thru 5th students. Kindergarten students will receive diplomas and students who have earned awards will receive them at this time. Awards will be given to only those students who have a 93 or above average on grade level.

Each year, the American Legion and Masonic Lodge give special awards to 4 outstanding 5th grade students. The Criteria used for determining these award winners are as follows:

1. If test scores aren't available, an average of the student's achievement test scores of past years will be used.
2. The student's score will also reflect school behavior. For each Behavioral check received during the year, two points will be deducted from the total score.
3. No N's or U's allowed on report card including all Extra-curricular activities and behavior grades for 4th and 5th grades.
4. Any student repeating 5th grade will not qualify for Masonic Lodge & American Legion Awards.

Alternate awards may be given at teacher's discretion

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 of 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 unwelcomed 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

BUS 1- North on Hwy 99 to Arlington Rd, McGill's store road, Sawmill Rd, then South on Wilzetta Road to town.

BUS 2- West on Hwy 62 to Wilzetta Rd., then North and West to Corky's Ceramic Road, then Hwy 62 back to town.

BUS 3- West on Hwy 62 to Gable Cemetery Rd., then south to Moccasin Trail, through river bottom North on Jim Thorpe Rd. to Hwy 62 back to town.

BUS 4- East on Hwy 62 for 2 miles to microwave tower, then North to Deer Creek store and back down Hwy 99.

BUS 5- West on Hwy 62 to Airport, South to county line, Morgan Rd., Anderson Addition, South to Moccasin Trail on road behind Terrell Lumber, then back to town on Hwy 99, then to Eastridge Addition.

BUS 6- West on Hwy 62 for 5 miles to Corky's Ceramic Rd, then North 3 miles, West to Coopers Body Shop, South to Hwy 62, South on Corky's Ceramic Rd. through Bellmont to Moccasin Trail, East 1 mile, North on Cooper's Garage Rd. to Hwy 62.

BUS 7- South on Hwy 99 for 5 miles, then East 2 miles, covers duck Pond Rd., County Line Road, Bohemian Hall Rd. then return on Hwy 62.

Buses 1 & 3 ONLY: Morning shuttle from Elem/M.S./H.S. to ECC

Buses 4,5 and 7 ONLY: Morning shuttle from the ECC to Elem/M.S./H.S.

Note: Bus 5 does not go to the Middle School in the afternoon.

BUS STOPS-A.M.DAYCARES

Bus #2- Geraldine Middleton's (1033 N Glenwood)

Bus #3- Prague Learning Center

Bus #4- Roberta Ellis' (17th & Klabzuba)

Bus #5- Cheri Lomax (9th & Ayars)

Bus #7- Pam Redford's (15th & Pastusek)

BUS STOPS-P.M. DAYCARE AND IN-TOWN

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

Bus 5: 8th St. West of Blue Bell, Prague Learning Center

Bus 11: Starts at ECC*Geraldine Middleton at 1033 Glenwood; Prague Housing Authority; Cheri Lomax at 9th & Ayars; 13th & Barta; Roberta Ellis at 17th & Klabzuba; Pam Redford at 15th & Pastusek; 12th & Pastusek; Middle School, High School, then repeat route (except for *).

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 balloons or live animals 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, 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 ECC to the Elementary of a morning, need to ride bus 4, 5, or 7
2. Students riding from the Elementary to the ECC 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 the schools.

If the bus fails to run the route for any reason, excused absences are recorded. No tardies 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. When you have finished eating, return trays to the dishwashing counter, carefully placing silverware, glasses, dishes and trays in the designated places. Milk cartons are to be emptied in container before discarding.
6. **Canned, glass bottled beverages, or fountain drinks are not allowed in the cafeteria. We ask that soft drinks be brought in a thermos.**
7. Breakfast is served from 7:50-8:15 for Elem./ECC students.

REQUIREMENTS FOR OFFER VERSES SERVE

1. The complete lunch consisting of five items must be planned and offered.
2. The five items are meat or meat alternate, milk, bread or bread alternate, and two servings of fruit and/or vegetable.
3. Students must select at least three different items. Students must be given the opportunity to refuse any two food items. The school food authority must not make the selection for the student for any item, except to ensure that the meal taken is reimbursable.
4. The lunch must be priced as a unit, and the student must pay the full price even if only three items are taken.
5. The extra food (ala carte) items, which are not part of a planned lunch, cannot be combined to make a reimbursable lunch.

ELEMENTARY CAFETERIA PROCEDURES

Each student will be given a four-digit number, which they will memorize. Money for lunches will be taken by the teacher ONLY ONCE A WEEK, ON MONDAY or the first school day of the week if we should be out of school on a Monday. 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 and breakfast together, 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 four-digit 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. A student may pay Cafeteria for breakfast, preferably on Mondays, but they will take breakfast or lunch money every day. We Do Not Charge Breakfast.

FREE AND REDUCED MEAL INFORMATION

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

If you qualified for free or reduced meals last year, we will start you out the same this year until we get your new application on file. If we do not have a new approved application by October 1, 2016, you must pay full price, so please get your applications in to Cafeteria, the teacher, or the bldg. secretary.

SUMMARY

ECC/Elementary meal prices are as follows:

BREAKFAST	LUNCH
Full Price.....\$1.00	Full Price.....\$1.95
Reduced Price.....\$.30	Reduced Price.....\$.40

Parents, when at all possible, please pay for students' meals in advance (weekly, every two weeks, monthly, etc.). This will make things go more smoothly. Teachers will not have a record of how much your child has charged or how many days they are pre-paid. That information is available from the cafeteria manager. Statements of charges owed will be sent to each teacher periodically to be sent home with the student.

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. Your teacher will let you dust the room and erasers from time to time. Help your teacher remember to turn off the lights when no one is in the classroom.

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

CLOSING OF SCHOOL

The superintendent will put out a student all call in the event that school has been cancelled due to bad weather. The superintendent will notify WKY Radio Station, 93 on your dial, and television channels 4, 5, 9.

STUDENT 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. Disrespectful attitude toward teachers, staff, or students
7. Truancy
8. Possessing or using alcoholic beverages, other mood-altering chemicals, or tobacco.
9. Stealing

10. Forger, fraud, or embezzlement

STUDENT DISCIPLINE (continued)

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. Restrictions 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 date, 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 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. Lunch detention 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
- E. Corporal Punishment

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.

IN-HOUSE RULES/PRINCIPALS ROOM

1. The student will report to the office when the bell rings
2. The student will conduct himself/herself in a manner that is acceptable to the school.
3. The student will speak and act in a respectful way to the teacher and aides
4. The student will miss all school activities while at in-house (assembly, recess, field trips, etc.)
5. The student will not chew gum or eat in in-house
6. The student will do his/her assigned work neatly and all assignments must be completed
7. The regular classroom teacher will have supplementary work available if needed
8. The student will not sleep in the room
9. The student will stay in his/her assigned place and raise his/her hand to request help
10. The student will eat lunch at 11:00 a.m. The student will sit alone and not talk.
11. If the student fails to report on the first day assigned, he/she will be given an additional day. The only excuse will be in case of illness
12. The student must serve consecutive days, except in case of illness. If the absence is for any other reason, the days assigned may start over.
13. The teachers will work with the student to help the student succeed.
14. The student will be dismissed by the teacher.
15. Students violating any of the above rules will be given additional day (s) in in-house or suspended out of school.

16. If in-house does not change the student's behavior in the classroom or does not produce positive results, suspension out of school for 3 days may be the next step. Students may return with their parents at the end of the three-day suspension to discuss a disciplinary "plan of improvement".

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 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 reason 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 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. Students suspended will be allowed to complete their work at home and receive a maximum of 70% credit.

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 actions 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 neatly groomed while the student is under the supervision of the school. No “unnaturally” colored hair or Mohawks.

DRESS: Shorts may be worn in grades K4-5 provided they are not extremely short or tight. Appropriate dress excludes the wearing of biker-type shorts, spaghetti strap blouses or dresses, halters, tube tops, extremely short skirts or shorts, extreme tops which expose the midriff, and overly exposing tank tops. 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 day they have P.E.

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

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 Medication**
 - 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.

EXAMINATIONS

Nine weeks and semester test are not given at the elementary level. Individual teachers may give tests as they are needed.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students 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 and 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 Ave., 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 football, 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 (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 students.

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 directions of the student’s parent or eligible student.

FIELD TRIPS AND EXCURSIONS

If finances are available, each class may take a field trip. It is recommended that two classes go on the same bus to save transportation costs.

No pre-school or other school age children are allowed on the field trip. Parents may ride the bus only if there is room. Requests to ride bus must be given to teacher at least 48 hours before trip. Students are required to ride the bus to the excursion, but may ride home with the parent after advising the teacher.

When teachers find it necessary for such activities, the following plan of action is suggested.

1. Seek approval at least two weeks beforehand through the principal's office for the necessary absence.
2. Make the proper plans in the class prior to making the trip.
3. Secure permission from the necessary authorities who are to be visited and parent permission to ride the bus.
4. Plan the trip so that it will not begin until after the buses arrive at school in the morning and will return before the buses leave in the afternoon.
5. Spend necessary time in evaluating the day's activities after returning to the school.
6. Make necessary arrangements for bus drivers through the principal's office.
7. Student Field Trips are a Privilege! Student discipline will be taken into consideration for attendance on school field trips at Principal's discretion.

FIRE DRILL/EXIT LOCATIONS

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 a steady tone.

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

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

TORNADO DRILL OR WARNING

In the event of a tornado drill or warning, upper elementary teachers will take their students directly to the underground (5th-Rm 112U; 4th-Rm 105U).

Rule of thumb for handling tornadoes during the lunch period:

When the tornado siren is heard, all elementary students and teachers will go to the underground. Any parent who comes for his child will be granted custody of the child at any time the parent feels the pending storm merits more suitable housing than the school provides. We will not release children even though it is the normal dismissal time in the event that a damaging storm is imminent.

For the elementary, the tornado bell will be a pulsed tone.

LOCK DOWN DRILL

At least two lockdown drills will be conducted pursuant to Oklahoma State Law. During the drill students will remain in a locked classroom seated quietly at their desks. The doors will remain locked until the all clear sign is given.

The Intruder Bell is a slow whoop. Lock Down Bell is a chime.

FOOD AND DRINKS

Students are not to have food or beverages in the classroom. However, teachers may give on occasion, gum, candy, suckers, etc. as a reward.

Exceptions to the no food or drinks in the classroom would be at the Halloween, Christmas, Valentine and End of year parties. **We Do Not have Birthday Parties.** **Please Do Not Ask or Send Cupcakes, Cakes, Cookies, etc. for your child's Birthday.** No gum chewing allowed on elementary campus.

Students are not to eat or drink on the playground or take food from the cafeteria. Students are not allowed to bring bottles or cans of soft drinks into the cafeteria. Any students bringing their lunch may only bring soda pop in a thermos.

FUNDRAISING ACTIVITIES

The major fundraiser for the elementary school will be the Halloween Carnival, the Book Fair and the computer lab fundraiser. The Prague Education Booster will hold their annual fundraiser. Individual student sales must be done before 8:20 a.m. or after 3:10 p.m. Individual classes will not have fundraising activities.

GRADING SCALE, REPORT CARDS, HONOR ROLL/FAILING SLIPS

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

The Superintendent's Honor Roll will consist of students in grades 4 and 5, who have earned no grade lower than an A on grade level. The Principal's Honor Roll will consist of students in grades 4 and 5 who have earned a no grade lower than a B on grade level. The list will be published in the newspaper at the end of each nine weeks.

Every two weeks, 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. Parents can view their child's grades daily (gr. 1-5) on the internet by going to www.wengage.com/Praguegradebook/login.aspx. Parents will use the same password that was given to them last year.

Report cards for Pre-K and Kindergarten are on pages 31 and 32.

Pre-K and KINDERGARTEN

S= Satisfactory
N=Needs Improvement
U=Unsatisfactory

GRADES 1-5:

90-100 = A	Level of Student Work:
80-89 = B	1 = Below Grade Average
70-79 = C	2 = On Grade Level
60-69 = D	3 = Above Grade Average
59-0 = F	

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

Computers, Penmanship, PE, and Music will be graded with S, N, U.

**PRAGUE ELEMENTARY
ADMINISTRATIVE PROCEDURE
FOR SERVING STUDENTS HEALTH SERVICES**

The procedures followed at the Prague Elementary School 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. Mrs. Dugan or Mrs. Smith will give him/her medicine. Any students needing to carry an inhaler and keep n their person need to fill out a self-administer form with Mrs. Dugan in the office.

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 initials 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 and hearing screening are conducted by trained personnel. Any student failing these screenings is mailed a letter notifying the parent and referring them to the health department.

Head lice checks are done in the entire school as needed at schools discretion. Prague Schools has a No Nit Policy.

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

In the elementary school, 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 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-appeal able. 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.

Students must show mastery of grade level requirements of Oklahoma Academic Standards and/or PASS Skills.

MINIMUM REQUIREMENTS FOR PROMOTION TO FIRST GRADE

- I. The student shall:
- A. Attend to personal tasks.
 - B. Be able to:
 - 1. Print first and last name; identify and read first and last name.
 - 2. Trace, copy and generate letters and numerals.
 - 3. Name and distinguish between upper and lower case letters.
 - 4. Know the consonant sounds and long and short vowel sounds
 - 5. Distinguish beginning and ending consonant sounds in spoken words.
 - 6. Recognize and produce simple rhyming pairs (ex. Bat, cat).
 - 7. Begin to recognize, name and match words in print.
 - 8. Blend, segment, delete and count phonemes (individual sound units).
 - 9. Count orally forward to twenty and backward from ten.
 - 10. Construct, identify and name sets of objects from zero through ten; match sets of objects to numerals zero through ten.
 - 11. Point to objects and name their ordinal position first through fifth.
 - 12. Complete and construct simple patterns (e.g., OXOXOX)
 - 13. Identify, name and draw basic geometric shapes(circle, square, triangle, and rectangle)
 - 14. Identify locations – top/bottom/middle, left/right, inside/outside, on/above/below, beside/under/on top of, behind/in front of/over.
 - 15. Identify and name lengths, such as: long, longer, longest; short, shorter, shortest; identify and name sizes such as big, bigger, biggest; small, smaller, smallest; small, medium, large
 - 16. Name the eight basic colors.
 - 17. Tell time to the hour using an analog or digital clock
 - 18. Name the days of week and months of the year.
 - 19. Identify and name coins: penny, nickel, dime, and quarter

MINIMUM REQUIREMENTS FOR PROMOTION TO SECOND GRADE

- I. The students shall:
 - A. Be on grade level in the core subjects of math and reading
 - B. Have successfully completed books in the reading series.
 - C. Be able to master the following skills in math
 - 1. Recognize and write numbers 0-100
 - 2. Match numbers of objects in a set (0-100) with the correct number.
 - 3. Add any two numbers with the largest 12 or less.
 - 4. Subtract any two numbers with the largest 12 or less.
 - 5. Identify and know value of coins-penny, nickel, dime and quarter.
 - 6. Identify halves, thirds, fourths when shown an object.
 - 7. Tell time to the hour and half hour.
 - D. Be able to master the following skills in Language Arts:
 - 1. Write manuscript legibly
 - 2. Recognize that sentences begin with a capital and end with a punctuation mark.
 - 3. Maintain skills previously learned.

MINIMUM REQUIREMENTS FOR PROMOTION TO THIRD GRADE

- I. The student shall:
- A.** Have successfully completed the 2-1 basal reader.
 - B.** Have mastered the vocabulary, word attack skills and comprehend as taught through the above reading level.
 - C.** Demonstrate the ability to arrange words in alphabetical order to the second letter.
 - D.** Memorize addition and subtraction facts 0-5's
 - E.** Maintain addition and subtraction computation facts to 18
 - F.** Maintain reading and writing whole numbers to 100
 - G.** Maintain skip counting by 2's, 5's, and 10's
 - H.** Be able to add whole numbers whose sum is 99 with and without regrouping.
 - I.** Be able to subtract 2 digit whole numbers with and without regrouping
 - J.** Be able to count coins totaling up to \$1.00
 - K.** Be able to tell time at five-minute intervals.
 - L.** Be able to use basic capitalization and punctuation skills
 - M.** Maintain skills previously learned

MINIMUM REQUIREMENTS FOR PROMOTION TO FOURTH GRADE

- I. The students shall:
 - A. Have successfully completed the 3-1 basal reader
 - B. Have mastered the vocabulary, word attack skills, comprehension, study skills and communication skills as taught through the above reading level.
 - C. Use a writing process to develop and refine composition skills.
 - D. Write and speak using standard English conventions (grammar/usage, capitalization, punctuation, spelling) appropriate to third grade.
 - E. Maintain and apply skills in addition and subtractions of numbers 0 through 9,999
 - F. Memorize multiplication facts 0-5's
 - G. Understand and apply place value concepts through four digits.
 - H. Use appropriate reference material (dictionary, encyclopedia)
 - I. Maintain skill previously learned

MINIMUM REQUIREMENTS FOR PROMOTION TO FIFTH GRADE

- I. The students shall:
 - A. Have successfully completed the fourth grade reader at the instructional Level
 - B. Display reading comprehension through oral and written responses
 - C. Develop vocabulary using context clues, phonics, synonyms, and antonyms
 - D. Demonstrate the ability to organize an essay using capitalization, punctuation, complete sentences, proper verb tenses and subject-verb agreement
 - E. Add, subtract, multiply, and divide 3 digits
 - F. Know multiplication facts up to 10 x 10
 - G. Understand place value to millions
 - H. Identify and correctly use the five parts of speech: noun, verb, pronoun, adjective, and adverb
 - J. Maintain skills previously learned

MINIMUM REQUIREMENTS FOR PROMOTION TO SIXTH GRADE

- I. The student shall:
 - A. Complete a reader no more than 1 grade level below sixth grade
 - B. Perform the basic addition, subtraction, multiplication and division of whole numbers, decimals and fractions
 - C. Use the structure of fractions and decimal number systems to solve problems
 - D. Identify factors, multiples, odd, even, prime and composite numbers
 - E. Identify, describe, compare and classify geometric figures using appropriate geometric terminology
 - F. Determine the range, mean, and median of a set of data
 - G. Identify and correctly use the eight basic parts of speech: nouns, verbs, adjectives, pronouns, adverbs, conjunctions, prepositions and interjections
 - H. Write a complete sentence with correct capitalization and punctuation
 - I. Write a simple paragraph in the correct form, which will be developed into a Complete composition focusing on beginning, middle, and end.
 - J. Maintain skills previously learned.

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.

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, compliment, 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. Certain classes will require more frequent homework than others, but students should make specific preparations for completing homework assignments.

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 MMR (Measles, Mumps, Rubella) 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.

STUDENT INSURANCE

State 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. These forms will be sent home as soon as they arrive at our office.

LIBRARY

The ECC and Elementary libraries are open from 8:00 to 3:00. All books, except encyclopedias, are to be checked out before using them. Encyclopedias are not to be taken from the library unless special permission is given by the librarian. Books may be checked out for one week.

Students must pay for any textbook or library book lost. 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 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 from a brochure on lice from the Oklahoma 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 these lice spread?

Lice are spread from person to person by close personal contact by sharing articles of clothing, hairbrushes, combs, hats, wigs, etc. 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 Complaint. Students and their parent 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 at 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 three parties during the school year: Halloween, Christmas and Valentines. We ask that you do not send cakes, cookies, punch, etc., except at these designated times. **We will not have birthday parties.** Each teacher recognizes student birthday in their own way.

PHONE CALLS

Cell Phones will be turned off and in backpack, any one caught in possession of or using a cell phone will be disciplined. **The school 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, homework etc., are not considered emergencies.)

We ask that you give your child instruction in the morning **before they leave for school** as to any after school plans. 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 before 2:00.**

PLAYGROUND RULES

Grades K-5

1. No standing in swings or other playground equipment
2. No jumping out of swings in motion
3. One complete frontward and backward move is 1 count on the swings. 25 is the count off
4. No football
5. No tackling
6. Wear shoes at all times while on the playground
7. Only one at a time down the slide, facing forward
8. No wrestling or dog piling
9. Stay off hill by ramp door
10. Swing single in swing
11. No standing on top of slide
12. Do not hang feet off slide while going down
13. No pushing on the rings
14. Do not play tag or other games on monkey bars and Big Toy
15. No student radios, CD/cassette players, walkie-talkies, or electronic devices at school
16. Don't throw balls against buildings
17. Do not throw rocks, or anything else except balls.
18. Hard baseballs are not to be brought to school
19. Students are not allowed to go back inside at noon unless it is an emergency
20. No fighting
21. No cursing or name-calling
22. No knives or guns of any type allowed at school
23. Trading cards are not to be brought to school
24. No elementary students should be in the Pre-K play area

RULES WHILE PLAYING ON CEMENT

Grades 2-5 DO's

1. Play organized games approved with teachers.
2. Jump Rope
3. Playing hopscotch on sidewalk

Grades 2- 5 DON'T'S

1. Stay off the grass and high area of the wall
2. Stay off the sidewalk unless playing hopscotch
3. Do not go inside without a **Hall Pass**
4. Stay away from ramp door
5. Stay out of water
6. No football or baseball

INSIDE PLAY RULES

Grades K-5

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's, cassette players or personal video games 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.

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, desk, and other storages areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to 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 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 get a blue check-out slip from the secretary's office before going to the classroom to get their child. Parent will also sign their child out at the office on the designated form.

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 who 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 screening, 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 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. 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 E.D.
- 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 Ave., 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 transfer to another school are asked to come to the secretary's office the day before leaving and obtain a withdrawal form to be filled out by the teacher.

TIME SCHEDULE

PRE-KINDERGARTEN

8:20 a.m. - 3:00 p.m.

SECOND – FIFTH GRADES

8:20 a.m. – 3:10 p.m.

THIRD – FIFTH GRADES

ENCORE TIME 8:00 a.m. – 8:20 a.m.

LUNCH AND RECESS SCHEDULE

Elementary School

Pre-Kindergarten.....10:50

Second/Third.....11:00 – 11:45

Fourth/Fifth.....11:15 – 12:00

