



El Reno
Elementary
Student/Parent Handbook
2017-2018

School-Wide Behavioral Expectations

This guide provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions of behavioral expectations, and specific routines to be followed.

Eight Expectations for Living

1. We will value one another as unique and special individuals.
2. We will not laugh or make fun of another's mistakes, use sarcasm or put downs.
3. We will use good manners saying, "please and thank you", "excuse me" and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will encourage each other to do our best.
7. We will recognize every effort and applaud it.
8. We will practice virtuous living using the life principles. (honesty, compassion, respect, responsibility, citizenship etc.)

DISCIPLINE

In order to provide quality education for our students, it is our goal to use a discipline plan that helps students to correct their misconduct, promote self-discipline and make good choices. Your child is important to us, and the school's discipline plan is a reflection of our interest in their safety and well-being. It is for the child's best interest that you, as parents, have an active role in this plan and provide support for it.

Student conduct affects the morale of the entire school climate. It is not so much a set of rules or regulations as it is a consideration of the rights of other persons.

GUIDELINES AND CODE OF ETHICS FOR DISCIPLINE

As noted, rules in our school law are few. We believe that as all children are different, and all actions and reactions are very personal in nature, effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise, with the focus on enabling the child to grow and learn from his or her actions.

Guidelines for student behavior:

1. You may engage in any behavior that does not create a problem for you or anyone else in the world.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the world.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

Keep in mind: Equal is not always fair. Consequences will be designed to fit the problems of individual students, and they may be different even when problems appear to be the same. We will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.

Disruptive acts that interfere with student learning, the safety of others, damaging of property, bullying or intimidation of others WILL NOT BE TOLERATED. Acts of aggressive behavior such as biting, hitting, kicking, pinching, pushing, slapping, spitting, rock-throwing or injuring with a pencil or other instrument will be cause for discipline procedures to be enforced. We believe our discipline plan will help students have a better feeling about their school and will promote a safe and secure learning environment. The school board policy will be followed.

ATTENDANCE

Every day is an important day at your child's school. Teachers, principals, secretaries, custodians and support personnel have spent many hours getting ready for each school day.

Good school attendance is important to the student's success. Poor attendance often results in poor achievement. Students are expected and required by Oklahoma Law to attend school every day that school is in session, except on those occasions when the school has been notified that your child is ill, that your child has a family emergency, or that your child's absence has been pre-arranged with school officials. Excessive absences or tardies will be reported to juvenile authorities.

Illness and emergency absences: Whenever your child is absent from school, the parent/guardian is asked to call the school between 7:30-and 8:30 a.m. on the morning of the absence. The telephone number at Hillcrest is 262-2396, Rose Witcher is 262-5592, and Lincoln is 262-1941.

Dismissal during the school day: We encourage you to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the main office **first** to check your child out. For the safety of the student, the teacher WILL NOT release a child to anyone who has not been cleared through the office. All parents and visitors are to check in at the office upon entering the building. Your child will be called from his/her classroom by intercom to come to the office to be checked out. It is important that you comply with this rule so that we are aware of who is in our building at all times.

Early or emergency dismissals from school: In emergency situations (such as storms, power failures, and other situations), every decision will be based on the safety of the students. Parents may come to the office and take their child/ren home. You may not take other students unless those parents have notified the office. If school is to be closed because of bad weather, it will be announced on television. We also will send an automated message informing of the event.

OTHER GENERAL INFORMATION

CELL PHONES

Cell phones are discouraged at school. Parents need to contact the principal if a student needs to bring a cell phone to school. Cell phones should not be turned on until dismissal. Cell phones should remain in their backpack for bus riders.

LOST AND FOUND

Students who find lost articles are asked to take them to the appropriate location where the rightful owner may claim them. Please mark names in jackets. At the end of each semester, all articles not claimed will be donated to charity.

DRESS CODE

The El Reno Board of Education believes that the majority of the students in the public schools recognize their own individually and have no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or the safety of others.

***At the elementary level, we strongly recommend all students wear tennis shoes to school each day.**

TELEPHONE USAGE

The office telephone was installed primarily to carry on official school business. It is available for the use of students ONLY in emergencies deemed justifiable by the teacher or principal. All calls made by the students should be brief and good manners should be practiced. After school calls will be allowed after dismissal.

TOYS

All toys and/or electronics are not to be brought to school unless the teacher grants permission to the student and/or his parent for some special event like Show and Tell. **The school will not be responsible for lost, stolen or broken items.**

BIRTHDAY PARTY INVITATIONS

Party invitations will not be distributed at school unless every student in the class receives an invitation.

FOOD ALLERGY

If your child has a food allergy, a physician's note must be submitted.

Bus Procedures

Riding the bus is a privilege that is not required by the State Department of Education. Inappropriate behavior could result in the denial of this privilege or in other appropriate consequences. Rules of safety and conduct are set by the driver and are to be obeyed by students while riding the bus.

SICKNESS

If a child vomits or has diarrhea at school he/she must go home for the remainder of the day. The student can come back to school the next day after 8 hours of not having it. If a child has a fever of 100.5 degrees or more, he/she must go home for the day. The student can return to school after being fever free for 24 hours without medication.

ACCIDENTS AND MEDICATION

If your child is injured at school, we will first attempt to make him/her comfortable, call the school nurse and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. **IT IS EXTREMELY IMPORTANT THAT YOU KEEP THE SCHOOL INFORMED OF NEW NUMBERS SHOULD THEY CHANGE THROUGHOUT THE COURSE OF THE YEAR. WE MUST HAVE A CONTACT NUMBER FOR EACH CHILD.**

The school staff **CANNOT** administer medicine, including aspirin, without the appropriate form filled out and on file in the school office. Students who need to take prescribed medication must have the appropriate form (available in the school office) filled out by the physician and/or parent before the medication can be brought to school. The medication and form must be turned in to the school office. It is the child's, not the teacher's, responsibility to remember to take his/her medicine.

HEAD LICE POLICY AND PROCEDURE

- I. Elementary students will be screened periodically for the presence of head lice.
- II. Any student found to have live head lice will be excluded from school. The parent will be contacted to pick their child up from school. Instructions on how to treat for head lice will be given to parents. If treated that day the student may return to school the next day with proof of treatment.
- III. In accordance with Oklahoma State Law, Section 1210.194, any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.
- IV. Students must be free of all live lice prior to returning to school.

- V. If an excluded student returns to school without certification from a health professional stating that they are free of head lice, the school will contact the parent to pick the child up from school and taken to get a certificate to return to school.
- VI. The student will be re-examined at school in seven to ten days. If head lice eggs (nits) are found, a notice to retreat for head lice will be sent home with the student. Proof of retreatment such as an empty container of head lice shampoo or a note from a health professional will be required when the student returns to school.
- VII. Any student excluded from school for head lice more than twice in a two month period, frequently sent to school infested with head lice, or missing school due to head lice more than four days in a two month period is considered to have a chronic infestation of head lice. These students will be referred to other community resources such as the Canadian County Health Department, Canadian County Juvenile Office, the Department of Human Services and/or their primary care physician for additional assistance in getting rid of head lice. **Once a student is excluded from school due to head lice, the parent will be given three school days to treat their child, remove eggs, have them re-checked by a health Professional and returned to school. After the 3rd day, if the student remains absent from school, he/she will be referred to the Truancy Officer from the Canadian County Juvenile Office.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Parents and eligible students have the following rights under the Family Educational Rights Act and this policy:

1. The right to inspect and review their student's education records.
2. The right to exercise a limited control over other people's access to the student's education records.
3. The right to seek to correct the student's education record in a hearing, if necessary.
4. The right to report violations of the FERPA rights. Any parent or eligible student may inspect the FERPA policy kept on file in the superintendent's office upon request. (A translator will be provided to non-English speaking parents in their native language when needed.)

STUDENTS WITH DISABILITIES

All eligible children with disabilities, beginning at age 3, who are residents of El Reno Public School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. El Reno Public School District is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

*Autism *Deaf-Blindness *Developmental Delays (Ages 3-10)

*Emotional Disturbance *Intellectual Disabilities *Multiple Disabilities

*Orthopedic Impairments *Other Health Impairments *Specific Learning

Disability *Speech or Language Impairment *Traumatic Brain Injury

*Visual Impairment

For El Reno District residents needing information regarding eligibility for special education and related services beginning at age three, please contact the school psychologist at 262-1703.

For the Early Intervention Program services from birth to 3 years of age, contact Sooner Start (405) 271-9411.

Individuals may request special accommodations (e.g. request a need for an interpreter) to a building administrator forty-eight (48) hours prior to attending or participating in a school or district sponsored function.

REQUEST FOR RECORDS BY A NON-CUSTODIAL PARENT

It is the District's duty under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C.S 1232 (g) to make records available in the office of each school site. Signature on this form makes a formal request for such records. It is our understanding that the non-custodial parent's signatures verify that there is not a court order or decree that affects his/her rights to receive these records. Notification will be sent to the custodial parent informing him/her of the request. The custodial parent has five days from the date of our letter to provide a court order or decree stating any reason why the non-custodial parent should not have access to the records. Otherwise, the records will be furnished as requested throughout the school year.

NOTICE OF NONDISCRIMINATION

Applicants for admissions and employment, students, parents, employees, sources of referral of applicants and employment, and all professional organization holding collective bargaining or professional agreements with El Reno Public Schools are hereby notified that this District does not discriminate on the basis of race, color, national origin, age, gender, or disability in admission or access to, or employment in its programs, activities or benefits. Any person(s) having inquiries concerning the District's compliance with the regulations implementing Title VI, IX, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973 may contact:

Mr. Craig McVay
262-1703

SECTION 504/ADA POLICY NOTICE

The El Reno Public School District does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities.

Section 504 Rehabilitation Act of 1973 prohibits discrimination against individuals with Disabilities

Act (ADA) and Section 504 of the Rehabilitation Act of 1973 both define an "individual with a disability" as a person who:

1. has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents of these students are entitled to procedural safeguards, including individual notice and impartial hearing.

The District will provide reasonable accommodation to each employee and qualified employment applicant covered by Section 504 or the ADA unless it would impose an undue hardship on the operation of the program.

Each of the programs of the District will be readily accessible to individuals with disabilities with viewed in its entirety.

The District will furnish auxiliary aids and services to students, employees, parents, and member of the public who have disabilities to the extent necessary for communications with other persons.

The District has a grievance procedure for disability discrimination complaints. For a description of this procedure, or any further relevant information, contact the Section 504/ADA Coordinator:

Jane Meyerhoeffer
P.O. Box 580
100 South Bickford
262-1703

GRIEVANCE PROCEDURE

Grievance procedures for appealing an administrative hearing due to a suspension shall follow these appellate procedures:

- a. The student or the student's parents shall notify the superintendent within 10 days following the suspension or the notice of the intent to appeal the suspension.

- b. Upon receiving notice of a student's intent to appeal the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within 10 days from the date the notice of intent is filed with the Superintendent. The Superintendent at his/her discretion may permit the suspended student to attend classes pending the outcome of the appeal.
- c. During the hearing of the appeal before the board of education or hearing officer the student or the student's parents shall have the right to provide evidence as to why the suspension or the duration thereof is inappropriate. The student shall not have the right to be represented by legal council unless the school district is represented by legal council.
- d. The board of education or the hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parents shall be notified within 5 days of the decision. The decision of the board of education or hearing officer shall be final.

For more information on grievance procedures please call the district office 262-1703 or visit the El Reno Public Schools Website www.elrenops.org under School Board policies online then policy FO, FO-R1, FO-R4, FOD.

All grievance procedures are gone over in detail in a hearing and a copy given to parents.

July 1, 2012

To: Teachers, Support Personnel, Substitutes, Parents, Parent/Teacher Association, School Board Members, and Concerned Citizens.

Our school is in compliance with the Asbestos Hazard Emergency Response of 1986.

All of the school facilities have been tested. The AHERA management plan was developed and has been submitted pursuant to the Asbestos Hazard Emergency Response Act of 1986. Public Law 99-519 and the United States Environment Protection Agency Rule: Asbestos Containing Materials in Schools. 40 CFR Part 763.

Under these rules, you must be informed that we are continuing to update compliance with these rules. A copy of the management plan is available for inspection. Notification of such availability has been provided to you as specified in the management plan under Section 763.93 (g).

The management plan is available during school hours in either the Superintendent's office for the whole district or the administrative office for the particular area building in which you are interested.

We are very fortunate in the El Reno Public Schools that most of the Asbestos that the students, faculty, or general public will come in contact with, is in the floor tile and adhesive found underneath. Most floor tile now in service that contains asbestos is used as a binder in the vinyl. Because the asbestos fibers are bound securely into the vinyl tile itself, it presents little potential for creating an asbestos hazard. The presence of vinyl asbestos floor tile in a school building should be no cause for concern provided a few simple steps are taken. The tile should be in good condition. These floors are no to be sanded or dry-buffed. Maintenance to these tiles shall include maintaining a high gloss wax finish to prevent wearing of their surface area. A law that went into effect on July 10 1991 and issued from the State of Oklahoma Department of Labor is available to show how we are to take care of this tile if replacement is necessary. We also have encapsulated insulation on the boiler pipes, most of that is located in the boiler rooms and chaseways of which the general population will not come in contact. We have a very small amount of undamaged miscellaneous material that is classed as friable (this means that it is possible to crush it with your fingers). Since this material is not damaged at this time, under the rules, the Local Education Authority (LEA) will conduct a periodic surveillance in each building that contains Asbestos Containing Building Materials (ACBM) every six months after the management plan is in effect.

Please share this information with your membership family and friends. If there are any questions, please contact Jeff Johnson, the Asbestos Manager of the El Reno Public Schools.

Sincerely,

Wes Brower
Director of Operations (405) 262-5664

Right to Discipline According to Oklahoma State Law

1. Assault on School District Employees (70-6-113)

Every person who, without justifiable or excusable cause, knowingly commits any assault, battery, or assault and battery upon the person of a school employee of a school district or threatens and places such employee in immediate fear of bodily harm while such employee is in the performance of his duties as a school employee is punishable by imprisonment in the county jail for a period not exceeding six (6) months, or by fine not exceeding Five Hundred Dollars (\$500), or by such fine and imprisonment.

2. Control and Discipline of a Child (70-6-114)

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

3. Pupil- Suspension Appeal (70-6-114)

Any pupil who is guilty of immorality or violation of the regulations of a public school may be suspended by the principal of such school, which shall not extend beyond the current semester and the succeeding; provided, the pupil shall have the right to appeal the decision of such principal to the board of education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and the decision shall be final.

4. Pupils- Dangerous Weapons- Dangerous Substances (70-24-103)

Any pupil found guilty to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the principal or superintendent for a period not to exceed the current school semester and the succeeding semester.

BULLYING

Threatening behavior means any pattern of behavior, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written, or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal or physical act.

Harassment, intimidation and bullying set forth above may include, but is not limited to the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc;
4. Demeaning jokes, stories, or activities directed at the student; and
5. Unwelcome physical contact.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture toward another student or school personnel or others while under the supervision shall be subject to disciplinary action.

Neither the school’s network nor the broader internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology:

Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images.

ELEMENTARY SCHOOL PARTNERSHIP COMPACT

1. El Reno Public Schools will provide a balanced education which prepares our students to Compete and succeed in a global economy.
2. Our curriculum is designed to meet or exceed the state standards.
3. It is our belief that performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership with a specific goal in mind. It is imperative that each person assumes his or her responsibilities.

PARENT RESPONSIBILITIES

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- Study area should be well lit and well equipped with pens/pencils, paper, ruler, crayons/ markers, glue, dictionary, etc.
- Look over homework assignments to check for understanding.
- Be available to assist.
- Sign and return all papers that require a parent's or guardian's signature.
- Encourage positive attitudes toward school.
- Require regular school attendance.
- Attend parent-teacher conferences.

STUDENT RESPONSIBILITIES

- Ask the teacher any questions about the homework.
- Take home materials and information needed to complete the assignment.
- Complete homework in a thorough, legible, and timely manner.
- Strive to always do quality work.
- Return homework on time.
- Return signed homework form.
- Comply with school rules.
- Attend school regularly.
- Respect the personal rights and property of others.

TEACHER RESPONSIBILITIES

- Provide quality teaching and leadership.
- Assign homework using grade-level form.
- Coordinate with other programs to make sure nightly assignments do not exceed time limits.
- Give corrective feedback.
- Recognize that students are accountable for every assignment.
- Check the homework that has been completed and homework form has been signed by parent/guardian.
- Respect cultural, racial and ethnic differences.
- Hold at least two parent-teacher conferences.
- Provide opportunities for parents to observe, volunteer and participate in classroom activities.

*Parent signature _____

* Also indicates Parent/Student Handbook has been read for 2017-18 (the handbook is available on-line at www.elrenops.org).

Acknowledgment System

The behavioral expectation system focuses on acknowledging students who demonstrate behavioral expectations. This program works in conjunction with school-wide and classroom expectations.

Specific Verbal Feedback

- ✓ When a staff member observes students following expectations, he/she will acknowledge them by giving specific positive verbal feedback such as:
 - o “That was so helpful the way you held the door open for your classmates.”
 - o “Thank you for walking with your hands and feet to yourself.”

Super Stars/Citizenship Certificates

- ✓ Acknowledge students who are following expectations by giving them specific positive feedback along with a Super Camper Award. Campers will be awarded on Friday mornings during assembly at Hillcrest.

- ✓ Each teacher will award students demonstrating exceptional behavior as they see fit for their classroom.

Elementary Procedures:

Arrival:

- * Students may arrive at school 7:30 a.m.
- * Bell rings at 8:00 a.m.
- * Enter the building by walking into the gym (using the west door) and joining classmates in your assigned location.
- * Place backpacks on the floor in your spot if eating breakfast. Otherwise, backpack will remain on back.
- * Eat breakfast as soon as your personal items (backpack, jacket, etc.) are situated; do not wait for friends/other people to arrive. If you are not eating breakfast at school, sit in your assigned space. You may visit quietly with your classmates.
- * Keep hands, feet and objects to self.
- * Respect others' personal space.
- * Follow adult directions.
- * Wait to give notes or money to your teacher until you enter your classroom.

Line Up and Hallway Procedures:

- * Join the line when you are called upon.
- * Your lips should be closed, eyes watching, ears listening and hands to yourself.
- * Walk on the right side of the hallway on the second tile away from the wall.

Cafeteria/Lunch Procedures:

- * At lunchtime, enter the cafeteria quietly in a single file line.
- * Sit at your assigned table, taking the first available space.
- * Use your inside voice and visit softly with the people next to you and across from you at your table.
- * Use good manners, saying "please" and "thank you." Also, use your table manners.
- * Only eat the food that you brought or that is on your tray.
- * Pick up your area when you are finished eating.
- * For teacher assistance, raise your hand and wait. Calling out is only allowed in an emergency.
- * Remain seated until your class has been dismissed.

Playground Procedures:

Students go outside for recess when the outdoor temperature and/or wind chill is 40 degrees or above. Bring your coat as necessary. Make sure your coat is labeled with your name.

Again, toys, games and electronic devices are not to be brought to school unless the teacher grants permission for some special event. The school will not be responsible for lost, stolen or broken items.

- * Use the playground equipment appropriately. (One person on the slide at a time, go up the ladder and down the slide).
- * Keep hands and feet to yourself.
- * Notify an adult if equipment breaks or if a ball goes over the fence and/or out of the playground area, or there is a problem.
- * Return equipment to the storage bucket when finished.
- * Share space and equipment.
- * Take turns.
- * Be a good sport.
- * Allow others to play with you.
- * Follow rules of the games.
- * When the whistle is blown, it is time to place equipment in the bucket and line up quietly in your assigned space near the ramp. Keep lips closed and hands and feet to yourselves while in line and in the halls.

Restroom Procedures:

- * Teachers will accompany classes to the restroom. (If you have a restroom emergency, notify your teacher so you may take care of your personal needs).
- * The number of students in the restroom will not exceed the amount of stalls/urinals. Others line up outside the door and wait.
- * Use the restroom facility appropriately.
- * Be respectful of privacy and personal space.
- * Keep hands, feet and eyes to self.
- * Use a soft voice.
- * Flush toilet after use.

- * Keep water in the sink.
- * Walk in the restroom.
- * Teachers may enter the restroom if a problem arises.
- * Tell an adult if the restroom needs custodial attention.

Dismissal:

- * Students who ride a bus or daycare van will be called over the intercom. Hallway procedures will be followed. Students will walk to the activity room and load the busses as directed by staff.
- * When the dismissal bell rings at 3:05 (Monday - Thursday or 1:30 on Friday, students will walk single file with the teacher out the designated door to the sidewalk and wait with the teacher. These students will remain with the teacher until picked up. If there isn't a line of cars and it's 3:15 you will need to pick your child up at the office.