

# **Comanche Elementary**

*Student Handbook August 2023-2024*



## **Belief Statement**

**Comanche Elementary School's teamwork attitude creates a safe, trusting, and caring environment. Students are challenged to become all they can be. We are committed to the belief "All Children Can Learn."**

## **Arrival and Dismissal**

### **Arrival:**

Students may be dropped off no earlier than 7:40 at the school as the front doors do not open until 7:40. An assistants are provided each morning to help the children out of the vehicle and escort them to the front doors. Due to security and safety of all students, parents are not allowed past the front office after 7:40 unless for a scheduled appointment.

### **Dismissal:**

At 3:00 parents picking up Pre-Kindergarten and Kindergarten students who do not have older siblings may enter from Highway 53 to pick up their children at the east side doors, and exit east on Ash Avenue. Third-Fifth students may be picked up on the east side at 3:10. All other students will exit through the front doors and walk home or be picked up by their parents at 3:10. Parents picking up their children should enter from Highway 53, loop around the parking lot, and exit back onto Highway 53. Parents are to refrain from parking in the front loading zone any time during the day. Bus students will be loaded at 3:15 on the road east of the elementary school. The buses will exit east on Ash Avenue and proceed to the Middle and High school to pickup those students and then on to their routes. Since many vehicles come through during the drop off and pick up times, the elementary parking lot is a "**NO CELL PHONE ZONE**". This is to ensure your full attention is on the children and the other vehicles in the parking lot. We thank you in advance for your consideration of our children's safety.

## **Attendance:**

1. Each day is an important day for your child at school. Daily school attendance is important for student success. Poor attendance often results in poor achievement. Students are required by Oklahoma Law to attend school every day school is in session. If there are occasions when it is impossible for your child to come to school, please notify the school office @ 580-439-2911. The OSDE explains "A student is considered chronically absent after missing 10 percent or more of school days. *This includes both excused and unexcused absences.* Missing 10 percent of school days would be approximately 18 days in a normal 180-day school calendar - just two days per month." We have 165 calendar days this school year, so 16.5 days would be the maximum. Attendance warning letters will be mailed following the 3rd absence, excused or unexcused. The students, parents and the school must comply with the compulsory attendance laws in Oklahoma Statute SB234, Title 70, Section 10-105 and 10-106.
2. Please be sure your child gets to school on time daily. Parents must come into the front office and sign in their tardy student. Tardiness interrupts your child's instructional time. Students who are late may be required to make up minutes missed in class and have lunch detention. Excessive tardiness will be reported to the authorities. We encourage parents to schedule doctor and dental appointments around the school hours. If this is not possible please notify the school that your child will not be in attendance. If your child misses school due to a medical appointment, please provide a physician note on return to school.

### **What is my responsibility as a parent?**

Parents are responsible for ensuring that their child:

- ♣ Attends school regularly
- ♣ Arrives on time each day
- ♣ Is only absent for proper reasons and that the school is notified when your child is going to be absent
- ♣ Illness/Absence from school see Attached Sheet

### **Emergency Information**

In emergency situations such as, (storms, power failures, fire, intruder) all decisions made will be based on the safety of our students and their families. Parents may come to the school and pick up their child if there should be any emergency. There is a procedure for emergencies and every parent will have to check their child out with staff. However, we will not allow children to leave with anyone other than the parent or guardian unless the parent has notified us. If our school should need to be closed as a result of weather, the announcement will be given on

our Facebook page **Comanche Elementary Facebook Page**, KSWO television, or by our “AlertNow” phone service.

## **Medication & Illnesses:**

If your child is taking medication that can be administered at home, please administer the medication before and after school if possible. Medication that is taken during school hours is sometimes necessary and will be administered in the Comanche Community Health Center located in our building. Medicine can only be administered if a medical permission form is complete and on file in the nurse’s office. Over the counter medications such as acetaminophen, ibuprofen, antacids, cough medicine, and cough drops are not provided by the school and can only be given through the nurse’s office.

Students who have fever, vomiting, or diarrhea should remain at home until 24 hours after they no longer have any fever or signs of illness without the use of medications. Please inform the school of any condition that your child may have that can result in fainting, seizures, etc.

## **Visitors:**

CES welcomes visitors to our building. We are proud of our facility and feel privileged to have parents and other guests come to our school. **We do require all visitors to check in through our office before moving throughout the building.** You will be given a “Visitor’s” tag after checking in.

Parents who need to pick up their children early for medical appointments will need to check in through the office. In order to maximize instructional time, we will call for your child once you have arrived. Please allow yourself plenty of time when checking your child out of school. The parent or guardian must sign out students who are picked up early before they can leave the building.

## **Parent/Teacher Communication During School Hours:**

We encourage ongoing communication between you and your child’s teacher. If you wish to speak with your child’s teacher please contact the office at 439-2911. In order to eliminate classroom interruptions, teachers will be given messages before school, during their planning times, and after school except in cases of an emergency.

Comanche Public School has scheduled conference dates two times during the year. Special conference times can be scheduled should you feel there is a need. Cooperation between school and home is important to your child’s school success. We want to work with you to assure your child has the best education possible.

## **Late Work:**

Students who are absent should ask for the work missed during their absences on the day they return to school. One day shall be given to make up work for each day missed.

Teachers may reduce grades if students fail to turn in work timely for regular attendance assignments.

## **Dress Code:**

The appearance of a student is primarily the responsibility of the parents and students. Attire for all students should be reasonable and WEATHER appropriate. Shorts and skirts must be at least fingertip length. Halter tops, tube tops, T-shirts with offensive and obscene language, or shirts that promote drugs, alcohol, tobacco, or any type of weapon or firearm are not appropriate school wear, including visitors.

Clothing that display violent scenes are also inappropriate. **TENNIS SHOES ARE REQUIRED FOR P.E. SHOES WITH WHEELS ARE NOT ALLOWED ON THE SCHOOL PREMISES.** Transparent or see through materials are inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. Caps can be worn on designated days only. Those who choose to dress that in any way cause substantial disruption to instruction will need to call parents and have appropriate clothing brought to school. If no parent can be reached, students will be given a clothing item to cover anything that is inappropriate to wear until the end of the day.

## **Accidents at School:**

If your child is injured at school, we will first make sure he/she is seen by the school nurse. We will then contact the parent. If the parent cannot be reached, we will attempt to contact the emergency numbers that are listed on the enrollment.

## **IT IS IMPORTANT THAT YOU KEEP THE SCHOOL INFORMED OF NEW NUMBERS SHOULD THERE BE CHANGES THROUGHOUT THE SCHOOL YEAR.**

Accident reports will be completed, and a copy will be sent home to the parent. Please be assured we will take the best possible care of your child.

## **Cell Phones & Telephones:**

Students may use the telephone located in the school office. The telephone is to be used only for emergency purposes or situations in which the office personnel or

teacher approve. Students may not use any other phones located on the campus.

Cell phones: Students who bring cell phones will be asked to silence their phones prior to entering the building. Cell Phones will need to be placed in backpacks during the day. We want to protect the academic environment and prevent cell phones from distracting classroom learning, or being used for bullying, cheating, or other inappropriate behavior. Students may inform their teacher if they are expecting a call or text from parents and can ask to use their phone in an emergency. Students may not take pictures with their phones unless approved by teacher while at school. Violation of these cell phone policies may result in the loss of having a cell phone at school. CES is not responsible for the loss, theft, or misuse of students' cell phones while on campus. If you need to contact your child for any reason please call (580) 439-2911 and we will deliver the message to your child. Bus Drivers have the authority to enforce the non-use of cell phones on the bus. Students are not allowed to video any other student, teacher, staff, or surrounding while at school, on school property, or field trips without the written consent of the person being videoed or recorded.

### **Transportation Changes:**

Please communicate with your child in the morning before school begins about any change of plan for riding the bus or being picked up. If there is a change of plans please call the office prior to 2:00. This will eliminate any confusion and ensure that your child arrives safely at the correct destination. If any emergency occurs, and you must contact the school with a change of plan, please call as early in the day as possible. Problems arise when office personnel cannot get messages to students because they have already left their classrooms to load buses or be picked up.

### **Withdrawal from School:**

Procedures for withdrawal from school are as follows:

A parent or guardian must be present to withdraw a student.

Obtain appropriate forms from the office. Have the forms completed by the teacher, return all books, school property, and pay all fines. Take completed form to the elementary school's office for final signature and clearance. Students will not be released from CES enrollment until all fines/fees are paid, books returned, and devices cleared by the tech dept.

## **Drugs and Alcohol:**

Alcohol and other drugs are not allowed at school. Anyone possessing these items will immediately be sent to the office where parents, superintendent, and local law enforcement will be notified. Further “drug paraphernalia” in 63 O.S...2-101, paragraph 32, is unlawful to use, possess, or distribute. Our school is an alcohol and drug free zone.

## **Use of Tobacco Products:**

No one is permitted to use any tobacco, alcohol, or marijuana products at any time in the school building, on the buses, school ground, or within the area surrounding the school grounds. This applies to all school sponsored activities.

## **Fire Drill:**

Fire Drills will be conducted periodically throughout the school year. Everyone will move in an orderly and silent manner to the points directed by their teacher where roll will be taken. Procedure for fire drills will be posted in each classroom.

## **Tornado Drill:**

Tornado drills will be conducted periodically throughout the school year. Students will follow building procedure while moving to the SAFEROOM area located in the north wing of the building. Students will not return to the classroom until the all-clear signal has sounded. Once the SAFEROOM doors have closed, no one will be allowed to leave until the all-clear has sounded.

## **Intruders on Campus Drill:**

Intruder on Campus drills will be conducted periodically throughout the school year. The office will alert each classroom of any intruder or emergency situation and the proper procedures will be followed. After the all clear signal is given school routine will resume.

## **Classroom Procedures:**

It is our intent to provide a safe, orderly environment conducive to learning for every student. Teachers will have individual classroom procedures, which encourage students to be the best they can be. A moment of silence will be observed each day in accordance with Oklahoma State Law during our morning announcements and/or carpet, or advocacy time.

## **We Need Parents!:**

Parents are a necessary component of the educational process. YOU are the FIRST and MOST important teacher your child will ever have. It is a tremendous responsibility, but working as a team, we will be successful. We welcome your time, ideas, and input. As always, we thank you for supporting your child and your school. Working together to ensure the success of each child is our ultimate

goal. Please join our PTO that works to support our students in a variety of ways throughout the year.

## **CES Behavior Etiquette:**

We will value one another as unique and special individuals.

We will not laugh or make fun of a person's mistakes, use sarcasm, or put-downs.

We will use good manners, saying "please", "thank you", "excuse me", and let others go first. We will cheer others to success.

We will help one another whenever possible.

We will recognize every effort and applaud it.

We will encourage each other to do our best.

We will practice the Magic Triad:

Kind Words

Kind Touches

Kind Smiles

We will practice virtuous living, using life principles. .

## **Student Behavior and Discipline:**

DISCIPLINE – Training that corrects, molds, or perfects the mind or moral character, (Scott, Foresman Dictionary)

Comanche Public School's primary goal is to educate. However, when the behavior of an individual conflicts with the rights of others, corrective actions are necessary to benefit the individuals and the school. Discipline will be administered with regard to the severity of the infraction, the age of the student, and the physical/emotional impact upon the child.

In order to provide quality education for our students, it is our goal to use discipline that helps students correct their misconduct, promote self-discipline, and make wise choices. Student conduct affects the morale of the classroom as well as the entire school. It is not so much a set of rules or regulations we follow, as it is a consideration for the rights of others. Behaviors that disrupt the educational process and other students' ability to learn and focus will be addressed.

All students will be treated in a fair and equitable manner. Correction will

be administered with regard to the severity of the infraction. The following are examples of such infractions: student's attitude, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or a habitual behavior. Bullying behaviors, such that it is repeated, unwanted actions or words to another students or group of students, will be investigated and reported as required by the OSDE.

In administering discipline, consideration will be given to alternative methods to insure the best corrective effort possible. In all actions teachers and administrators will be mindful of the fact that they are dealing with individual personalities. Parents will be informed and encouraged to assist in the correction or extinguishing of inappropriate behaviors. In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, the school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

- |   |   |
|---|---|
| Conference with Student   | Refer to Counselor  |
| Contact Parent or Guardian  | Out of School Suspension                                  |
| Behavioral Contract   | Community Service   |
| In-School Suspension  | Expulsion from School                                     |
| Restriction of Privileges   | Local Law Enforcement                                     |
| Require Parent to make Financial Restitution  |   |
| Restriction of privileges, including exclusion from school activities; field trips, parties, etc. | Referral of Student & Parent to appropriate social agency |
| Any other corrective action deemed appropriate to said infraction                                 |   |

## **Bus Safety Procedures:**

Riding the bus is a privilege. The riding privilege of a student may be revoked for violation of the rules of conduct, which is detrimental to the safe operation of the school bus. Students are to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. The bus driver is in full charge of the bus and the students. Discipline must be maintained at all times to be sure that safety requirements are not compromised. When a bus driver must direct his/her attention from the road danger exists. Foremost in our minds is the safety of each passenger. Bus incidents involving other students must be reported to bus driver. The first offense will result in a student conference and a call to parents. The second offense will result in 2 day



suspension from the bus. The 3rd offense could result in suspension from the bus for an extended period of time, depending on the severity of the offense. Should a bus referral be made that is in violation of school policy regarding safety, illegal substance or items, alcohol, violent actions or speech, or disrespect to driver will result in an immediate bus suspension with time determined by administration.

## **Nondiscrimination Statement**

Comanche School District I-2 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The Comanche School District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Please contact the Central Office, 580-439-2900 with any questions or concerns.

This notice is available in large print, audiotape, Braille, or additional alternative formats upon request.

## **Sexual Harassment:**

Sexual harassment violates Title VII (Title IX) of the 1964 Civil Rights Act, and amended by the Civil Rights Act of 1991. Sexual harassment can be verbal, physical, or visual.

Students who feel that they have been subjected to sexual harassment are encouraged to report the incident(s) to an appropriate teacher or administrator. If the student's immediate teacher or administrator is the alleged offender, the report should be made to the next level of administration or to any responsible adult.

Any student found to have engaged in sexual harassment while involved in a school activity shall be subject to disciplinary action which may include, but not be limited to, verbal and/or written warning or reprimand, counseling, mandatory harassment training, detention, community service or suspension, consistent with the student discipline code.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e. et seq.  
Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1688

## **Harassment, Hazing, Intimidation and Bullying:**

**All forms of hazing or intimidation of students is strictly prohibited. This type of undesirable behavior is illegal and will result in suspension from school. This policy includes but is not limited to physical, verbal and emotional harassment and cyber-bullying.**

## **Grievance Procedures:**

Grievance procedures will be placed in the library for employees, students, & patrons who feel they have been discriminated against based on race, sex/gender, or disability. The librarian can direct employees, students, & patrons to the location of a copy of the Districts Policies & Procedures (Section 105).

## **Comanche Public School Student Spectator Policy:**

All Comanche Public School students are encouraged to attend all middle school and high school athletic contests and support our students who are participating in the athletic contest. All athletic contests and extra-curricular events are considered an extension of the regular school day. Comanche Middle School and Comanche High School policies, rules, and disciplinary procedures shall apply to all extra curricular activities and athletic contests during the regular school day, after the regular school day, and on weekend days of which the Comanche Public School District is sponsoring or participating in the athletic contest or extra-curricular contest or activity. Comanche Public School students are subject to school rules when in attendance at any athletic contest or extra-curricular event, both home or away, in which the students of the Comanche Public Schools are participating. Comanche Public School students will display good sportsmanship and show respect to all participants, officials, and guests when in attendance at an athletic contest or extra-curricular event.

## **Child Nutrition Department:**

### **Charge Policy: Comanche Public Schools**

Comanche Public School request prepayment on all School Nutrition meals balances are no longer allowed.

Parents are strongly encouraged to complete free/reduced meal forms for their children during online enrollment. These forms are available at every school building and the Child Nutrition Office if needed. Only one form per family is needed, listing all family members and students living in the household. In the event that the family does not qualify for the free/reduced meal benefits, the parent is then responsible for the reduced or full price payment of the meal.

**Meal Prices for 2023-202 School Year can be located on the CPSOK.org**

## **website.**

All revenue received for student/teacher accounts is entered into the Child Nutrition Point-of-Sale Computer System. This allows a very accurate accounting of each customer's activity regarding payment and meal sales.

**It is strongly encouraged that parents pre-pay for meals and not rely on credit for their child to eat.**

**Charges are no longer allowed, the child nutrition department will send home a statement, as well as, make a personal phone call to the parents to inform them of the zero balance.**

**Parents who want to eat at school may pay for their lunches at the time of the visit.**

## **Child Find:**

Comanche School District 1-2 would like to inform parents about child find opportunities. *"All children with disabilities, residing in the State, whether attending public or private schools, should be identified, located, and evaluated."* Oklahoma requires that child find apply to all children who are suspected of having a disability and in need of special education and related services. This service is provided to children with disabilities free of charge throughout the State of Oklahoma. If you would like more information on child find, contact Comanche Schools (580-439-2953) or the Oklahoma State Department of Education, Special Education Services at (405-522-3248) for more information. Help to find our children the education they deserve.

## **FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA):**

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

The right to inspect and review the student's education records.

The right to exercise a limited control over other people's access to the student's education record

The right to seek to correct the student's education record: in a hearing if necessary.

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.)

## **Cafeteria:**

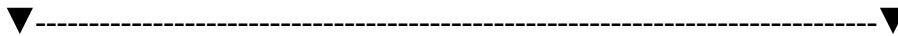
Staff members are on duty each day in the cafeteria. They have the responsibility of ensuring each child's safety. Workers become distracted when they are asked to open or microwave items for children. Such distractions could be detrimental if a child were to be injured or choking. Please check to make sure he/she can open the package. We have a microwave for student use, so please make sure they know how to use it safely. A general rule for packing students' lunches would be that if they cannot open it, then don't send it. Before sending food items with your student, please check to make sure he/she can open the package.



**August 2023-2024**

**Please sign and return this page only** to the Comanche Elementary office: (Please keep the student handbook. Thank You.

Robin Troutman  
Comanche Elementary Principal



I have read and understand the rules and policies of Comanche Elementary School.

\_\_\_\_\_ Name of  
Student Teacher/Grade

\_\_\_\_\_ Parent/Guardian  
Signature Date