

Heavener Elementary School

Home of the Wolves

Student Handbook 2018-2019

**Ed Wilson, Superintendent
Diane Cox, Principal
, Ass't. Principal
Dana Carter, Counselor
Susan Tolbert, Counselor**

P.O. Box 698
West 2nd Avenue C
Heavener, Oklahoma 74937
Telephone: (918) 653-4313
Fax: (918) 653-4741

PRINCIPAL'S MESSAGE

On behalf of the staff, I would like to welcome you to Heavener Elementary School. We are very excited about what this school year has to offer. All Students are important and all students CAN learn. Our commitment to each and every student is to help you realize your full potential in every task you undertake.

We encourage parents to share in the responsibility of their child's education. Come to school. We can always use volunteers! Meet your child's teacher. Attend parent/teacher conferences. Your involvement in your child's education is invaluable and it shows your children you truly are interested. Let's work together to make this the best year ever!

*Diane Cox, Principal
Heavener Elementary*

A sincere effort has been made to provide a Student Handbook that is in agreement with the policies and regulations of the Heavener Board of Education; however, final interpretation and application of the contents within this handbook is within the discretion of the Board of Education. If any conflict is found between the handbook and board policy, the policy shall take precedence.

MISSION STATEMENT

*Striving for Excellence in Education Every Day,
for Every Student.*

SCHOOL COLORS

Purple and Gold

SCHOOL SONG--ALLEGIANCE

Allegiance to ol' Heavener High, the dearest school in all the world. We'll fight for Heavener High wherever we may be, our allegiance we want all the world to see. Our happy days within our school will be with us our whole life through. And we'll remember everything you did for us -- Oh, our dear ol' Heavener High.

Heavener High, we shout for you: Hi-Rickety-Whoopty-Do!
Heavener High, we fight for you: Hi-Rickety-Whoopty-Do!
We love the purple and gold, to you we'll ever be bold,
Our dear ol' Heavener High we will be true. (Repeat)

SECTION I - GENERAL INFORMATION ADMISSION

Pupils are admitted to regular standing in Elementary School when records showing prior requirements for that grade level have been attained. An accurate cumulative record of all academic work and health records must be on file in the Principal's Office. All records are treated confidentially and are used for the purpose of counseling and selecting appropriate training for future interests and ambitions of the individual.

All students, including transfer students, are required to furnish evidence of all the required immunizations or a valid exemption, before they may be allowed to enroll and attend school in Oklahoma (State Statue 1210.191).

The Oklahoma School Immunization Law Vaccines required by school year and Grade Level in Oklahoma

PK	= 1 Dose of Measles, Mumps & Rubella
K-12	= 2 Doses of Measles, Mumps & Rubella
PK	= 4 DTP/DTap & 3 IPV/OPV
K-12	= 5 DTP/DTaP & 4 IPV/OPV
7	= 1 Tdap Booster
PK-12	= 3 Doses of Hepatitis B
PK-12	= 2 Doses of Hepatitis A
PK-12	= 1 Dose of Varicella

- All immunizations must meet the Guide to Immunization Requirements in Oklahoma for the 2016-2017 school year. These requirements can be found at <http://imm.health.ok.gov> or you can call the Immunization Service at 405-271-4073 or 800-234-6196.

ATTENDANCE

School attendance and success in school are directly related. If a student is absent, the school office should be notified, or a note sent to the teacher the day the student returns.

The school day is from 8:00 until 3:10. Students should arrive no earlier than 8:00 A.M. Students are not to enter the school building before school and during the lunch period, except in bad weather. Students coming to school late must check in at the front desk. Students who are late between classes will be disciplined by the teacher and or administration.

* See Heavener Board of Education Attendance Policy Regulation, page 4.

LEAVING THE SCHOOL

Elementary School children are not to leave the school during the school day unless picked up and signed out by a parent/guardian or a person designated by the parent.

VISITORS

Since the primary concern of the school day is regular classwork and activity, students are not allowed to bring visitors. Parents/guardians are welcome to visit the school any time. However, if a parent/guardian needs to visit with a teacher, they should call the Principal so a proper time can be arranged. If a parent/guardian should need to see his/her child at school, they should first come to the Principal's Office in order that the student can be notified. The school telephone number is 653-4313.

ILLNESSES

If a student becomes too ill to remain in class, the school nurse will attempt to locate parents by phone and recommend that the student be picked up. It is very important that the school have an updated, working phone number on the emergency contact card. The school clinic is a facility to care for the student until the parent can be

reached. Students with contagious diseases will be sent home and must remain home until the condition is corrected.

To be in compliance with the state laws of Oklahoma, the following procedure for dispensing medication will be followed by the Heavener Schools:

PRESCRIPTION MEDICINE

No medication shall be administered unless the parent/guardian of the student requiring the medication has given the school written authorization to administer the medicine. The parent/guardian of any student requiring medication during school shall bring the medication to the school nurse, and complete and sign the Parental Authorization form.

NON-PRESCRIPTION MEDICINE

The parent/guardian of the student may sign a Parental Authorization Form which would authorize the appropriate personnel to administer non-prescription medication to the student during an emergency when the parent/guardian cannot be reached. The school must have on file the written authorization of the parent/guardian of the student before administering medicine to the student.

TELEPHONES

The telephones are primarily for business purposes. Telephone use by students will be kept to a minimum and only after permission has been given by office personnel. Students will be called from class to the telephone only in cases of an emergency.

SCHOOL LIBRARY

A librarian is on duty throughout the school day. Parents are encouraged to come visit the library and check out the items on the parent's shelf.

FLOWERS

Flowers delivered for the students may be picked up at the end of the school day from the office. No balloons will be allowed on the school buses. Balloons are a violation of school bus safety law.

BICYCLES

Bicycle riders are urged to use caution when traveling over the highways to and from school. All bikes will be parked in the special areas at the side of the school. For safety reasons, students must walk their bicycles off the school grounds.

FIELD TRIPS

Field trips are scheduled to various points of interest by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources in the area. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a fee may be requested from each student to help defray costs. Parents are encouraged to attend field trip outings with their children.

TEXTBOOKS

Students are expected to take good care of textbooks. Textbooks are furnished by the school. The students must assume full responsibility of the care of books lent to them. Books are issued by the teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. Responsibility for textbooks rest with the student to whom the textbooks are issued.

PERSONAL PROPERTY

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. Every year bags of clothing, especially coats, are donated to charity because they are not claimed.

COUNSELING SERVICE

The responsibilities of the elementary counselor are to help in the growth and development of all students. Some services include: individual and group counseling; consultation with parents, teachers, and administrators; and the coordination of educationally related programs.

SPEECH THERAPY

A speech therapist is available for students. Speech problems should be referred to the therapist or principal.

HALL PASSES

Students are required to have a hall pass when in the halls during class time.

BREAKFAST AND LUNCH PROGRAM

Nutritious meals are served at both breakfast and lunch. Free or reduced-price meals are available to those who qualify. Forms are sent out at the beginning of the year or may be obtained anytime by calling the office.

INSURANCE

Student accident insurance is available on (1) a twenty-four hour basis which includes coverage for all sports except football, or (2) an at school basis which covers the student during school hours. Athletic Insurance will be made available to all students at student expense. Any student participating in athletics must sign an insurance waiver or purchase the policy made available at the school. The Board of Education does not assume responsibility and is not liable for any injuries to students.

HEAVENER BOARD OF EDUCATION ATTENDANCE POLICY (REGULATION)

In accordance with the policy of the Board of Education, each student is required to attend each class a minimum of 88% of the time in order to receive credit for that class. A maximum of 10 days a semester may be missed for excused absences or truancy in any one class.

EXCUSED ABSENCE:

- I. All absences apply toward the ten (10) day rule
- II. 6th - 8th grade three tardies equal 1 absence
- III. Excused absences.
 1. Medical Appointments with a note from the Doctor.
 2. Parent and student need to provide appointment slips the day they return and receive an admit to class. A maximum of (5) days will be provided for the slip to be turned into the office after the student returns to school. A fax will be sufficient; however, the school reserves the right to contact the doctor to see if the student needs to miss for multiple hours.
 3. Three days for Immediate Family Funeral.
 4. School Nurse sends you home for sickness.
 5. Weather conditions.
 6. Activity Absence - maximum ten days per year allowed by state law.

It is the responsibility of the parent to notify the school by 9:30 a.m. if a child is to be absent for one of the above reasons. The school will attempt to contact those students' parents who do not call. Contact must be made before the student will have an excused absence. The student may make up all work missed without a penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. Absences without a note or parental contact will be considered truant. Unexcused absence is defined as any reason not listed under the Excused absences. Any student exceeding the ten day limit and feel he/she has just cause may appeal to the appeals committee. Student must be passing the class/subject that is being appealed.

ACTIVITY ATTENDANCE POLICY FOR HEAVENER SCHOOL:

I. In accordance with the policy of the board of education, the following shall govern student attendance:

1. SCHOOL ACTIVITY: These are extracurricular activities, whether sponsored by the school or outside agency, which removes the student from class more than half of a class period.
2. The total number of student activity absences from any one class period per year, without permission from the Internal Review Attendance Committee and approved by the local board, shall be ten.
3. Once a student has had ten activity absences from any one class period per year, the student must be reported to the Principal's Office.

Activity Absences:

 - (a) The student will be allowed to be absent from the classroom for a maximum of ten days per year to participate in activities sponsored by the school. The student will be allowed to make up any work missed while participating.

II. The criterion for continuing beyond the (10) day absence limit shall be as follows:

1. A student must have a numerical grade of 70 or better in the subject he is wanting to miss.
2. Before a student is given permission to be absent beyond the 10 day limit, even though he has a 70 or better, his record must show that his grade was not adversely affected by the previous 10 days of absence and he has turned in all required work missed on a previous days out.
3. Principal's permission is required to continue the activity attendance policy past 10 days per year.

III. The policy of the board of education does not set a maximum number of activity absences to be allowed per student. However, unreasonable request upon the committee for exemptions will not be considered.

IV. Teachers shall have the following responsibilities:

1. Keep a record of all absences but distinguish between student activity absences and regular absences.
2. When a student has accumulated three (3) student activity absences per semester, advise the student and note it in the Grade or Plan Book.
3. When a student has obtained his activity absences, the student's name is to be submitted to the Principal.
4. Each teacher who anticipates requesting students be taken out of the classroom for any extracurricular activity should file an activity calendar stating the probable dates.

V. Activities excluded from the ten day rule are:

1. Class meetings; assemblies; field trips involving the class period only. In order to attend an activity with some one other than your class period teacher, students must have a numerical average of 60 in each class they will miss.

TRUANCY

The Heavener Police Department and Heavener Municipal Court are partnering with the Heavener Public Schools to address truancy and enforce Compulsory School Attendance within Heavener Schools. Heavener Schools will be monitoring student attendance very closely, and the parents/guardians of students and/or the students themselves who are found to be in violation of Oklahoma State Statutes, the Heavener Municipal Code and Heavener School District Policy will be subject to prosecution in Heavener Municipal Court in accordance with 70 OS § 10-105 and City Ordinance 694-15. School Administrators, the Heavener Police Department and the Heavener Municipal Court are taking this matter very seriously, as should all school patrons.

70 OS § 10-106 provides that a parent, guardian or custodian be notified, and that the absences be reported "if a child is absent without a valid excuse for four (4) or more days or parts of days with-in a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester." While there is not an exhaustive list of what is deemed an "excused absence", such excused absences are defined under federal law, Oklahoma law, and are defined by our local school board as set forth in the School's Student Handbook.

Students and parents who fail to adhere to district policy put themselves at certain risk of being cited by the Police Department to appear in Heavener Municipal Court. Students or parents appearing before the court will be charged under municipal code 694-15. Upon conviction, the student or parent shall be guilty of a misdemeanor and shall be punished as follows (All fines and imprisonment determined by and paid to Heavener Municipal Court.):

1. For the first offense, a fine of not less than Twenty-five Dollars (\$25.00) nor more than Fifty Dollars (\$50.00), or imprisonment for not more than five (5) days, or both such fine and imprisonment.
2. For the second offense, a fine of not less than Fifty Dollars (\$50.00) nor more than One Hundred Fifty Dollars (\$150.00), or imprisonment for not more than ten (10) days, or both such fine and imprisonment.
3. For the third or subsequent offense, a fine of not less than One Hundred Fifty Dollars (\$150.00) nor more than Two Hundred Fifty Dollars (\$250.00), or imprisonment for not more than fifteen (15) days, or both such fine and imprisonment.

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school shall constitute a separate offense.

FIRE AND TORNADO DRILLS

The first fire drill shall be conducted within the first fifteen days of each semester. The second fire drill shall occur after the first thirty days of the semester. The signal is three bells or the fire alarm.

Tornado drills will be conducted at regular intervals. The signal for a tornado drill is several short bells (more than three). Classroom teachers will instruct students of proper procedure for each type of drill.

STUDENT ACTIVITY REGULATIONS

Students representing the school at out-of-town events will be required to ride the bus to and from the event site. Any alteration in arrangements will be made with the sponsor of the activity in advance of the trip.

WITHDRAWALS

If a student is planning to attend another school, a withdrawal form must be obtained from the principal or asst. principal. The locker must be emptied and all textbooks must be returned. All bills must be paid before records will be sent to the receiving school.

THREATENING SCHOOL EMPLOYEES

Oklahoma State Law requires felony charge to be filed against any person(s) committing an aggravated assault or battery upon any school employee. Title 70 O.S. ' 6-113

MOMENT OF SILENCE

Senate Bill 815 requires local boards of education to ensure that all school sites observe approximately one minute of silence each day. The minute of silence is for the express purpose of allowing each student time to reflect, meditate, pray, or engage in other silent activity.

SECTION II - SCHOOL PROGRAM CURRICULUM

Current Oklahoma state standards serve as the core curriculum for the Heavener Elementary School. Objectives are listed for each grade level and each subject area. A copy of the standards will be available to parents upon request.

GRADING

The grading system at Heavener Schools consists of two nine-week reporting periods each semester. Midway of each nine-week period, parent/guardian will be notified in areas where a deficiency exists. The purpose of the progress report is to inform parent/guardian of work that needs to be improved.

Cooperation and communication between home and school are essential for an efficient system. We urge parent/guardian to contact the school any time there are questions concerning you child's progress.

The grading system is as follows for third-eighth grades:

A+	98-100	B+	87-89	C+	77-79	D+	67-69
A	93-97	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62

F 59 & below

E Excellent
S Satisfactory
U Unsatisfactory

Students will be allowed same number of days to make up missed assignments as number of absences. Because skills and content taught at each grade level provides necessary foundation for learning at the next level, it is important that each student master the current level of knowledge. Therefore, in order to be promoted to the next grade, each student in grades 5-8 must earn a passing grade in at least 5 out of 7 classes per semester.

The grading system for Grades K - 4 will reflect a student's progress toward the accomplishment of the current Oklahoma state standards. Progress on each skill may be reported with an assessment of Yes/No or degree of competency.

THIRD GRADE PROMOTION

State law, House Bill 1621, states that if a student in third grade does not score above the Unsatisfactory Level on the third grade Oklahoma Core Curriculum Test (OCCT) or Oklahoma Modified Alternate Assessment Program (OMAAP) for reading, he or she is considered to have a substantial problem in reading and cannot be promoted to the fourth grade.

Some third graders who score Unsatisfactory Level on the OCCT or OMAAP in reading can be exempted from the retention requirement and be promoted to fourth grade. This is called a "good-cause exemption." If your child does not score above unsatisfactory, you may contact the classroom teacher for an explanation on the exemption guidelines and your child's possible eligibility for promotion.

EIGHTH GRADE REMEDIATION

State Legislature requires that all "8th grade students that scored limited or unsatisfactory on the Criterion-Referenced Tests (CRT) in reading and/or mathematics have remediation classes". Heavener School District's policy states that these classes will be "in place of an elective". Students will be required to attend remediation class for a minimum of 1 semester per subject.

GIFTED AND TALENTED

Gifted and Talented means those students identified at the preschool, elementary, and secondary levels as having demonstrated potential abilities of high performance capability and needing differentiated or accelerated education or services.

The goal of the Heavener Public School Gifted and Talented program is to identify and provide necessary differentiated curriculum at all grade levels that provides educational challenges and enrichment for each participating student. The students will be given opportunities to grow beyond the realms of the regular curriculum. The objectives of the program are for students to demonstrate at least one of the following:

1. Abilities in creative thinking and problem solving.
2. Leadership ability.
3. Abilities in intellect and in specific and general academics.
4. Appreciation and production of fine and visual arts.
5. Outstanding abilities in visual and/or performing arts.
6. Citizenship and leadership in school and community.

The curriculum of the Gifted and Talented Program will be provided through regular classroom instruction and enrichment classes. The curriculum may be the same used with all students but the pace, breadth, or depth of the topics covered may be modified as appropriate to meet the needs of the gifted and talented students. It is also acceptable for the curriculum to be different from what is studied by other students in the class.

PROFICIENCY BASED PROMOTION TESTS

Students, parents, guardians, or educators may request the opportunity for a student to demonstrate proficiency in one or more core curriculum areas. The core curriculum as defined in HB1017 includes: Social Studies, Languages, The Arts (Music/Art), Language Arts, Mathematics, and Science.

Who should take the test?

Students who have outstanding academic ability, make high grades in the class, or who have exceeded the grade level requirements of a particular subject area.

When are the tests given?

One week in the Fall
One week near the end of school in the Spring

What tests are used?

- 1) Multiple choice tests called Oklahoma Proficiency Tests published by The Riverside Publishing Company
- 2) Some subject areas also require the student to perform or demonstrate skills. Laboratory sciences will require students to perform relevant laboratory techniques. The criteria for performance or demonstration assessments will be available two weeks prior to test administration.

How many tests can be taken?

Proficiency tests may be taken in more than one subject area.

How to apply?

Submit a Notification of Intent to Participate to the Principal no later than two weeks prior to the testing week. Students must be legally enrolled in Heavener Public Schools to be eligible to participate.

What is a Passing Score?

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% and/or comparable level of competency on a performance assessment or demonstration.

What is Promotion?

Students who score 90% or above in a subject area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

NOTE: Next level of study may or may not mean the next grade level.

EIGHTH GRADE PROMOTION

There will be an eighth grade promotion at the end of the school year. Valedictorians, Salutatorians and Seventh grade honor Students will be selected as follows:

Valedictorians - Eighth grade student(s) having the highest total GPA for the first and second semesters of sixth and seventh grades and the first semester of eighth grade.

Salutatorians - Eighth grade student(s) having the second highest GPA for the first and second semesters of sixth and seventh grades and the first semester of eighth grade.

Seventh Grade Honor Students - Seventh grade student(s) having the highest total GPA for the first and second semesters of sixth grade and the first semester of seventh grade.

HIV PREVENTION EDUCATION

Each school year Heavener Elementary School will instruct 7th grade students concerning the disease know as AIDS. This instructional method will be available for parents to view at least one month prior to student instruction. The local newspaper will carry a news release advising parents of the date and time of this parental viewing. Parents are also welcome to attend the actual instructional presentation.

DRUG AWARENESS

Student related activities for drug awareness are:

Health and Safety Education
Red Ribbon Week
School Assemblies

SPECIALIZED SERVICES FOR STUDENTS

Action 1-405-329-6079
AIDS Hotline 1-800-826-2961
Alcohol Information Center 1-800-522-9054
American Cancer Society Information 1-800-227-2345
Child Welfare 1-918-647-2163
Child Welfare Hotline 1-800-522-3511
Juvenile Shelter..... 1-918-647-9154
Kiamichi Vo-Tech School 1-918-647-4525
LeFlore County Health & Guidance 1-918-647-8601
LeFlore County Youth & Family 1-918-647-4196
Oklahoma Alliance Against Drugs 1-405-787-8200
Reachout..... 1-800-522-9054
Teenline..... 1-800-522-9054
Women's Resource Center..... 1-918-647-9800
Safe Schools..... 1-877-SAFE-CAL

SECTION III - STUDENT POLICIES DISCIPLINE

Heavener Elementary students are to behave in an acceptable manner. Respect for all persons is expected. No student will be allowed to stop a teacher from teaching or prevent other students from learning.

Each classroom establishes rules, rewards, and or

consequences. These apply to out-of-class behavior as well.

Appropriate behavior will be rewarded with praise, special activities, or positive phone calls to parents.

Disciplinary action will be taken for any of the following reasons:

1. Violation of state, local, or school regulations.
2. Disobedience and insubordination.
3. Possession, use, sale, or distribution of beer, alcoholic beverages, controlled drug substances, or other habit forming narcotics.
4. Appearance in violation of health or safety standards.
5. Interference or intimidation of students or employees.
6. Violation of compulsory school laws.
7. Assault and/or use of weapons.
8. Gross misbehavior.
9. Profanity or obscenities.
10. Indecency.
11. Forgery.
12. Gambling.
13. Trespassing.
14. Extortion.
15. Arson.
16. Vandalism.
17. Bomb threats or false alarms.
18. Throwing rocks.
19. Individual or group violence.
20. Fireworks at school or school sponsored activities.
21. Possession of tobacco (any form) on school premises or on school buses.
22. Littering.
23. Illegal distribution of matter or literature on school property.
24. Violation of bus riding rules and regulations.
25. Violation of activity trip rules.
26. Other acts which interfere with the teaching/learning process.
27. 3 zeros for any work not turned in.

PUNISHMENT/CONSEQUENCES

In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff are not limited to these alternatives methods, nor does this reflect an order or sequence of events in disciplinary actions.

28. Conference with student
29. Detention before or after school
30. Referral to counselor
31. Behavioral contract
32. Conference with parents
33. Changing student's seat
34. Requiring the student to make financial restitution
35. Requiring the student to clean or straighten facilities he or she damaged
36. Restriction of privileges or loss of privileges
37. Referring the student to an appropriate social agency
38. Saturday school
39. Corporal punishment
40. In-School Detention
41. Suspension from school
15. Other activities deemed appropriate after consultation with parents.

If corporal punishment is not to be used, the parent or guardian must sign a form at the Elementary Office. There must be at least 3 contact numbers in case the student needs to be picked up from school.

DRUGS AND ALCOHOL

The use, possession, or distribution of illicit drugs and alcohol on school grounds or at school activities is considered harmful and is strictly prohibited. Disciplinary actions will be imposed on students who violate this policy.

Disciplinary actions will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office or through the counselor.

Students in grades 7-12 who are involved in any extracurricular activity will be subject to a monthly random drug test to be performed by an outside agency.

USE OF TOBACCO

State law prohibits minors from possessing tobacco products of any kind, therefore, students may not possess or use tobacco products at any time while they are under the supervision of the school. This includes normal school hours, school-sponsored activities at school and away from school. All students will follow these guidelines regardless of age.

SEARCH OF STUDENTS

If the superintendent or principal, assistant principal, teacher, security personnel, or anyone authorized by these people believes that a student has in his/her possession a dangerous weapon or substance or stolen property, he/she may request that the student freely surrender the item. If the student does not give the item requested to the principal or a designee, the designee may authorize the search of a student's person or personal property and the seizure of illegal or harmful items in his/her possession while on the school premises or at a school activity assigned to a specific student (locker, desk, etc.) And the seizure of items which violate the regulations of Heavener School.

WEAPONS-FREE SCHOOL

Any student who possesses a firearm or weapon at school or a school related function, will be subject to a full year suspension.

ELECTRONIC DEVICES, PAGING DEVICES & CELL PHONES

Students may take their cell phones and CD players with headphones on student activity trips only. This does not include regular bus routes. School district is not responsible for lost, stolen, or damaged devices.

DISTRACTING DEVICES

Pen lights, skateboards, trading cards, etc. - Students will not bring devices that will distract people to school. They will be taken and returned at a later date.

THREATS, HARASSMENTS & BULLYING

It is the policy of this school district that harassment, threats and bullying will not be tolerated. Harassment and/or bullying is intimidation by threats or actual physical violence. Harassment or threats may include but is not limited to the following:

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

Discipline may consist of suspension, expulsion and or police involvement.

MISINFORMATION

Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

MANNER OF DRESS

The District's student dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

The district prohibits appearance and dress which in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

The following standards will serve as a guideline for student dress with the exception of grades PK-3, dress code is at the Principal's discretion:

1. Students shall be dressed in a groomed manner that is clean and neat and that will not be a health or safety hazard to themselves or others.
2. The District prohibits pictures, emblems, or writings on clothing that:
 - a. Are lewd, offensive, vulgar, or obscene;
 - b. Advertise or depict tobacco products, gangs, alcoholic beverages, drugs, or any other substance prohibited by policy.
3. Students may wear shorts above the knee provided that when in a standing position arms to sides reaching toward hem, shorts must come to mid-thigh. Sleeveless shirts may be worn as long as arm opening fits snug. Shirts must have collars or be crewneck style. Muscle shirts, undershirts, sleeveless undershirts or fish net shirts are not to be worn alone as outer garments. Shirts must cover mid-riff area (skin, undergarments, or tops of jeans, shorts, or skirts should not show while student is standing or sitting). Skirts and dresses must meet the mid-thigh rule given for shorts.

4. Pants with holes may be worn as long as no skin can be seen above the mid-thigh rule that applies to shorts and skirts.

5. Hats or scarves are not to be worn in the school buildings. This rule applies to both male and female students. Hats may be worn on the school campus while outside of the buildings and may be carried to your locker. It is recommended that the locker be locked if hats are to be stored in it. (Several students may not wear the same type scarf). Violations of the hat/scarf rule will be as follows:

1st offense: Hat or scarf will be taken (no warnings) to the office and the student may retrieve it at the end of the day.

2nd offense: Hat or scarf will be taken for the semester.

6. Shorts or pants that are noticeably sagging will not be worn on campus.

7. Nose rings, nose studs, tongue rings, naval rings, etc., will not be worn on campus.

8. Overalls must be snapped and worn as designed with both straps over the shoulders.

9. Girls must wear a shirt under spaghetti strap tops.

When faculty or administration detect a student is not dressed in the manner he/she should be, appropriate action will be taken. The student shall be given an opportunity to correct the problem at school. Until corrected, the student will not be allowed to attend class.

1. A parent or designee may bring an acceptable change of clothing to school.

2. In minor violations, the student may be advised to change dress before returning the next day.

3. In extreme cases, the student may be sent home immediately for correction.

Principals, in conjunction with sponsors, coaches, or other persons in charge of extracurricular activities, may regulate dress and grooming of students who participate in a particular activity if the principal reasonably believes that the student's dress or grooming creates a hazard, or may prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

DETENTION

Detention period is a time when the student is assigned to report early before school, during the lunch break, or stay after school for any misconduct. A student is given a day's notice when detention is assigned so that he/she can arrange transportation.

SATURDAY SCHOOL

Saturday School is defined as an opportunity to serve disciplinary time on campus with supervision provided by a certified teacher. Saturday School time is by arrangement.

IN-SCHOOL DETENTION

In-School Detention (ISD). Students are supervised by a staff member in a place of isolation. Assignments are completed in ISD, violations may result in school suspension.

OUT-OF-SCHOOL SUSPENSION

The principal has authority to suspend a student out of school for a period of up to, and including, 10 school days. Before a student may be suspended out of school for 10 days or less, the student has the right to appeal the principal's decision to a suspension appeal committee designated by the Heavener Board of Education. The decision of the suspension committee is final and cannot be appealed to the board or any other school official. Before a student may be suspended out of school for over 10 days, the student has the right to appeal the principal's decision to the Board. The decision of the Board is final.

A student shall be suspended from school for serious offenses and /or multiple infractions of lesser offenses. A student that is suspended from school shall not be allowed on school property, or to participate in or attend extra-curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

A student shall receive a grade of zero (0) on all work, during the period of out-of-school suspension for which the student would have normally received a grade for out-of-school suspension for 5 days or less. A student shall not make up work for credit to compensate for the work on which the student received a grade of zero (0). A student may complete the work for the student's own benefit, however a score of zero (0) will be given for that work. The grade of zero (0) will be calculated into the other grades of the student.

A student shall receive an educational plan of the core curriculum in which the student is enrolled at the time of the suspension for days suspended beyond 5 days. The parent/legal guardians shall bear the responsibility for monitoring the student's progress until the student is readmitted into school.

PROCEDURE IN STUDENT SUSPENSION CASES

Our intent is to follow the rules, regulations, and procedures as listed in the student handbook. The principal will have the initial responsibility and authority to order a student suspended for misconduct. Suspension is the denial by the school administration of the right of a student to attend class or school sponsored activities. No suspended student will be permitted to loiter on any school property. Students suspended and or their parents are afforded the right to appeal the suspending action to the School Superintendent.

ENROLLMENT OF SUSPENDED STUDENT WHO MOVES INTO ANOTHER SCHOOL DISTRICT

70 O.S. sec. 24-101 was amended in 1992 to provide in Section B that a student suspended for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students had no right to enroll in another district, and no district was required to enroll such pupil, until the terms of the suspension had been met or the time of the suspension has expired. The discretion of the now resident district applies not only when the suspension was imposed by another public school district in Oklahoma but also when the suspension was imposed by a private school or by a public or private school in another state.

CHAIN OF COMMAND

Any issue or concern expressed by a stakeholder will be addressed through a chain of command. The chain of command will be in the following order: teacher, building principal, superintendent, and finally school board.

SECTION IV - TRANSPORTATION

BUS RIDER RULES

For safe and enjoyable ride to and from school, children should be reminded frequently about the rules of bus riding safety.

- < **Students are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.**

Students are NOT allowed to ride a bus other than their own or get off at a stop other than their own without a note from parent/guardian and signed by the principal or designee. Students who are not eligible to ride a bus will not be allowed to ride.

I. 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.

II. WHILE ON THE BUS:

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

19. In case of road emergency, children are to remain on the bus, except when it may be hazardous to their safety.

III. AFTER LEAVING THE BUS:

20. When crossing road, go at least ten feet in front of bus, stop, check traffic, watch for bus driver's signal, then cross the road.
21. Go home immediately and stay clear of traffic.
22. Help look after the safety and comfort of small children.
23. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

IV. EXTRA-CURRICULAR TRIPS:

24. The above rules and regulations will apply to any trip under school sponsorship.
25. Pupils shall respect the wishes of a competent chaperone appointed by the school officials.

SECTION V - EDUCATIONAL NOTICES

CHILDREN WITH SPECIAL PROBLEMS HAVE THE RIGHT TO AN EDUCATION

Your child has the right to a free public education. Without exception. This is now the law of the land. This includes the child with a special problem of handicap. The handicaps may be due to a physical, mental, emotional, or learning problem.

All children have the legal right to a free appropriate public education, even children with special problems, no matter how serious. The children deserve the chance to reach their full potential. Since they have special needs, they can benefit from exceptional education programs.

HERE'S THE FIRST STEP:

A child's problem may not be obvious, and, in the child's early years, the parents may be the only ones who know if the child has a special problem. This may also be true for school age children whose problems have kept them out of school. All states are required by law to find handicapped children who are not getting an education.

WHICH CHILDREN ARE WE LOOKING FOR?

We are looking for children with problems who are not getting special education. This includes children in and out of school, whether living at home or in institutions. By children, we mean individuals from birth through 21 years of age. Public Law 101-476, The individuals with Disabilities Education Act, defines children with disabilities as:

Children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities who by reason thereof need special education and related services.

HOW SEARCH AND FIND WORKS:

If you think your child has a special problem, contact the school at East Avenue G and 4th Street or call 653-4313. We can help but first we must find the child.

After you have contacted the school, we will send a form for you to request an initial screening for your child. This screening will be provided at no cost to you.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING & EVALUATION

This notice is to inform parents of the child identification, location, screening and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

(1) Readiness Screening

Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

(2) Educational Screening

Educational Screening includes procedures for the identification of children who may have special needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- 1) Educational screening is implemented for all first grade students each school year.
- 2) Second through twelfth grade students shall be screened as needed or upon request of the

parent, legal guardian, or teacher.

Students entering the public system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic test administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- 1) To inspect the student's education records;
- 2) To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights;
- 3) To consent to disclose education records, except where consent is not required to authorize disclosure;
- 4) To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFR 99.1-99.67); and
- 5) To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact Heavener Public Schools, East Ave. G & 4th, Heavener, OK 74937; Elementary Principal Diane Cox, 653-4313; High School Principal, Aaron Alexander, 653-4436.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Parents and eligible students have the following rights under the FAMILY EDUCATION RIGHTS AND PRIVACY ACT and Heavener Board of Education Policy:

1. The right to inspect and review the student's education record;
2. The right to exercise a limited control over access to the student's education record;
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 to the Department of Health, Education, and Welfare;
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

IT IS THE INTENT of Heavener School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstance as permitted by the FERPA.

The student's parent or and eligible student has the right to seek to correct parts of the student's education records which is believed to be inaccurate, misleading, or violation of student rights.

(This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request.)

Any person has the right to file a complaint with the Department of Health, Education, and Welfare if the school district violates the FERPA.

Parents or an eligible student may obtain copies of this policy by contacting the administrative office of Heavener Public Schools located in the Glenn Scott Educational Center at West 2nd and Avenue C. The mailing address is P.O. Box 698 and the phone number is 653-7223.

SCHOOL DIRECTORY INFORMATION

The Heavener School District proposes to designate the following personally identifiable information contained in a student's education record as directory information, and it will disclose that information without prior written consent:

1. The student's name, address, and telephone number
2. The names of the student's parents

Parents or eligible students have two weeks after this notification to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

LOCATION OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Elementary Office High School Office	Elementary Principal High School Principal
Cumulative Records (Former Students)	High School Office	High School Principal
Health Records	Elementary School	School Nurse
School Transportation Records	Bus Barn	Transportation Director
Speech Therapy Records	Elementary School	Speech Therapist
Psychological Records	Elementary School High School	Special Education Instructors

DISCRIMINATION COMPLAINTS PROCEDURES

The following procedures will be used by any person, including personnel and students for the filing, processing, and resolution of alleged discrimination complaints.

Definitions:

3. Discrimination Complaint: A written complaint alleging any policy, procedure or practice to discriminate on the basis of race, color, national origin, sex, disability, veteran status, or other perceived discrimination.
4. Students Grievant: A student of the Heavener Public School District who submits a complaint alleging discrimination based on race, color, national origin, sex, or disability.
5. Employee Grievant: An employee of the Heavener Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, disability, or veteran status.
6. Public Grievant: Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, origin, religion, sex, age, disability, or veteran status.
7. Compliance Coordinator (Coordinator): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal laws addressing equal educational opportunity. The Compliance Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
8. Respondent: The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
9. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Pre-Filing Procedures:

Prior to the filing of a written complaint, the grievant is encouraged to visit with the compliance coordinator, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing Discrimination Complaints:

- A. Grievant Submits written complaint to Coordinator stating name, nature and date of alleged violation; names of person responsible (where known); and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in all school offices and in each counselor's office.
- B. Coordinator Notifies respondent within 10 days and asks respondent to:
 1. Confirm or deny facts,
 2. Indicate acceptance or rejection of grievant's requested action, or
 3. Outline alternatives.
 4. Respondent Submits answer within 10 days to Coordinator.
 5. Coordinator Within 10 days after receiving respondent's answer, Coordinator refers the written complaint and respondent's answer to the building principal or other designee. The Coordinator also schedules a hearing with the grievant, the respondent, and the building principal or other designee.
 6. Principal, Grievant, Respondent, & Coordinator Hearing is conducted.
 7. Principal Within 10 days after the hearing, issues a written decision to the grievant, respondent, and Coordinator.
 10. Grievant or Respondent
If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the superintendent requested.
 11. Coordinator Within 10 days of receiving a request for a hearing, schedules a hearing with the grievant, respondent, and superintendent.
 6. Superintendent, Grievant, Respondent, & Coordinator Hearing is conducted.
 7. Superintendent Issues a decision within 10 days following the hearing.
 8. Grievant or Respondent
If the grievant or respondent is not satisfied with the decision, the Coordinator must be notified within 10 days and a hearing with the board requested.
 9. Coordinator Notifies board within 10 days after receiving a request for hearing. Coordinator schedules the hearing with the board. The hearing is to be conducted within 30 days from the date of notification to the board.
 10. Board of Education or hearing panel established by the board, Grievant, Respondent, & Coordinator
Hearing is conducted
 11. Board of Education
Within 10 days after the hearing, issues a final written decision regarding the validity of the grievance and any action to be taken.

General Provisions:

1. Extension of Time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be not more than 180 days.
2. Access to Regulations: the Heavener Public School District shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, sex, age, disability, or veteran status upon request.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel files. Complaint records shall be maintained on file for three years after complaint resolution.
4. If respondent and principal are the same person, the above procedures are adjusted accordingly with the first hearing being with the superintendent.

ASBESTOS INSPECTION

We attempt to provide a safe environment for boys and girls to attend school.

In compliance with federal law, Heavener School District has conducted an inspection of all buildings to determine the presence of asbestos. No friable asbestos was found at the Heavener School Site.

The district has the plan available for interested persons to view. If you desire more information, call the Superintendent at 918-653-7223.

STUDENT TECHNOLOGY AND INTERNET USAGE POLICY

Acceptable Use

The use of your Internet access must be in support of education and research and consistent with the educational objective of the Heavener Public School system. The use of Internet is a privilege, NOT a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or school administration will deem what is inappropriate use and the decision is final. The administration, faculty, and staff of Heavener Public Schools may request that the system administrator deny, revoke, or suspend specific user account. You may not assume any degree of privacy as to the use of the school's network.

Warranties

The Heavener Public School system makes NO warranties of any kind, whether expressed or implied, for the service it is providing. The Heavener Public School system will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or services interruptions caused by its own negligence or errors or omissions. Use of any information obtained via Heavener Public Schools is at your own risk. The Heavener Public School system specifically denies any responsibility for the accuracy or quality of information obtained through this service.

Exception of Terms and Conditions

All terms and conditions as stated in the document are applicable to the Heavener Public Schools system. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

Student

Understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should you commit any violation, your access privileges may be revoked, or school disciplinary and/or appropriate legal action may be taken.

Parent or Guardian

As the parent of guardian of a Heavener Public Schools' student, you should understand that this access is designed for educational purposes and that the Heavener Public School system has taken available precautions to eliminate controversial material. However, please recognize it is impossible for the Heavener Public School system to restrict access to all controversial materials and you should not hold the school responsible for materials acquired on their network. Further, you should accept full responsibility for supervision of your child(ren)'s use of the internet if not in a school setting. Your child may opt out by filing a form at the principal's office.

Image Publications.

Representatives from Heavener Public Schools may photograph, video record, and/or interview individuals in connection with school programs, projects, or events. This material may appear on school website(s), social media networks, and print materials. Students who choose to opt-out will not be included in the yearbook or any other school related publications. Your child(ren) may opt out by filing a form at the principal's office.

**NONDISCRIMINATION
POLICY NOTIFICATION**

It is the policy of the Heavener Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or veteran in its educational programs and activities. This includes, but it is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Ed Wilson, Compliance Coordinator.

Heavener Public School
P.O. Box 698
Heavener, OK 74937
918-653-7223



**Heavener Elementary School
2018-2019 School Year**

PARENT OR GUARDIAN:

PLEASE SIGN, TEAR OUT AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER.

I have received the Heavener Elementary School Handbook for the year 2018-2019. I understand it is my responsibility to read this handbook or have someone read it to me. I also understand that questions about the handbook may be directed to the principal's office.

Student's Name (*Please Print*) _____

Parent or Guardian's Signature _____

Date _____