



# Cross Timbers Elementary

1111 West Highland Tecumseh, OK 74873

Phone: 405-598-3771 Fax: 405-598-8717

## Parent/Student Handbook 2023-2024

**NAME** \_\_\_\_\_ **GRADE** \_\_\_\_\_

**MY TEACHER IS** \_\_\_\_\_ **ROOM#** \_\_\_\_\_

**PARENT'S NAME** \_\_\_\_\_ **PHONE** \_\_\_\_\_

### **Mission**

To equip **ALL** for successful futures by producing lifelong learners

### **Vision**

Our entire school community  
shares in the commitment to learn and work together  
to guarantee that **ALL** learn at high levels!

All contents of this handbook are subject to change based on changes in Oklahoma school statutes, Tecumseh School Board action, or Tecumseh Public Schools Policies and Procedures Manual.

Dear families,

Welcome to Cross Timbers Elementary! I am honored to be the principal of a school where a genuine love for children and high expectations are a priority. We are committed to offering a challenging and supportive school program for every single student that has been entrusted to our care.

Although this handbook is not all inclusive, we have designed it to provide you with meaningful information about Cross Timbers. After you have read this handbook and have reviewed this information with your child, please **sign the School Policy and Regulation Acknowledgement Form** on page 3.

Please feel free to contact the school if you have any questions about our programs, rules, or district policies. We believe that open and clear communication between school and home is a vital part of our partnership. At Cross Timbers, parents and teachers work together to help provide each student the tools they need to be successful.

If I can be of help to a student or your family in any way, please let me know!

Sincerely,

*Alisha Jonker*

Principal



## School Policy and Regulation Acknowledgement Form and Release

Note: It is a requirement for each student that he/she have his/her parent or guardian read and sign this sheet by August 25, 2023. Your cooperation is appreciated.

**I have thoroughly read and agree to support my student (and/or student agrees) in following all school rules and district policies as outlined in the student handbook.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**I have thoroughly read, understand and accept the district's Attendance Policy as outlined.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**I have thoroughly read, understand and accept the district's discipline policy as outlined.**

Yes \_\_\_\_\_ No \_\_\_\_\_

I/We \_\_\_\_\_ / \_\_\_\_\_  
(PARENT/GUARDIAN) (STUDENT NAME)

**UNDERSTAND THAT WE ARE RESPONSIBLE FOR HAVING READ ALL INFORMATION CONTAINED IN THE STUDENT HANDBOOK/AGENDA.**

\_\_\_\_\_  
Date Parent's Signature Student's Signature

# CIVIL RIGHTS COMPLIANCE STATEMENT

The Tecumseh Board of Education complies with the Civil Rights Laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents and employees of District I-92 that the district does not discriminate on the basis of race, color, sex, national origin, handicap, religion or age in any of its educational programs, services, financial aid, or employment.

## PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

1. One race or sex is inherently superior to another race or sex,
  2. An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
  3. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
  4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
  5. An individual's moral character is necessarily determined by his or her race or sex,
  6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
  7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
  8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.
- B. Identify the dates the alleged discriminatory act occurred;
  - C. Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
  - D. Include relevant information that would enable a public school to investigate the alleged violation; and
  - E. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- A. Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;

The district hereby designates the Assistant Superintendent as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (405)598-3739 and via email to [burksb@tecumsehschools.org](mailto:burksb@tecumsehschools.org). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

## ATTENDANCE

Attendance during every day of the school year is expected and needed for all of our students. Research shows that missing even one day of school per month throughout the course of the school year can create significant learning gaps for many of our students. The purpose of this message is to outline what the district's expectations and actions concerning attendance will be.

### **In Case of Sickness At Home**

If your student has a fever, is vomiting, or has significant symptoms that would make it unsafe or unhealthy for him/her to attend school, then please call the school site to let them know that your child will not be at school that day. After the phone call, the school will mark your child's attendance with AA (absent parental contact) in our student information system. If no call is received, the school will mark your child's attendance with AP (absent pending) in our student information system. Please note that AA and AP absences cannot be counted as excused absences based on state requirements.

### **In Case of Sickness While At School**

If your student has fever and/or vomiting while at school, the primary contact for the child will be called. The district requests that someone who is on the student's approved list come to school to pick up the student as soon as possible. Your child's attendance for the remainder of that day and for the next 24 hours will be counted as AM (absent medical). Please note that AM absences are counted as excused absences based on state requirements.

### **In Case of Appointment with Medical Professional**

If your student has a doctor's visit or appointment with a medical professional, whether scheduled or emergency, please obtain a note from the care provider and give a copy of the document to the office staff where your child attends within three weeks of the date of the absence. The day(s) and/or time(s) specified in the doctor's note will be posted as AM (absent medical) on our student information system. Please note that AM absences are counted as excused absences based on state requirements.

### **In Case of Funeral or Bereavement**

If your student has to miss school due to attendance at a funeral or bereavement event, please provide the school with a copy of the funeral brochure given at the service. The day will be marked as AB (absent bereavement) in the student information system. Please note that AB absences are counted as excused absences based on state requirements.

### **In Case of Court Appearance or Legal Proceeding**

If your student has to miss school due to attendance in court or a legal proceeding, please provide the school with a copy of a statement from your attorney or the judge. The day will be marked as AL (absent legal) in the student information system. Please note that AL absences are counted as excused absences based on state requirements.

### **In Case of Approved School Activity**

If your student has to miss school due to participation in a school-sponsored field trip or extracurricular activity, no action is needed on the part of the parent or guardian. The sponsor of the activity will provide a list of students who are eligible to attend the event. The day will be marked as EA (activity absence) in the student information system. Please note that students are allowed to have up to ten (10) activity absences per school year that can be counted as excused absences based on state requirements. If your child is active in many different activities and misses school for all of them, there may be other steps required to be able to extend the ten day activity absence limit for your student.

### **In Case of School Consequences**

If your student has to miss school due to suspension or in-school detention placement, you will be notified by a school administrator of the date(s) that your child will be assigned that particular consequence. Suspension absences will be coded as AS (absent suspension). In-school detention absences will be coded as ED (in-school detention). The day will be marked as AS or ED accordingly in the student information system. Please note that AS absences are **not** counted as excused absences based on state requirements. ED absences **are** excused absences based on state requirements.

### **Tardies**

Being on time to school and on time to classes after class change is important. In Tecumseh Public Schools, three (3) unexcused tardies equals an unexcused absence when determining attendance. When a student is checked in late without a doctor's note or other excused reason, then she or he will be assigned a tardy with TU as the label in the student information system. Excused tardies will be assigned a TE and will not count against a student's attendance.

Other absence codes exist within our student information system and are used on occasion. You can check your child’s attendance at any time by using the Wengage Guardian Portal. If you have questions about how to access your child’s attendance on the portal or if you have questions about any attendance codes that are used, you can contact your child’s school and ask to speak to a principal or the attendance secretary at any time.

**Absence Codes & Description**

**Excused/Unexcused**

AA	Parent Contact	Unexcused
AB	Bereavement	Excused
AL	Legal	Excused
AM	Medical	Excused
AP	Pending Absence	Unexcused
AS	Suspension	Unexcused
EA	Activity Absence	Excused
ED	In-school Detention	Excused
TE	Excused Tardy	Excused
TU	Unexcused Tardy	Unexcused

**Truancy**

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent, or if the parent does not compel the student to attend school. If a student chooses to skip class, consequences for truancy based on the student discipline plan for that site will apply. If a student’s attendance record reflects a pattern of unexcused absences from school with no valid excuse, then the District will follow State Law for Attendance Reporting as outlined on the following page, and the county district attorney may be notified.

**Chronic Absenteeism**

Chronic absenteeism means that a student is absent for 10% or more of the school days in the school year, exclusive of significant medical conditions. Both excused and unexcused absences are considered when determining whether or not a student meets the criteria to be considered for chronic absenteeism. Each school is given a report card annually by the Oklahoma State Department of Education. One of the factors that is considered for giving this grade is the number of students at the site who meet the criteria for chronic absenteeism.

**Oklahoma State Law – Attendance Reporting**

<https://law.justia.com/codes/oklahoma/2014/title-70/section-70-10-106>

It shall be the duty of the principal or head teacher of each public, private or other school in the State of Oklahoma to keep a full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school together with the causes thereof, if known; and it shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child’s teacher concerning the cause of any absences of such child. It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after the warning has been received, the parent, guardian or custodian of such child does not comply with the provisions of this article, then such attendance officer shall make complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for such violation, which violation shall be a misdemeanor. If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10A of the Oklahoma Statutes.

Added by Laws 1971, c. 281, § 10-106, eff. July 2, 1971. Amended by Laws 1979, c. 248, § 5; Laws 1989, c. 178, § 4, operative July 1, 1989; Laws 1995, c. 270, § 2, eff. July 1, 1995; Laws 2009, c. 234, § 157, emerg. eff. May 21, 2009.

## **Tecumseh Public Schools District Policy – Attendance Impacts Grades**

If a student misses 10 or more days in a semester, then the student will be given an Incomplete instead of a grade for that class for the semester. In order to change the record of Incomplete and to receive a grade and/or credit for the course, the student will: (A) attend summer school to make up for the missed time, (B) complete a virtual credit recovery course by the end of the next term (high school only), or (C) complete a program of study as designed by the site principal. The site principal will determine on a case-by-case basis the way(s) in which a student may change an Incomplete grade to a letter grade.

### **STEPS TO FOLLOW WHEN ABSENT:**

1. Parent/guardian phones the school and inform the office of your absence before 10:00 a.m.
2. Parent or guardian writes a note explaining the absence(s) giving your name, date, days of absence, reason for absence and his/her signature. This is due upon return to school.
3. Present your explanation to the office; must be received upon student's return to school.
4. Ask your teacher for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed.)
  - a. Homework will be sent home for absent students in cases of lengthy illness. Homework can be made up for shorter illnesses when the student returns to school.
  - b. Any student who misses work with an excused medical and/or parent verified absence, will be allowed the same number of days absent plus one to make up his/her assignments. (For example, if a student misses two days, he/she will have two days for make-up and the work is due the third day.)
  - c. Students who know in advance of a school activity absence (school trip etc.) will be allowed to get their assignments from their teachers before they leave.
  - d. Students will be able to get make-up assignments the day they return from an absence.
5. If absence is due to work, travel, etc., parents or guardians should notify the principal in written form prior to absences. (See guidelines for attendance)

**Please Note:** If a child is absent from school on the day of an evening activity/performance, the student may not participate without approved documentation by the site principal.

## **ASBESTOS HAZARDS**

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the Tecumseh School District for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office and at each campus, upon request.

Tecumseh Public Schools annually notifies all parents, patrons, teachers, and employees by newspaper. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts when they arise. Any asbestos containing material identified in our management plan is checked regularly by the school staff to identify any changes in the material which could cause a health hazard. The school will continue to monitor any asbestos containing material as defined by EPA guidelines. If changes occur, the school asbestos coordinator will notify the appropriate people as required by law.

## **BULLYING POLICY**

The policy of Tecumseh Public Schools forbids bullying of any of its employees or students. Bullying is defined in the policy as any pattern of harassment, intimidation, threatening behavior, physical or verbal acts, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational, or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Please contact the school office if you feel that your child is experiencing bullying, A complete copy of the bullying policy can be found online or requested in the school office.

## **Parent BILL OF RIGHTS**

TPS is in compliance with the Parent Bill of Rights. Additional information is available on our district website under the "Policy" tab.

## **HATCH AMENDMENT**

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the US Department of Education and seeks to protect the rights of parents to inspect surveys or instructional materials if these materials or surveys are funded by the US Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the US Department of Education, the school district will:

1. Make such materials available for inspection by parents.
2. Obtain written parental consent if students are required to participate in a survey, analysis or evaluation that reveals such information such as:
  - Political affiliations
  - Mental and psychological problems potentially embarrassing to the student and his/her family
  - Sexual behavior or attitudes
  - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol or other drugs)
  - Critical appraisals of other individuals with whom respondents have close family relationships
  - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors and ministers
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

## **SEXUAL HARASSMENT POLICY**

The policy of Tecumseh Public School forbids sexual harassment of any of its employees or students. Student consequences regarding this topic are listed in the category called profanity or sexual harassment (XV). A copy of the complete policy, including definitions and specific prohibitions is available if you would like more information. Please contact the site principal at each building and they will provide a copy of the district policy that is available at each school site.



## SCHOOL RECORDS

The following educational records are maintained by Tecumseh Schools in the following locations:

<u>Record</u>	<u>Location</u>	<u>Responsible Person</u>
Health Records	Individual Buildings	Principal or Secretary
Permanent Grades (Transcripts)	Individual Buildings	Principal or Secretary
<u>Record</u>	<u>Location</u>	<u>Responsible Person</u>
Confidential Special Education Records	Individual Buildings	Principal or Sp. Ed. Teacher
Permanent Records (Transcripts)	Individual Buildings	Principal/Board of Education
Attendance Registers (Current)	Individual Buildings	Principal or Secretary
Attendance Registers (Prior Years)	Individual Buildings	Principal/Board of Education

## FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's educational records. This right transfers to the student when he or she reaches the age of 18 or attends a postsecondary school at any age. Students to whom the rights have transferred are "eligible students."

### **Attention Parents: In compliance with the Family Educational Rights & Privacy Act (FERPA) you are hereby notified**

1. It is the right of a student's parents and eligible students, those 18 years old or older, to inspect and review the student's education records.
2. It is the intent of Tecumseh School District to limit the disclosure of information contained in a student's educational file except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. The student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student's 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 or eligible student's request.
4. It is the right of any person to file a complaint with the U.S. Department of Education, if the Tecumseh School District violates FERPA.
5. Copies of the complete FERPA policy may be obtained by contacting Board of Education offices at 598-3739.
6. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Directory information may be released relating to student's participation in officially recognized activities and sports. The student's name, address, photo, classification, date and place of birth, weight and height, dates of attendance and awards received may be released.

**Parents may request directory information not be released if they do so in writing to the principal**

## PHOTO/VIDEO TAPE POLICY

Throughout the school year we may be videotaping classes for various purposes. The primary purpose would be to share with parents during school programs. We would like to have your permission to videotape your child. At times we like to place pictures and information in our local papers or on the school website to make the community aware of activities in which our students are participating. We would like to have your permission to release your child's name and/or picture to the news media.

## TECHNOLOGY

Tecumseh Public Schools is a one-to-one district. For the technology user agreement policy, please refer to the district website. There is no legitimate expectation of privacy when using the school district's technology.

## **CELL PHONES and PERSONAL PROPERTY**

Students are encouraged to leave their cellphones and personal property at home. If a student chooses to bring a cell phone or personal property to the school, those items should remain in their backpack. The school and district is not responsible for any lost, damaged, or stolen property.

## **ELIGIBILITY FOR ENROLLMENT**

To be eligible to attend Tecumseh Public Schools, a student must live in this district with a parent or guardian or must have a valid transfer.

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and 21, they are entitled to attend school free of charge in the district of residence.

Parent/Guardian is required to provide one of the following:

- Deed to home/lease
- Utility bills in parent /legal guardian’s name (examples include water or electric bill)

All students will need to provide the following items are needed in order to complete the regular enrollment procedure:

1. State Issued Birth Certificate
2. Immunization record
3. Parents will be requested to sign a release for records from previous school (if applicable)
4. Proof of Residence- (Utility bill (gas, electric, city), rental receipt or lease)
5. Custodial Papers (if needed)
6. Guardianship Papers (must be court documents)

## **TRANSFER POLICY**

Tecumseh Public Schools makes decisions about student transfers in accordance with district policy and state law. For more information please visit our district website.

## **GENERAL PROCEDURES**

### **AGENDAS**

Every student at Cross Timbers is given their own agenda. These books are given to the students to help them be more organized and to maintain open communication between the school and the home. Organization is one of the most important qualities of a successful student. Agendas provide a place for students and parents to keep track of assignments, due dates, important activities, etc. All students are expected to keep up with their agenda. If a student loses their agenda, they will need to come to the office and purchase another one. The cost of a replacement agenda is \$5.00 in the fall semester and the price is reduced to \$2.50 in the spring semester. These books can be very useful and improve academic performance. If your child is experiencing problems, try first to utilize the agenda to improve performance. Ask your child's teacher to communicate with you concerning your child's performance, and communicate back to the teacher. Teachers and parents should check the agenda and sign it each day for communication. This often will prevent a problem before it happens and can eliminate the need to call you at home or at work. The agenda really can make a difference when your child is responsible for its use.

### **CLASS FIELD TRIPS**

Any trip is a privilege granted to students that can enrich and extend the curriculum. Any student who repeatedly has NOT conducted themselves in an acceptable manner during the school year may be denied the privilege of going on a field trip. Following is a list of reasons that a student could be excluded from any such trip. (1) He/she has demonstrated that they are a danger to themselves or others on campus. (2) He/she was suspended at any time during the school year. (3) Placement on discipline step 3 during the school year. (4) Fees/money owed to the school. (unpaid lunch charges, fundraiser, etc.) (5) The classroom teacher and principal agree that it is not in the best interest of the child or other children in the class.

## **CHANGE OF CLASS REQUESTS**

If, for any reason, you wish your child moved to another class, you must request the move in writing. Any time after the child has attended his/her assigned class for a minimum of ten (10) school days, a move can be considered. Factors which will affect the move include the reasons for the request and the numbers in the classes at the time the request is made. A conference with the teacher and administrator is requested. A conference with the principal is required. The principal makes the final decision IF a move will occur.

## **DRESS CODE**

**Tecumseh Public Schools is committed to the safety and learning of students. The guidelines below reflect this commitment.**

### **Expectations:**

1. Above the chest to below the pelvic region (upper and lower torso) including buttocks, should be covered at all times.
2. All dress should be of a length that sufficiently covers all private parts and undergarments.
3. Students must wear shoes appropriate for physical education (athletic shoes)
  - a. DO NOT wear flip-flops, half shoes, high heels, backless sandals, etc. (They are unsafe in P.E. class) If these styles of shoes are worn to school, athletic shoes need to be brought for P.E. class.
4. Any school issued uniform may be worn during the school day if the uniform meets the above dress code requirements.

### **Prohibited on School Property:**

1. Headgear such as hats, caps, bandanas, hoods, and stocking caps
2. Barefeet, house shoes/slippers
3. Bike or animal chains, collars, or spikes
4. Sheer or mesh clothing, strapless tops
5. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to obscenity, nudity, promotion of violence and/or gang/cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia, or other items or activities that are illegal for the general population or for minors.

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Standards of grooming and dress may be prescribed for participation in extracurricular activities. Any variation to the above dress code will be subject to the approval of the principal.

If a student's dress is not in compliance with the above guidelines, parent/guardian will be notified and a change of clothing will be provided.

## **FOOD SERVICE**

Students may bring lunches or buy them at school. Sometimes students will ask for additional items or beverages and it is important that you are aware that your child will be charged if they make additional selections, such as getting seconds in the lunch line. Extra milk is available for an extra charge. All monies for lunch should be paid to the food service assistant in the cafeteria before classes begin. Teachers do not handle lunch money or lunch records. A copy of the District Child Nutrition program pricing and charge policy will be given at enrollment at the beginning of the new school year.

## **GUIDANCE**

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways: 1) Helping the new student feel at home with new teachers and friends in a different setting. 2) Individual conferences whenever a student, a teacher, a parent, or the counselor deems it necessary. 3) A testing program designed to help the student learn as much as possible about his capabilities. 4) An age-appropriate bullying curriculum. 5) An age-appropriate drug education curriculum to assist students in making appropriate choices regarding tobacco products, alcohol and illegal drugs. 6) On-going programs to enhance and enrich self-awareness and self-esteem. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher.

## **SCHOOL HOURS**

Doors to the school will NOT be opened until 7:30 a.m. Upon entering the building students will sit in designated areas. Parents are discouraged from bringing students to school earlier than 7:30 a.m. Classes begin promptly at 8:05 a.m. Students will be counted as tardy at 8:15 a.m. School personnel will be on duty from 7:30 a.m. until 3:45 p.m. The school cannot be responsible for students who arrive before 7:30, or who remain after 3:45. Students picked up by private car will be dismissed at 3:10. Bus students will be dismissed according to the schedule of individual buses. Walkers and bicycle riders will be released, last, after buses have departed. Any student arriving after 8:15 a.m. will need to be signed in by the parent and/or person transporting the student to school.

## **TUESDAY FOLDERS**

Tuesday folders will contain important notes, graded papers, report cards, progress reports, field trip notes, etc- This folder will be used by all Cross Timbers students. Please review the materials with your student, sign, and return the folder the next day of school. Each student is given one; if lost, a second one will need to be purchased by the parent at a cost of \$3.

## **GRADING SYSTEM**

The evaluation of student achievement is one of the important functions of the teacher. Following is the accepted marking system for Cross Timbers Elementary School.

Excellent	A	100 - 90
Above Average	B	89 - 80
Average	C	79 - 70
Below Average	D	69 - 60
Failing	F	59 and below

## **REPORT CARDS AND PROGRESS REPORTS**

Grade cards will be issued at the end of each 9-week period. Also, in an effort to keep parents better informed, a mid-period progress report will be issued at approximately the middle of each 9-week period. Please refer to the school calendar for dates. If you do not receive a report at the designated time, contact your child's teacher. Grades will also be available to parents/guardians through password protected online gradebook.

## **PROMOTION**

Grade placement is based on the child's chronological age, school attendance, effort, and grades achieved. Unless contacted and given information to the contrary, parents may assume that a child's work is satisfactory and he/she will be promoted to the next grade level.

## **PROFICIENCY BASED PROMOTION**

Tecumseh Public Schools provides promotions based on proficiency testing. If you are interested in this option, please contact the principal. A request for testing must be submitted to the principal in writing for the fall prior to September 3 and the deadline in the spring is April 1.

## **RETENTION**

Retention of a student is a professional decision based on as much data as possible and is done only with the best interest of the child in mind. When a teacher has concerns about a child, he/she will conference with parents as soon as possible. A recommendation for retention will be placed in the child's cumulative folder. Should parents not agree with this recommendation, they may request in writing that the child be advanced to the next grade level. This request will be forwarded to the School Board for consideration. Information and documentation will be discussed and provided to the parent at a retention meeting if it is necessary to meet regarding your child's academic status. We follow all mandates for retention of third grade students as per the Reading Sufficiency Law.

## **HEALTH & SAFETY**

### **FIRE, TORNADO AND INTRUDER DRILLS**

Drills are held at regular intervals throughout the school year. Exit routes are posted in every room. Teachers will discuss appropriate exit procedures at the beginning of school and throughout the year.

### **WEATHER / EMERGENCIES**

If weather threatens to close school, listen to KGFF, Shawnee, and the OKC television channels for announcements. One-call automation system will be used for those parents that have a current phone number on file with the school district. Periodically throughout the year, we practice emergency drills so teachers and students will know exactly what to expect in emergency situations, involving weather or fire. If communications and phone lines are obstructed, please contact the school board office, at 5983739. The board office would have important information regarding the school.

### **TELEPHONE**

Students will not be able to use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Normally, messages for students involve rides home, etc., and will be given to the child just prior to the end of the school day. **ONLY PERSONS AUTHORIZED, IN WRITING, BY PARENTS OR GUARDIANS WILL BE PERMITTED TO TAKE A CHILD FROM SCHOOL. PLEASE NOTIFY US OF ANY CHANGES THAT OCCUR DURING THE YEAR.**

### **VISITATION**

Parents are always encouraged to visit and get a better understanding of our school program. When planning a visit to our school, specifically your student's classroom, please prearrange your visit with the principal 24 hours prior to your visit. (Ex. a shadowing day) All parents and visitors must check in at the office before going to any classroom during the school day. This procedure is used to properly protect every child during his/her time at school. We know that you will feel more confident, knowing that the school is taking every precaution to protect all children. Please cooperate with this request. **PLEASE REMEMBER THAT ALL OUTSIDE DOORS will be locked. The north door, in the back parking lot, will be designated as the main entrance at Cross Timbers.**

### **FLOWERS AND BALLOON POLICY**

Due to the tremendous amount of flowers and balloons being delivered to the school for various occasions, and the limited amount of space in the office, these items cannot be delivered by the florist until the end of the day (2:30-3:00 P.M.), and they can only be picked up by the student during the last five minutes of class. Bus drivers do not allow balloons and/or flowers on their buses due to blocking the view for safe transportation, so if a student receives a balloon, and they ride a bus, it will be deflated. Glass vases are also prohibited on the bus.

## **CHANGES TO ROUTINE PROCEDURES**

We require that parents notify the school office when a child's routine is changed. This is especially important when getting the child home from school. If someone different picks the child up, if the child is not riding the regular bus, or if there is any other change, please notify us by note or a phone call prior to 2:30 p.m. At this time, change of transportation slips are delivered to the classroom and we are unable to make further changes. In the absence of instructions for a change, we will follow your original instructions. Please, do not depend on the child to carry a verbal message because this may cause confusion.

## **PICKING UP CHILDREN DURING SCHOOL HOURS**

As a measure of safety, parents are requested to come to the office to get their children when there is an appointment with a doctor, dentist, or other reason for leaving prior to regular dismissal. The children should bring a note stating the time the parent wishes the child dismissed and the reason for being taken from school. Parents should report to the office and sign the child out. The child will be called on the intercom to come to the office. Only persons authorized in writing will be allowed to pick a child up from school. Occasionally you may be asked to present identification (ID) before picking up a child. Teachers cannot release students, unless they are notified by the office.

## **CAR PICK UP/ CAR TAGS**

Prior to the first day of school, or upon enrollment if enrolling after the first day of school, the primary custodial parent/guardian will be able to receive one car tag with a number assigned to their child. Additional or replacement tags may be purchased for \$1. Additional car tags that are purchased should only be used by people on the approved pickup list given at the time of enrollment. If you need to add people to this list, please contact the front office. If you do not have a car tag, you may be asked to present your ID to the teacher on car duty and/or be asked to park and bring your ID to the office to check out a child.

## **ILLNESS AND ACCIDENTS**

If your child becomes ill at school we will try to contact you immediately. If we cannot reach you, then we will use the emergency contact information that you have given us. Seriously ill children cannot be kept at school. You will always be called in case of accidents where medical attention appears to be necessary. Emergency services will be contacted in the event of serious injury or in case your child needs immediate medical attention. **All emergency contact information must be kept current.** This is the responsibility of the parent and/or guardian.

## **MEDICATION**

Before medication can be administered at school, a medication permission form must be on file. All medicine to be taken at school (including asthma inhalers) must be brought to the office, in the medication container with the prescription label. The label should be clear to read with the child's name, name of medication, and clear instructions for administering the medication. The parent is responsible for bringing all medicine to the school office. Medications should not be sent with children. Upon receiving prescription medication in the office, the parent and two other school officials will check in the medication by counting the contents of the container. All parties present will sign the controlled substance sign-in document. All medications and prescriptions kept in the locked medication cabinet will be available to be picked up by the parent after school. No medication will be sent home with children. The school supplies no medication to be taken internally. We clean minor wounds and apply ice packs, poison-ivy lotion, and band aids. The person(s) authorized to administer the medicine shall not be liable to the student or parent/guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions in administering any medicine pursuant to the provisions of the statutes. This immunity shall not apply to acts or omissions constituting gross, willful, or wanton negligence. Although the school accepts responsibility for storage of said medication, it will be the student's responsibility to report to the office to take medication as prescribed.

## **HEAD LICE**

Every year, at nearly every school, there are cases of head lice. Tecumseh Schools will conduct head checks as needed, to help prevent the spread of head lice among the student population. We know that any child is susceptible to lice and therefore there should be NO embarrassment. The following head lice control practices will be followed: Active infestation will be defined as the presence of live lice OR no progress in nit removal. Any student found to have active infestation will have their parent/guardian called immediately to pick up the student and will be advised to seek treatment as soon as possible. Instructions regarding safe treatment of head lice will be given to the parent/guardian. Safe, effective treatment options are considered to be prescription or over-the-counter lice removal preparations and manual removal of all lice and nits (eggs). Effective treatment can be accomplished overnight, allowing re-admission to school on the following day. It is the parent/guardian's responsibility to treat the student at home, and to accompany them to school the NEXT day with proof of treatment, for example, the empty bottle of medicated head lice shampoo. Students will be admitted to school when no active infestation is present. The school nurse will check for the presence of live lice and/or nits, review treatment, and provide any needed instructions for support. If the student is found to have active infestation, the parent will take the student home immediately for further treatment.

## **PLAYGROUND EQUIPMENT AND GAMES**

Equipment must be used properly. We will go over these instructions with students at the beginning of the year. Certain activities are strictly prohibited. These activities include, but are not limited to: tackle football, wrestling, fighting (including 'play fighting', 'chicken fights', and 'dog piling'), throwing objects (rocks, wood chips, equipment, etc.), and any other activity likely to cause serious injury. For example, students are NOT allowed to jump off the top of the slide, jump out of the swings, walk across the top of the monkey bars, etc.)

# BEHAVIOR EXPECTATIONS & DISCIPLINE

We are	Classrooms	Hallways	Restrooms	Cafeteria	Playground	Arrival	Dismissals	Technology
<b>RESPONSIBLE</b>	Have supplies ready to learn Follow directions Focus on your task Complete work and turn it in on time	Go directly to your location Follow directions	Go Flush Wash Leave Throw away trash & keep area clean	Follow directions Throw away trash & keep area clean Use utensils Keep all food and drink in the cafeteria	Follow directions When the whistle blows, stop what you are doing and quickly line up	Put your belongings in designated area Go to Cafe to eat breakfast Go to Multi-Purpose room and sit in assigned spot	Be packed and ready to go Follow directions Go directly to assigned areas Bring transportation change notes with you	Keep device charged each day and ready to use Use devices for school intended purposes Only visit sites approved by your teacher Keep cell phones off and put away
<b>RESPECTFUL</b>	Respect others' and school property Eyes and attention on speaker Use appropriate language and keep voices low Treat others with kindness	Respect others' and school property Keep voices off Treat others with kindness.	Respect others' privacy Respect school property Keep voices low Treat others with kindness.	Say "Please" and "Thank You" Use appropriate language and keep voices low Raise hand when you need help Treat others with kindness	Respect school property and playground areas Use appropriate language Treat others with kindness	Respect others' and school property Use appropriate language and keep voices low Greet and respond to others with kindness	Respect others' and school property Use appropriate language and keep voices low Treat others with kindness	Take care of school-issued device Use good digital citizenship Only use your assigned device
<b>SAFE</b>	Always walk Hands to self and feet on the floor Use all items as intended	Always walk Keep hands to your side and feet on the floor Eyes forward Stay to the right of the hallway	Always walk Keep hands and feet to self Use all items as intended	Always walk Keep hands and feet to yourself Only touch and eat your food	Keep hands and feet to yourself Use all equipment as intended Immediately report any problems to the adults on duty	Always walk Keep hands and feet to yourself	Always walk Keep hands and feet to yourself Keep belongings put away	Keep device in protective case Use safe internet practices Transport devices safely



## MINOR INFRACTIONS

Occasionally, a student may behave in a manner that is counterproductive to a well-ordered, safe, and positive learning environment focused on teaching and learning. In each of these incidents, there is a unique opportunity for a child to learn decision-making and problem solving skills in lessons that are a foundation for lifelong productive behavior.

In the classroom, consequences for unproductive behavior will include a variety of actions depending on the situation including but not limited to the following: warning, teacher-student conference, a teacher-parent-student problem solving phone call or conference, and/or other classroom-interventions that are the natural consequence for the specific behavior. For example, if an assignment is not completed, the child may be asked to finish the work during playtime; or if a student is disruptive, his/her seat may be moved to a place where the disruption is no longer possible.

School is an important place for children to learn the social skills they will need to be successful in life. Misbehavior is an opportunity to teach the child kindness, self-discipline, trustworthiness and respect. To do this, the consequence is most effectively related to the misbehavior. Our staff uses teachable moments of discipline situations to support changes in behavior and to build problem solving skills. The following problem solving skills are appropriate to address these teachable moments when misbehavior occurs:

- To truthfully describe the problem in a clear and concise way
- To have empathy and compassion when appropriate
- Respect the personal space of others
- To access and use strategies for problem resolution
- To access and use strategies to calm down prior to responding
- To make a decision to seek adult assistance when appropriate
- To be responsible and accountable for one's role in the problem

- To cease future behavior that caused or exacerbated the problem.
- Accept consequences as appropriate

### **Strategies and Consequences to address unsafe or disrespectful behavior**

In or out of the classroom, unsafe or disrespectful behavior must be immediately addressed. The goal is to use the problem as an opportunity for the misbehaving child to effect positive change at this teachable moment and to provide an appropriate consequence. Unsafe or disrespectful behavior must be taken seriously. It is important to remember that there is not just one right way to address this type of behavior in that the circumstances, frequency, complexity, and special needs are all considerations when determining appropriate consequences. At the same time, the following guide provides a starting point for determining a suitable strategy to extinguish unwanted behavior, encourage appropriate social conduct and provide an appropriate consequence.

At Cross Timbers discipline interventions begin at the least intrusive level and work up to more restrictive and punitive levels if a student continues to repeat poor choices and inappropriate behaviors. Flexibility and effective action are the keys. First and foremost, the consequence must be related to the misbehavior.

### **Examples of consequences for misbehavior may include, but are not limited, to the following:**

- Reflection Assignments
- Student is redirected to another activity
- Assigned zones at recess
- Contacting Parent(s) and/or Guardian(s)
- Noon Detention
- Conference with the principal and/or counselor
- Conference with the student, parent, teacher and principal
- Short or long term suspension

## **MAJOR INFRACTIONS**

Examples of major infractions include, but are not limited to:

- Repeated violations of school rules and/or disruption of classroom decorum
- Truancy
- Theft of school or personal property
- Refusal to obey reasonable requests of school personnel
- Intentionally giving information to misinform or mislead
- Throwing objects
- Cheating
- Inappropriate language directed at or to another person, or group of people
- Inappropriate behavior such as indecent exposure, inappropriate sexual comments or drawings.

Consequences for these infractions may include, but are not limited to:

First Offense:	Suspended for 3 full days and completion of reentry plan
Second Offense:	Suspended for 5 full days
Third Offense:	Suspended for 10 or more days

**See below for additional major infractions and their possible consequences:**

### **Fighting**

Fighting is defined as a mutual participation in a physical altercation where punches, hits, and/or kicks are being thrown. All participants, including anyone that is encouraging others to participate in a fight, are punishable under this rule. Consequences may include:

First Offense:	Suspended for 3 full days and completion of reentry plan
Second Offense:	Suspended for 5 full days
Third Offense:	Suspended for 10 or more days

### **Threats**

Threats to harm another person are not allowed in Tecumseh Public Schools. Threats of violence include any expression of intention to inflict evil, injury, or damage to another person. This behavior may result in a student safety assessment in addition to the assigned consequences. These consequences may include:

First Offense:	Suspended or ISD for 3 days
Second Offense:	Suspended 5 days
Third Offense:	Suspended 10 days

A terroristic threat is defined as a threat to commit a crime of violence that, if carried out, would reasonably result in death, terror, serious injury, or serious physical property damage, or that causes public panic, fear, or serious public inconvenience, or is in reckless disregard of the risk of causing terror or public panic, fear, or inconvenience. This behavior will trigger an automatic student safety assessment in addition to the assigned consequences. These consequences may include a suspension of 45 days and possible change of placement.

## Gun-Free Schools

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property, including school transportation or school-sponsored transportation, will be removed from school for at least one full calendar year. Firearms will include all weapons as defined by 18 U.S.C., Section 921. This may also include replica and/or toy weapons. Police may be contacted. This conduct will trigger an automatic student safety assessment, and consequences will be assigned as noted below.

Firearms are defined in Title 18 U.S.C., Section 921 as:

- Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer;
- Any destructive device, including any explosive, incendiary or poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

## Other Weapons

Use of, verbal or written threat of, displaying, handling, transmitting and/or possessing any object that could inflict bodily harm such as BB gun, knives, taser, clubs etc. is against school policy and suspension can occur for this offense for up to 12 months. Police may be contacted. This conduct will trigger an automatic student safety assessment. Consequences may include:

First Offense (with no impact, damage, and/or harm):	Suspended of up to 10 days
First Offense (with any impact, damage, or harm):	Suspended for 12 months or more
Second Offense (with no impact, damage, and/or harm):	Suspended for 90 days
Third Offense (with no impact, damage, and/or harm):	Suspended for 12 months

## Bullying

The policy of Tecumseh Public Schools forbids bullying of any of its employees or students. Bullying is defined in the policy as any pattern of harassment, intimidation, threatening behavior, physical or verbal acts, or electronic communication directed toward a student or a group of students that results in, or is reasonably perceived as being done with the intent to cause, negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Acts of bullying have been described in the following categories: Physical Bullying, Emotional Bullying, Social Bullying, and Sexual Bullying. When a report of bullying is made to the administrator, the administrator will conduct a comprehensive investigation and will assign consequences based on their findings and the severity of the circumstances according to the policy. A full copy of our policy is available upon request in the school office and online on our district website.

## **THE FOLLOWING INFRACTIONS MAY RESULT IN AN AUTOMATIC LONG TERM SUSPENSION. THESE MAY INCLUDE BUT ARE NOT LIMITED TO:**

1. Extortion (demanding money/items of value from someone through use of threats)
2. Assault or Assault and Battery
3. Sexual Harassment (Vulgar statements, gestures, or actions)
4. Vandalism or destruction of school/personal property. Restitution will be required.
5. Gambling or any illegal activity.\*
6. Wearing, carrying, writing, displaying GANG paraphernalia, clothing or signs.
7. Tampering with Fire Alarm systems or equipment.
8. Participating in illegal activities on campus.
9. Making a prank 911 call
10. Vandalism or defacement of property
11. Arson

Please note that the police may be contacted for any of these infractions.

## RESTRICTED SUBSTANCES

Possession, use, and or distribution of any restricted substance is not permitted on any school property and/or school sponsored event, including school transportation. Consequences may include the following:

	<b>Possession/ Use</b>	<b>Distribution of</b>
<b>Medication</b> Over-the-counter medications, including cough drops	<b>1st Offense:</b> Medicine confiscated and parents contacted  <b>Repeated violations</b> will have additional consequences as assigned by administration.	<b>1st Offense:</b> Medicine confiscated and parents contacted.  <b>Repeated violations and/or any offense with ill-intent</b> will have additional consequences as assigned by administration.
<b>Tobacco Products</b>	<b>1st Offense:</b> Suspended 5 days and completion of a school-provided prevention program.  <b>2nd Offense:</b> Suspended 10 days and parent conference with re-entry plan.  <b>3rd Offense:</b> Suspended for 45 days	<b>1st Offense:</b> Suspended for 45 days  <b>2nd Offense:</b> Suspended for up to 12 months
<b>Alcohol and Drugs*</b> May include imitation drugs and/or any item intended to resemble an illegal drug.	<b>1st Offense:</b> Suspended for 20 days OR Suspended for 10 days plus 10 days of in school detention and completion of a school-provided drug prevention program.  <b>2nd Offense:</b> Suspended for 45 days  <b>3rd Offense:</b> Suspended for up to 12 months	<b>1st Offense:</b> Suspended for 45 days  <b>2nd Offense:</b> Suspended for up to 12 months

Note: The possession of and/or distribution of alcohol and drugs will trigger an automatic student safety assessment in addition to the assigned consequences. Additionally, police may be contacted.

## SUSPENSION

Suspension is the denial by the school administration of the opportunity of the student to attend class or school or school-sponsored activities. It may be

- (1) for the rest of the day,
- (2) for a specified period of time,
- (3) until a conference with parents is held,
- (4) for the balance of the current semester,
- (5) or for the remainder of the school year.

Suspension is used in cases of misconduct (pattern of repeated misconduct), nonconformity to school regulations, destruction of public property or actions endangering the welfare of others. Reinstatement after suspension is granted only when the principal or his/her representative is convinced that the conduct of the pupil will be consistent with that which is expected of good school citizens. (Usually, reinstatement will occur only after a parent conference including school personnel involved takes place.)

Continuation of those acts which led to the suspension of the pupil is just cause for suspension for the balance of the current school semester. In all suspension cases the student and his/her parents have the right to the following appeal process:

1. A hearing before the Superintendent of Schools, and
2. A hearing before the Board of Education, if the student and/or parent(s) have given written notice to the Superintendent at least five (5) days prior to the next regularly scheduled Board of Education meeting. If said notice of appeal is not received by the designated time, then said suspension shall be considered final. Suspension cases are dealt with on an individual basis.

## BUS REGULATIONS

### Behavior Expectations

Be Responsible	<ul style="list-style-type: none"> <li>● Be on time to designated bus stop</li> <li>● Keep items in backpack</li> <li>● Report any problems to Bus Driver</li> <li>● Leave Security and Video Equipment alone</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>● Use appropriate language</li> <li>● Show Kindness</li> <li>● Follow Bus Driver's Directions</li> <li>● Share Space</li> <li>● Keep area clean</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>● Keep hands and feet to self</li> <li>● Keep everything inside the bus</li> <li>● Stay seated in assigned seat</li> <li>● Quiet Voice (Low volume)</li> </ul>

### Bus Infractions

Consequences may include, but are not limited to:

- First Offense: Assigned Seat and Parent/Guardian Notified  
 Second Offense: Suspended from bus for 1 day and Parent/Guardian Notified  
 Third Offense: Suspended from bus for 3 days and Parent/Guardian Notified  
 Fourth Offense: Suspended from bus for 5 days and Parent/Guardian Notified  
 Fifth Offense: Loss of bus riding privileges

**Note:** Severe infractions can result in immediate loss of bus riding privileges and additional consequences. This includes, but is not limited to, tampering with security equipment (such as video cameras) and any behavior that endangers students and/or the bus driver. Parents/guardians will be contacted.

## **CORPORAL PUNISHMENT**

The District recognizes corporal punishment as a means of discipline as allowed and documented in The School Laws of Oklahoma. Other means of discipline should always be used first in an effort to bring about positive behavior change. If other methods have failed and corporal punishment is deemed the appropriate next step, the following guidelines will apply:

- a) Corporal punishment may be administered only under the strict supervision and approval of the building principal or assistant principal.
- b) Corporal punishment may be administered by any certified staff member only with the approval and in the presence of the building principal or assistant principal.
- c) Corporal punishment shall always be administered in the presence of a certified staff member acting as a witness.
- d) Corporal punishment shall be administered in the principal's office or in an area which allows some degree of privacy for the student.
- e) A maximum of two (2) swats shall be given for any student per occurrence and per day.
- f) Parents or legal guardians who do not wish to utilize corporal punishment must advise the building principal of the school, on an annual basis.
- g) The building principal will document an attempt to contact the parent prior to swats being administered.