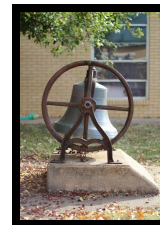
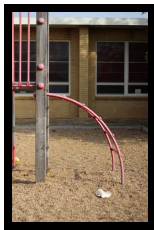


Chisholm Elementary School

Seekers of Learning, Models of Character

STUDENT AND PARENT HANDBOOK 2019-2020



Mrs. Darla Smith, Principal

Mr. Corey Blough, Assistant Principal

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School Web Site: www.chisholm.k12.ok.us

Like Us on Facebook: [Chisholm-Elementary-School](https://www.facebook.com/Chisholm-Elementary-School)

The History of North Enid/Chisholm Elementary



After the 1893 Land Run, the people who claimed land in the area which is now North Enid, set out to build a brand-new town and community. On May 4, 1894, North Enid was declared to be an incorporated town. The residents began building homes, digging wells, building a church, electing officials, and starting business ventures to meet the needs of the new community. The North Enid Church was the first solid structure built in the area. The first school classes were held in this church in 1894. The original North Enid School was a two-story building constructed during the year of 1894 and was ready for occupancy at the beginning of the 1895 school year for 8th grade students (which was common for that time). This new school was built from handmade bricks, which were made from clay dug from the banks of Skeleton Creek on the east side of town. Again, the school was a two-story structure measuring 50' x 50' x 50'. The upper floor had two large classrooms and a hallway as did the lower floor, with a small office for the principal. A large belfry stood on the top of the imposing structure with a flag pole mounted at its peak. In the belfry was hung a large brass bell. The building cost was \$4500 dollars and the fixtures were \$1500. The North Enid District had been designated as District #1 at the time of organization, but was later changed to District #42 as it remains to date.

The 1894 school was torn down in 1921, and a new school was built to accommodate the growing number of children in the district. During the next 40 years a number of improvements were made including a very nice gym (existing gym), a music room, and a school lunch program.

During the 1960-1961 school year, a new addition was made to the front of the building. A hallway full of well-lit modern classrooms formed a new front to the school, and part of the old 1921 structure was torn down and part of it was remodeled. The original 1894 school bell was placed on a slab on concrete in the new courtyard that was created by the new addition to the school. It now sits in the Hall of Fame area at the new CES building, completed in 2016.

The History of North Enid/Chisholm Elementary

In the 1968-69 school year, Carrier District #5 combined with the North Enid School District #42 and together became District #42. High school classes were held at the Carrier facility until the new high school could be financed and built. During the early 1970's a new centrally located high school was proposed. A \$625,000 bond issue was voted upon and passed to build the new high school.

In 1973 Chisholm High School was completed and high school students grades ten through twelve were moved to the new building. The junior high students in grades seven through nine held classes at the Carrier facility, and students in grades one through eight attended the North Enid School.

In 1975 a \$465,000 bond issue was proposed and passed by the North Enid-Carrier school board and patrons. This was to build a vocational-agriculture building, new football field, baseball diamond, track, and new dressing rooms on the Chisholm High School campus. These funds were also used to build a band room on the Carrier Junior High School location.

North Enid Pioneers were Columbia blue and the *Carrier Wolves* were red. After consolidating and changing the district's name and mascot to the Chisholm Longhorns, our colors were blue and red.

Past Principals:

F.A. Gallagy
Mrs. J.L. Parks
Lester D. Lacy
H.S. Cook
H.V. Solliday
Angie Debo
Mable Stebbins
Norma N. Johnson
John Carlton
Mrs. Ruth Wyatt
Mrs. Hattie Graham
George Lounsbury
W.A. Hendricks
Wilson Riley
Mrs. E.L. Alexander
Bertha McClure
Loyd Spencer
Ertel Hall - 1955
Paul Outhier - 1965
George Keegan -1968
Robert Walsh
LaVaughn McKnight - 1981-1991
Jan Voss - 1991
Lowell Kroeker
Cyndy Crites - 1998-2007
Darla Smith - 2007

Information compiled and summarized by Darla Smith.

*Sources: Articles by Harry Stegeman, newspaper clippings and pictures: David Foltz and Beverly Gaede

CES FACULTY and STAFF

Mindy John - Pre-K Teacher
Gina Thornton - Pre-K Teacher
Lacey Hampton - Pre-K Teacher
Sara Black - Pre-K Assistant
Abby Duran - Pre-K Assistant
Tara Wilson - Pre-K Assistant

Dejauna Rambo - Kindergarten Teacher
Carly Maly - Kindergarten Teacher
Summer Morris - Kindergarten Teacher
Nikki Whitman - Kindergarten Teacher

Kara Ball - 1st Grade Teacher
Kristina Morgan Pasby - 1st Grade Teacher
Wendy Ochs - 1st Grade Teacher
Emily Patton - 1st Grade Teacher

Ashton Shire - 2nd Grade Teacher
Jamie Conrady - 2nd Grade Teacher
Lynn Brown - 2nd Grade Teacher
Darci Haggard - 2nd Grade Teacher

Kimberly Bartnick - 3rd Grade Teacher
Abby Land - 3rd Grade Teacher
Stacia Dunkin - 3rd Grade Teacher
Amber Schrahl - 3rd Grade Teacher

Marty Atkinson - 4th Grade Teacher
Kalli Mason - 4th Grade Teacher
Valerie McCollum - 4th Grade Teacher
Keisha Ott - 4th Grade Teacher

Beckie Powell - 5th grade Teacher
Lisa Earl - 5th Grade Teacher
Sara Dow - 5th Grade Teacher
Tammie Wall - 5th Grade Teacher

Candace Dally - P.E. Teacher
Lindsey Schroder - Music Teacher
Barbara Crook - Title I Teacher
Jennifer Freeman - Title I Assistant
Shannon Goodwin - Special Education Director/School Counselor
Amara Detrick - Library/Media Specialist
Marilyn Currier - Library Assistant

Tracy Anderson - Special Education Teacher
Brook Martin - Special Education Teacher
Megan Barr - EC Special Education Teacher
Kendra Hamilton - Speech Pathologist
Rhonda Martin - Speech Pathologist

Neva Toews - Lunchroom Assistant

Robin Coffman, Pam Kvasnicka, Holly Good, Nikki Karlson and Hannah Kvasnicka - Teacher Aides/Assistants

*Jamie Hunt, Lorena Rossal, Jennifer White, Melissa Bell, Irma Gonzalez,
Jami Gaisford, Carol Early, Joy Rogers, Misty Baker, Kristy Ramos, Ciera Rice, and Makayla Shreck*
, - Special Education Assistants

Tristan Ellis - Administrative Assistant
Renee Kaiser - Secretary
Steve Szymanski - Computer Technology
Darryl Sewell, Irene Alatorre, and Monica Alatorre - Custodians

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Chisholm Elementary School
Student Handbook
2019-2020
Mission Statement

To empower students to strive for personal excellence while growing in mind, body, and spirit.

School-wide Expectations

All students are expected to do their best in these three areas:

- Academics
- Behavior
- Character

ADDRESS/PHONE NUMBER CHANGE

Parent/Guardian should notify the school office if there is a change in address or phone numbers. The school sends important information throughout the year by mail; and more importantly, school personnel must be provided with current phone numbers in case parent/guardian needs to be contacted in case of an emergency.

ASSEMBLY CONDUCT

1. Listen courteously during the program.
2. Show appropriate appreciation.
3. Leave personal space between you and the person beside you.
4. Keep hands, feet, and objects to self.
5. Show kindness by not laughing at someone's mistakes.
6. Show respect for others by not booing or making negative comments about different sporting teams or colleges.

ATTENDANCE POLICY

Regular attendance is a must. No single factor will do more to aid progress in school than regular attendance.

Parents are required to contact the school when their child is absent.

Title 10A of the Oklahoma Statutes considers a child who is absent from school for more than 10 days within a semester or four days within a four-week period without a valid excuse **truant**. These regulations require school officials to immediately intervene to encourage the student's future attendance. As used in these regulations, "intervene" means to identify the reasons for the child's continued absence and to develop a plan in conjunction with the student and his parent or legal guardian to improve his/her future attendance. Students who miss school due to excessive, unlawful absences will be reported to the Garfield County Truancy Officer.

An attendance committee will hear appeals at the end of each semester. Written documentation (i.e. doctor or hospital statements, over the counter drug receipts, funeral obituaries) must be presented by the parent as to the rationale for the student to be given credit for the class. The attendance committee will decide if students with more than 10 undocumented absences will be given credit, no credit, or put on probation. The decision of the committee shall be in writing within 24 hours and become a part of the student's file. The decision of the committee will be final and without the option of appeal. The Principal has the right to waive a hearing due to special circumstances.

Absences (Excused)

- Students who are ill and whose attendance in school would endanger their health or that of others. After the tenth absence, a doctor's excuse is required to be counted as a lawful/excused absence.
- Students in whose immediate family there is a serious illness or death.
- Students who are absent from school for recognized religious holidays of their faith.

Absences (Unexcused)

- Students who are willfully absent from school without the knowledge of their parents.
- Students who are absent from school without acceptable cause with the knowledge of their parents.
- If the school is not notified by phone or given written notice, the absence will be considered unlawful/unexcused.

Make-up Work

- Provision for making up work missed should be arranged with the teacher(s) at the earliest time possible. Parents are encouraged to contact their child's teacher. If you plan on calling the school office, please do so before 9:00 a.m. to request make-up work. This work may be picked up in the office after 2:30 p.m.

Tardies

- It is very important that students start their day on a positive note. **This means being on time to school!** Students are expected to be in their classrooms by **8:00 a.m.** If they arrive ***in the classroom*** after 8:10 a.m., they are considered tardy and must receive a note from the office to enter class. A *Perfect Attendance Award* will be given to students with no absences and no more than five tardies for the year. Excessive tardiness will be addressed by the Principal or Assistant Principal and noted in student records.

BICYCLE SAFETY RULES

1. Students may ride bicycles to school.
2. Push bicycles while on the school grounds.
3. Ride alone on bicycles.
7. Walk bicycles across streets.
8. Use hand signals when turning or stopping.
9. Park bicycles in the bicycle racks and secure them with a lock.

BUS RIDER RULES

Chisholm Elementary must ensure that the bus ride to and from school is safe. All bus riders are required to follow bus safety rules at all times. Failure to do so will result in disciplinary action and possible removal from the bus.

Riding the bus is a privilege.

- I. Prior 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. (Bus riders conduct themselves in a safe manner while waiting.)
 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 Bus
 1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 2. Refrain from the use of any form of tobacco.
 3. Assist in keeping the bus safe and sanitary at all times.
 4. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 5. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
 6. Bus riders should never tamper with the bus or any of its equipment.
 7. Leave no books, lunches, or other articles on the bus.
 8. Keep books, packages, coats, and all other objects out of the aisles.
 9. Help look after the safety and comfort of small children.

10. Do not throw anything out of the bus window.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. Horseplay is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils and the bus driver.
14. Keep quiet when approaching a railroad crossing stop.
15. In case of a road emergency, children are to remain in the bus.

III. After Leaving the Bus

1. When crossing road, go at least ten feet in front of bus, stop, check traffic, and watch for bus driver's signal, then cross road.
2. Students living on right side of road should immediately leave bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. 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

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of a competent chaperon appointed by the school officials.
3. The regular driver of the bus should be the driver on activity trips.

BUS TRANSPORTATION RULES

1. All transported students will ride the bus daily to and from school unless they have a signed note from their parent/guardian.
2. Improper conduct on the buses may result in denial of bus privileges.
3. Only regularly scheduled bus students are to ride the school bus.
4. Stay off the street at all times while waiting on the bus.
5. Any damage to the bus or bus equipment will be paid for by the student/parent and may result in disciplinary action.
6. Stay in your seats while the bus is in motion and observe bus rules specified by the bus driver.
7. If a student is to ride another bus, a note from their parents must be signed by the principal and given to the driver.

School Bus Consequences

The **bus driver** will initiate the following consequences if a student does not follow the rules and procedures put in place for their safety.

- **1st step** - verbal warning by driver
- **2nd step** - seat change and disciplinary referral
- **3rd step** - referral to school administration; must be signed by parent/guardian

As a result, **school administration** will then follow these steps when administering consequences:

- **1st offense** - The Assistant Principal will meet with the student to issue a **warning** and communicate the warning to parents/guardians. Future steps that will be taken should a second offense occur will be communicated.
- **2nd offense** - The Assistant Principal may initiate an immediate **suspension of bus service for up to five (5) school days**. The disciplinary action will then be communicated to parents/guardians and a meeting shall be held at the school if necessary. Future steps that will be taken should a third offense occur will be relayed. In all cases involving the suspension of bus service, the Assistant Principal will notify the bus driver of the student's suspension.
- **3rd offense** - The Assistant Principal could initiate an immediate **suspension of bus service for additional (5) school days**. The parent/guardian will be contacted and a conference may be scheduled. If appropriate safeguards cannot be mutually agreed upon after a third offense, the Assistant Principal may suspend bus services for a longer period of time. Future instances of misconduct could result in permanent suspension from the bus.

In the case of suspension of bus service, parents must provide the student with transportation to and from school. If the parent is unable to do so, the absence will be considered unexcused.

CAFETERIA RULES & PROCEDURES

Lunches will be paid in advance. Lunches may be purchased by 9-week periods or semester.

1. Breakfast will cost \$2.35 and lunch will cost \$3.35 for PreK-5 grades.
2. Breakfast and lunches should be paid in advance.
3. Students eating breakfast will go straight to the cafeteria when they enter the building. When they finish eating breakfast, they will go immediately to the auditorium until 8:00 a.m. All students will report to their classrooms at 8:00 a.m. Students are considered tardy at 8:10 a.m.
4. All lunches will be eaten in the cafeteria or other approved areas.
5. Visiting adults will pay \$3.85 for a meal.
6. No food is to be carried out of the cafeteria.
7. **No outside deliveries of food will be allowed.**
8. No student will be allowed to leave the school grounds for lunch unless a parent (or authorized person listed on the enrollment card) signs out the student in the office.
9. Students may visit quietly when entering the cafeteria. We recognize that lunch is an opportunity for students “to learn and to practice” appropriate socialization skills with others, so we will allow students to visit quietly with friends in close proximity for a few minutes. Our school also wants kids to have adequate time to eat a nutritious meal, so we will give them about 5+ minutes of “no talking---focus on eating” time at the end of each lunch period.
10. Students are not allowed to exchange food.
11. Students will raise their hands if something is needed.
12. **There is a 2-day charge limit.** No hot lunch will be served after that time.
13. No pop or energy drinks will be allowed in the cafeteria during the designated lunchtimes.
14. Students will not be allowed to use the microwave.
15. If parents would like to have lunch with their child in the cafeteria, they will sit with their child in a **booth**. If invited, other students will not be allowed to sit in the booth with their friend and the parent without written permission from his/her parent. Arrangements must be made in advance and a note (from the parent of the invited student) must be signed and given to the office for approval from the Principal or Assistant Principal. After approval has been given, the note will be given to the teacher on duty.

CALENDAR----(SCHOOL-WIDE CALENDAR & FACILITIES RESERVATION CALENDAR)

1. The school calendar is kept in the Principal’s office.
2. All organizations wishing to put dates on the calendar are to see the Principal.
3. Except in unavoidable situations, all activities are to be scheduled by noon Friday that are to be held during the ensuing week.
4. Scheduling of activities will be written on the calendar with approval of the Principal before such events are scheduled.
5. ALL reservations of our facilities must be made through the office.

CAR LINE

Instructions will be coming soon and are subject to change until all construction has been completed.

CELLULAR PHONES/WIRELESS TELECOMMUNICATION DEVICES

Students may possess and use a wireless telecommunication device (laptop, iPad, iPod, or cell phone, etc.) while on District property at appropriate and allowable times and only in designated areas or while in transit under the authority of the school.

Possession and use of a device must fall within these guidelines:

- Teachers have sole discretion in classrooms and may approve use during class time. Otherwise, all devices should be turned off and put away or in a place where the teacher designates.
- Cell phones may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration. **(At the elementary, cell phones will not be used unless the student is granted permission AND is under the direct supervision of an adult. Cell phones may be turned on and used at the end of the school day.)**
- Cell phone cameras, other device cameras and audio recorders may only be used for specific educational benefit and only with prior permission of the teacher or administration.

While it is the desire of the school to provide opportunities regarding wireless device use, failure to adhere to established guidelines may result in similar consequences for other disruptions to the educational process including the confiscation of the wireless device. Students who choose to bring wireless telecommunication electronic devices to school do so at their own risk. The school district assumes no liability for lost or stolen wireless telecommunication electronic devices.

CHECKOUT POLICY

Parents/guardians must sign-out students in the office. ONLY the people listed on the enrollment card will be allowed to check out a child from school or from a school field trip or activity.

COUNSELING PROGRAM

The elementary school counseling program is an integral part of the total educational process. Activities are designed to address typical personal, social, and academic concerns faced by children. Large group guidance activities help children learn skills before problems occur. Guidance services include small group counseling, individual counseling, consultation with parents, teachers, and administrators, and crisis intervention. The counselors also coordinate various services, including parent seminars and workshops, student recognition, and new student orientation, to name a few. Parents are given copies of standardized test scores in the fall of the following school year. Parents have the right to view their child's permanent record and may do so by making an appointment with the School Counselor.

DAILY SCHEDULE

- | | |
|-----------|---|
| 7:45 a.m. | Students should be dropped off at their designated area. Students should not arrive to school before 7:20 a.m.
<i>No students are allowed in the building before 7:45 a.m.</i> |
| 8:00 a.m. | Classrooms are opened and teachers are in their classrooms. Students should be in their classrooms and ready to begin the school day at 8:00 a.m. |
| 8:10 a.m. | SCHOOL BEGINS with morning announcements Tuesday-Friday.. <i>If children are not in their classrooms by 8:10 a.m., they are considered tardy.</i> Students should check in at the office so a tardy slip can be issued for the child to enter class. |
| 1:30 p.m. | Latest time to issue an early dismissal |
| 2:45 p.m. | Dismissal for daycare and bus riders |
| 2:50 p.m. | Dismissal for car riders and walkers |

DIRECTORY INFORMATION

Parents have two weeks after publication to advise the Superintendent, in writing, of any items they designate as not being directory information for the child. The following items are considered by the Chisholm School District to be "Directory Information."

The student's:

- name, address, telephone listing, electronic mail address
- name of parents
- date and place of birth
- grade level
- participation in officially recognized activities and sports
- achievement awards or honors
- weight and height of athletes
- photograph
- previous school district

DISCIPLINE (DISTRICT DISCIPLINARY POLICY)

All students enrolled in the Chisholm Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school, school-sponsored activities, or while being transported in district owned transportation equipment. Any student that is found to be disobeying the rules or showing disrespect for any teacher and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations. The parent/guardian may appeal a suspension in writing to the Board of Education, and a hearing will be held before said Board in accordance with the laws of the State of Oklahoma.

Bullying, Discrimination, Harassment and Intimidation

The teacher will handle the first infraction of any school rules with a verbal reprimand or think time. A second infraction of any of these rules will result in the teacher notifying parents of the problem. If a third infraction occurs, the teacher will refer the student to an administrator. *If the misbehavior is severe, immediate referral to the administration and possible suspension could result. Severe infractions include fighting, stealing, threatening to "kill", or possession of weapons.*

DISCIPLINE (ELEMENTARY DISCIPLINARY POLICY)

Your child's education is too important to be the sole responsibility of the schools. The success of school discipline depends upon a collaborative effort between home and school. Chisholm Elementary ascribes to a school-wide discipline plan. Each grade establishes age-appropriate rules/consequences for students. A color system is used in the younger grades to allow students to self-monitor.

Pre-K Discipline Policy

*If a Pre-K student intentionally hurts another child or staff member by hitting, kicking, scratching, or biting, he/she will be sent home for the remainder of the day. Repetitive disruptive behavior will necessitate a conference with the Principal and possible removal from the program.

Kindergarten and 1st Grade Discipline Policy

1st visit---- Meet with Principal or Assistant Principal and a logical consequence will be given. Parent/Guardian will be notified.

2nd visit--- Parent/Guardian and student will be asked to conference with Principal or Assistant Principal to discuss the behavior. The goal would be to pinpoint the cause of the disruptive behavior and to take steps and give consequences to stop behavior from becoming repetitive.

3rd visit--- Time-out in office or student sent home for the remainder of the day.

*If a Kindergarten or 1st grade student intentionally hurts another child or staff member by hitting, kicking, scratching, or biting, he/she will be sent home for the remainder of the day.

2nd - 5th Grade Discipline Policy

1st visit----Meet with Principal or Assistant Principal and a logical consequence will be given. Parent/Guardian will be notified.

2nd visit----In-school detention. Parent/Guardian will be notified.

3rd visit---Saturday School. Parent/Guardian will be notified.

4th visit---Saturday School or 1-day suspension. Parent/Guardian will be notified.

5th visit---2 to 5 day suspension. Parent/Guardian will be notified.

*Depending on the incident, a student may skip steps due to severity of offense.

Articles Prohibited at School

Articles that are hazardous to the safety of others or interfere in some way with school procedures may not be brought to school. Expensive items, including electronic games, CD players, iPod's, MP3 players, and toys should not be brought to school. Only exceptions to this rule would be if the classroom teacher approves these items for a special event at school or for a field trip.

If guns/knives of any type, weapons (this includes toy weapons), lighters, tobacco, or inappropriate literature are brought to school, serious consequences will follow. If these items are brought, they will immediately be confiscated, given to administration and a parent will be required to come to the school and pick up the item.

Rolling book bags are not encouraged.

Cell phones must be turned OFF and must be kept in the student's backpack. Students can access their mobile devices at the end of the school day at 2:50. If a student is carrying a cell phone on their person, it will be taken and brought to the office. A parent will have to come to the office to pick up the device.

DRESS CODE

Students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning, and project a positive image of the District to the community.

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting or otherwise disruptive will not be permitted. Hair of a non-human color is not permitted. No distracting hairstyles. (**Mohawks MORE than 1½ inches long or extreme spikes are NOT allowed**).
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Proper shoes must be worn at all times. Flip-flops are strongly discouraged because of outdoor PE activities and uneven pavement on the roads around the school.
- Leggings are NOT PANTS. A top must be worn over leggings, and the top should be no shorter than the end of the INDEX finger when standing at attention.
- Mesh shirts, halter tops, spaghetti straps, open back, backless, pajama pants (no matter what material they are made from), and clothes with holes are inappropriate for school wear and will NOT be permitted. Sleeveless shirts must have straps at least 1 inch wide.
- Shorts, skirts, and dress lengths must be no shorter than the end of the INDEX finger when standing at attention. Shorts must be worn under short dresses and mini-skirts due to the fact that our elementary students sit in a criss-cross position on the floor several times throughout the school day.
- Tattoos or pencil/marker drawings on the skin will NOT be permitted.
- As per Chisholm Board policy, no gang-related dress will be allowed. Because gang-related dress changes from day to day, the term gang-related will be defined by the Principal.
- All manner of dress and appearance is subject to approval of the administration.

DRILLS

All students are required to participate in fire, disaster, and bus evacuation drills. Students are to follow the instructions of the classroom teacher. Evacuation plans are posted in every room in the school. Children will not be sent home during any severe weather warning unless checked out by parent/guardian through the office.

EARLY DISMISSAL

Please schedule medical and dental appointments during **after school hours** whenever possible. No child will be called to the office until his/her ride arrives. A child is not allowed to leave the school grounds during school hours unless signed out in the front office by an authorized adult listed on the child's enrollment card. Be prepared to show your driver's license to office personnel. *Parents should not go to the classroom to pick up students.*

ELIGIBILITY

To be eligible for field trips, track meets, chorus, Drama Club, Robotics, Club, GATE instruction and activities and all other interscholastic activities, a student must be passing all subjects and approved by grade level teachers. No student will be allowed to participate in a contest unless he has attended school the day of the contest.

ENROLLMENT

All new students must have an official birth certificate, social security number, and complete up-to-date immunization record. Families requesting exceptions for religious reasons must complete exemptions forms.

Children who are at least four (4) years of age on or before September 1 shall be entitled to attend either half-day or full-day early childhood programs in their district of residence free of charge as long as the district has the physical facilities and teaching personnel to accommodate the child.

No child shall be enrolled in kindergarten unless he or she will have reached the age of five (5) on or before September 1 of the school year. No child shall be enrolled in the first grade unless he or she will have reached the age of six (6) on or before September 1 of the school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff, law enforcement unit personnel and military recruiter); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Parents and eligible students may request a copy of the Chisholm FERPA Policy. Copies of these policies are located in the Superintendent's office. Translation of this notice will be arranged, in the native language, for non-English speaking parents.

FIELD TRIPS

During school field trips or outings, students may be released to any of the designated persons listed on the enrollment card. **Students will not be allowed to be signed out by anyone other than those persons listed on the enrollment card.** Notes from parents requesting that his/her child ride home with a friend will not be accepted.

All students **MUST** ride on the bus **on the way** to a field trip with their class. After students arrive at their destination and the field trip activity is underway or over, parents or designated persons listed on the enrollment card may check out his/her child from the classroom teacher. Students not riding the bus to the field trip will **NOT** be allowed to participate in the planned activities. Any exception to this policy is with prior approval of the Principal and done at least 48 hours before the event.

FIRST DAY OF SCHOOL

Back to School/Meet the Teacher Night is held prior to the beginning of the school year. This event allows children and their families to meet the classroom teacher, sign up for PTA, purchase lunches, and get familiar with the building. We ask that parents use this time for questions and for special instructions about your child.

The first day of school is often times very stressful for some children, so if parents walk their child to class on the first day of school, we request a quick departure to allow teachers to get the school day underway. Please do not cross the threshold of the classroom on the first few days of school as this may cause your child to have even more anxiety. Quick pictures in the hallway on the first day are allowed.

GANG POLICY

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well being of persons or property on school grounds, or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such group, presents a clear and present danger to the school environment and educational objectives or the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

GRADING SCALE

Kindergarten Checklists
S – Satisfactory
N – Needs Improvement
U – Unsatisfactory

1st – 5th Grades A – 100-90%
B – 89-80%
C – 79-70%
D – 69-60%
F – 59-0%

GRIEVANCE PROCEDURE FOR FILING, PROCESSING AND RESOLVING DISCRIMINATION COMPLAINTS

1. Definitions

- A. Discrimination Complaint: A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
- B. Grievant: Any student, employee, or patron of the School District who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- C. Title IX, ADA, Title VI and VII and 504 Coordinator(s): The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator under Title IX, ADA, Title VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The Coordinator of each statutory scheme may be the same person or different persons.
- D. Respondent: The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. Day: Day means a working day when the School District's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

2. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the building principal or the District's Title IX, ADA, Title VI and VII or 504 Coordinator, as applicable, and reasonable effort should be made at this level to resolve the problem or complaint.

3. Filing and Processing Discrimination Complaints

- A. The Grievant submits a written complaint to the Coordinator, as applicable, stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and requested action. If the applicable Coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the Superintendent for assignment. Complaints must be submitted within 30 days of alleged violation or date Grievant has become knowledgeable of alleged violation. Complaint forms are available from the offices of the District's Title IX, ADA, Title VI and VII and 504 Coordinators.
- B. The Coordinator conducts an investigation within 10 days of receiving the complaint, to the extent reasonably possible, which may include but not be limited to, interviewing the Grievant, any witnesses, review of documents and interviewing the Respondent. The Coordinator will ask the Respondent to confirm or deny facts; indicate acceptance or rejection of the Grievant's requested action; and outline alternatives.

As to complaints of discrimination by students and school employees, the Coordinator will disclose the complaint, the identity of the Grievant and information regarding the person who allegedly committed the discriminatory act only to the extent necessary to fully investigate the Grievant and only when the disclosure is required or permitted by law. If a complainant wishes to remain anonymous, the Coordinator will advise him or her that such confidentiality may limit the School District's ability to fully respond to the complaint. If a Grievant asks to remain anonymous, the Coordinator will still proceed with its investigation.

- C. The Respondent will submit a written answer within 10 days to the applicable Coordinator.
- D. Within 5 days after receiving Respondent's answer, the applicable Coordinator will refer the written complaint and Respondent's written answer to the Superintendent for a hearing. If any person charged with decision-making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different "decisionmaker" will be appointed to maintain impartiality. The Coordinator will schedule the hearing with the Grievant, the Respondent and Superintendent. The hearing will be conducted within 10 days after the Coordinator receives Respondent's answer.

- E. At the hearing, the Superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The applicable Coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the Coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- F. Within 5 days after the hearing, the Superintendent will issue a written decision to the Grievant, Respondent and applicable Coordinator.
- G. If the Grievant or Respondent is not satisfied with the decision, he or she must notify the applicable Coordinator, in writing, within 5 days and request an appeal to the Board of Education. The written appeal shall contain a specific statement of the basis for the appeal.
- H. The applicable Coordinator will notify the Board of Education, in writing, within 5 days after receiving the appeal. The Clerk will place the appeal on a board agenda within 30 days from the date of notification to the Board of Education.
- I. The Board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the Board meeting, the Board may ask for oral or written evidence from the parties and any other individual it deems relevant. The Clerk will make arrangements to audiotape any oral evidence presented. Within 5 days of the meeting, the Board will issue a final decision in writing to all parties involved.

4. General Provisions

- A. 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 no more than 120 days.
- B. Access to Regulations: Upon request, the School District shall provide copies of any School District regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of the School District. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for three years after complaint resolution.
- D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole, and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
- G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the Grievant should contact the 504 Coordinator.

GUESTS

No guests will be allowed to attend classes or visit students during the school day.

HARASSMENT, INTIMIDATION AND BULLYING AND PROCEDURES FOR COMBATING THOSE BEHAVIORS

1. Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Bullying Protection Act*, 70 Okla. Stat. Section 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires districts to actively pursue programs for education regarding bullying behaviors.

The District’s student conduct code prohibits harassment, intimidation, and bullying. This policy further explains the negative effects of that behavior and seeks to promote strategies for prevention.

2. Statement of Board Purpose in Adopting Policy

The Board of Education recognizes that intimidation, harassment, and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation, harassment, and bullying. The Board observes that this conduct:

- A. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large;
- B. Substantially disrupts school operations by interfering with the District’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the school’s efforts to prepare students for productive lives in the community as they become adults;
- C. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the District’s primary and substantial interest in operating schools that foster and promote academic achievement;
- D. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;
- E. Substantially interferes with the District’s mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often “passive-target” students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims, who have been harassed and demeaned by the behavior of bullies, often respond by striving to obtain power over the others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;
- F. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts;
- G. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying, harassing and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually-suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim’s or by-stander’s ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school.

3. Definition of Terms

- A. Statutory definition of harassment, intimidation, and bullying:
70 Okla. Stat. Section 24-100.3 of *the School Bullying Protection Act* defines the terms “harass, intimidate, or bully,” as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:
 - i. Harm another student;
 - ii. Damage another student’s property;
 - iii. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
 - iv. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

C. General Display of Bullying Acts

Bullying, for purposes of this section of the policy, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- i. **Physical Bullying** includes harm or threatened harm to another’s body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- ii. **Emotional Bullying** includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- iii. **Social Bullying** includes harm to another’s group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group, the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors, designed to humiliate or embarrass the student, the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.
- iv. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching or private parts of the victim’s body; participation in the gossiping or spreading of false rumors about the student’s sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim’s school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide.

Such conduct may also constitute sexual harassment – also prohibited by the District.

4. Procedures Applicable to the Understanding of and Prevention of Harassment, Intimidation and Bullying of Students

A. Student and Staff Education and Training

All staff will be provided with a copy of the District’s *Prevention of Harassment, Intimidation, and Bullying of Students Policy*. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. The District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct towards their peers.

B. The District's Safe School Committee

The District's Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to the student harassment, intimidation, and bullying, the Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying understanding and identifying bullying behaviors. In addition, the Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the Committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

5. Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

6. Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying, to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

7. Parental Responsibilities

Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school, they should encourage their children to:

- A. Report bullying when it occurs;
- B. Take advantage of opportunities to talk to their children about bullying;
- C. Inform the school immediately if they think their child is being bullied or is bullying other students;
- D. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
- E. Cooperate fully with school personnel in identifying and resolving incidents.

HEALTH REGULATIONS (not all diseases and illnesses listed)

PARTIAL LIST OF SCHOOL HEALTH REGULATIONS

Communicable Disease	Incubation Period	Period of Communicability	May Return to School When...
CHICKENPOX	14-12 Days	1 day before rash & until all lesions have crusted.	All scabs should be dry & hard but not necessarily off
IMPETIGO	2-10 Days	Until all lesions are healed. Should see doctor if lesion on face.	When evidence of treatment (crusts washed off and antibiotic ointment applied). Cover is possible.
LICE	Variable	Until no live lice are found and no nits are found 1 inch or less from the scalp.	Student will not be allowed back to class until the parent brings the child to the office to be checked by office personnel, and student is in compliance with the school policy.
MEASLES	8-14 Days	4 days before rash appears to 4 days after onset of rash	5 days after onset of symptoms with written permission from doctor or public health agency.
PINK EYE	24-72 Hours	During course of active infection.	24 hours after treatment is begun.
RUBELLA (3-day measles)	14-21 Days	7 days before and 4 days after rash appears.	When skin is clear. (About 4 days after onset of rash.)
RUBEOLA (red measles)	14-21 Days	7 days before and 4 days after rash appears.	This is a serious illness and we suggest your physician make the decision regarding recovery.
SCABIES	2-6 weeks 1 st time 1-4 days subsequent times	Until mites & eggs are destroyed	When recommended treatment is complete.

STREP THROAT SCARLET FEVER SCARLETINA	1-3 Days	Variable	48 hours after treatment begins.
SKIN DISEASE		Variable	When free from all skin eruptions <u>unless</u> the attending physician notified the principal or school nurse that the eruptions are not communicable.
FIFTH DISEASE			Usually not contagious after rash appears, however, the person needs to stay away from pregnant women and those with chronic hemolytic anemia and immunodeficiencies.
RINGWORM	Each child must have a note from the attending physician stating that he or she is under medical supervision and treatment. Each infected area must be covered while child is attending school. A washable cap must be worn for scalp ringworm.		

HOMEWORK

*Homework is an extension of the classroom. It provides needed practice, while developing responsibility. Teachers use the following guidelines for total daily homework assignments:

- Kinder- 2nd 10 – 25 minutes per day (practice math facts, sight words, or correct an assignment)
- 3rd up to 30 – 45 minutes per day
- 4th & 5th up to 40 – 60 minutes per day
- ***Students should read or be read to at least 20 minutes nightly. This time should not be considered part of homework and should include a variety of types of reading.** The parent's role is to provide time and space for quiet, productive work, as well as to provide encouragement and reinforcement if the child encounters difficulty. Contact your child's teacher if homework is taking an inordinate amount of time each night.

IMMUNIZATION REQUIREMENTS

These are the new immunization requirements for school entry in Oklahoma for the upcoming school year: DPT – diphtheria, tetanus, and pertussis (whooping cough), MMR – measles, mumps, and rubella. Example: 5DPT/DT – through the child’s lifetime up until the fifth grade.

Kindergarten and 4-year old program	Grades 1st-2nd	Grades 3rd-6th	Grade 7th	Grade 8th	Grade 9th-12th
5 DPT/DT (Unless the 4th dose was given on or after the fourth birthday)	5 DPT/DT (Unless the 4th dose was given on or after the fourth birthday)	3 DPT/D T	3 DPT/DT	3 DPT/DT	3 DPT/DT
4 POLIO (Unless the 4th dose was given on or after the fourth birthday)	4 POLIO (Unless the 4th dose was given on or after the fourth birthday)	3 POLIO	3 POLIO	3 POLIO	3 POLIO
2 MMR	2 MMR	2 MMR	2 MMR	2 MMR	1 MMR
2 HEPATITIS A			2 HEPATITIS A		
3 HEPATITIS B			3 HEPATITIS B	3 HEPATITIS B	
1 VARICELLA (Chicken Pox)					

INCLEMENT WEATHER/SCHOOL CLOSING

In the event of severe weather or other emergencies, school may be closed. An announcement of such a closing will be made on local news and radio stations no later than 6:00 a.m. on the day in question. An earlier notice will be given (such as the previous evening) when possible. Parents should pre-arrange with their children as to what they should do in the event of an early/emergency dismissal. If school must be canceled or delayed, this information will also be on local TV, radio, and a PowerAnnouncement will be sent from the school. Changing weather patterns require that we be conservative about school closings. Days cancelled require adjustments in the calendar to meet state regulations for the number of school days attended.

LIBRARY MEDIA CENTER

The library media center is open throughout the day. Students need to make every effort to use the materials readily and return them to the library media center. Reference and reserve materials remain in the library media center. Not only is the library media center available for completing assignments, but also provides recreational fiction and nonfiction books. We have a very fine automated library media center with books, magazines, maps, reference books, filmstrips, and video tapes.

LONGHORN CHORUS

Longhorn Chorus exists to provide 4th and 5th grade students the opportunity to sing quality choral and theatrical music in a school setting. Students in this organization can expect to receive advanced training in vocal development skills as well as advanced training in musicianship skills (reading rhythmic and tonal patterns).

Chorus students will rehearse at 7:30 a.m. on Tuesdays. Members are expected to attend all rehearsals and arrive on time. Excused absences are limited to reasons of family emergency or illness. It is also important that students are on time for rehearsals. Three unexcused absences will result in removal from the chorus. Students who ride the bus will need to make other arrangements on rehearsal days or make arrangements with the music teacher in advance.

LOST AND FOUND

Lost and found articles will be placed in the cafeteria. The student's name should always be put on items of clothing such as lunch boxes, jackets, sweaters, coats, hats, and gloves. When unclaimed items accumulate, they are donated to a charitable organization at the end of each semester.

LUNCH / BREAKFAST PROGRAM – Cafeteria: 237-5645 ext. 214

Nourishing and balanced lunches are prepared daily in the school cafeteria. Students may eat the school lunch, or they may bring a lunch from home. ***Fast food and carbonated drinks are not allowed in the cafeteria.*** This regulation must be strictly enforced for adults and children.

Parents are encouraged to send lunch money by the week or month. Lunch money should be placed in a sealed envelope with the student's name, grade level, teacher's name, and the amount enclosed written on the outside. Online meal payments may be submitted by going to www.myschoolbucks.com. Students are not allowed to borrow lunch money from the cafeteria. Those without funds could be provided an alternate meal. Applications may be made for free/reduced price meals. Applications are processed in the Superintendent's office. If your child forgets his/her lunch and you wish to bring it to school, please leave it with the personnel in the office. Be sure that the child's name and teacher's name are on the box or bag. Do keep in mind, however, that every classroom interruption directly impacts the effectiveness of the instruction taking place. The school does offer a breakfast program. Breakfast is served from 7:45 to 8:05 a.m. each morning.

Lunch Account Rollover Policy

Lunch money remaining in a student's account at the conclusion of the school year will be posted to the student's lunch account for the following school year. A parent/guardian may request that remaining funds be refunded. You may request a refund by contacting the Administrative Secretary at ext. 106 in the Superintendent's office or the employee at each cafeteria site responsible for the student's lunch account and completing a short form including a current or forwarding address. This request must be made by the 15th of May to assure expedient processing. Checks will be issued and mailed following the June Board meeting. Students that do not plan to attend Chisholm Public Schools the following school year must request that their lunch account be refunded by completing the form including a forwarding address.

Lunchtime Visitors

Chisholm parents are welcome to join us for lunch throughout the year! However, we do ask you to send in a note to your child's teacher to let us know that you will be purchasing a cafeteria lunch. Our meals are cooked by the lunch counts submitted by the teachers. Parents will pay for their lunch in the cafeteria line. ***Please remember: Fast food and carbonated drinks are not allowed in the cafeteria at lunchtime.*** The parent and child will sit in a booth in the cafeteria---not at the lunch tables. Other children will not be allowed to sit at the booth when invited by a friend and his/her parents, ***unless*** we have a signed permission letter from the invited child's parent.

*If parents bring outside food in for lunch, he/she will sit with their child in the *Hall of Fame* area at the round tables.

MEDICATIONS

It is the policy of the Chisholm Board of Education that if a student is required to take medication during the school hours and the parent or guardian cannot be at the school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to the student, the Principal or the Principal's designee may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - Student's name, name and strength of medication, dosage and direction for administering
 - Name of physician or dentist
 - Name of pharmacy
 - And, whether the child has asthma or other disabilities which may require immediate dispensation of medication

The medication must be delivered to the office in person, preferably by the parent or guardian of the student, unless the medication must be retained by the student for immediate administering. The medication will be accompanied by written authorization from the parent, guardian or person having legal custody that indicates the following:

- Purpose of the medication
 - Time to be administered
 - Whether the medication must be retained by the student for self-administering. Termination date for administering the medication.
 - And other appropriate information requested by the principal or the principal's designee.
2. Non-prescription medication may be administered only with the written request and permission of the parent, guardian, or person having legal custody. When other alternatives, such as resting or changing activities are inappropriate or ineffective. The medication will be administered in accordance with label direction or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

MONEY AT SCHOOL

When it is necessary to send money to school, please send the correct change or a check, if possible, in an envelope with the child's name, classroom teacher, and for what the money is intended.

MORNING DROP-OFF POLICY

Student are NOT to be dropped off earlier than 7:20 a.m. Supervision is not provided until 7:45 when the doors open. Students arriving between 7:20 and 7:45 are **not** to stand on the sidewalk, or near the parking lot, or in the grassy area beside the building. For safety reasons, students will be expected to stand under the awning by the main door and behave in an appropriate manner.

NONDISCRIMINATION

The Chisholm School District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment in the district on the basis of race, color, national origin, religion, sex, age, disability, or veteran status. Inquires concerning application of this policy may be referred to:

Chad Broughton
Superintendent/Compliance Coordinator
300 Colorado Ave.
Enid, OK 73701
(580) 237-5512 x 104

NONDISCRIMINATION STATEMENT

It is the policy of the Chisholm School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran, in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to Roydon Tilley, Coordinator of Title IX and Section 504 responsibilities. Chisholm School District, 300 Colorado Ave., Enid, OK 73701, (580) 237-5512.

NOTICE

Chisholm Public Schools provide educational opportunities to handicapped students age 0 to 21.

These services are provided in accordance with Public Law 94-142, which requires an approved appropriate education for handicapped children age 0 to 21.

Any person having knowledge of a handicapped child not identified or served, please contact:

Chad Broughton
300 Colorado Ave.
Enid, OK 73701

NOTES REQUIRED **Important**

Please submit a note to your child's teacher and/or the main office, if your child:

- is absent due to illness, death in the family, or in advance of a religious holiday
- needs to take medicine during the day
- needs to be excused from recess or physical education
- changes from usual transportation home or to daycare (**Changes should be infrequent.**)

OFFICE

The office is staffed by office personnel from 7:30 a.m. to 4:00 p.m., Monday – Friday, during the school year. As we are getting to know and recognize all of our Chisholm families, please be prepared to show your identification prior to entering the building. **Parents make sure you have your driver's license with you every time you come to the school** as there may be different personnel answering the door if the secretary is not available.

PARENT-TEACHER CONFERENCES

Report cards are issued every nine weeks. Parent-Teacher conferences will be held twice a year. Parents will be notified as to the time and date of the conferences. All Chisholm Elementary parents are expected to attend these conferences. Longhorn parents are encouraged to initiate conferences at any time by contacting their child's teacher. The partnership between our teachers and our parents is vital to our children's success. We have outstanding parental involvement at CES, and we feel this involvement and the parent-teacher partnership has a huge impact on our school's tradition of excellence!

PARENT'S RIGHT TO KNOW POLICY

In accordance with the Elementary and Secondary Education Act, Section 111(h)(6) PARENT'S RIGHT TO KNOW, this is a notification from the Chisholm School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers should include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which state qualifications and licensing qualifications are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher who is not highly qualified, you will be notified by the school of this information.

PARTIES

Class parties are provided four times a year: Halloween, Christmas, Valentine's Day, and End of the Year. Homeroom moms will coordinate the parties. District guidelines should be followed. Easter parties are planned for the primary grades.

In an effort to support our Healthy School Initiative, parents may schedule healthy birthday treats with their child's teacher.

PHONE CALLS TO TEACHERS DURING THE INSTRUCTIONAL DAY

Please keep phone calls to your child's teacher to a minimum during the instructional day. **Teachers are not allowed to conference with parents on the phone, at their doorway, or in their classrooms when students are in the room.** This time is very valuable, and it may seem insignificant for you to visit with your child's teacher a few minutes a week during instructional time, but multiplied by 20 other parent conversations, and that teacher's instructional time would be shortened significantly. We ask that parents email their child's teacher or set up an appointment time during the teacher's plan time or before/after school.

PHYSICAL EDUCATION

Physical education classes are provided. Students need a written note from parents if they have a medical reason to be excused from participating in class.

PLAYGROUND RULES

1. Follow directions of those in charge.
2. Play in designated areas. Permission must be obtained from the teacher to leave this area.
3. Use all equipment in the proper manner.
4. Do not stand or walk on top of equipment.
5. Jump ropes are for jumping.
6. Use only utility or nerf balls.
7. Basketballs are to be used on the basketball court only.
8. No tackle games.
9. Follow all school rules.
10. No wall-ball.

PROMOTION AND RETENTION

It is recognized that some students benefit from extended time at the same grade level. Certain criteria are followed during the retention process. During the first parent/teacher conference, parents are informed if the child is not doing grade level work. By the end of the third reporting period, the teacher should be able to identify the child who may need to be retained and notify the parents that their child may profit by continuing in the same grade another year. Final responsibility for promotion and retention of students rests with the principal. Students who have accumulated more than ten (10) absences during a school year may be considered for retention. Excessive tardiness will also be taken into consideration.

PTA

Active in virtually all facets of school life, the PTA relies on its incredible parent and community supporters to offer a wide-range of school programs and events. At least four PTA general sessions are held during the school year. Information on volunteer opportunities is provided on our *Back to School/Meet the Teacher Night*. PTA information is also sent home with each student throughout the school year on bright pink paper. Notification of upcoming activities and events for the family to enjoy is sent home on pink paper and on PowerAnnouncement text messages.

2019-2020 PTA OFFICERS

President----Nikki Whitman

Vice-President----Andie Cremer

Treasurers----Jennifer Bauman & Jessica Caruthers

Secretary----Casie Vos

REGISTRATION / STUDENT RECORDS

Please notify the school immediately if your address, phone number, or any other information on your child's initial registration forms changes. This includes emergency numbers, job changes, or a change in marital status. It is crucial that this information be kept current. *Names of person(s) to contact in the event of an emergency are required for registration to be complete.*

RESTROOM PROCEDURES

1. Keep walls and floors clean.
2. Use quiet voices.
3. Put trash in containers.
4. Use supplies wisely.

SCHOOL CLOSING

In the event of severe weather or other emergencies, schools may be closed. An announcement of such a closing will be made no later than 6:00 a.m. on the day in question on local radio stations. An earlier notice will be given (such as the previous evening) when possible. Changing weather patterns require that we be conservative about school closings. Days cancelled require adjustments in the calendar to meet state regulations for the number of school days attended.

SCHOOL HOURS

8:10 a.m. – 2:50 p.m.

The front doors will open at 7:45 a.m. Students eating breakfast will go straight to the cafeteria, and students not eating breakfast will go directly to the auditorium until 8:00 a.m. All students will be dismissed to go to their classrooms at 8:00 a.m. Students will be considered tardy at 8:10 a.m.

SEXUAL HARASSMENT

State and federal law specifically prohibit sexual harassment of employees and students in connection with their employment by or enrollment in the Chisholm School District. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the School District with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act on behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or program of the School District.
3. In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.

In the case of a student of the School District, "sexual harassment" includes all forms of unwelcome conduct of a sexual nature by a student, an employee or any third person towards a student. Age appropriate examples of the kinds of things that can constitute prohibited sexual harassment shall be communicated to the students.

4. All students, employees, patrons, and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of the School District. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.

TARDY POLICY

Students arriving to school after 8:10 a.m. must be signed-in by their parent/guardian in the office. The tardy will be excused with a note from a physician.

***Excessive tardies may be reported to the Garfield County Truancy Officer.**

TRANSFER POLICY

The Chisholm Board of Education will approve or disapprove transfer students into the Chisholm School District on an individual basis. Regular applications for transfer must be presented to the Chisholm Board of Education thirty days in advance and must meet the following guidelines:

1. Transfer applicants must not be under discipline, suspension, and must be in good standing academically and behaviorally at their current school of attendance.
2. Transfer applicants must be able to enroll in courses presently offered by Chisholm Public Schools.
3. No transfer applicants will be allowed whose educational cost will be more than the average educational costs of Chisholm District.
4. Transfer students must abide by all rules and regulations of Chisholm Schools and maintain passing grades in order to have their transfer application approved for the ensuing year.
5. Transportation will not be provided outside of the Chisholm School District boundaries.
6. Transfer students can be dismissed for cause during the school year. The Chisholm Board of Education reserves the right to approve or disapprove any and all transfer applications on a yearly basis as needed.

TRANSPORTATION ARRANGEMENTS

Transportation arrangements should be made with students *before* they leave home each morning. Changes in transportation should be infrequent. All bus transportation questions should be directed to Neva Toews. She can be reached at 237-5645 ext. 214 or stop by her office in the cafeteria.

VISITORS

We strongly encourage parental involvement at Chisholm Elementary School! Parents may visit in classrooms, but the visit needs to be arranged ahead of time with the Principal or Assistant Principal, so the least amount of disruption to the instructional program may be offered. Visitors have limited access to the building and must be escorted at all times. **Upon entering the building, a visitor will be asked to provide a driver's license before he/she will be buzzed into the office area, then he/she will sign in, and receive a visitor's badge.** Be sure to wear the visitor's tag at all times. Only the main entrance of the school nearest to the office should be used to enter or exit the building by our visitors.

If parents plan to chaperone a school sponsored field trip, they **must register as a volunteer** in advance by filling out a Volunteer Application. Once approved, volunteers will provide their driver's license, which will be used to run through the visitor check-in system in order to be cleared through the National Sex Offender Registry.

VOLUNTEERS

We strongly believe "It takes a village to raise a child!" (an African proverb) Therefore, we welcome and encourage parents and members of the community to volunteer. There are many ways in which you can give of yourself and your time at our school. Please contact our Assistant Principal or PTA President if you have an interest in helping in some way. Our volunteers will fill out a Volunteer Application prior to working with our students. All volunteers will sign in and sign out in the office. They will wear a volunteer badge while in the building.

CHISHOLM ELEMENTARY TRADITIONS: CREED, SONGS, & MOTTO

CHISHOLM ELEMENTARY SCHOOL CREED

I AM A PROUD CHISHOLM LONGHORN

Unique and special
Responsible for my own actions

I ACCEPT THE CHALLENGES

To be the best I can be
To respect the differences and opinions of others

I AM DETERMINED

To be a lifelong learner
To discover my full potential

Yesterday's failures are behind me
Today's successes are now before me
The education I receive today will make me a leader of tomorrow

I AM A PROUD CHISHOLM LONGHORN!

ALMA MATER

We join our voices as one to sing
of Chisholm proud and true.

We're strong of mind, and strong of heart
and strong in honor too.

When far away and in years to come
we will remember you.

Oh stand and raise your voice in praise of the
red, and white and blue.

(written by Debra Blakely)

CHISHOLM FIGHT SONG

Fight on, you Longhorns
fight

The time is right to win
tonight

Fight on, you Longhorns
fight

The time is right to fly
the red, the blue, the white

Fight on, you Longhorns
Fight, Fight on.

CHISHOLM ELEMENTARY MOTTO

"Longhorns leave things better than they found them."