

**McLoud Public Schools
Parent/Student Elementary Handbook
2019-2020**

McLoud Board of Education

President - Melanie Krause
Vice-President - Dustin Greenberg
Clerk - Bobby Howard
Deputy Clerk- Doug VanScoyoc
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McLoud Public Schools Board Office

Superintendent: **Steve Stanley**

McLoud Public Schools

P.O. Box 240
113. Main
McLoud, Oklahoma 74851
Ph: 405-964-3314 Fax: 405-964-2801
Web site: www.mcloudschools.us
SAFE Call 1-800-732-3225 x 651
Transportation Office: 405-964-3642

Elementary Campus

Campus Location: Between Park and Oklahoma off Main

Early Childhood Center (Pre-K, TK, Kindergarten, Grade 1)

Phone: 964-3382 or Fax: 405-964-3811

Principal: Sally Thomason

Assistant Principal: David Hagans

Counselor: Shyla Neher

Secretary: Ashley Creed

Elementary (Grades 2, 3,)

Phone: 964-3315 or Fax: 405-964-2494

Principal: Andrew Winters

Assistant Principal: David Hagans

Counselor: Brandi Marsh

Secretary: Jenette Bell

Intermediate (Grades 4, 5 & 6) Phone: 964-3306 or Fax 405-965-3297

Principal: Angie Drew

Dean of Students: Christina Gilliam

Intermediate Counselor: Tomi Murdock

Secretary: Lisa Peterman

Office Assistant: Stephanie Richardson

Special Education Coordinator/Federal Programs Director: Patricia Stanley

Phone: 964-3314 ext. 4612

Student Services Coordinator/Child Nutrition: Jami Eddings

Phone: 964-3314 ext. 7214

Transportation Director: Chris Olds

Phone: 964-3314 ext. 5514

School Nurse: Jessica Tippit

Phone: 964-3314 ext. 4112

FOREWORD

The purpose of this handbook is to acquaint students and parents with necessary information about McCloud Elementary Schools. However, it is not meant to be all-encompassing or in any way supersede McCloud School Board Policy. It is the intent of the Board of Education that the respective administrators will construe this policy manual in a reasonable and common-sense manner, taking into account the facts and circumstances of each situation.

MISSION

McCloud Public Schools is educating and preparing students for life in a global society.

VISION

McCloud Public Schools creates an environment of best practices for student success in a changing world.

MCLOUD PRIDE

Core Values

Persistence – We maintain firm continuance toward our academic goals.

Respect – We respect each other’s right to be involved in making collaborative decisions regarding our educational plans and initiatives.

Integrity – We maintain ethical credibility by making certain our actions always match our words.

Dedication – We remain committed to our purpose.

Excellence – We support each other and our students, parents, families and community; and our commitment to resources and the daily learning opportunities for students.

EDUCATIONAL PHILOSOPHY

The philosophy of the McCloud Public School System is based on the concept that schools should exist for individual students at all socioeconomic levels. It should concentrate on providing, through teaching and counseling, equal and adequate opportunities for all students to develop intellectually, physically, socially, and vocationally in order that they might make a contribution to society, that they might be capable of enjoying a cultural, moral and spiritual life, and that they might recognize and accept their responsibilities in preserving the democracy which has provided for these opportunities. It should be noted that these policies do not supersede any federal, state or local laws. If laws are changed, they will supersede board policy.

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It is the policy of McLoud Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admission, education services, financial aid, and employment.

NON-DISCRIMINATION STATEMENT

McLoud Public Schools does not discriminate on the basis of race, color, national origin, sex, age,

qualified handicap, or veteran status. This institution is an equal opportunity employer. McLoud Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For information concerning this policy contact Rob Griffin, (405) 964-3314, P.O. Box 240, McLoud, OK 74851.

MOMENT OF SILENCE

Pursuant to Senate Bill 815: “The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, or impede other students in the exercise of their individual choices.”

IMMUNIZATION REQUIREMENTS

TITLE 70, Section 1210.191, Oklahoma Statutes, 1970:

“Rules & Regulations for Immunization for School Children,” As Amended June 1976

Legal Requirements

The law requires that parents or guardians of all minor children in grades pre-K through twelfth grade for all public, parochial, or private schools in the State of Oklahoma present a certificate of required immunizations upon school entry.

PLEASE READ THE BULLETS BELOW FOR ESSENTIAL INFORMATION

Childcare	Preschool-Pre KG	KG – 6 th	7-8	9-12
4 DTaP	4 DTaP	5 DTP/DTAP* **	5 DTP/DTAP*** & 1 Tdap booster	5 DTP/DTaP
1- 4 PCV*	Not required for school			
3 IPV/OPV	3 IPV/OPV	4 IPV/OPV ****	4 IPV/OPV	4 IPV/OPV
1 MMR	1 MMR	1 MMR	2 MMR	2 MMR
1 -4 Hib* & **	Not required for school			
3 Hep B	3 Hep B	3 Hep B	3 Hep B*****	3 Hep B*****
2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella

*The number of doses of PCV and or Hib may range from 1 to 4 depending on the age of the child when the first dose is received

** Children may be complete with three (3) or four (4) doses depending on the brand of Hib vaccine

used.

*** If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.

**** If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, the 4th dose of IPV/OPV is not required.

***** Previously unimmunized adolescents 11 through 15 years of age may receive a two (2) dose series of Merck Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive three (3) doses of Hepatitis B vaccine.

- The table above lists the vaccines that are required for children to attend child care, preschool, kindergarten through twelfth grade. Additional vaccines may be recommended but are not required. For example a 2nd dose of varicella vaccine is recommended before entering kindergarten, but not required by Oklahoma law.
- Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed.
- All measles, mumps, rubella (MMR), varicella and hepatitis A vaccine doses must be administered on or after the child's first birthday (or within 4 days before the birthday).
- For doses given on or after January 1, 2003, the 5th dose of DTaP must be given on or after the 4th birthday or within 4 days before the 4th birthday. This rule does not apply to doses given before 2003.
- A parental history of a child having varicella (chickenpox) disease is acceptable in lieu of varicella vaccine.
- Hib and PCV vaccines are not required for students in preschool, pre-kindergarten or kindergarten programs operated by schools.
- It is not necessary to restart the series of any vaccine if the next dose due was not given on schedule because longer than recommended time intervals between doses does not affect final immunity.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are "in the process of receiving" immunizations.

For further immunization information please call the Immunization Service at 405-271-4073 or 1-800-234-6196 or visit our website at <http://imm.health.ok.gov>

The official certification or immunization record card, ODH218B, is distributed by the Oklahoma State Department of Health. Other certification forms are acceptable only if they have the type and date of immunization given. The signature of a licensed physician or authorized representative of the State or local health department is required.

Releases from these immunization requirements by parental request, religious reasons, or due to health are acceptable. Forms for these releases may be obtained at the principal's office. New students are to bring immunization records when enrolling.

COMMUNICABLE DISEASE CONTROL

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, shall be prohibited from attending school until a health professional has determined that the child is free of contagious disease or that the disease is no longer contagious. When a student has been excluded from school for a contagious disease, a written medical statement

will be required before re-entry to school.

Please refer to the Oklahoma State Department of Health's **School health guide** for more information on some of the conditions that may be considered contagious. Students that have been absent from school due to a medical procedure (which may include: surgery, bone injury, mental illness) must bring a medical release to the school secretary or district nurse before re-entry to school. Students with vomiting or diarrhea must not have had an episode for 24 hours before returning to school. Any child that has been under a physician's care must present a doctor's release to the office to return to class. Students, who do not, will be sent home until one is provided. **Temperature: Students with a fever greater than 100° must be fever free for 24 hours without medication prior to returning to school.**

MENINGOCOCCAL DISEASE

What is meningococcal disease?

Meningococcal (men-in-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons of their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip-balm-anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Signs and Symptoms of Meningitis

- Headaches
- Fever
- Chills
- Stiff neck
- Extreme tiredness

- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories
- Other people at high risk 11-through 55-years- of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2-through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

HEAD LICE

Students found to have live head lice will be sent home at the end of the school day and parents/guardians will be notified. Students sent home will not be allowed to return to school without being seen by a health professional or may produce a label from an approved lice shampoo treatment bottle, and will then be inspected by the school nurse to assure treatment has been accomplished. If you are not financially able to purchase approved lice treatment shampoo, please talk with the school nurse, as outside resources may be available.

RESIDENCY REQUIREMENTS

It is the policy of the McCloud Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who has assumed permanent care and custody of the child and holds legal residence within the district as defined in 70 O.S. Sec. 1-113 ©. Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child, and that legal status has been determined either by legal parenthood, court pointed custody, or by execution of a power of attorney to delegate care and custody powers to another person, as specified in HB 2536. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to the following:

1. Proof of payment of local personal income tax or ad valorem taxes.
2. Title to a residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;

3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residence and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. 1-1134 (a) (1).)

ANNUAL NOTICE OF FERPA RIGHTS

On March 1, 1998, the School Board of McLoud Public Schools adopted a "Student Record Policies and Procedures" policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office and in each principal's office. In the course of a child's education, the McLoud School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. It is the right of the student's parents, legal guardians, or an eligible student to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of the 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. The procedure for this is part of the "Student Records Policies and Procedures" policy.

It is the intent of the McLoud School District to limit the disclosure of the information contained in a student's educational records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by FERPA.

The McLoud School District proposes to designate the following personally identifiable information contained in a student's educational record as "directory information", and it will disclose that information without prior written consent: (1) the student's name; (2) the names of the student's parents; (3) the student's date of birth; (4) the student's class designation (i.e., first grade, tenth grade etc.); (5) the student's extracurricular participation; (6) the student's achievement awards or honors; (7) the student's weight and height, if a member of an athletic team; (8) the student's photograph; and (9) the school or school district the student attended before he or she enrolled in this school district.

Opt out provision – Upon request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The building principal or designee shall notify parent(s)/guardian(s) that they may make this objection.

In case the parent of a student, a student or a former student who is 18 years old, or a citizen of the McLoud School District believes that the district is violating the Family Rights and Privacy Act (FERPA), that person has the right to file a complaint with the U.S. Department of Education. The address is:

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

A translation will be provided for anyone not able to read and understand the policy or anyone not able to read and understand English

ACCIDENT INSURANCE

Accident insurance is available to all students at the start of the school year. We suggest you consider this coverage especially if your family is not insured with a separate health policy. The school does not carry accident insurance on students.

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

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

REFERRAL

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

SCREENING

Other screening activities may include: review of records and education history, interviews, observations, and specially developed readiness or educational screening instruments. Results of all screenings are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

Readiness Screening – Personally identifiable information is collected on all Pre-K students and those entering school for the first time or those entering from home school or private school participating in school wide readiness screenings to assess readiness for school.

Visual Screening – Visual screening is also recommended prior to entering Kindergarten. Please provide proof of visual screening at the time of enrollment. Pre-K through Sixth Grade will participate in a vision screening annually at the elementary campus with Vizavance.

Educational Screening – Education screening includes procedures for the identification of children who may have special learning needs, may be eligible for special education and related services, or need academic interventions. Each school district in the State provides educational screening.

- Pre-K through Third Grade students each year.
- Second through twelfth grade students shall be screened as needed or upon request of the parents, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening shall be educationally screened within 6 months of the date of such entry.

Pre-Kindergarten

Students wishing to enter into pre-kindergarten must be potty-trained. Students wearing diapers will not be permitted to attend school unless having a medical diagnosis. In which case a student has a medical condition requiring diapers, parent(s) or guardian(s) must provide a doctor's note stating as much.

Regarding drop-off and pick-up procedures, parent(s) or guardian(s) must remain in their car at all times in order to prevent holding up the pickup line.

Please be advised that it is the responsibility of the parents to ensure their child is safely buckled into the seat or car seat. Parents should pull forward and out of the pickup line and ensure child is properly fastened in seat.

EVALUATION

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

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

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

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

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

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

For further information, contact Special Services Director, McCloud Public Schools, PO Box 240, McCloud, Ok 74851, 405-964-3314.

PROFICIENCY BASED PROMOTION

Students may earn credit based on proficiency assessment. Proficiency will be demonstrated by an assessment or evaluation that is appropriate to the curriculum area. Students demonstrating proficiency in a set of competencies at the 90% level **on a nationally normed test**, shall be advanced to the next level in the appropriate curriculum area and receive a grading mark of "P". A mark of "P" will be neutral in computing grade point averages.

The decision to allow proficiency-based promotion will take into consideration such factors as social, emotional, physical and mental growth. The school will confer with the student's parents/guardians in making such promotional/acceleration decisions. Students interested in proficiency promotion should give their counselor written notification three (3) weeks prior to each term's end. Tests will be given the last week of each term.

TEACHER REQUEST

Classroom Placement Guidelines

Parents have the opportunity to express classroom preference for the next school year utilizing a form referred to as the *Classroom Information Sheet* ([this form will go home in the student's folder or can be found on the McCloud Public Schools Web page](#)). **(this form will be sent home in the student's folder in the spring semester or obtained in the school office)**. Classroom placement is based upon a variety of factors to achieve a balanced classroom. Factors may include, but are not limited to; academic leveling and social considerations, total class size, male/female ratio, and heterogeneous grouping. Another factor now impacting student placement is the Reading Sufficiency Act (RSA). After due consideration of staff and parent recommendations, the final decision on all student placements rests with the principal. We will do our best to place students per parent recommendation, however as previously stated we may not always be able to.

STUDENT/TEACHER REASSIGNMENT

Any time after a child has attended his/her assigned class for a minimum of ten (10) school days, a parent or legal guardian may request their child be assigned a new teacher. If this is the case, a request must be submitted in writing to the school principal citing the specific reasons for the request. Next, a meeting will take place with the classroom teacher, parent and principal to discuss concerns and consideration for moving to another class. Factors affecting a request to move include, but are not limited to; academic performance, social considerations, number of students in other classrooms, etc.

STUDENT AGENDAS

Students in grades K-6 at McCloud Public Schools are required to maintain an agenda which includes: writing in the agenda spelling, vocabulary, and sight words as appropriate to the grade level. The agenda

is given to the students to help them be more organized and to maintain open communication between school and home; therefore, we ask parents and or guardians to sign and return the agenda every day. Organization is one of the more important qualities of a good student. Agendas provide a place for students and parents to keep track of assignments, due dates, and other important information and events. Teachers will communicate daily through the agenda via: notes, comments, or other pertinent information. Teachers and parents alike will initial each day acknowledging assignments, spelling words, etc. have been documented. This will occur daily. All students will be expected to keep up with their agenda and record their daily assignments. If a student loses their agenda, they will need to come by the office and purchase another one. **The cost of a replacement agenda is \$10.00 dollars.**

WEEKLY FOLDERS

Weekly folders will go home one day a week, i.e. **Tuesday Monday**. This folder contains important notes, graded papers, report cards, progress reports, field trip notes, etc. and will be used by all students. Please review the materials with your student, sign and return the folder the next day to school. Each student will be given a folder at the start of the school year; **if lost, a second folder will need to be purchased by the parent at a cost of \$3.00 dollars.**

GRADING SYSTEM

The grading system is based upon the total number of points accumulated during a nine-week period for Elementary. Teachers will record a minimum of two (2) grades per week per subject/section taught.

The letter grades A, B, C, D, F and I will be used to indicate the level of achievement of all students at McCloud Elementary School. "I" or incomplete, may not be given for the progress reporting periods. Each teacher will set a deadline for an "I" to be made up. When the grade is changed, the new grade will replace the "I". No incomplete grades may be given for the semester grades or end of year grade unless approved by an administrator. If approved by the principal an S or U or P may be used in specific course.

The grading scale for regular classes is as follows:

Pre-K, Kindergarten and First Grade

Evaluation Letter	S – Satisfactory (80% - 100%)
	P – Progressing – but could be below grade level (60% - 79%)
	N – Needs Improving (59% and below)
Grades 2 nd through 6 th	A 90% - 100%
	B 80% - 89%
	C 70% - 79%
	D 60% - 69%
	F 59% - or lower

Grades K -6 Activity Classes (Music, Physical Education, Art and Computer)

Letter Grades used on Report Cards	S – Satisfactory
	U – Unsatisfactory

Grades 1 -6	Special Education
	Same Scale as Regular Classroom – Determined by both Regular and Special teachers (only 1 grade given).

REMEDATION

Remediation for state mandated tests is administered and documented through site counselors, reading specialist, and/or classroom teachers. Remediation is offered to all students in preparation for State and

Federal mandated testing.

STUDENT RECOGNITION

The Board of Education recognizes that the pursuit of excellence is very important to the McCloud Schools, its administration, parents and students. Achievement resulting from excellent performance, academic or extracurricular activity deserves to be recognized whether by individual or team. Student achievement also brings positive recognition to our school and community. The school further acknowledges its responsibility to assist our students in receiving public recognition, not only in award assemblies, but also in the local press. A special effort should also be made to identify areas of excellence, which may not ordinarily be identified or recognized.

HONOR ROLL: The Superintendent's Honor Roll comprised of students who achieve all A's, and the Principal's Honor Roll, comprised of students who achieve all A's and B's with no grade below B, will be recognized each nine weeks and at the end of each semester for grades 2-6.

Principal's PRIDE: The Principal's PRIDE student recognition is held by each school principal. Students are acknowledged for outstanding citizenship at the highest level.

INTERSCHOLASTIC COMPETITION: The faculty and administration encourage the student body to compete in as many scholastic events throughout the year as possible. Through competition, McCloud students can receive recognition and awards for their efforts.

TRANSCRIPTS: A copy of a student's transcript will be given upon request at the Principal's office as per FERPA guidelines.,

REPORT CARDS

Pre-K thru Gr. 6 students will receive a report card at the end of each [nine week period semester](#). Individual progress reports will be sent home near the end of the fifth week [during each nine \(9\) week period, ninth week, and fourteenth weeks](#). If you do not receive a [five-week progress](#) report, please contact your child's teacher. Parents can access grades online at any time.

PARENT-TEACHER CONFERENCES

Parent Teacher conferences will be scheduled in September and February (Please check the school calendar for dates). The purpose of these conferences is to have teacher and parent meet face to face to discuss student progress. The conferences are of great importance for all concerned and should be attended if at all possible. Teachers will send home sign-up sheets at the appropriate time to schedule these conferences. Conferences are typically scheduled for a fifteen minute duration; if more time is needed, please schedule to meet with the teacher another day.

TRUANCY POLICY

If a student leaves school during the day, he/she must be checked out through the office by their parent or guardian. Any student leaving school without permission from the office will be considered truant.

ATTENDANCE POLICY

McCloud Public Schools requires that all students be in compliance with the school attendance laws of Oklahoma State below: Violation of the attendance policy may subject students to disciplinary action

that may include contacting the District Attorney and/or administrative discipline.

SECTION 232: RECORDS OF ATTENDANCE OF PUPILS

“If a child is absent without valid excuse four (4) or more class days within a four-week period or is absent without valid excuse for seven (7) or more class 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 for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes and/or the local Juvenile Court.

The following are considered valid excuses in this policy:

1. Absences covered by a doctor’s statement showing the date or dates the student was under a doctor’s care. The statement must be presented within two (2) school days upon the student’s return for the absence to be exempt.
2. School Activities
3. Absences that occur as a result of religious holy days.
4. Court appearances
5. Funerals

Parents must call or contact the appropriate office on the day of the student’s absence to report absences. If a parent does not call in, an effort will be made to contact the parent concerning their child’s absence. Each student will be allowed one day for each day missed in this manner to make up work. Exception to this would be long term semester assignments with due dates established by the teacher. Students who are tardy or are checked out before 3:40 will not be eligible for perfect attendance recognition. Except in cases of emergency, students should not be checked out before 3:40. Students who have an excused absence will not qualify for perfect attendance awards.

If a student is absent beyond this policy, the school will send a letter to the parents reminding them that persistent absenteeism is a serious problem in learning the curriculum. If absences continue, the school will contact the District Attorney’s office and/or the local Juvenile Court to help aid in solving the problem of high absenteeism.

If a student has been treated by a medical practitioner resulting in the wearing of a cast, sling, splint, orthopedic boot, or any restrictive or contagious medical condition, the school must have a letter/note from the attending medical practitioner in order to restrict physical activity or allow a student to participate in recess, P.E., or other physically active game or sport.

TARDY POLICY

A student is tardy to class if he/she isn’t in the room when the tardy bell rings at 8:00 a.m. Students who arrive after 8:05 a.m. are ineligible for perfect attendance recognition; likewise, students who are checked out early are ineligible for perfect attendance recognition. It is the parent’s responsibility to get their students to school on time. Letters will be mailed to parents for repeat violations. Students arriving after 8:00 a.m., parents/guardians must walk students inside the building and check them in using the computer check-in system. At the same time a student leaving before 3:40 p.m. must check out through the computer check-out system.

WIN A BIKE

Students who have perfect attendance will be eligible to participate in a drawing for a new bicycle, a helmet, a certificate, and other recognition. Students who have perfect attendance each month will be given a ticket entering them into a drawing for the bike, etc. which takes place at the end of the year.

Therefore a student who has 6 tickets in the drawing has a greater chance of winning the bike than a student with one or two tickets.

RIGHT TO SEARCH

The superintendent, principal, teacher, security personnel or authorized person of the McCloud Board of Education, upon reasonable suspicion, shall have the authority to detain and search, or authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent or principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, or controlled dangerous substances, intoxicating beverages, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, or controlled dangerous substances, intoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school term and the succeeding term. Any such suspension may be appealed to the McCloud Board of Education by any pupil suspended under this section if such request is made in writing by Certified Mail Return Receipt requested within five (5) days of notification of such suspension, written or oral, to the student, parents or legal guardian.

Pupils shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such a search.

SAFE SCHOOL REWARDS

Rewards may be available for information on vandalism, possession of alcohol, tobacco, drugs, drug paraphernalia, dangerous weapons, larceny of school property, or any behavior that would endanger the students, faculty or staff of McCloud Schools. Any information received will be kept confidential.

DISRUPTIVE ITEMS

Items which are disruptive to the educational process are not allowed at school. Examples of such items are: radios, tape players, electronic equipment, toys, trading cards, or other items disruptive to the educational process. The administration reserves the right to add other items which they deem inappropriate in an educational environment. Items brought to school in violation of this policy that are stolen will not be searched for.

WIRELESS TELECOMMUNICATION DEVICES (FNG)

It is the policy of the McCloud Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of **both** the student's parent or guardian, and the superintendent or the superintendent's designee. We support the use of such technology in the classroom under the direct supervision of the teacher and with the understanding that the approved wireless telecommunications device is used for educational purposes that will be assigned by the teacher. Any other time that a wireless telecommunication device is out and not under the direction of the teacher or principal, the student will be in violation of this policy.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be confiscated and not returned until a parent conference is held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy (see below), including confiscation of the device pending parent/guardian conference, detention, or suspension. When appropriate, police authorities may be contacted.

If a student is found in violation of the wireless telecommunication device policy, the student will be subject to these disciplinary measures.

1. 1st Time – Written warning. Wireless device will be taken to the office with a written referral. The student may pick up the device at the end of the school day.
2. 2nd Time – The wireless device will be sent to the office with a written discipline referral. A parent or guardian will be notified of the 2nd time offense and referral. The office will keep the electronic device until such time the parent or guardian can pick up the device.
3. 3rd Time – The wireless device will be sent to the office with a written discipline referral. A parent or guardian will be notified of the 3rd time offense and the referral. A meeting will be scheduled with the parent. The student will be required to check his or her telecommunication device into the office each morning and pick up the device at the end of the school day.

DRUG-FREE SCHOOLS (Federal Regulations)

Illegal and Illicit Drugs, (Drug Paraphernalia), Tobacco and Alcohol

- a. Use of illicit drugs and unlawful possession and use of alcohol or tobacco is wrong and harmful; therefore, we advocate a "NO USE, NO TOLERANCE" policy.
- b. McCloud School has a smoke-free, tobacco-free campus. Use of tobacco by students is prohibited by law. Students are not permitted to smoke, chew, dip, use, or have in their possession any tobacco during school hours. This policy is in effect during all school-sponsored activities.
- c. Students are prohibited from using, being under the influence of, possessing, furnishing, or selling alcoholic beverages, illegal drugs, or other mood-altering substances at school, while in school vehicles, or at any school-sponsored event.
- d. "Illicit drugs" includes steroids and prescription and over the counter medications being used for

an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances.

- e. Violation of this rule will result in the imposition of disciplinary measures, which may include suspension for the remainder of the current term and the following term.
- f. Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

2. Necessary Medications

- a. Students may not retain possession of and self-administer any medication at school for any reason.
- b. Students who have a legitimate health need for over-the-counter or prescription medication at school shall deliver such medication to the school nurse or principal with a parental authorization, in compliance with Oklahoma law and school policy and procedures regarding administering medicine to students.
- c. Violations of this rule will be reported to the student's parents by the principal, and may result in discipline, which can include suspension.

3. Distribution of Information

- a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
- b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.

4. Illicit use of Drugs and/or Alcohol

- a. Illicit use of drugs and or alcohol during the school day and or school activities may be subject to drug testing and disciplinary action by school and or law enforcement agencies. Refusal to submit to drug testing will result in disciplinary action.

DANGEROUS WEAPON

1. In order to provide a safe environment for the students and staff of the McLoud School District, the Board of Education adopts this policy prohibiting the possession of dangerous weapons and replicas and facsimiles of dangerous weapons.

2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.

3. For the foregoing reasons and except as specifically provided in paragraph 13 below, possession by any student or employee of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

4. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle; (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity with such person's knowledge or the weapon's location.

5. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring

gun, slingshot, bludgeon, blackjack, brass knuckles, or artificial knuckles of any kind, nunchucks, dagger, bowie knife, dirk knife, butterfly knife, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocket knife that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, or any replica or facsimile thereof.

6. Any student in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school and all activities for any period of time up to the maximum period authorized by law. Additionally, school administrative staff members may seek to file criminal charges against the student.

7. Any employee in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy may, pursuant to applicable board policy, be placed under immediate suspension from duties pending an investigation of the incident by the appropriate school or legal authorities and may be dismissed or subjected to other disciplinary action as deemed appropriate by the superintendent of schools or board of education. In addition, School District employees who willfully or negligently fail to enforce this policy are subject to disciplinary action, which may include dismissal. Any disciplinary action for any employee, including dismissal, will be in accordance with any Board policy and any negotiated agreement which is applicable to the employee.

8. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any student or staff in jeopardy, and shall immediately notify the principal or the principal's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the principal or the principal's designee of the situation.

9. If a teacher or other school employee has a reasonable suspicion to believe that any employee or other person is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, in violation of this policy, he shall immediately report the matter to his immediate supervisor or the superintendent of schools or his designee.

10. If the principal or his designee learns that a student or employee is believed to be in possession of a dangerous weapon, or replica or facsimile, thereof, the principal or designee shall observe the following procedure:

- a. Immediately investigate the matter and contact the police, if appropriate.
- b. If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the principal or designee.
- c. Notify the superintendent of schools or designee.
- d. In the case of a student, notify the parents.
- e. Cooperate fully with the police.
- f. Transfer confiscated weapons to the police department.

11. Except as may be required by law for disabled and handicapped students, any student in possession of a dangerous weapon, replica or facsimile of a dangerous weapon, shall not be eligible for placement in any alternative education program, intervention program or be eligible to transfer to another School District school site in lieu of suspension.

12. A student, who has been suspended from another school district because of the possession of a

dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be allowed to attend McCloud Schools.

13. An exception to this policy may be granted for students or employees participating in an authorized curricular or extracurricular activity or team involving the use of demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, written prior approval by the principal, in consultation with the superintendent of schools, is required.

14. Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of handicapped and disabled students must be observed in accordance with applicable law and school board policies.

STUDENT DISCIPLINE

The McCloud Board of Education believes that the school's primary goal is to educate, not discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher of a child attending a public school has the same rights as a parent or guardian to control and discipline that child while the child is in attendance on campus, on district transportation, or while participating in any school function authorized by the school district.

Each student will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The student's attitude.
- The seriousness of the offense
- The effect of the offense on other students.
- Whether the incident is isolated or habitual behavior.
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The examples of behavior listed below are not acceptable in society, generally, and in a school environment, particularly. The involvement of a student in these kinds of behaviors will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of an unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school.
2. Unexcused lateness to class.
3. Cutting class or leaving class without permission.
4. Leaving school without permission.
5. Refusing recess detention and/or in-school detention.
6. Tobacco use.
7. Truancy.
8. Possessing or using alcoholic beverages or other mood-altering chemicals.
9. Stealing.
10. Forgery, fraud or embezzlement.
11. Assault, physical and/or verbal or fighting.
12. Students who instigate fights but are not actively involved.
13. Possession of weapons.
14. Distributing obscene literature.

15. Destroying/defacing school property.
16. Open defiance of teacher/administrative authority.
17. Profane language.
18. Public display of affection.
19. Bullying.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measures.

In considering alternatives for disciplinary actions, the faculty/administration of the school district will consider the alternatives listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance. When administrators have reasonable belief that violations have occurred (i.e. fights, a sexual offense, weapon, drugs, vandalism) the police will be notified immediately.

1. Conference with student.
2. Conference with parents.
3. Recess Detention.
4. In-school Detention.
5. Referral to school counselor.
6. Behavior contract.
7. Changing student's seat assignment.
8. Requiring a student to make financial restitution for damaged property.
9. Requiring a student to clean or straighten items in facilities damaged by his/her behavior.
10. Restriction of privileges.
11. Involvement of local authorities.
12. Referring students to appropriate social agency.
13. Corporal punishment.
14. Suspension.
15. Expulsion.
16. Other appropriate disciplinary action as required and as indicated by the circumstances.

Teachers will keep records concerning disciplinary actions for each student outlining methods used to remedy problems (i.e., classroom/behavior modifications, revoking privileges, contacting parents, etc.). **After** classroom disciplinary measures have failed, the teacher will write an office referral accompanied by the student agenda. When the student reports to the office the following steps may be taken: The severity of the offense may require more serious consequences; for example, out of school suspension.

First Offense – Conference with student and/or parent; a warning or one day of in-school detention may be assigned.

Second Offense –Conference with student and/or parent. One to Two days of ISD may be assigned or corporal punishment may be administered.

Third Offense –Conference with student and/or parent. Three to Five days of ISD may be assigned or

corporal punishment may be administered.

Fourth Offense – Conference with student and/or parent. One to ten days of short-term suspension may be given.

Fifth Offense – Long-term suspension or Alternative Education plan may be assigned. Consequences may vary depending on age and maturity).

PROCEDURE FOR OUT-OF-SCHOOL SUSPENSION

The principal of the school shall suspend a student according to the following procedure: The principal may, if deemed in the best interest and/or safety of the school and students, suspended at any time. (Educational plan for out of school suspension will be provided on an individual basis)

Efforts will be made to notify the student and the parent/guardian orally or in writing, stating the reason and terms of the suspension and the student's right of appeal before the Suspension Committee (consisting of two teachers and two other administrators) of a suspension of more than five (5) days. Written notification of an appeal to the Suspension Committee must occur within five school days from the date of the suspension notification. The Suspension Committee will notify the student and his/her parent/guardians of its decision and inform them of the student's right of appeal to the Superintendent. In the event of an appeal to the Superintendent, a written notification of an appeal must occur within five school days from the date of the Suspension Committee's findings. The Superintendent will notify the student and his/her parents/guardians, in writing, of the Superintendent's decision and the student's right of appeal to the Board of Education.

PROCEDURE OF APPEAL TO THE BOARD OF EDUCATION

Any student suspended from school for more than five (5) days, will have the right to appeal the decision of the Superintendent to the Board of Education. In the event a student desires to appeal a suspension to the Board of Education, the student will give written notice to the Superintendent at least five (5) days prior to the next regularly scheduled Board of Education meeting. Five days means five (5) business days excluding Saturdays, Sundays, and holidays legally declared by the State of Oklahoma. If such notice of appeal is not received by the designated time, said suspension will be considered final.

SUMMARY

Nothing in this policy will restrict the administrator or teacher having the same right of control and discipline as that held by the parent in accordance with the laws of the State of Oklahoma. Nothing in this policy will be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension.

This policy will be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators will have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action alternatives.

Parents or guardians and the students residing in this school district will be notified at the beginning of each school year that such a policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

SEXUAL HARASSMENT

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that: are directed at a person because of his or her sex, are uninvited, unwanted, and unwelcome, cause a person to feel uncomfortable or offended, create an environment that makes learning difficult, may be repeated or may be very offensive on a one time basis.

Think about words or acts you direct at other individuals. Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities should immediately report the alleged acts to the building counselor or administrator for investigation.

BULLYING POLICY

McCloud Public Schools is committed to creating and maintaining a learning environment that is free from bullying and harassment. No student will be subject to bullying, hazing, or harassment, or other forms of persecution by student or employee. For the purposes of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks. Bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else. Violence is defined as any word, look, sign, or act that hurts a person's feelings or things. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The McCloud Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

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

1. 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.
2. 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 is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. 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.
4. 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.
5. 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 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.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. 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 often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school 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 or bystander’s ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms “bullying,” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, 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 that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student’s property;
- C. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
- D. 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.

2. 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, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, 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 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 skills, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. **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 factual circumstances in which the threat was made and 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.
- B. **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 statement, 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.
- C. **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 results 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.
- D. **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 of 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 McCloud Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available upon request. McCloud Public Schools is committed to providing appropriate and relevant

training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of 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 toward their peers.

2. McLoud Public Schools' Safe School Committee

The 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 that interfere with adversely affect the maintenance of safe schools. With respect to 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 and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and 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. (See also policy BDFC.)

Student Reporting

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

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 building principal. 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 building principal.

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to 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:

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

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to

insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school Detention
4. Recess Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring students to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.mcloudschools.us and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

DRESS, GROOMING, AND MORAL STANDARDS

Students of the McCloud School District are expected to dress in an appropriate manner. School clothing should be appropriate as to time, place and weather. Any article of clothing that will bring disruption to the learning process of the majority of the students will be prohibited under the discretion of the school staff. These standards are in effect any time, day or night, when the student is representing McCloud Schools. The following is a list of examples of clothing that is prohibited. This list may not be all-inclusive.

1. Any public display of nudity.
2. Clothing that advertises or promotes the use of beer, alcohol, tobacco, drugs, profanity or sexual innuendo.
3. Clothing or accessories that signify, advocate, or advertise gang related activities or membership
4. Excessively baggy or sagging pants.
5. Chains that hang from clothing or are worn as jewelry (bike and animal) collars and bracelets with spikes.
6. Tops with spaghetti straps.
7. Any top that allows undergarments to show.
8. Undershirts worn externally (muscle shirts, mesh shirts).
9. Tank tops in which the armhole sags excessively, such as “game jerseys”.
10. Exposed midriff.
11. Extremely short skirts, dresses or shorts. Parents will be notified to bring an appropriate change of clothes.
12. Hats are not to be worn in the classroom, cafeteria, or at Assemblies.
13. Shoes with wheels or rollers

Any student who is in willful and persistent violation of the dress and grooming standards may lose his/her privilege to attend McCloud Schools.

BUILDING HOURS /BREAKFAST

NO STUDENT SHOULD ARRIVE AT SCHOOL BEFORE 7:30 a.m. School begins at 8:00 a.m. and ends at 3:40 p.m. Students are not to be in the buildings before or after these hours unless supervised by faculty members or staff.

Breakfast will be available at 7:30 a.m. in the ECC for 2nd through 4th grade and the Intermediate for 5th and 6th grade. Pre-K, TK, K and 1st grade students go directly to their classrooms upon arrival. Students eating breakfast should enter the ECC building through their assigned door. Gr. 2nd thru Gr. 6th students should eat breakfast upon arrival. After finishing breakfast, if the bell has not sounded, students should immediately go to their homeroom. When the 1st bell rings at 7:55 a.m., the ECC cafeteria is suspended for preparation to begin serving Pre-K, TK, Kindergarten, and 1st grade at 8:05 a.m. **STUDENTS WILL NOT BE ALLOWED IN THEIR ROOMS UNLESS SUPERVISED BY THEIR TEACHER.**

VISITORS

Upon entering the building, all visitors must report to the office and acquire a visitor’s badge (this includes school personnel who do not work on the elementary campus, school board members, local fire/safety, etc). This holds true for all campus buildings, playgrounds, etc. Parents/guardians will remain in the office when checking students in and out of school.

The administration and faculty encourage visits from parents to discuss the schoolwork of their children. Such visits promote a better understanding of the efforts of the school. However, visitors who desire private conferences with the student or teacher should make their requests through the office. **STUDENTS NOT ENROLLED IN MCLLOUD SCHOOLS WILL NOT BE ALLOWED TO VISIT CLASSES.**

ELEMENTARY CAMPUS

CLOSED CAMPUS: Parents/guardians check in-out through the Office.

HALL TRAFFIC AND BEHAVIOR

When the first bell, 7:55 a.m., rings in the morning, students should go immediately to their classrooms. The second bell, 8:00 a.m., is the tardy bell and students not in the classroom will be considered tardy. Loitering in the halls is not permissible.

In the hall at class change time, students are to keep to the right. Keep to the right in single file with their teacher. Inappropriate behavior such as running, jumping, and shouting will not be allowed. They should cut through traffic lanes only when arriving at their destination.

All students who are permitted to leave their classroom during class time must have their teacher's permission. This should be kept at an absolute minimum. A hall pass is required before leaving the classroom. Students may be required to maintain a school provided ID in their possession.

While at school and on school functions, students are expected to address all faculty members by their names, preceded by Mr., Mrs., Miss, or Coach.

PLEASE NOTE: Camera surveillance on campus.

TEXTBOOKS

District owned textbooks will be available to all students for each class. The student is responsible for the care of his books. They must be turned in at the close of the course. If damaged or lost, the student must pay for the books before his grades will be recorded on his permanent record. If books are found later, a refund of the charge will be made to the student. Book payment amount will be determined by the replacement cost of the book.

Workbooks in various classes may be purchased by the individual student. Upon completion of the course, the student may keep the workbook.

LOST AND FOUND

Items found at school will be held in the offices for one semester. Check at individual sites for the designated holding place. Items left in the lost and found will be removed the last day of May.

FOOD AND DRINKS

Students are not to take food or drink from the school cafeteria. No food or drink is allowed to be in any other classroom or hallway without prior approval. Under no circumstances will glass containers be allowed. Water in clear plastic containers with lids are allowed in classrooms.

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.

SEVERE WEATHER – SCHOOL CLOSING

In case of severe weather, snow, or low temperatures, the official announcement for school closing may be heard over the radio or television stations prior to 6 a.m. Students should tune in the appropriate stations and should not call the school. School closings will be broadcast on Oklahoma City television Channels 4, 5 and 9 and in Oklahoma City radio stations WKY, KYIS, KEBC, and Shawnee radio station KGFF.

School closings as well as other pertinent information can be obtained through the McCloud School's website www.mcloudschools.us or the "McCloud Proud" school app.

MULTI-MEDIA CENTER

The use of the Multi-Media Center is encouraged for pleasure reading as well as research. Students will be taught the proper use of the Multi-Media Center, and projects will be conducted in the Multimedia Center. Books may be checked out for 14 school days. In addition, a two day grace period is given before the nickel a day fine begins. Students will pay for lost books. However, if a book is later found, a refund will be given. Book payment will be determined by the replacement cost of the book. No food or drinks are allowed in the Multimedia Center.

RESPECT FOR EQUIPMENT AND FACILITIES

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying for the damage. Damage of a malicious nature will be considered a very serious matter and must be repaired or replaced at the expense of the student at fault. Disciplinary action may follow such conduct.

OBLIGATIONS

Students that have obligations, financial and otherwise, will not receive grade reports until obligations are met.

FIRE DRILL/ DISASTER DRILL/LOCKDOWN DRILL

Upon notification from the school office or administration, students in the buildings will be led outside by their teachers. Students should remain in line according to classes so that roll call may be checked outside. The teachers will take their students to a designated place of safety, the Elementary Safe Room, and will follow prescribed safety precautions. Students are to remain quiet and orderly and follow instructions from proper authority. The “all clear” signal will be given by a school administrator. The lockdown drill will be notified by general announcement. Cell phone text messages may be used during drills between administrators and teachers.

PRE-K THRU GR. 6 CAFETERIA MEAL PRICES

Meal prices are available prior to the start of school. Contact the school secretary or school cafeteria. Free and reduced lunch applications are available to all students. Criteria and eligibility information are determined by federal and state regulations. Information is available on these programs in the school office. Refunds for overpayment of cafeteria bills will be given per written request by parents. Students not wishing to purchase meals may bring their lunch and must eat in the cafeteria. **STUDENTS MAY CHARGE UP TO 10 DAYS. AFTER THAT TIME ALL CHARGES MUST BE PAID. Students must adhere to the following rules during breakfast/lunch:**

1. Respect the rights of others; do not “cut” in the line. Keep hands and feet to self.
2. Wait quietly in line. Use a soft voice at the table while eating.
3. Do not touch other students’ trays or food.
4. After eating, leave the table as clean as possible for the next person.
5. Take tray, eating utensils, and empty cartons to the receiving window.
6. Cafeteria food must remain in the cafeteria.

There is no place where the lack of proper social training will manifest itself more obviously than at the table. McCloud students are expected to conduct themselves as ladies and gentlemen. Hats will not be worn in the cafeteria.

TRANSPORTATION

McCloud Public Schools provides safe transportation to all students who are legally eligible to ride to and from school. Students living more than 1.5 miles away from all school sites are eligible for bus service. Please feel free to call the Transportation office (964-3642) for any questions concerning the transportation program.

1. Students may be required to walk a short distance to a consolidated bus stop (possibly up to

- 0.5 miles). The bus will not travel down private roads
2. Passengers should be prompt in reporting to the bus stop. Usually a five-minute arrival before the scheduled stop is ample. Schedules should normally be consistent, within a minute or two, except, of course, for the first week or so of school, until routes are “firmed up”, and in case of a substitute driver or unforeseen traffic delays, or during severe weather conditions.
 3. “Honk service” or “door to door” is not feasible. Of course, there may be days, especially during the bitter cold of winter that passengers seek shelter until bus arrival. In that event, passengers should be alert and prepared to board the bus without delay at the regular stop when the bus arrives.
 4. Students wanting to ride on a bus other than their assigned bus will only be granted in emergency situations. Those students who wish to ride a bus other than their assigned bus (i.e. going home with a friend, going to a babysitter, etc.) should provide their own transportation. This means that parents are responsible for providing this type of transportation.
 5. Students cannot get off the bus at any stop but their assigned bus stop without permission from the parent and the Transportation Office (964-3642). Students in grades 7-12 are not permitted to get off the bus at the elementary school without permission from the Transportation Office (964-3642).
 6. Students must board their bus at the school site. Students cannot walk from the Secondary campus to the Elementary campus to board their bus.
 7. Parents and students are responsible for the cost of repairs for damaged bus property caused by vandalism by the student.
 8. When weather conditions in the school indicate a possibility of an existence of dangerous road conditions, every effort will be made to notify the news media by 6 am. Further, every effort will be made to return the pupil home at the regularly scheduled time.
 9. The school district cannot be held responsible for items left on the bus.

TRANSPORTATION POLICY FOR DISCIPLINING PUPILS

Riding a school bus is a privilege, and the privilege may be revoked for not abiding by the bus rider rules. The driver of the school bus has the same authority over students as the teacher in the classroom.

Student misconduct on a school bus can endanger the lives of the pupils, driver, and the general public. The driver shall report such incidents to the Director of Transportation by using a conduct report. The Director of Transportation will give each Building Principal a copy of each report and will contact the student(s) involved and parents. Types of passenger misconduct which may result in the student loss of riding privileges include:

- a. Deliberate defiance-refusal to cooperate with the driver.
- b. Obscene and unacceptable language, gestures, remarks or literature.
- c. Unusually loud talking or other undue noise.
- d. Throwing/shooting items of any kind.
- e. Scuffling/teasing/tormenting other students on the bus or at the bus stop.
- f. Fighting on the bus or at the bus stop.
- g. Deliberate delay of loading and unloading.
- h. Refusal to stay seated/turned around in the seat/standing/or moving around in the bus.

- i. Use of tobacco or tobacco products/matches/drugs/alcohol on the bus.
- j. Extending any part of the body or objects out of the window.
- k. Tampering with bus equipment.
- l. Vandalism and destruction of property.
- m. Restricted materials or items on the bus.
- n. Other violations endangering safe operation on the bus.

Consequences of misconduct of student bus riders may include:

Transportation discipline procedures

1. For the first infraction, the student will receive a verbal warning and may also receive a safety notice from the bus driver. The safety notice will be sent home with the student. The bus driver may request that the safety notice be signed by a parent or guardian and returned on the next school day.

Any infractions that occur after verbal warnings have been issued, the student will receive a transportation discipline referral.

The following protocol will be followed:

1. First discipline referral will result in a student conference with the principal.
2. Second discipline referral will result in a 1 school day bus suspension.
3. Third discipline referral will result in a 4 school day bus suspension.
4. Fourth discipline referral will result in an 8 day school bus suspension.
5. Fifth discipline referral will result in a 16 school day bus suspension.
6. Any student that receives 6 or more discipline referrals will be removed from the bus for the remainder of the current semester.
7. SEVERE CLAUSE: An immediate suspension from the bus will occur if the incident is serious, and jeopardizes the safety of the passengers.

NOTE: All transportation discipline referrals are tallied on a school year basis.

1. The first time a student creates a disturbance, the driver will verbally warn the student and may issue a conduct notice
2. If a second conduct notice is issued, a pupil's bus privileges may be suspended for three days.
3. Upon receiving a third conduct report: the pupil may receive a five (5) day bus suspension.
4. If a student receives a fourth conduct report: the pupil may be suspended for ten (10) school days
5. In the event that any student receives their fifth conduct report, they may be suspended for thirty (30) days from the bus.
6. SEVERE CLAUSE: Immediate suspension from bus will occur if the incident is serious and jeopardizes the safety of the passengers.
7. Other appropriate Disciplinary action is conducted at the discretion of the Administrator.

8. Appeal Procedure: All appeals should be initiated through the McCloud Transportation Director (964-3314 ext. 5514).

A parent/guardian desiring to appeal the issuance of a misconduct notice or subsequent punishment may do so by contacting the Transportation Director. (405-964-3314 ext. 5514) The Transportation Office shall notify the Building Principal of such a request. The appeal shall be heard within five school days of the request unless an extension is requested in writing by the parent. The request for an appeal hearing shall temporarily restrain the implementation of a suspension unless the Director of Transportation or the Building Principal determines that in the interests of bus safety and/or good order the suspension is necessary or the hearing cannot be conducted in a timely manner.

BUS RIDER RULES

PRIOR TO LOADING, students should:

1. Be on time at the designated school bus stop. Keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Respect people and their property while waiting on the bus.
6. Receive proper school official authorization to be discharged at places other than the regular bus stop.
7. Students shall cross at least 10 feet in front of the bus, never behind.

WHILE ON THE BUS, students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in serious accident. **THE LIFE YOU SAVE MAY BE YOUR OWN.**
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and **KEEP THE AISLE CLEAR.**
9. Help look after the safety and comfort of smaller children.
10. Not throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and any driver's assistants.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.
16. Follow the directions of the driver in case of an accident or breakdown.

AFTER LEAVING THE BUS, students should:

1. Go at least ten (10) feet in front of the bus, never behind, stop, check traffic, and wait for the bus driver's signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of smaller children.

The above rules and regulations apply to any extra-curricular trips.

SECTION 304.050, RSMO SCHOOL BUSES:

The driver of a vehicle upon a highway upon meeting or overtaking from either direction any school bus which has stopped on the highway for the purpose of receiving or discharging any school children and whose driver has in the manner prescribed by law given the signal to stop, shall not proceed until the school bus resumes motion, or until signaled by its driver to proceed.

ATTENDANCE/ACTIVITIES POLICY

The Superintendent and the Board of Education will annually review the scheduling of activities so that minimal interruptions occur in the instructional program of a child.

The Board of Education will appoint an Internal Activities Review Committee. The committee will be responsible for reviewing and approving any deviation from the activities policy. The committee will consist of all building principals, transportation director, athletic director, and one classroom teacher from each of the following: elementary (K-6), junior high (7-8), high school (9-12). The committee will recommend changes in policy to the Board of Education.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organizations, which removes the student from the classroom will be ten (10) for any one class period of each school year. Activity absences are recorded by teachers on period absence slips. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Board of Education.

ACTIVITY/FIELD TRIPS

For a student to be eligible to participate in any activity or field trip that takes him/her outside class time, including weekends, he/she must be in good standing academically with each teacher (Eligibility List). Classroom behavior will also be taken into account to qualify for field trips. Field trips in excess of two per grade per year will require special permission from school administrators. **Students must go and return in school transportation if provided.** Special arrangements must be made with the activity sponsor if students wish to go or return in a manner other than school provided transportation. Such request must be made in writing and given to the activity sponsor and then to the administrator.

MUSIC

SIXTH GRADE BAND is composed of those students in the sixth grade who desire to begin their band career. Sixth grade band is a learning experience for those students who wish to learn the basics. The aim of the program is to help build responsible individuals and better citizens while giving them knowledge of music and how it works. Students may be required to attend extra rehearsals and are required to be present at all performances.

ELEMENTARY HONOR CHOIR provides the opportunity for 4-6 grade boys and girls to participate in a performance-oriented group that performs at school and some off-campus locations. Rehearsals are scheduled after school. Entry is by audition only. Students have the opportunity to audition during their regularly scheduled activity time. Honor choir is an extracurricular activity.

STUDENT COUNCIL

Intermediate Student Council representatives will be elected from each room in grades 5-6 at the beginning of the school year. The purpose of this organization is to provide unity to students, teachers, and administration.

PROCEDURES FOR ELECTION/REMOVAL OF OFFICERS

These procedures shall apply to all class elections and any organizations not governed by a state or national charter.

- **FILING:** Offices are open for all members of the class or organization. Students interested in filing for office must come by the sponsor's classroom to file for office. The filing period will be one school day, from 8:15 a.m. until 3:15 p.m. Students will receive a copy of the duties, responsibilities and qualifications (if any) for the office for which they are filing.
- **CAMPAIGNING:** A meeting of the class or organization will be held within one week of the filing period. At this meeting, each candidate who filed for office will make a campaign speech, noting their qualifications for office. Following the meeting, campaigning may take place. The day for casting of ballots will be no more than one week from the previous meeting, and campaigning may be conducted in the interim, as long as it is not disruptive to the learning process.
- **BALLOTING:** The voting period will be one school day from 8:15 a.m. until 3:15 p.m. A list of those eligible to vote will be given to the supervisor of the polling place. Students will sign a voter's registration sheet before being given a ballot. All ballots will be cast in a private polling area and will be deposited into a slotted ballot box.
- **RESULTS:** At the closing of the polls, a committee of three, two teachers and one student, will count the ballots and post the results on the door of the balloting area and in the student bulletin case. Should no student receives a majority, the same procedure will be duplicated within the two top candidates.
- **REMOVAL FROM OFFICE:** All elected officers must realize that the holding of an elected office requires service to that position and organization.

An elected officer may be recalled from the office with 25% of the membership signing a recall petition showing cause. Prior to any recall petition being circulated by the class or organization membership, a meeting will be held with officer in question, the sponsor of the class/organization and the building administrator to explain the charges and the process to be followed, insuring that the officer is afforded his/her due process rights.

The signed petition will be presented to the building Student Council sponsor; the sponsor will present the petition to the Student Council for their investigation. Parties to both sides of the dispute will be allowed to address the Student Council if they so desire. At the request of the officer being recalled, the hearing before the Student Council may be a closed hearing. If, upon completion of their investigation, the Student Council determines cause to exist, the recall will be allowed to proceed. The vote of the Student Council will be by secret ballot. This investigation will take place no more than five (5) school days after presentation of the recall petition to the Student Council sponsor.

At any time during this process, either party may visit with the sponsor in charge, the building counselor, or the building principal.

VETERANS DAY OBSERVANCE

In order to recognize and pay tribute to veterans who left high school prior to graduation to serve in World War II or the Korean War, an Oklahoma state law has been enacted which authorizes school

districts to grant high school diplomas to those veterans who are eligible. To be eligible for a high school diploma pursuant to this act a veteran shall:

1. Have been honorably discharged from the Armed Forces of the United States of America.
2. Have served on active duty or have been discharged with a service-connected disability between the dates of September 16, 1940 and December 31, 1946 or between the dates of June 17, 1950 and January 31, 1955.
3. Be a resident of the state of Oklahoma.

The date of November 11 is hereby designated "Veterans Day" in and for the public schools of this state. In any year in which the date of November 11 is a Saturday or Sunday or classes are not in regular session, the public schools of this state shall observe the previous school day as "Veterans Day" as provided for in this section.