

ARKOMA PUBLIC SCHOOLS



MUSTANG NATION

Elementary **STUDENT HANDBOOK** **2023-2024**

Pre-K through 5th grade campus: 622 Cook Avenue 918-875-3835

E-mail: www.arkoma.k12.ok.us

Facebook/Twitter/Instagram: Arkoma Public Schools

App Store: Arkoma Public Schools

WELCOME STUDENTS!

The policies and procedures contained in this handbook have been developed to insure both the effectiveness of your school and your welfare as students. Arkoma Schools trust this information will be of great benefit in helping you adjust to your school and in becoming an integral part of it.

Our district welcomes you to its ranks and we hope that you will always be conscious of its traditions and requirements. This school year will be whatever you make it. Let us always have the spirit to do the things which will make it outstanding.

TO THE PARENTS

We, the administration and faculty of Arkoma Public Schools, take this opportunity to say hello and welcome you as a patron to our endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a child may not achieve to his/her fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her very best in every class or activity he/she may enter. With your help, our chances of doing something that will be of lasting benefit to your child are greatly increased.

We extend this invitation to all parents to visit school every time you can. We strongly recommend that if any problem or question concerning classes or any school situation arises you visit us and discuss it with a school representative. Let us always keep in mind that we need each other and our children need us.

The Office of Educational Quality and Accountability (OEQA) publishes a School Profile Report that gives parents a comprehensive view of not only your school's test scores, but demographic and community information.

All of this information is made available to parents by accessing the website [www.School Report Card.org](http://www.SchoolReportCard.org). We strongly encourage all parents to view the school profile report.

Yours in Education,

Mrs. Shelly Harmon, Principal

PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for student enrollment:

1. Copy of certified birth certificate (hospital certificate will only be accepted temporarily)
2. Copy of social security card
3. Copy of health card or immunization record

Enrollment is done online. Parents will need a login to access the account. To receive login information, either call 918-875-3835 or email enroll@arkoma.k12.ok.us. Once enrollment is completed, you will be contacted.

Pre-K through 5th grade students: the elementary school secretary will give you class placement details.

Additional Enrollment Information

If a student wishes to enroll in grades kindergarten through fifth grade and has been attending an out-of-state public school, been home schooled, or been attending a non-accredited institution, then enrollment will be based on a review of the following:

1. Out-of-state public schools must provide appropriate documentation of assessment, enrollment, attendance, and progress to date.
2. The school district has the option of testing a child before placement. The student must score at or above the 39th percentile on each of the reading, mathematics, and spelling subtests of the Peabody Individual Achievement Test-Revised (PIAT-R).
3. Home schooled students must provide documentation of the home schooling experience as required by the outstanding Schools Act of 1993.
 - A. A plan book, diary, daily log or other written record indicating the subjects taught and the activities engaged in with the student.
 - B. A portfolio containing samples of the student's academic work.
 - C. A record of evaluation of the student's academic work.
 - D. A student must meet (B) requirement.

If the student seeking entrance to Arkoma Public Schools has met the requirements then they will be placed in the appropriate grade. Records must be received before the student will be placed in class.

STUDENT IMMUNIZATIONS

The law (Title 70, Section 1210.191, OK. Statutes, 1970) requires that parents or guardians of all minor children in grades K-12 for all public, parochial or private schools in the state of Oklahoma, to present a certificate of required immunizations upon school entry.

A list of the required immunizations for public schools in the state of Oklahoma will be given to the parent/guardian at the time of enrollment. At the time of enrollment if a student has not received all of the immunizations required by the Oklahoma State Department of Health, **he/she will be given two (2) weeks from date of enrollment to provide the school with documentation of receiving the required immunization.** If no immunization is received by the required date, the student will be unable to attend school until compliance has been met.

WITHDRAWAL PROCEDURES

Parents of a student who is moving or leaving school for any reason should request a “Withdrawal Form” and sign a release for records to be sent to the new school. All books, technology devices and uniforms are to be turned in and all financial obligations must be paid. Students leaving early (before a grading period ends) will be graded to withdrawal date only, and will not be given full term grades. Any exception to this will need to be arranged in the school office and then with individual teachers.

ATTENDANCE

Regular attendance is a necessary part of the learning process and subsequent graduation. Irregular attendance limits the learning process and reduces the ability to get either a good education or a diploma. Students who are frequently absent are putting their graduation and future in jeopardy. The work offered in school is based on the assumption that the student will be present every day. No single factor will do more to add to a student’s progress in school than regular attendance.

Activity Absences

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number will be State and National levels of school sponsored contests.

State and National contests are those for which a student must earn the right to compete. Activities to be excluded from the ten (10) period limitations are:

1. Field trips related to classroom activities;
2. Science Fair trips;
3. Academic contests;
4. Career days;
5. College visitation days;
6. Serving as a page for the State legislature;
7. Activities held on campus and sanctioned by the principal.

*Other exclusions must be in accordance with the adopted policy.

Attendance Requirements

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and **immediately**

report such absences to the district attorney in the county and/or the Arkoma Police Department wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Parents will be notified by letter or in person upon their child's fifth (5th) absence, regardless of reason for absence. Parents are expected to contact the school prior to their child's absence from school. Written notes will not be accepted. The Board of Education designates all building principals and other specified employees as attendance officers for the Arkoma Public Schools. It shall be the duty of each school and the District to maintain attendance records and provide attendance information to the District Court or designee. **In order to pass a class, a student must miss no more than ten (10) times in a semester.** If a student misses more days due to serious illness or injury, the site attendance committee must concur that the illness or injury is serious enough to prevent the student from attending school. The school may require a doctor's certificate to certify that any student is physically unable to attend classes. If a student transfers from another school, his absences at that school count toward the total of ten (10) at Arkoma. **Any student that is ABSENT (any absences count) more than 10 days will receive no credit (NC) for that class period.** Any student receiving no credit (NC) has the right to request an appeal in writing through the site administrator for their absences to be reviewed by the attendance committee.

Attendance Committees

Committees will be established to review students over the limit of 10 days.

1. Each committee will be composed of three teachers.
2. The committee will meet the last week of each semester OR When the student reaches the 10 day limit. The time and date of each meeting will be announced prior to the meeting.
3. Students desiring to appear before the committee must make a written request to the committee chairman or building principal.

Action taken by the committee:

1. Allow absences to stand as they are.
2. Waive a specific number of days.
3. Assign a make up for certain amount of absences that would require a student to attend summer credit recovery or Saturday school **if available.**

Excused Absences

If a student was absent at the time a test was announced, or if it was not a regularly scheduled exam, the test shall be administered on the day following the return to class. **All absences count against the ten (10) day limit unless the parent applies for and is approved for an exemption by the principal.**

Pre-Arranged Absences

Absences must be pre-arranged for the following reasons:

1. An educational trip;
2. Pre-arranged leave of absence from school (medical procedure or surgery, vacation, etc)

A pre-arranged absence may be excused or unexcused depending upon the circumstances of the specific situation. A student may pre-arrange an absence under the following conditions:

1. A notice of 3–5 school days should be provided in writing from the student's parent or guardian. Notice of less than three (3) days will be considered on an individual basis.
2. A pre-arranged information form is obtained from the attendance office.
3. The student must take the form to each of his/her teachers. Each teacher will provide information concerning a student's past attendance, effort, attitude, and achievement and will sign the form. The student information provided by the teachers shall be the educational criteria considered in determining the excused or unexcused status of the absence. The reason for the absence will be attached to the information form for the teacher's information. The final decision shall be the responsibility of the administrator.
4. In order that class is not interrupted by students wishing to pre-arrange an absence, students should contact their teachers before or after school unless otherwise arranged with their teachers. Such courtesy should especially be practiced in the event of an extended prearranged absence.
5. Students will receive work the day they return. They will have the same amount of days absent to make up the assignments, with no more than a maximum of 5 days.

The student must return the completed pre-arranged absence form, including parent or guardian signature, to the attendance office prior to the day of absence. If the parent has not signed the form, the parent will be called by telephone to verify the request for the absence.

TARDINESS/"TARDIES"

Students are expected to be in the classroom when the tardy bell rings. Students will be counted absent after 5 minutes into the class period. Example: class starts at 8:00 they are reported tardy until 8:05 and at 8:06 they are counted absent from that class. If they are skipping/or truant then the school will follow the guidelines for skipping/truant. Students have 5 minutes in between class periods to go from class to class.

Three times being tardy will count as one absence

****TRUANCY/SKIPPING****

A student is truant when he/she is absent without prior permission from school officials and is not in his/her assigned class during the designated time. Examples of truancy include the following:

- Missing school without permission of parent and school;
- Obtaining permission from a teacher to go to a certain place and not reporting there;
- Leaving school without permission, etc.

The student who has missed school due to truancy will receive a zero and no make up. Truancy and excessive absences will be reported to the proper authorities, including DHS and the Arkoma Police Department.

- The Arkoma Police Department will write truancy tickets if unexcused absences are not resolved.

COMMUNICABLE DISEASES

The following attendance guidelines must be followed closely concerning children with communicable diseases.

- **Chickenpox:** Can return 24 hours after lesions have scabbed
- **Conjunctivitis - (Pink Eye):** Children should not attend during the acute stage (itching, burning, and matting of the eyes). Or for 24 hours after medication has begun.
- **Tinea Corpus: (Ring Worm):** Infected children under adequate and continuous medical supervision may attend school. If possible, clothing or band-aids should cover lesions.
- **Erythema Infectious “Fifth Disease”:** Free of cold-like symptoms OR once the rash has developed.
- **Impetigo:** Exclude until skin lesions are healed, or until 24 hours after medical treatment starts.
- **Influenza:** 24 hours fever-free OR 4-5 days from onset of symptoms.
- **Measles:** Exclusion during “cold” symptoms and until five days after appearance of rash.
- **Scabies:** Can return 24 hours after adequate treatment is completed.
- **Streptococcal sore throat and scarlet fever:** Exclusion until at least 24 hours after beginning antibiotic treatment, and free of fever. Prescribed treatment should be completed.
- **COVID:** isolation while considered contagious. Refer to most current CDC guidelines.

Parents must strictly adhere to these time limits for exclusion. Students are not to attend school or any school sponsored activities (school musicals, presentations, field trips, etc.) during these time periods.

SICKNESS POLICY

When a child has fever, diarrhea and/or vomiting they will not be allowed to attend school until they are 24 hours symptom-free. If a child is sent home with these symptoms, during the school day, they can return on the next full day following the end of their 24 hour symptom free period.

For example: if a child is sent home on Monday and symptoms resolve the same day, their 24 hour period will end some time on Tuesday. The student cannot return midday on Tuesday. Their first full day eligible to return would be on Wednesday.

HEAD LICE POLICY

Parents of students found to have evidence of infestation (lice or nits) will be notified. Only students with live bugs will be sent home. Students are to miss no more than **one day** of school to receive the

proper treatment. Although nit removal can be time consuming, it eliminates the problem of viable nits hatching, self -reinfestation and transmission to others.

School's Responsibility

To educate parents and students on how head lice are spread and how to treat them.

To allow bagging or hanging of coats and hats or whatever method the teacher has found most effective.

Parent's Responsibility

To educate their children about how head lice are spread and what precautions to take.

To supervise combing or comb the child's hair daily.

Treat an infestation vigorously and remove **all** nits.

Inform school and all close contacts of the problem.

Student's Responsibility

Comb hair to the scalp daily.

Do not lend or borrow combs, hats, or coats.

Be aware of symptoms and have adult inspect head.

Student absences that are due to head lice will be recorded the same as absences caused by other reasons.

****SUSPENSION****

OUT-OF-SCHOOL SUSPENSION - The principal has authority to suspend a student out of school for a period of up to, and including, 10 school days. Before a student may be suspended out of school for over 10 days, the student has the right to appeal the principal's decision to the Board. The decision of the Board is final. A student shall be suspended from school for serious offenses and/or for multiple infractions of lesser offenses.

A student that is suspended from school shall not be allowed on school property or to participate in or attend extra-curricular activities during the period of suspension. A student shall serve the assigned suspension period on consecutive school days.

Suspension 5 days or less

A student shall make up work for credit that was assigned during the period of suspension or the student will receive a grade of zero (0). This work is due at the same time other students are expected to turn in work(if online assignment) or the day a student returns from a suspension.

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

As part of any suspension students may be required to attend counseling to meet all discipline requirements.

MAKE UP WORK

Absences

Upon returning to class from an absence, students shall be granted one (1) class day to make up each day of class work missed with a maximum of 5 days unless special circumstances occur and the administration and parents reach an agreement. It is the students' responsibility to get work the day they return. No penalty shall be assessed against work made up for absences. In cases of extended absence, arrangements for make up work shall be made with the teacher. Upon return to class, students are required to take any examination or test or return any assignment which was previously announced during the student's presence in class or which has been regularly scheduled. Tests missed by the student shall be made up on the day the student returns to class (exceptions to this will be for periods of extended illness or serious injury). All work missed during suspension is due upon return to school.

BUS RIDING PRIVILEGES

Riding a school bus is a privilege and the privilege may be denied if the student does not abide by the bus rider rules. Previous to boarding the bus, student should...

1. Be on time at the designated school bus stops... keeping 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. Do not move toward the bus at school loading zones, until the bus has been brought to a complete stop.
6. Respect people and their property, while waiting on the bus.
7. Receive proper school authorization (through office) to get off bus at a place other than your regular bus stop.

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 a serious accident.
6. Treat bus equipment as you would valuable furniture in your own home. You will be held monetarily responsible for any intentional damage.
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 small children.
10. Not throw objects in or from the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horse-play and fighting.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad crossing.
15. Remain in the bus during road emergencies, except when it may be hazardous to their safety.

After leaving the bus, students should...

1. Go at least ten (10) feet in front of the bus...stop...check traffic... wait for bus driver's signal... then cross road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extra-Curricular Trips...

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

Bus Discipline:

Bus riding privileges, including extra-curricular activities, may be denied at the discretion of the administration. Typical discipline is:

- First offense- bus privileges revoked for 5 days
- Second offense- bus privileges revoked 10 days
- Third offense- bus privileges revoked for the remainder of the school year.

MEDICATION

Medication should be given at home, if possible. However, if the physician's orders indicate it must be given during school hours, the medication may be administered at school by complying with the following instructions:

Prescription Medications

1. If a change in the type or amount of a medication is needed, this change should be documented through a physician's note.
2. When a pupil is to receive medication during school hours, the parent/guardian must provide the medication in the original prescription bottle plainly marked with the following: **Pupil's name; Physician's name; Date; Name of medication, dosage, and time of administration.**
3. We must have written permission from the parent or guardian to give the medication. The permission note must include: pupil's name, physician's name, date, name of medication, dosage and time of administration, and parent's signature.

Non-Prescription Medications

1. School personnel **will not provide** any non-prescription medications unless parent permission is given.
2. Over-the-counter medications for colds, coughs, headaches, etc. will be given when accompanied by a written request from the parent/guardian. This request must include pupils' name, date, dosage, and time medication is to be given.
3. All medicines must be in the original labeled bottle. If it is necessary for a child to take a daily non-prescription medication, such as aspirin for rheumatoid arthritis, a request from the parent or guardian and a request from a physician must be provided. The request from both should include: **Pupil's name; Physician's name; Date; Name of medication, dosage and time of administration; Signature of parent or physician**

ASTHMA MEDICATION

Self-Administration of Inhaled Asthma Medication: Reference 70 O.S. §1-116.3

In compliance with state law, the Arkoma Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of an injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.

Definitions:

A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

B. Self-Administration means a student's use of medication pursuant to prescription or written direction from a physician.

NOTE: Administrators and Coaches must be notified of any student suffering from asthma

ALCOHOL, DRUG, AND TOBACCO POLICY

The State of Oklahoma and Arkoma Schools prohibit the possession, or use, of tobacco(including vaping items), alcohol, and illegal drugs in any form on the school ground or while involved in any school -sponsored activity. Students who violate this policy will be disciplined according to the school's uniform standard of discipline.

TEXT BOOKS/TECHNOLOGY DEVICES/UNIFORMS

All textbooks, technology devices or uniforms are loaned to the student for the duration of the course. The above-mentioned shall be returned to the teacher/coach at the end of the course. Any item lost or damaged must be paid for by the student. A damaged device costs \$50 and a lost device costs the market value to replace.

*** The student will not be issued an additional book, device or uniform unless he or she pays for what has been lost or damaged.**

MOMENT OF SILENCE

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

CHEATING

Students will receive a zero on test or daily work. Parents will be called. Grade tampering by a student will result in a zero recorded on any grade changed and declared ineligible in extra-curricular activities for two weeks.

BULLYING

All students have the right to attend school without threats. Bullying will not be tolerated. Degrading or potential dangerous initiation “pranks” by another student(s) or group will not be tolerated.

Hands Off

We want you to come to school and provide you with the best education possible. For us to do this, it is easier if everyone keeps their hands off of other people. It makes a better learning environment if everyone does. It keeps teachers from thinking you are doing things that you are not, it keeps other students from being provoked or made mad on accident. If it is deemed necessary for discipline action to take place for putting your hands on someone the discipline rules will apply.

FOOD AND DRINKS

No outside food is allowed in the cafeteria unless packed as lunch from home. Example: students cannot bring a fast food item in its fast food wrapper. No sodas allowed. Clear water only allowed in classrooms.

INCLEMENT WEATHER

Arkoma Schools will try to let the students and parents know as soon as possible if school is going to be canceled due to weather. The most up to date information will be given through our school app. Information will also be available to local news stations.

PARENT-TEACHER CONFERENCE

Parents are encouraged to come for conference with the school faculty. Conferences should be scheduled during a teacher's prep time, before or after school. These conferences will be scheduled through the Principal's office. The Principal and Superintendent offices are open to parents at all times. We are proud of our school and encourage parents to visit us at any time.

The school also has Parent-Teacher Conferences scheduled during each semester.

LOST AND FOUND

The principal's office maintains a lost and found as a convenience for those students who have misplaced any personal belongings such as clothing, eyeglasses, etc. The last day of each month, during the school year, classes are allowed to view unclaimed clothing items such as pants, shirts, shorts, coats, etc. After viewing, all unclaimed items are removed from school premises and donated to local charities.

DISCIPLINE

Our goal at Arkoma Public Schools is to educate students for college, technical trade school, a job or life in general. The biggest reason for that process of learning to be interrupted is discipline issues.

Any action that interrupts the educational process here in the school setting can be deemed a discipline issue. Any action not covered within the handbook will be dealt with at the administration's discretion.

The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district.

The Arkoma Board of Education recognizes out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes disciplinary action for conduct occurring off school property and not involving a school activity is proper, if the conduct has an

adverse effect upon the school. Therefore, it is the policy of the Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school. Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

Administrative response to student misconduct is a matter directly influencing the morals of the entire student body. As such, all students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense, and its potential effect on other students.)

Nothing in this discipline schedule shall 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 schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situation not covered in the disciplinary action schedule.

Examples of Unacceptable Behavior:

The following are some specific examples of unacceptable behavior which are subject to disciplinary action, including detention, suspension or placement in an alternative school.

- a) open or persistent defiance of authority
- b) assault upon student or school personnel
- c) creating or attempting to create a disturbance
- d) unauthorized absence from classes
- e) excessive tardiness
- f) willful disobedience, profanity or vulgarity
- g) showing disrespect for school property or causing damage to school property
- h) possession, or use of, any dangerous or annoying instrument including, but not limited to, firearms, explosives, fireworks, knives, or other weapons used for assault.
- i) the distribution, possession or use of illegal drugs, alcohol or any intoxicating substance
- j) stealing or extortion
- k) inappropriate or distracting dress
- l) any violation of state or local law or ordinance occurring on school property
- m) intentional blocking of corridors or hallways
- n) individual or group violence
- o) distribution of matter or literature on school property which has not been approved by the school superintendent
- p) bullying
- q) hazing/student initiation

*All past behavior will be taken into consideration when assigning punishment.

Tobacco/Vaping/Alcohol use

Arkoma Public School is a drug free school; there will be no tobacco/vaping/alcohol use on school property.

Using/Possession of Tobacco/Vaping/Alcohol on school property or on a school affiliated trip:

1st offense – tobacco/vaping/alcohol packet on use and prevention, 5 days detention

2nd offense- 2 day suspension

3rd offense-3 day suspension

and there on after 5 day suspension

Other Drugs or Intoxicating substances

Coming to school or school activity, **under the Influence, or in Possession of (drugs)** can result in a suspension up to the rest of the Semester, proper authorities will be notified.

Fighting

1st offense will be a ticket for fighting in public and 3 days of suspension

2nd offense will be a ticket for fighting in public and 5 days of suspension

3rd offense will be a ticket for fighting and up to suspension of the rest of the semester and the next semester

Tickets will be issued by Arkoma Police Department at their discretion.

CORPORAL PUNISHMENT

Corporal punishment (paddling or swats) will not be administered to students.

Examples of Disciplinary Issues

Level 1

Tardy

PDA

Disrupting class

Lunchroom misconduct

Dress code violation

Food and drinks in building

Level 2

Cutting Class

Leaving without permission

Truancy

Level 3

Stealing or Extortion

Assault, verbal or physical

Willful disobedience

Profanity or Vulgarity

Fighting

Bullying

Destruction of property

Possession or distributing

weapons, fireworks, drugs,

alcohol, tobacco, or

vulgar material

Open or persistent

defiance of authority

Disciplinary Actions

1. Warn Students
2. Advise Parents
3. Remove from class
4. Parental conference
5. After School Detention
6. Involve law enforcement
7. Refer to Social Agency
8. Suspension
9. Confiscate property
10. Any other disciplinary action deemed appropriate under circumstances.
11. Financial Restitution and a Review Committee

Example of Discipline Actions to be Taken:

	1 st Violation	2 nd Violation	3 rd Violation
Level 1	1,3,5,10	2,3,4,5,8,9,10	2,3,4,5,8,9,10
Level 2	1,2,5,6,8,10	2, 5, 6,8,10	2, 6,8,10
Level 3	2,3,4,5,6,7,8,9,10,11	2,3,4,6,7,8,9,10,11	2,6,7,8,9,10,11

BALL GAME AND NIGHT ACTIVITIES

Students are highly encouraged to attend extracurricular events at school. During the school year, there are scheduled ball games, dances, concerts, and other activities. It is the responsibility of the student to make arrangements in advance for transportation home. Excessive violations of this policy will result in the students being restricted from attending ball games and/or activities. Students are to adhere to all school rules during the course of ball games and activities. Removal from a ball game and/or activity will result in disciplinary action and forfeiture of the right to attend future activities and games. If a student is absent during the day, they are not allowed to attend or participate in that evening’s activities, unless special arrangement has been made with the principal.

PERSONALIZED PARTIES DURING SCHOOL HOURS

We will not have parties, gifts, etc., for individual student birthdays. However, you may provide an approved snack for your child’s class on the day of the student’s birthday. **Snacks must be dropped off by 10am.**

Approved snacks: cupcake, cookies, ice cream cups, individually bagged fruits, nuts, chips or popcorn, individual drinks(no sodas). Please do not send anything that needs to be cut up and served.

FLOWER/BALLOON DELIVERIES

There will be no deliveries of balloons, flowers, etc., to the school at any time or for any reason during the school term.

ANNUAL NOTICE OF FERPA RIGHTS TO ARKOMA SCHOOL PATRONS

Parents and eligible students of the Arkoma District have the following rights under the Family Educational Rights and Privacy Act and the FERPA Policy approved by the Arkoma Board of Education.

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over other peoples' access to the student's educational records.
3. The right to seek to correct the student's educational record; in a hearing if needed.
4. The right to report violations of the FERPA to the U.S. Department of Education.
5. The right to be informed about FERPA rights.

Parents or an eligible student may request a copy of this FERPA policy in writing or in person from the Superintendent's Office, Arkoma Schools P.O. 38 Arkoma OK 74901. Copies of educational records may be obtained from the appropriate Elementary or High School Principal's Office. If needed, the district will arrange to provide translations/interpretations to non-English speaking parent in their native language or to the visually impaired their mode of communication.

All rights and protection given parents under the FERPA and Arkoma School Policy transfers to the students when they reach the age of 18 or enroll in a post-secondary school. At that time, the student becomes an eligible student.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees and applications for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Parents Right-to-Know Policy

At the beginning of each school year, any district that receives funds under NCLB Title I shall notify the parents of each student attending any school receiving funds that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers including, at a minimum, the following:

- Whether Oklahoma State Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

- Whether Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher or similar paraprofessional provides services to your child and, if they do, their qualifications.

In addition, parents may request and a school shall provide to each parent the following:

- Information on the level of achievement of their child in each of the state academic assessment as required under NCLB; and
- Timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

School and Lunch Program

All students are urged to participate in the school breakfast and lunch program. Menus are planned by the food service director according to the state nutrition requirements and students' preference. A school lunch is a balanced meal with milk included.

All students are required to eat in the lunch room. (This includes students who bring lunches from home.) All students are expected to observe good manners and obey lunch room regulations.

If a student wishes to bring their lunch, he/she may purchase milk in the lunch room for .30 cents. Students receiving full rate or free/reduced lunches must pay 30 cents for additional milk or if they bring their lunch on a particular day instead of eating the school lunch, they must pay 30 cents for milk. Students are not to bring carbonated drinks to school in their lunch.

Students who are eligible will receive free or reduced price lunch and breakfast from the school cafeteria. Students who feel they may be eligible for this benefit should fill out an application and return it to the proper school official. Students may pick up these forms in the Principal's office. (All students will be given a lunch application at the beginning of each school year and we ask that every parent/guardian fill out an application regardless of income.

<u>Daily Meal Prices</u>	<u>Reduced Price</u>	<u>Full Price</u>	<u>Adult Price</u>
Breakfast	\$0.25	\$0.65	\$1.25
Lunch	\$.40	\$1.50	\$2.40

SCHOOL HOURS

The first bell will ring at **7:55** a.m. as a signal for students to get their materials from lockers for their first class. **The doors at the drop-off area will be locked at 7:55am.** At **8:00** a.m. the tardy bell will ring. Students should be in their scheduled class, seated, and ready for class activities

when this bell rings. After arrival of student on school grounds in the morning, he/she will not be allowed to leave unless permission is granted from the office. Students should NOT arrive earlier than **7:25 a.m** or remain on the campus later than **3:20 p.m.** unless they are participating in a supervised school activity. Supervision WILL NOT be provided for students who arrive before **7:25 a.m.** or remain later than **3:20 p.m.** These procedures are designed for the safety and well-being of the student.

DROP-OFF/PICK-UP PROCEDURES

Parents are encouraged to use the back entrance to enter the school grounds and drop off students at the lower double doors. **Drop-off doors are locked at 7:55am.** To pick up students at the end of the school day, please use the same entrance. Students will get in cars at the same double doors. You will pull up and your child's teacher will make sure the student gets in the correct car. PLEASE do not get out of your car. This may cause traffic congestion. **Parents will be given a window placard with their child's number on it. Please have it hanging when you enter the back gate.** **Do not arrive before 3:00 p.m. for the pick up line.**

If you need to talk with a teacher in the school, we ask that you park in front of the school and check in through the office.

If your child is walking home after school day ending, (s) he will need to get it approved through the office.

Third (3rd) graders and below need someone to walk with them unless they live directly by the school.

Please decide on the method your child will use to go home 95% of the time and try to keep this as a routine. It is hard to ensure children getting home safely if parents do not keep this consistent. **If you need to change your child's pick-up procedure, you will need to write a note to the teacher or call the office by 2:15 p.m. on the day of the change.**

ATTIRE AND GROOMING REGULATIONS

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general taste. Students should dress properly taking into account current weather conditions. Also, any attire which disrupts the educational process is prohibited.

1. Students are not permitted to wear halter tops, bare midriffs, backless garments, tube tops, or mesh shirts unless with a T-shirt underneath.
2. No offensive writing or suggestive slogan, or logos on any article of clothing, belt buckles, or jewelry will be allowed. Logos and paraphernalia pertaining to any illegal substance, intoxicating substance, or tobacco are expressly prohibited. Nothing will be allowed on any clothing that implies suggestive or negative slogans either written or drawn.
3. Students must wear shoes—**NO HIGH HEELS**.
4. Proper undergarments must be worn and not visible.
5. Shorts and skirts must be of appropriate fit and length.
6. Summer attire such as shorts, open-toed shoes, sleeveless shirts, including no bare legs, etc., are not to be worn to school beginning the first school day occurring after **Halloween** thru **Spring Break**.
7. Due to safety precautions, only stud earrings are permitted; **no gauges or hanging earrings are allowed**.

The Principal's discretion will judge questionable attire.

PERSONAL ITEMS

We strongly discourage students from bringing personal items on campus as these items are frequently lost or stolen. The school will not be held responsible for any lost or stolen property. This includes items such as toys, electronic devices, jewelry, etc.

CELL PHONES

A student may bring their cell phone to school or while attending any function sponsored or authorized by the school. These devices are to remain in student backpacks or lockers, and are not to be used during the school day (**8:00 a.m. to 3:10 p.m.**) without the permission of authorized school personnel.

Any parent, wishing to contact their child, should call the school office, not their cell phone. Students who violate this policy will

1ST OFFENSE: Turn in phone to school office, student may pick up at end of day.

2nd OFFENSE: Turn in phone to school office, parent must pick up.

REPEATED OFFENSES: Student will not be allowed to bring phone to school.

CONDITIONS REQUIRING A NOTE FROM PARENTS

The following are examples of reasons a student would need a note:

1. Their physical activities are restricted for a short period of time, or they need to stay inside for recess.
2. A doctor's note is required for a student to stay in numerous recesses.
3. Limited physical education participation requires a note from a doctor.
4. They need extra restroom privileges.
5. Sending medication to be administered with specific instructions. (See School Medication Policy) (**No medication will be furnished by the school.**)
6. Absence from school – **note or phone call (by noon on day of absence)**
7. Change in address, telephone number, place of employment or child's babysitter.
8. Have doctor or dental appointment during school hours.
9. Change in transportation involving a different address or different bus.
10. To be picked up rather than riding the bus.

EXTRA-CURRICULAR ACTIVITIES

All students at Singleton Elementary School are encouraged to participate in extracurricular activities. All students are expected to maintain themselves with high standards at all times, but especially while representing Arkoma Schools. Students who do not maintain adequate grades and behavior will not be allowed to represent our school. Any missed class work or an assignment due to involvement in an extracurricular activity is the **student's responsibility**. It is his/her job, no matter what age, to go to his/her teacher(s) after an activity absence and ask what assignments have been missed and when the assignments are due. Typically, a student is given the amount of time of the absence to make up missed work. **Example:** If a student missed the last two hours of the school day to go to a ball game, he/she will have the next day to get the assignment and turn it in the next one after that day. Any questions should be directed to the teacher in question or the principal.

Parents are expected to conduct themselves accordingly at all ballgames and activities. **There will be no negative yelling at players, coaches or officials allowed.** In this event, the parent will lose the privilege of attending future games and activities.

Please be mindful of other spectators at ballgames and events and remain seated. Standing up to video or take pictures will not be allowed.

GRADING SCALE

Grading will be consistent with the grading scale listed below. Grading periods end approximately each semester on Friday, with report cards issued to students shortly thereafter.

<u>Grades K-5</u>	<u>Grading Scale</u>	<u>Grade Point Equivalent</u>
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	59 & Below	0.00
S+	Satisfactory	0.00
I	Incomplete	0.00

Grades are cumulative, running total from the first day of the semester to the last day of the semester.

PROMOTION/RETENTION AND FAILING COURSES

The school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor, (when available), the principal, and any additional personnel who may be assigned by the principal when appropriate.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on testing, attendance, student's maturity and assignments.

Any student in danger of being retained or failing a course shall be notified as soon as possible. A meeting will be conducted to discuss in detail the areas of concern with the parent(s)

THIRD GRADE RETENTION POLICY

Oklahoma's current law requires that third grade students who score at the unsatisfactory level on the reading portion of the third grade criterion-referenced test shall not be promoted to the fourth grade unless they meet the exemption set forth in this policy under section II. The parent of any student who is found to have a reading deficiency and is not reading on the appropriate grade level beginning with the first grade class of 2011-12 and has been provided a program of reading instruction shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. Descriptions of the current services are provided to the student;
3. A description of the proposed supplemental instructional services and supports will be provided to the student and designed to remediate the identified area of reading deficiency.
4. The student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause as set forth in Section II of this policy.

5. Strategies will be given to the parent to use in helping their child succeed in reading proficiency.
6. While the results of the criterion-referenced test are the initial determinant, it is not the sole determiner of promotion and portfolio reviews and assessments are available.
7. The parent will be given specific criteria and policies of the school district for midyear promotion.

For those students who do not meet the academic requirements for promotion at the end of the third grade school year, Singleton Elementary School may promote the student for good cause only according to one or more of the six good cause exemptions.

In addition to the good-cause exemptions, requests to exempt students from the academic requirements for promotion to the next grade level shall only be made upon documentation submitted from the teacher of the student to the school principal that indicates that the promotion of the student is appropriate and is based upon the record of the student.

RSA REMEDIATION

Beginning with the 2011-2012 school year, Singleton Elementary shall:

1. Conduct a review of the program of reading instruction for all students who score at the unsatisfactory level on the reading portion of the criterion-referenced test and did not meet the criteria for one of the good-cause exemptions as set forth in **section of this section**. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency. The school district shall require a student portfolio to be completed for each retained student.
2. Provide to students who have been retained with intensive interventions in reading, intensive instruction services and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research-based reading instruction. Retained students shall be provided other strategies prescribed by the school district, which may include, but are not limited to:
 - a) small group instruction,
 - b) reduced teacher-student ratios,
 - c) more frequent progress monitoring,
 - d) tutoring or mentoring,
 - e) transition classes containing third- and fourth grade students,
 - f) extended school day, week, or year, and
 - g) summer reading academy
3. Provide written notification to the parent or guardian of any student who is to be retained that the student has not met the proficiency level required for promotion and the reasons the student is not eligible for a good-cause exemption. The notification shall include a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency;
4. Provide parents of retained students the district's policy on midyear promotion;

5. Provide students who are retained with a high performing teacher who can address the needs of the student, based on student performance data and above satisfactory performance appraisals;
6. Provide students who are retained with at least one of the following instructional options;
 - a) supplemental tutoring in scientific-research-based reading services in addition to the regular reading block, including tutoring before or after school,
 - b) a parent-guided "Read at Home" assistance plan, as developed by the State Department of Education, the purpose of which is to encourage regular parent-guided home reading;
 - c) a mentor or tutor with specialized training.

POLICY ON MIDYEAR PROMOTION

Retained students may only be promoted midyear prior to November 1, and only upon demonstrating a level of proficiency required to score above the unsatisfactory level sufficient to master appropriate fourth-grade level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal.

Appeal Process

After receiving a committee decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course within (5) five days of notice. Please contact the principal to learn more about the appeal process if further information is necessary.

POLICY ON FOODS OF MINIMAL NUTRITIONAL VALUE

The State of Oklahoma enacted the following law effective July 1, 2007, stating that each district board of education shall ensure that students in elementary schools do not have access to foods of minimal nutritional value (hereafter referred to as **FMNV**), except on special occasions.

The United States Department of Agriculture (USDA) defines foods of minimal nutritional value (**FMNV**) as those foods which provide **LESS** than 5 percent of the United States Recommended Daily Allowance (USRDA) for each of the eight specified nutrients per 100 calories **AND** less than 5 percent of the USRDA for each of the eight specified nutrients per serving.

The four categories of **FMNV** are:

- soda water/carbonated beverages.
- water ices
- chewing gum
- certain candies

There are many food items considered to be **junk food** that are not included in the definition of FMNV. SFAs should promote student health and the prevention of childhood obesity by further restricting food items that parents, teachers, students, and the public consider to be **junk food**.

Students are not allowed to take fast food (packaged in fast food wrappers) or sodas in the cafeteria.