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SCHOOL VISION

Bishop School will provide all students in every classroom an opportunity to learn. All faculty and staff will set high expectations of achievement and clear standards of conduct for all students.

SCHOOL MISSION STATEMENT

Bishop School will educate all students to become independent, lifelong learners and responsible citizens.

ATTENDANCE

The school day begins at 8:15AM each day and dismissal is at 3:15PM. Students in grades PK-6 are not to arrive before 7:55AM. Classes begin at 8:15AM and are dismissed at 3:15PM.

Please understand that student supervision is only provided from 7:55AM until 3:25PM. To ensure safety, all children MUST be picked up by 3:15PM. Students who are often left unattended will receive the following warnings:

First Offense:	Verbal Warning
Second Offense:	Written Warning
Third Offense	Involvement of Department of Human Services and / or Law Enforcement

When a student is unable to attend school, parents should call the office between 8:45AM and 9:30AM. Parents should give the student's name, teacher's name and the reason for the absence. Parents may also have a note delivered to the office. If a parent does not call, a call will be made to confirm the reason for the student's absence.

Attendance habits will be used as one of the factors considered in reviewing student's academic program and grade level promotion or retention.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. There are excused absences and unexcused absences.

Excused Absence: An excused absence does not count as part of the nine (9) unexcused absences allowed per semester. An absence will be considered excused with proper documentation for the following reasons:

1. Personal or family illness, personal injury (substantiated with a doctor's note.)
2. Bereavement due to a death in the family (Memorial folder from the funeral service or obituary notice will suffice for documentation.)
3. Medical appointment (doctor, dentist, optometrist, counselor, etc.). Doctor's admit must be turned in to the office upon return to school.
4. Legal matters (substantiated with documentation.)
5. Observance of holidays required by student's religious affiliation.
6. Extenuating circumstances deemed necessary by the principal.

In the event of a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Documentation of chronic or recurring illness will not extend beyond the end of the current school year.

It is the parents' responsibility to provide documentation from a doctor to the school office no later than three days following the student's return to school.

Unexcused Absence: An absence will be considered unexcused for the following reasons:

1. Vacations or trips with relatives or friends.
2. Shopping trips with relatives or friends.
3. Medical appointments without documentation.
4. Illness not substantiated by a doctor's statement.
5. Other types of absences which do not meet the criteria for excused absence.

It is the sole responsibility of the student and parent to make arrangements with each teacher for completing the work missed. It is the parent's responsibility to inform the school about the circumstances regarding their child's absence. If a child has more than nine (9) days of unexcused absences in a semester, the school will 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.

TARDIES & EARLY DEPARTURES

Tardy: Late arrival disrupts class and causes loss of instruction time. Students may enter the building at 7:55AM and will be considered tardy following the 8:15AM bell. Three (3) tardies per nine weeks will be considered a half-day absence.

Early Departure: Early departure disrupts class and causes loss of instruction time. Early departures will be considered a "tardy." Three (3) early departures per nine weeks will be considered a half-day absence.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the office when you change your address and/or phone number. The school must be able to contact you in case of illness or emergency. Current emergency contact numbers are essential.

STUDENT WITHDRAWAL

If a student is withdrawing from Bishop Public School, it is necessary for the parent to call the office or send a note to the office at least three days prior to the last day of attendance. All textbooks, library books, etc., belonging to Bishop School must be returned. All fees and lunch money must be paid.

VISITORS

In order to maintain security, all visitors must enter through the front door, check in at the main office and sign the visitor ledger. All visitors should be prepared to provide identification. Custodial parents need to let the school know if another family member is coming to see a child or pick the child up for any reason. We will not knowingly let a student go with anyone except the custodial parent or others authorized to pick up the student. Non-custodial parents may visit their child (unless a court order states otherwise), but the custodial parent will be notified, if possible.

CANCELLATION OF SCHOOL

Classes are canceled only during circumstances such as extremely bad weather, equipment failure or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, classes will not be canceled unless a significant safety risk has been created by unusual circumstances. When inclement weather causes the school to close, an announcement will be made on the KSWO TV Channel 7 television station.

IMMUNIZATIONS REQUIRED FOR SCHOOL

PRE-K	K - 6TH
4 DTP/ DTaP/TD	5 DTP/ DTaP/TD/Tdap
3 IPV/OPV	4 IPV/OPV
1 MMR	2 MMR
3 HEP B	3 HEP B
2 HEP A	2 HEP A
1 VARICELLA (Chicken Pox)	1 VARICELLA (Chicken Pox)

STUDENT SCREENINGS

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

Before any major identification, location, or evaluation, the school shall provide notice to parents. Accommodations for other languages or means of communication 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 the Family Education Rights and Privacy Act (FERPA).

COMMUNICABLE DISEASES

Oklahoma Law states that any student who has a contagious disease or head lice may be prohibited from attending school. Students displaying symptoms of a contagious disease may be excluded from the school premises after the parents have been contacted. A statement from an attending physician or from the State Department of Health may be required for re-entry to school.

Chicken Pox: Children usually miss 5 to 6 days of school due to their chickenpox. All lesions shall be dried before child may return to school.

Conjunctivitis (Pink Eye): Students who have conjunctivitis must be picked up from school for the remainder of the day. Students must secure a release from a medical provider to return to school.

Diarrhea: Students with diarrhea shall remain at home until they are free of diarrhea for 24 hours with no medication.

Fever: Students who have a fever shall remain at home until at least 24 hours after they are free of fever with no fever-reducing medications.

Head Lice: Students who have head lice or nits (eggs) must be picked up from school for the remainder of the day. In order to return to school, students must present to the front office a written statement from a health professional that the student is free from head lice and nits. Under normal circumstances, students should be out of school for only one day for the treatment of lice and removal of nits.

Hand, Foot, and Mouth Disease (HFMD): Students showing signs of hand, foot, and mouth disease (HFMD) should remain at home and should see a medical provider for a release to return to school.

Impetigo: Treating an infected student with an antibiotic for 24 hours or longer generally eliminates the ability to spread the bacteria. However, it is important to complete the entire course of antibiotics as prescribed. If multiple lesions are present which cannot be adequately covered, the student will be excluded from school until 48 hours after initiation of antibiotic treatment. Exclusion from school is not necessary if lesions can be covered.

Rash: Students who have a rash of unknown origin should see a medical provider for a release to return to school.

Ringworm: Students with ringworm should see their physician if a lesion is on face, nose, or mouth or if more than a single lesion is present. If multiple lesions are present which cannot be adequately covered, the student will be excluded from school until 48 hours after initiation of antibiotic treatment. Exclusion from school is not necessary if lesions can be covered.

Scabies: Students with scabies who have completed one treatment for scabies (including laundering clothing and bedding) may safely return to school. Skin lotions are available from a doctor for the treatment of scabies.

Strep Throat: Students who are being treated for strep throat are only contagious for 24 to 48 hours. For this reason, persons with strep throat should rest at home from school until antibiotics have been taken for at least 24 hours and their symptoms have improved.

Vomiting: Students who are vomiting shall remain at home until they are free of vomiting for 24 hours with no medication.

Students who become ill during the day should first tell their teacher, and if necessary, the teacher will send the student to the office. District staff will contact the parents.

MEDICATIONS

We suggest that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to take medicine during the school day, the following procedures must be followed:

1. All medications are to be brought to the school nurse/office upon arrival at school.
2. Provide office with physician's statement of illness, medication, dosage and instructions.
3. Parent should complete the "Authorization to Administer Medication."
4. Medication should be in the original pharmacy bottle, labeled with the name of the medication and the time it is to be administered.

Dosage of medicine cannot be changed unless a note from the doctor is on file. We will **not** dispense **any** over-the-counter medication (even Tylenol) without a completed "Authorization to Administer Medication" form on file.

INJURIES AT SCHOOL

It is very important that students tell the teacher if they are injured while at school. Students who are injured at school will be rendered simple first aid treatment only. If emergency medical treatment is necessary, a parent will be contacted. If a parent is not available, the student will be transported to a hospital emergency room. It is important that the school officials know where you can be reached at all times plus the name and addresses of an emergency contact(s) other than yourself, in case you cannot be reached in an emergency situation.

SAFETY DRILLS

Each of the safety drills listed below will be conducted in a brisk, quiet, and orderly manner:

Fire drills shall be conducted regularly at Bishop Public School at least two times per year, and at different hours of the day.

SIGNAL: Drill begins with the siren and flashing lights from fire alarm system.

1. Students file out single file with arms at their sides to the designated area. Once there, they form lines perpendicular to the building.
2. The teacher calls the roll from the attendance book or counts the number of children present. Drill ends with the announcement "All Clear."

Tornado drills shall be conducted at Bishop Public School two times per year and at different hours of the day.

SIGNAL: Drill begins with intercom announcement and intercom signal.

1. Students file out single file with arms at their sides to the tornado safe room.
2. The teacher calls the roll from the attendance book or counts the number of children present. Silence is kept throughout the drills. Drill ends with the announcement "All Clear."

Security drills shall be conducted at Bishop Public School four times per year and at different hours of the day.

SIGNAL: Drill begins with intercom announcement and intercom signal.

1. Students remain in their classroom or move to a secure part of the building with a locking door or to a safe place outside the school building.
2. The teacher calls the roll from the attendance book or counts the number of children present in classroom and contacts the office if any students are not present. Silence is kept throughout the drill. Drill ends with the announcement "All Clear."

TEXTBOOKS

All basic textbooks are loaned to the student during the school year. The student is responsible for seeing that the books are kept clean and in good condition. The student (parent/guardian) will pay for lost, damaged, or destroyed books.

HOMEWORK

Homework is a valuable educational tool. It is important to a student's academic development that parents be aware of and involved with assignments and offer encouragement whenever possible. We ask parents not to do the work for the child, only assist the student whenever it is deemed necessary.

Bishop School has adopted the following guidelines for homework assignments:

Monday	Tuesday	Wednesday	Thursday	Friday
Reading/ Social Studies	Math/Science	No Homework	Spelling/Writing	No Homework

INCOMPLETE / MISSING ASSIGNMENTS

The following consequences will apply to third through sixth grade students who come to school without their daily assignment or with an assignment that is incomplete will receive:

- First Day A verbal warning, and extra day to complete the assignment. The completed assignment must be returned to the teacher on the next day of school. The student's final grade on the assignment will be reduced by 10%.
- Second Day A Zeros Aren't Permitted (ZAP) notice will be sent home. The signed ZAP notice and the completed assignment must be returned to the teacher on the next day of school. The student's final grade on the assignment will be reduced by 20%.
- Third Day The completed assignment must be returned to the teacher on the next day of school. The student's final grade on the assignment will be reduced by 30%.
- Fourth Day The Opportunity Center (OC) will be utilized until the assignment is finished. The student's final grade on the assignment will be reduced by 40%.

Assignments for students who are absent from class due to excused absences or school-sponsored activities shall be allowed to make up assignments and tests missed and shall be allowed one school day to make up work for each day missed due to absence, plus one additional day, unless granted more time by the teacher.

GRADING SCALE

A+	98 - 100%	B+	87 - 89%	C+	77 - 79%	D+	67 - 69%
A	93 - 97%	B	83 - 86%	C	73 - 76%	D	63 - 66%
A-	90 - 92%	B-	80 - 82%	C-	70 - 72%	D-	60 - 62%
						F	59 - 0%
E	Excellent	S	Satisfactory	N	Needs Improvement	U	Unsatisfactory
I	Incomplete	Incomplete becomes an F if work is not completed within two (2) weeks at the end of a grading period.					

The grading scale applies to third through sixth grade students. Pre-K through second grade students receive skill-based report cards. Report cards are issued every nine weeks. Deficiency reports will be sent to parents during the fifth week of each nine weeks period. Parents of third through sixth grade students can view their child's grades online. Contact your child's teacher for details.

INTERNET ACCESS AND ACCEPTABLE USE POLICY

General: The Internet is an electronic highway connecting a multitude of computers throughout the world. Through the Internet, students and employees have access to electronic mail (e-mail), news, databases, library resources, and a wide variety of other information sources. The District provides a wide variety of opportunities for students and employees to use the District's computers and/or iPads to access the Internet. Through the Internet, it is possible to access material which may contain illegal, defamatory, inaccurate, pornographic, and/or offensive content. Due to the nature of the Internet, the District cannot guarantee that students and employees will not access such material. However, the District is committed to enforcing a policy of Internet safety and monitoring the Internet activities of its students.

The District makes no warranties of any kind, either express or implied, regarding the Internet access being provided. The District shall not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. Nor shall the District be liable for the accuracy, nature, or quality of information stored on the District's computer equipment or of information gathered through Internet access provided by the District. However, the Administration shall develop, implement, and maintain regulations and forms to restrict the use of the District's computers and Internet access to legitimate and acceptable purposes and to regulate students' and employees' privilege of access and use. The District shall install and operate computer software programs which restrict access to certain materials that are inappropriate and which taken as a whole, lacks serious literary, artistic, political, or scientific values. Students shall receive instruction and education regarding safety and security and appropriate online behavior when using electronic mail, chat rooms, and other forms of direct electronic communications and regarding cyberbullying awareness and response and regarding the disclosure, use, or dissemination of personally identifiable information.

Acceptable Uses: The District's computers, equipment, and software are intended for administrative, educational, and research purposes. Acceptable uses of the District's computers and the Internet are activities which support learning and teaching or which promote the District's mission and goals.

Prohibited Uses:

1. To violate an individual's right to privacy.
2. To access materials, information, or files of another person or organization without permission.
3. To violate the copyright laws or software licensing agreements. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
4. To spread computer viruses.
5. To deliberately attempt to vandalize, damage, disable, or disrupt the District's property or the property of any other individual or organization.
6. To locate, receive, transmit, store, or print files or messages which are profane, obscene, or sexually explicit, or which use language that is offensive or degrading to others.
7. To distribute religious materials.
8. To campaign for or against any political candidate or ballot proposition or for political lobbying, except as authorized by law.
9. For any commercial purpose unless authorized by the Administration or Board.
10. To use non-educational chat rooms, social networking websites, blogs, texting, and instant messaging programs at school on district hardware.
11. For unauthorized access, including so-called "hacking," and other unlawful activities.
12. For uses that violate the law or encourage others to violate the law.
13. For transmitting offensive or harassing messages.
14. For offering for sale any item or substance.
15. For downloading or transmitting confidential or trade secret information.
16. To bypass or to attempt to bypass district-filtering software.

17. For uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
18. For unauthorized disclosure, use, and dissemination of personal information regarding minors.
19. To engage in any illegal activity.

Consequences for Misuse: Misuse means any violation of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property. The use of the District's computers, iPads, and internet access is a privilege, not a right. Each user has a personal responsibility for his/her actions regarding the policy regulations and for reporting any violations by other users that comes to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the network and Internet, including any user whose access has been denied or terminated. A user who violates this policy may have his/her access to the computer network and Internet denied or revoked, or suspended and may be subject to other disciplinary sanctions.

No Expectation of Privacy: Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Use of Software: Students are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware. Employees are prohibited from installing, copying, or downloading any copyrighted material or software on District's computer hardware without the express written consent of the copyright holder and the approval of a school administrator.

Internet-based Instruction: The District may allow students to complete required course work through Internet-based courses in accordance with Oklahoma law, the rules, regulations, and/or guidelines adopted by the State Board of Education, and this policy. Students enrolled in Internet-based courses must participate in the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses must be disaggregated and reported. The District authorizes any full-time student of the District to enroll in an approved Internet-based course offered by the District provided the course is determined to be appropriate for the student. The following criteria will be used to determine the appropriateness of Internet based course work for a particular student:

1. A recommendation by the student's teacher(s) that the student possesses the ability to work on his/her own.
2. The student has completed all prerequisites for the course as if it were offered through the District's traditional class offerings.
3. The course will provide a means for the student to advance but is not a means for acceleration of a student's graduation date.
4. The student is either suspended out-of-school or is in need of remediation.

All Internet-based courses must be approved by the school administrator prior to enrollment by students. The District shall use the following criteria to determine whether an Internet-based course is approved for enrollment of students:

1. Teacher is certified to teach the course and trained in methodology and technical aspects of Internet-based instruction.
2. The course is aligned with Oklahoma Core Curriculum Standards requirements.
3. A plan for monitoring and reporting student progress by the course instructor to the principal or principal's designee at least monthly with the final grade reported in time for inclusion on report cards/transcripts.
4. A course grading system that is compatible with the District's grading system and criteria;
5. Completion of the course must be within the school semester.
6. The proposed Internet-based course is not duplicative of a course offered by the District.

Internet-based courses are not a means for students educated or enrolled elsewhere to enroll part-time in the District in order to take an Internet-based course. However, the District may enroll on a part-time basis for the purpose of utilizing Internet-based instruction for students who have dropped out of school or who are or have been suspended. To be eligible, the student must have been enrolled in a public school in the state any time during the previous three (3) years.

Internet-based courses offered by a technology center and taught by a certified teacher and aligned with the appropriate Priority Academic Student Skills may be counted toward meeting the state graduation requirements with prior approval of the State Department of Education and the Board. Internet-based courses which contain integrated or embedded skills for which no Priority Academic Student Skills have been adopted may be approved by the Board if such courses incorporate national standards and are taught by certified teachers.

Remote Internet-based Courses: The District may allow for students to complete required coursework through remote Internet-based courses in accordance with the rules, regulations, and/or guidelines adopted by the State Board of Education and this policy. However, students participating in remote Internet-based instruction will be required to provide their own equipment and Internet access and pay any associated fees, tuition, and/or expenses

INTERNET SAFETY & NETIQUETTE

General Warning-Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school personnel.

Personal Online Safety. Be safe. In using the computer network and Internet, the student should not reveal personal information such as home address or telephone number. The student should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Students should never agree to meet a person who has only been communicated with on the internet in a secluded place or in a private setting. The user will also recognize online threatening behavior as cyber-bullying. Students will report any threats made against them to a teacher or administrator. Students found to be engaging in cyberbullying will be disciplined appropriately. Bishop School will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyberbullying awareness and response.

Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

Active Restriction Measures. Bishop School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The term "harmful to minors" is defined by the Communications Act of 1934 (47USC Section 254 [h][7]). The school will also monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects.

Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES

"Personal Electronic Device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, iPads, readers or tablets, laptop computers and personal digital assistants.

Students may bring personal electronic devices to school at the discretion of their parents. However, **the school is not responsible for theft, loss, or damage to personal electronic devices brought to school by a student.**

District staff may search personal electronic devices and examine the content of such when there is reasonable suspicion of unauthorized or illegal use of the device. When determining if a search is appropriate, district staff shall ensure the following conditions are met before conducting the search:

1. The search is reasonable at its inception. That is when the context is such that it is clear that the student(s) are clearly misusing the device and that the search of content would turn up evidence of the violation.
2. The scope of the search of the content is reasonably related to the objective of the search of the suspected violation.

Student(s):

1. Who possess a personal electronic device shall be solely responsible for its care.
2. Are permitted to possess personal electronic devices on the school campus, athletic fields, school buses, school sponsored activities and while the student is under the supervision and control of school district employees. All students may use these devices on campus before school begins and after school ends as determined by the school administration. In addition, students may use such devices during their lunch period as determined by the faculty and staff.
3. Understand that personal electronic devices shall be powered off during class time.
4. Understand that personal electronic devices shall be permitted on school buses, unless use of the personal electronic device causes a disruption on the school bus.
5. Understand that use of personal electronic devices shall be prohibited in areas including, but not limited to restrooms.
6. Shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school.
7. Understand that use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the parent/legal guardian of the student. It is the responsibility of the parent/legal guardian to retrieve the device according to school procedures.

8. Understand that possessing, viewing, sending or sharing video or audio information having sexual, violent, or threatening content on school grounds, on school busses, or at school events shall be prohibited and may result in disciplinary action.
9. Understand that transmitting school materials for unethical purposes such as cheating, shall be prohibited and will result in disciplinary action
10. Understand that possession and/or use of electronic devices during standardized tests is strictly prohibited.

DRESS CODE

The dress code at Bishop School is flexible, but there are a few rules to follow. Any apparel that advertises alcohol, tobacco or any drug product is not allowed. Apparel that is offensive, obscene, lewd, vulgar, rude, controversial, inflammatory, threatening, disrespectful or degrading to others, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation will not be allowed. Student's undergarments cannot be exposed. Dresses, skirts and shorts are permitted but must be of an appropriate length. When a student is standing straight with arms at his/her sides, his/hers fingers should not be able to touch skin. Holes in clothing above the knees will not be allowed. Sagging clothing is not permitted. Also, see-through tops, net tops or half shirts are not allowed. Ball caps, bandanas, hats, and sunglasses, or any other distracting accessories are not to be worn in the building. A good rule to follow is this: If you are not sure, don't wear it. Please remember to dress appropriately for the weather.

LOST ITEMS

If a student finds an item that does not belong to him/her, the student should give it to his/her teacher. Students can check for misplaced items in the office or in the lost and found box near the kitchen. Unclaimed items are donated to a charitable organization at the end of each nine weeks.

CHILD FIND

Bishop School, in compliance with Public Law 101-476, conducts an ongoing search for children with disabilities who live within the Bishop School District. A free, appropriate public education is guaranteed to all severely disabled children from birth to age 21 and to all mildly/moderately disabled children ages 3 to 21. Disability criteria include mental retardation, hearing impairments, deafness, speech/language impairments, visual impairments, serious emotional disturbance, orthopedic impairments, other health impairments, specific learning disabilities, deaf/blindness, multiple disabilities, autism, traumatic brain injury, and developmental delays. If you know of a child resident within the Bishop School District who is not currently being served, please contact the Bishop School Office at 580-353-4870.

TITLE I - PARENTS' RIGHT TO KNOW PARENT INVOLVEMENT REGULATIONS

Parents' Right to Know: This is to inform you that you have the right to request information regarding the professional qualifications of any teacher who is instructing your child. You may request information regarding the following:

1. Whether or not the teacher has met state certification requirements.
2. Whether or not the teacher is teaching under emergency or provisional status.
3. What degrees the teacher holds and the field of discipline of his / her certification or degree.
4. Whether the child is being taught by teacher aides/paraprofessionals
5. Information on the child's level of achievement in each of the State academic assessments

In addition, if at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

Parent Involvement: Bishop School is committed to building a strong parent-school partnership. We realize that the parent is the child's first and most important teacher. Therefore, continuous parental involvement is essential for the success of the child. To support the parent-school partnership, the following policies have been designed.

1. Student/Teacher/Parent Compact has been developed through parent and staff collaboration. At the beginning of each school year it will be distributed, asking students, teachers, and parents to commit to a partnership with the school.
2. An annual Title I meeting will be held at the district level, and an agenda will be posted to inform parents. The annual meetings will consist of information pertaining to the program and activities provided with Title I funds. In addition, parents will have the opportunity to become well informed about how the program is designed, operated, and evaluated. A school Title I committee, selected from parents and staff, will work to implement the Title I program within the school.
3. Parental involvement opportunities will be provided throughout the school year that will encourage a positive parent-school partnership. Activities offered will consist of:
 - a. Providing families with printed suggestions for simple things they can do at home to help students be successful. (For example: Set aside a specific time each day for doing homework, read and/or listen to children read every day, etc.)
 - b. Providing students with a Thursday folder and a homework folder. (Folders contain homework assignments, newsletters, communication about student progress or behavior, reminders of upcoming events, etc.)
 - c. Providing opportunities for parent-teacher conferences to discuss a student's progress, placement, and methods the parent can use to complement the child's instruction.
 - d. Coordinating parent activities with Extended Day programs.
 - e. Providing opportunities for parents and grandparents to have lunch or breakfast at school with their children. (i.e. Muffins with Mom, Donuts with Dad, Grandparents Day Dinner, etc.)
 - f. Inviting parents to attend field trips or other extracurricular events.
 - g. Encouraging parents to participate in school committees and to attend committee meetings during the school year.
 - h. Asking parents to use their business connections and skill to support the school.
 - i. Providing opportunities for parents to read to their child at school and/or volunteer in various classrooms.
4. Appropriate training will be offered to all staff and parents at Bishop School to increase the effectiveness of the parent-school partnership. The training will be in the form of workshops, professional development sessions, and conferences.
5. Ongoing communication concerning student progress will be available for parents through various areas.
 - a. Benchmark Test Results
 - b. Criterion Reference Test Results
 - c. DIBELS Next (Dynamic Indicators of Basic Early Literacy Skills Next) Test Results
 - d. Literacy First Test Results
 - e. Quarterly Report Cards
 - f. STAR Test Results

PARENT'S BILL OF RIGHTS

District's board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote the involvement of parents/guardians of children enrolled within the District.

1. District encourages parent participation in the school so that parents and teachers can work together in areas such as homework, attendance, and discipline. Teachers will provide parents with their contact information in order to facilitate communication regarding concerns in the above listed areas;

2. Parents may request additional information from the administration regarding their child's course of study and learning materials, including the source of any supplemental educational methods;
3. Parents may withdraw their child from any activity, class, or program where the parents object to the learning material or activity on the basis that the activity, class or program is harmful. This includes objections based on beliefs or practices in sex, morality, or religion. The objection must be stated in writing to the administration and parents are hereby informed that withdrawal of a child from any state mandated course could prevent the child from being eligible to receive a high school diploma;
4. If the District offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rule adopted by the State Board of Education, parents may opt their child out of participating in such instruction by providing a written objection to their child's participation in the sex education curricula to the administration;
5. Parents are hereby notified of the ability to withdraw their children, through written objection to the administration, from any instruction or presentations regarding sexuality in courses other than those which include formal sex education curricula;
6. District will provide information to parents upon request regarding the nature and purpose of clubs and activities that have been approved by the school; and
7. Parents are advised that Oklahoma law includes the following parental rights and responsibilities:
 - a. the right to opt out of sex education curriculum if offered by the District;
 - b. open enrollment rights;
 - c. the right to opt out of assignments as allowed by Title 25 O.S. Section 2003;
 - d. the right to be exempt from state immunization laws pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes;
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes;
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes;
 - g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes;
 - h. the right to review test results;
 - i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes;
 - j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes;
 - k. the right to receive a school report card;
 - l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes;
 - m. the right to public review of courses of study and textbooks;
 - n. the right to be excused from school attendance for religious reasons;
 - o. policies related to parental involvement pursuant to Title 25 O.S. Section 2003;
 - p. the right to participate in parent-teacher associations and organizations that are sanctioned by the Board of Education of District; and
 - q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Pursuant to Oklahoma law, parents may submit a written request for information during regular business hours to either the school principal at the school site or the office of the District Superintendent. Within ten (10) days of receiving the request for information, the school principal or Superintendent shall deliver the information requested to the parent or provide a written explanation for the denial. If the request for information is denied or the parent does not receive the information within fifteen (15) days after submitting the request for information, the parent may submit a written request for the information to the District's Board of Education. The Board of Education will formally consider the request at the next scheduled public meeting. However, if the

request cannot be properly noticed on the agenda for the next scheduled meeting, the Board of Education shall formally consider the request at the next subsequent public meeting of the Board.

BREAKFAST AND LUNCH PROGRAM

The School District offers nutritious school meals to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

1. The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$6.90 in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch.
2. Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Under no circumstances will a child receive a handstamp or any other physical marking to show that they have unpaid charge balances.
3. If no response to unpaid lunch charges is received by the District from parents/guardians and several attempts are made to collect the balances, students will not be able to charge again until the charges are paid. All excessive balances may be subject to referral to a collection agency. The student will be provided an alternative meal.
4. Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines. Applications are available at the schools and on the district website.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy. If a staff member fails to adhere to the policy, disciplinary action shall be taken.

SCHOOL PARTIES / INVITATIONS

Classes may hold parties on special occasions. The teachers arrange class parties in advance.

To protect the students we require that all food items brought for school fundraisers and classroom parties be prepackaged with a food label. Prepackaged foods help us determine if the food is safe for certain children to eat. Because of acute student sensitivity to some foods—such as foods that contain chocolate, milk or milk products, peanuts or peanut products—some classrooms have specific food restrictions in place. Please check with your child's teacher regarding any precautions that should be taken other than always purchasing pre-packaged food from stores with labels attached.

Please do not send birthday party invitations to school to be passed out unless every child in the class is invited. Students get their feelings hurt if they are the one not invited to the party.

BUS RIDING EXPECTATIONS

The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by a school district, but the district is not required to do so. Therefore, riding a school bus is a privilege, not a right, granted to those who are eligible and are able to abide by the rules and regulations. These rules apply to all extracurricular trips under school sponsorship as well.

Prior to loading the bus, students should:

1. Be at their designated school bus stop 10 min early– keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.
4. Wait until the bus comes to a complete stop before attempting to enter.
5. Respect people and their property while waiting for the bus.
6. Receive proper school official authorization to be discharged at places other than the regular bus stop or to ride another bus. A parent/guardian note is *required*.

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. Assist in keeping the bus safe and clean at all times.
4. Refrain from loud talking, yelling or laughing. This could divert the driver's attention and result in a serious accident.
5. Treat bus equipment as they would valuable furniture in their own home.
6. Never tamper with the bus or any of its equipment.
7. Maintain possession of books, lunches, or other articles and keep the isle clear.
8. Look after the safety and comfort of small children.
9. Not throw anything in or out of the bus.
10. Remain in their seats while the bus is moving.
11. Be courteous to fellow pupils and the bus driver.
12. Refrain from horseplay and fighting on or around the school bus.
13. Remain quiet when approaching a railroad-crossing stop.
14. Remain in the bus during road emergencies except when it may be hazardous to their safety.
15. Remember to cooperate and obey the bus driver. The bus driver is authorized to assign seats.

After leaving the bus, students should:

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

It is necessary, therefore, that student conduct rules and regulations are enforced and that they are followed without question. Each parent must see that his / her child understands the importance of good behavior while riding a bus. If the rules are broken, there will be discipline befitting the offense administered on an increasing scale. For example, throwing trash down could result in having to clean the bus. Other consequences include but are not limited to suspension bus riding privileges, Assignment to the Opportunity Center (OC) and suspension from school.

Suspension of bus riding privileges will be as follows:

1 st Offense	5 days suspended bus privileges
2 nd Offense	10 days suspended bus privileges
3 rd Offense	45 days suspended bus privileges

Any student(s) who is involved in damaging a school bus will be required to pay the cost repairs.

On the third offense, the student will have no choice; he/she will no longer be allowed to ride the bus. The student will lose his/her bus riding privilege for a number of school days established,

even if it is necessary to go into the next school year. If the loss of bus riding privilege does carry forward to the next school year, once the privilege has been restored, the next offense will be considered the first for that school year. Discipline will be immediate by the Superintendent or his designee in charge of discipline on transportation equipment. If a student shows an uncontrolled malicious disregard for the safety and well being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure.

BEHAVIOR EXPECTATIONS

All students are expected to:

1. Show respect to others and for the rights of others.
2. Respect the authority of all school personnel.
3. Behave in a courteous manner.
4. Learn and demonstrate acceptable social behavior
5. Bring necessary materials to all classes and actively participate in the learning process.
6. Contribute to a positive learning environment through appropriate personal hygiene habits and clothing consistent with the school dress code.
7. Adhere to all school rules and regulations.

STUDENT BEHAVIOR MATRIX

The Three R's & A	All Settings	Classroom	Playground	Hallways	Gymnasium Assemblies	Library Media Center	Lunch Areas	Restrooms	Bus
Respectful (Yourself and Others)	Give your best effort Be kind and caring	Listen Stay on task	Be friendly Keep hands and feet to yourself	Smile Greet others with respect	Listen to the presentation	Wait your turn Help those who need support	Practice good table manners	Honor privacy	Obey the bus drivers
Responsible	Problem solve appropriately	Come prepared Complete work	Play safe Share equipment	Walk	Make sure you are seated in a good place Respond appropriately to the presenter	Return your books on time Clean up after yourself	Clean up after yourself	Wash your hands	Use quiet voices Stay in your seat
Reasonable	Get help if you cannot solve your own problem	If you need help, ask for it	Think before you act Solve problems	Keep hands and feet to self	Applaud politely Have fun and participate, but listen for whole group cues to get quiet quickly	Wait your turn Whisper voices	Use polite conversation	Leave the restroom clean	Wait your turn
Academic	Take advantage of every learning moment Look at things from a different perspective	Learn (scholarly attributes) Set goals Be prepared	Use your energy by playing a school game and come to class ready to learn	Use them to get to your destination	Think about what is being presented	Ask questions Save your work	Eat a healthy lunch and feed your brain	Use the restroom at break time	Polite conversation

When appropriate, students should always use Power Words: Please, Thank you, Excuse me

PLAYGROUND EXPECTATIONS

While on the playground, all students:

1. Should not push, shove, or fight.
2. Should not throw or pick up rocks and/or wood chips.
3. Should not engage in any activity that is dangerous – e.g. hitting, foot stomping, bear hugging, grabbing others.
4. Should not climb on the fences even to retrieve balls.
5. Should not climb trees.
6. Should not leave the playground area for any reason.
7. Should not stand, sit or jump on tops of bars.
8. Should not climb up the slides; only ladders should be used for climbing to the top of slides.
9. When on the swings, should swing back and forth; only one student on a swing at a time.
10. When on the swings, should not jump from the swings.
11. Should stay clear of individuals on swings.
12. Should not play tackle football; only flag football is permitted.
13. Should not engage in any activity that could be construed as gang activity.
14. Should not bring skateboards, skates (including shoe skates) and scooters to school.
15. Should stop playing, get in their class line and quietly enter the building when the whistle is blown to end recess.

HARASSMENT, INTIMIDATION, AND BULLYING

Bishop Public School has a zero tolerance policy (Bishop District Policy: EK) with respect to harassment, intimidation, and bullying. Harassment, intimidation and bullying constitute unethical and unacceptable conduct that will not be tolerated at any time at Bishop School. All persons are strictly prohibited from engaging in any form of harassment. Harassment, intimidation and bullying may include, but is not limited to the following:

1. Aggressive behavior or intentional harming.
2. Physical, verbal, emotional, psychological, written, gestured or sexual threats or acts;
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning remarks, jokes, stories, or activities directed at the student.
5. Unwelcome physical contact.
6. Behavior carried out repeatedly over time.

Students shall report incidents of harassment, intimidation, or bullying to district faculty who will investigate and respond in a timely and responsive manner.

STUDENT DISCIPLINE

At Bishop School, we believe that the primary function of the school is to educate children. Students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists. Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior. Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When, in the judgment of the teacher or administrator, the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Failure to complete assigned school work on time.
2. Unexcused tardies and/or early departure to or from school or class.

3. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers.
4. Cheating on school work.
5. Littering.
6. Leaving school/class/grounds at unauthorized times without permission.
7. Refusing/skipping detention hall.
8. Use of profanity, vulgar language or expressions, or obscene gestures.
9. Using, possessing, selling, transferring, distributing or bartering any drug paraphernalia.
10. Fighting, stealing, lying.
11. Preparing, publishing, or distributing written or verbal statements or plans of violent or threatening nature, which, if carried out, could result in harm to another person, or damage to property.
12. Defacing/destroying school property.
13. Possession of a firearm or look-alike weapon.
14. Any type of gang activity.
15. Refusing to identify or falsely identifying one's self to District personnel.
16. Smoking, using, and/or possessing tobacco products.
17. Entering, without authority, into classrooms, or other restricted school premises.
18. Engaging in conduct which endangers or jeopardizes the safety of other persons.
19. Bullying, harassing, intimidating, hazing, threatening, or verbally abusing another person.
20. Using, consuming, possessing or being under the influence of, selling, transferring, distributing or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance.
21. Any other action that is not covered, but warrants attention.

In disciplining unacceptable behavior, the faculty/administration of the school will consider the severity of the offense and the age of the child before taking disciplinary action. However, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions.

1. Conference with the student.
2. Conference with the parent.
3. Detention Hall
4. Referral to Counselor.
5. Time Out Space or Time Out Chair.
6. Restriction of privileges such as recess.
7. Writing the rules or behavior expectations.
8. Changing a student's seating assignment.
9. Reimbursement for materials/equipment stolen, damaged or destroyed.
10. Opportunity Center (OC).
11. Suspension from school.
12. Expulsion for one semester or more.
13. Involvement of law enforcement.
14. Other appropriate disciplinary action as required and as indicated by circumstances.

Opportunity Center; The Opportunity Center (OC) is not an option. Whenever a teacher or the administrator assigns a student to the Opportunity Center, he/she must serve the number of day(s) required. Students can be assigned to the Opportunity Center because of tardiness, fighting, misbehaving in class, and not doing class work or homework, or other breaches of acceptable conduct.

SURVEILLANCE CAMERAS

For safety and security reasons, cameras have been installed throughout the school facilities and school buses.

STUDENT SEARCHES

Students are personally responsible for any items found in their desks, book bags, back packs or other personal items. Students shall not have any reasonable expectation of privacy in the contents of desks or other District property. District personnel shall have access to desks and other District property and shall not be required to have any reasonable suspicion to search desks and other District property.

The superintendent, principal, teacher or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion and scope 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 in/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 substances as defined in the Uniform Controlled Dangerous substances Act 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 the school during school activities.

A 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 gender if practicable.

FIREARMS

Weapons of any type including “look-a-likes” are banned from district property, including buses. At no time will weapons such as knives, clubs, guns, etc. be in students’ possession while on school property or school buses. Weapons are also banned from all extracurricular activities and field trips.

Any student, who knowingly aids, accompanies and/or assists in the violation of this policy shall also be deemed in violation of this policy and shall be subject to discipline in the same manner as any student who directly violates this policy.

Students shall be suspended for a minimum of ten (10) school days and may be suspended a maximum of the current semester plus the next semester if in violation of Section 394 in School Laws of Oklahoma, 1982, Chapter 1, Article XXIV. If a student has in his/her possession, or it is determined he/she has threatened or attempted to use or has used a dangerous weapon, the student may be suspended for a maximum of two semesters. Possession of a firearm may result in suspension for a minimum of one semester and not to exceed two semesters. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended, and law enforcement will be notified. It is a felony to have a weapon while in any school bus or while on school property.

BISHOP SCHOOL CREED

I am a Bishop Bulldog.
I am unique and special.
I have great expectations for myself.
I am responsible for my own actions.
I will learn.
I will succeed!

BEWARE

BULLDOG FEVER

It spreads from person to person through loud cheering. Symptoms include the uncontrollable urge to wear red and white apparel, clapping and slapping high fives. There is no known cure for Bulldog Fever, it develops into Bulldog Pride and lasts a lifetime.

GO BULLDOGS!

Students Name _____