



# Cross Timbers Elementary

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

## Parent/Student Handbook 2020-2021

Students and Parents,

At Cross Timbers we believe all children can learn at high levels. Cross Timbers Elementary School's mission is to equip all students for a successful future.

Our job, and one we take very seriously, is to prepare students to take advantage of every opportunity. To do that, it will take a tremendous amount of effort from all people involved. Everyone must understand the tremendous challenge and opportunities that lie ahead when it comes to educating our children.

The information in this handbook has been carefully prepared and presented so that it will be of value in helping your child have a successful learning experience at Cross Timbers. Please sign the School Policy and Regulation Acknowledgement Form stating that you and your child are aware of the contents of this Student Handbook. The Tecumseh Board of Education has approved the policies and procedures contained in this handbook. It is not all inclusive, but is intended as a guide concerning day-to-day operation of the school.

We hope that you will participate in our varied activities during the year and thus find those things within our school which will help prepare you to take your place in this complex society. If I can be of help to a student or your family in any way, please let me know.

Cross Timbers Elementary Principal,

Brandi Burks

# **General Procedures/ Classes**

## **SCHOOL HOURS**

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

## **COMMUNICATION**

Communication between parents and staff at Cross Timbers is a vital part of a child's education. It is our desire to communicate with you frequently in regards to your child's progress and to answer any questions or address any concerns you might have. The Canvas Learning Management System allows us to communicate with parents using email and other avenues which will enhance the student's educational experience. Please use Canvas to communicate with your child's teacher or feel free to call our office at Cross Timbers and a message will be delivered to the teacher.

## **TUESDAY FOLDERS**

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

## **FOOD SERVICE**

Students may bring lunches or buy them at school. Breakfast will be served AT NO COST. Sometimes students will ask for additional items or beverages and it is important that you are aware that your child will be charged if they make additional selections, such as getting seconds in the lunch line. Extra milk is available for an extra charge. All monies for lunch should be paid to the food service assistant in the cafeteria before classes begin. Teachers handle no lunch money or lunch records. A copy of the District Child Nutrition program pricing and charge policy will be given at enrollment at the beginning of the new school year.

## **CLASS FIELD TRIPS**

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

*All field trips are currently suspended until the threat of COVID is reduced. 08/18/2020*

## **CHANGE OF CLASS REQUESTS**

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

## **GUIDANCE**

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

## **GRADING SYSTEM & REPORT CARDS**

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

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

## **GRADE CARDS AND PROGRESS REPORTS**

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

## **AWARDS AND RECOGNITION HONOR ROLL**

Recognition of academic achievement can be both motivational and rewarding. An honor roll will be established at the end of semester (December, May). There will be two honor rolls, an 'A' and an 'A-B'. To qualify for the 'A' honor roll a student must have all A's (as recorded on the grade card) during the respective grading period. To qualify for the 'A-B' honor roll a student must have no grade lower than a B (as recorded on the grade card). This is not an average or point system. Honor roll lists may published in local newspapers. Other awards may be given from several organizations such as the American Legion, the VFW and the Masonic Lodge.

## **STUDENT APPEARANCE**

Students will be expected to keep themselves well-groomed, clean and dressed appropriately for school. Any form of dress or hair style which is distracting, dangerous to the student, or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. (Examples: short or extremely tight shorts and/or skirts, clothing with holes in inappropriate locations, tank tops, spaghetti straps, short tops that expose the stomach, etc.) Clothing, hats included, advertising alcoholic beverages, or those with obscene or questionable printing on them will not be permitted. A student may be asked to wear the shirt inside out if another garment is not available for them to wear. Hats are not permitted to be worn in the school buildings \* Students must wear appropriate shoes for physical education class (athletic shoes) DO NOT wear flip-flops, half shoes, high heels, backless sandals, etc. (They are unsafe and not allowed in P.E. class) If these styles of shoes are worn to school, athletic shoes need to be brought to P.E. class. \* Shorts should be worn under skirts. Skirts and the length of shorts should be at fingertip length.

*Please refer to the Return to Learn plan for information regarding masks.*

## **Health & Safety**

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

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

### **WEATHER / EMERGENCIES**

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

### **LEAVING SCHOOL**

When you must pick your child up early, please come to the office, sign the student out, and we will call him/her from the classroom. Teachers cannot release students, unless they are notified by office.

### **TELEPHONE**

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

### **VISITATION**

Parents are always encouraged to visit and get a better understanding of our school program. When planning a visit to our school, specifically your student's classroom, please prearrange your visit with the principal 24 hours prior to your visit. (Ex. a shadowing day) All parents and visitors must check in at the office before going to any classroom during the school day. This procedure is used to properly protect every child during his/her time at school. We know that you will feel more confident, knowing that the school is taking every precaution

to protect all children. Please cooperate with this request. PLEASE REMEMBER THAT ALL OUTSIDE DOORS will be locked. One door will be designated at each site as an entrance.

*Parent/Guardian visitation to school is being discouraged unless previously arranged with the principal until the threat of COVID has lessened. Please contact the school principal to discuss any necessary visitation during the school day.*

## **FLOWERS AND BALLOON POLICY**

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

## **CHANGES TO ROUTINE PROCEDURES**

We require that parents notify the school when a child's routine is changed. This is especially important when getting the child home from school. If someone different picks the child up, if the child is not riding the regular bus, or if there is any other change, please notify us by note or a phone call prior to 2:00 p.m. In the absence of instructions for a change, we will follow your original instructions. Please, do not depend on the child to carry a verbal message because this may cause confusion.

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

As a measure of safety, parents are requested to come to the office for their children when there is an appointment with a doctor, dentist, or other reason leaving prior to regular dismissal. The children should bring a note stating the time the parent wishes the child dismissed and the reason for being taken from school. Parents should report to the office and sign the child out. The child will be called on the intercom to come to the office. Only persons authorized in writing will be allowed to pick a child up from school. Occasionally you may be asked to present identification (ID) before picking up a child.

## **ILLNESS AND ACCIDENTS**

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

*Please refer to the Return to Learn plan for further details concerning COVID related illness.*

## **MEDICATION**

Before medication can be administered at school, a medication permission form must be on file. ALL MEDICINE TO BE TAKEN AT SCHOOL (including asthma inhalers) MUST BE BROUGHT TO THE OFFICE, IN THE MEDICATION CONTAINER WITH THE PRESCRIPTION LABEL, CLEARLY LABELED WITH THE CHILD'S NAME, THE NAME OF THE MEDICATION AND CLEAR INSTRUCTIONS FOR ADMINISTERING THE MEDICATION. THE PARENT IS RESPONSIBLE FOR BRINGING THE PRESCRIPTION MEDICATION TO THE SCHOOL OFFICE. PRESCRIPTION MEDICATIONS SHOULD NOT BE SENT WITH CHILDREN AND/OR SENT WITH CHILDREN ON THE BUS. UPON RECEIVING THE PRESCRIPTION MEDICATION IN THE OFFICE, THE PARENT AND TWO OTHER SCHOOL OFFICIALS WILL CHECK IN THE MEDICATION BY COUNTING THE

CONTENTS OF THE CONTAINER AND THEN ALL PARTIES PRESENT WILL SIGN THE CONTROLLED SUBSTANCE SIGN-IN DOCUMENT. ALL MEDICATIONS AND PRESCRIPTIONS KEPT IN THE LOCKED MEDICATION CABINET WILL BE AVAILABLE TO THE PARENTS TO PICK AT THE END OF SCHOOL. NO PRESCRIPTION MEDICATION WILL BE SENT WITH CHILD(REN), ESPECIALLY IF THEY ARE RIDING A BUS OR PUBLIC TRANSPORTATION. ONLY EMPTY CONTAINERS CAN BE TAKEN HOME BY CHILDREN.

The school supplies no medication to be taken internally. We do clean minor wounds and apply ice packs, poison-ivy lotion and band aids. The person(s) authorized to administer the medicine shall not be liable to the student or parent/guardian of the student for civil damages for any personal injuries to the student which result from acts or omissions in administering any medicine pursuant to the provisions of the statutes. This immunity shall not apply to acts or omissions constituting gross, willful or wanton negligence. Although the school accepts responsibility for storage of said medication, it will be the student's responsibility to report to the office to take medication as prescribed.

## **HEAD LICE**

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

## **DISCIPLINE**

### **STEP PROCESS**

Our disciplinary process will include a (5) STEP PROCESS for students sent to the office for disciplinary action. Each disciplinary action given by an administrator will be considered on an individual basis. **Each step the student receives will advance from the previous step and include the following process and procedure:**

- The student will report to the administrator for an explanation and conference concerning the incident.
- The incident/consequence will be entered into the student's discipline file on the computer.
- Parental contact will be made by telephone if possible and/or a conduct report will be sent home with the student if telephone contact is unsuccessful.
- Warning of next step's consequences will be given.
- The Step removal procedure/policy will be discussed with the student-Choice of Step Removal is the student's responsibility.

•Student may be referred to the counselor for counseling.

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. Training develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. If a student fails to exhibit proper behavior he/she may be placed in the discipline process.

MANY OF THE DISCIPLINE POLICIES AND PROCEDURES ARE LISTED BELOW. ALL DISCIPLINE ISSUES WILL WORK TOWARD THE GOAL OF HAVING THE CONDUCT OF THE PUPIL BE CONSISTENT WITH THAT WHICH IS EXPECTED OF GOOD SCHOOL CITIZENS. PLEASE KEEP IN MIND THAT ALL PUNISHMENT ADMINISTERED BY THE ADMINISTRATION OR HIS/HER REPRESENTATIVES MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING PUNISHMENT:

### MINOR INFRACTIONS/CONSEQUENCES

Possible Minor Infractions:	Consequences:
1. Disruption of classroom - talking, etc.	1st Offense                      Warning/Conference
2. Horse playing	2nd Offense <b>Step 1</b> & Noon Detention (1-3 days)
3. Inappropriate clothing	3rd Offense <b>Step 2</b> & Noon Detention (3-5 days)
4. Inappropriate language	4th Offense <b>Step 3</b> & Noon Detention (5-7 days)
5. Littering	5th Offense <b>Step 4</b> & Short Term Suspension
6. Misconduct	6th Offense <b>Step 5</b> Long Term Suspension
7. Rude/Discourteous behavior	
8. Uncooperative behavior	
9. Unprepared for class	
10. Throwing any object other than items designed to be thrown.	

Students who are suspended will receive full credit for assignments completed while out of school.

Corporal punishment can be considered as a consequence for some infractions if all other types of consequences have been tried without success and if both parent and school administration feels that this consequence is appropriate.

### NOON DETENTION

Noon detention is a consequence that can be given to students at Cross Timbers for minor classroom infractions, and for behaving inappropriately or disrespectfully during lunch time. The administration reserves the right to assign lunch detention for deserving students for other reasons as required. If a student is assigned to lunch detention, s/he will be required to report to the appropriate location with either paper and pencil or homework that can be completed. The lunch detention monitor will allow each student no more than 15 minutes to eat his/her lunch and put away the resulting trash in a waste container. Once finished with lunch, the student will either complete homework in the classroom or will write from a teacher-assigned writing prompt for the remainder of the lunch period. At the designated time, the teacher will release the students in lunch detention to go back to their classroom.

## MAJOR INFRACTIONS/CONSEQUENCES

<p><b>Possible Major Infractions:</b></p> <ol style="list-style-type: none"> <li>1. Repeated violation of school rules and/or disruption of classroom decorum.</li> <li>2. Fighting</li> <li>3. Disrespect of faculty, staff, and/or students</li> <li>4. Truancy</li> <li>5. Theft of school/personal property</li> <li>6. Refusal to obey reasonable requests of school personnel</li> <li>7. Lying - Intentionally giving information to misinform or mislead</li> <li>8. Possession/use of any tobacco product including electronic cigarettes or vaping paraphernalia.*</li> <li>9. Verbal or physical threats</li> <li>10. Throwing rocks</li> <li>11. Bullying</li> <li>12. Inappropriate behavior such as indecent exposure, inappropriate sexual comments or drawings.</li> <li>13. Any reckless behavior that directly and/or intentionally endangers the welfare of an individual, a group of students, or the school in general.</li> </ol>	<p><b>Consequences:</b></p> <p>1st Offense            <b>Step 3 &amp; Short Term</b>    Suspension/Corporal Punishment</p> <p>2nd Offense            <b>Step 4 &amp; Suspension</b></p> <p>3rd Offense            <b>Step 5 &amp; Long Term</b> Suspension (10 days or more)</p>
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**THE FOLLOWING INFRACTIONS MAY RESULT IN AN AUTOMATIC STEP 5 PLACEMENT. THESE MAY INCLUDE BUT ARE NOT LIMITED TO:**

1. Extortion (demanding money/items of value from someone through use of threats)
2. Assault or Assault and Battery
3. Sexual Harassment
4. Vandalism or destruction of school/personal property.  
Restitution will be required.
5. Gambling or any illegal activity.\*
6. Possession/Distribution/Use of imitation controlled dangerous substances, or "Turkey Drugs." (Turkey Drugs: Any item intended to resemble an illegal drug.)
7. Wearing, carrying, writing, displaying GANG paraphernalia, clothing or signs.
8. Tampering with Fire Alarm system or equipment.
9. Verbal threats of violence.
10. Participating in illegal activities on campus.

**POLICE CAN BE CONTACTED ON ANY OF THESE INFRACTIONS.**

**Additional Consequences for Steps 3 & 4.**



Students will lose all in-school privileges if the student is on STEP 3 OR ABOVE. The student will have to remove enough steps to be on Step 2 before he/she will be allowed to participate. (See Step Removal Procedures)

**\*Loss of in-school privileges means no reward activities, extracurricular participation, field trips**

**\*\*Receiving a consequence for failure to complete an assigned discipline does not eliminate the previous consequences.**

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

1. Possession or use of any type of fire arm, gun, or explosive device, including replica and/or toy weapons.
2. Possession or use of any type of knife or instrument used as a knife-like weapon.
3. Possession, use, or distribution of any type of drug. (OTC, illegal, prescription, etc.)
4. Making a bomb or bomb threat
5. Making a prank 911 call
6. Arson
7. Making a terroristic threat including any written or verbal threat to kill or do severe bodily harm to another person. Any synonym of "kill" will be considered a violation of this rule.

**SUSPENSION**

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

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

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

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

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

While suspension cases are dealt with on an individual basis, certain specific student behaviors can result in suspension from school.

## STEP REMOVAL POLICY/PROCEDURE

**Through good behavior, students placed on "Steps" will be eligible to petition his/her teacher(s) for removal of a step. The following procedure will be followed:**

- 1) Step removal procedures will be explained to the student at the time of step placement.
- 2) The student will be given a step removal form after completion of consequence.
- 3) Student must meet the following criteria during a (10) school day period he/she is in attendance:
  - a) No referrals to the office
  - b) All assignments completed and proper materials brought to class.
  - c) No assigned detention time
  - d) Cooperation with teachers' requirements and requests
- 4) The student will have the step removal with him/her in class all day and will take it with him/her to every activity such as p.e., music, guidance, library, STEM and computers. At the end of each class subject or activity the student will have the teacher initial the date block for the day. **If a student forgets to request the teacher's signature or fails to have the sheet in class, it will be the decision of the teacher as to whether he/she will sign it retroactively.**
- 5) At the end of the 10 day period the teacher(s) will sign the APPROVED or DISAPPROVED block on the step Removal. The student will submit the step removal to the office for final approval. If not approved then the student may reapply at the end of the ten day period that started with the initial step removal application.

After the APPROVED block is signed by the teacher(s), the step removal will be entered into the student's discipline file, and he/she will return to the previous step. The student will be notified of the step removal.

## BUS REGULATIONS

Students who come to school on the bus should return home on the same bus unless they **have a note from the parents and given to the office.** Only regularly scheduled bus students are to ride the school buses. The school bus should be regarded by the students and parents as "another classroom," and the child's behavior should reflect that attitude. Failure to behave on the school bus can have very serious consequences just as misbehavior in any classroom would result in serious consequences. At all times, the student's behavior should be refined and courteous.

**Bus Rider Rules: Riding a school bus is a privilege, but the privilege may be denied for failure to abide by general school rules and the following bus rider rules:**

**Prior to loading students should:**

- Be on time at the designated school bus stops.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to get off the bus.
- Be careful in approaching bus stops.
- Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- Respect people and their property while waiting on the bus.

**While on the bus students should:**

- Keep all parts of their body inside the bus.
- Not eat or drink.
- Not use any form of tobacco (lighter and matches), alcohol, or drugs.
- Assist in keeping the bus safe and clean.
- Remember that loud talking and laughing or unnecessary confusion may divert the driver's attention and may result in a serious accident. (The life you save may be your own.)
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- Never tamper with the bus or any bus equipment.
- Maintain personal possession of books, lunches, or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children.

- Not throw objects out of the bus and/or on the bus.
- Remain in their seats while the bus is in motion.
- Refrain from horseplay and fighting.
- Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- Remain quiet when approaching a railroad crossing stop.
- Remain in the bus during road emergencies except when it may be hazardous to their safety.

**After leaving the bus student should:**

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

**General Rules:**

- Students will be let off the bus at the same place they are picked up unless the school receives a call or note from the parent.
- Coat hangers are not to be carried on the bus unless they are inside a garment bag otherwise covered.
- The above rules and regulations apply to all trips under school sponsorship.

**Bus Discipline**

First Offense : Parent contact and conference warning with possible seat assignment.

Second Offense: Note sent home and three (3) days off the bus.

Third Offense: Note sent home and two (2) weeks off the bus.

Fourth Offense: Note sent home and off the bus for the remainder of the semester (or days totaling a semester.)

Note: **Endangerment of students and/or bus driver safety may result in immediate suspension of bus riding privileges.** Hitting can result in an immediate suspension from the bus

**PLAYGROUND RULES**

The playground will be defined by the teacher and/or playground supervisors. Students are expected to play within the defined area.

- Students who borrow playground equipment (balls, ropes, etc.) are responsible for returning it to the proper storage area, playground supervisor, etc.
- Students are not to leave the designated playground area without adult permission. If a ball goes out of the designated area, students should first get permission to retrieve the ball, etc.
- Students will be disciplined for not following playground rules. Those activities that are expressly PROHIBITED include, but are not limited to: 1) tackle football, 2) wrestling, 3) fighting (includes "play fighting," "chicken fights," "dog piling"), 4) throwing objects (rocks, equipment, etc.), and 5) any other activity likely to cause serious injury. (For example: Students are NOT allowed to jump off the top of the slide or jump out of the swings or WALK ACROSS the top of the monkey bars!)
- Equipment must be used properly. We will be meeting with students to discuss specific rules on each piece of equipment at the beginning of school during our grade level student meetings. Playground supervisors have the authority to advise students of unsafe use. One warning is allowed. Continued, unsafe use of equipment will result in disciplinary action.
- For students who insist on misbehaving or abusing playground privileges a "time out" area will be used to give him/her time and to help him/her think about the behaviors that are causing problems. After two trips to the "time out" area, if problems persist, the student's homeroom teacher will be notified. At that point the student will enter the classroom discipline plan or they will be sent to the principal for consequences.

## **Policies**

### **PROMOTION**

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

### **PROFICIENCY BASED PROMOTION**

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

### **RETENTION**

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

### **Steps to follow when absent:**

1. Parent or guardian phones the school and inform the office of your absence before 10:00 a.m.
2. Parent or guardian writes a note explaining the absence(s) giving your name, date, days of absence, reason for absence and his/her signature. This is due upon return to school.
3. Present your explanation to the office; must be received upon student's return to school.
4. Ask your teacher for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed.)
  - a. Homework will be sent home for absent students in cases of lengthy illness. Homework can be made up for shorter illnesses when the student returns to school.
  - b. Any student who misses work with an excused medical and/or parent verified absence, will be allowed the same number of days absent plus one to make up his/her assignments. (For example, if a student misses two days, he/she will have two days for make-up and the work is due the third day.)
  - c. Students who know in advance of an absence (school trip etc.) will be allowed to get their assignments from their teachers before they leave.
  - d. Students will be able to get make-up assignments the day they return from an absence.
5. If absence is due to work, travel, etc., parents or guardian should notify the principal in written form prior to absences. (See guidelines for attendance) Students who come in after 8:15 a.m. but before 10:00 a.m. will be counted tardy.

### **DIRECTORY INFORMATION**

Directory information may be released relating to student's participation in officially recognized activities and sports. The student's name, address, photo, classification, date and place of birth, weight and height, dates of attendance and awards received may be released. Parents may request directory information not be released if

they do so in writing to the principal Attention Parents: In compliance with the Family Educational Rights & Privacy Act (FERPA) you are hereby notified: 1. It is the right of a student's parents and eligible students, those 18 years old or older, to inspect and review the student's education records. 2. It is the intent of Tecumseh School District to limit the disclosure of information contained in a student's educational file except: (1) by prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA. 3. The student's parent or an eligible student has the right to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. 4. It is the right of any person to file a complaint with the U.S. Department of Education, if the Tecumseh School District violates FERPA. 5. Copies of the complete FERPA policy may be obtained by contacting Board of Education offices at 5983739. The district will arrange to provide translations of this notice to non-English speaking parents in their native language. SCHOOL RECORDS The following educational records are maintained by Tecumseh Schools in the following locations:

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

**\*THE TECUMSEH PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX/GENDER, AGE, OR QUALIFIED DISABILITY.**

**Civil Rights Compliance Statement** The Tecumseh Board of Education complies with the Civil Rights Laws (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents and employees of District I-92 that the district does not discriminate on the basis of race, color, sex, national origin, handicap, religion or age in any of its educational programs, services, financial aid, or employment. Superintendent or superintendent's designee is designated by the Board of Education to coordinate the school district's efforts to comply with this assurance. Contact the principal at each site and they will provide a copy of the district policy. A copy of district policy is also kept in each site library.

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

**Tecumseh Public Schools Bullying Policy** The policy of Tecumseh Public Schools forbids bullying of any of its employees or students. A copy of the bullying policy can be found online or requested in the school office.

**Asbestos Hazards:** The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all building in the Tecumseh School District for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office and at each campus, upon request. Tecumseh Public Schools annually notifies all parents, patrons, teachers, and employees by newspaper. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts when they arise. Any asbestos containing material identified in our management plan is checked regularly by the schools staff to identify any changes in the material which could cause a health hazard. The school will continue to monitor any

asbestos containing material as defined by EPA guidelines. If changes occur, the school asbestos coordinator will notify the appropriate people as required by law.

## **CORPORAL PUNISHMENT**

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

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

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

**\*\*For information regarding all COVID related concerns, please refer to the districts Return to Learn plan located on the Tecumseh Public Schools website.**