

# ***Denison Public School***

*Expecting Success*



***2023-2024 Handbook***

# ***Welcome***

On behalf of the Denison School Board of Education, our faculty, and support staff, it is my pleasure to welcome you to Denison Public School. At Denison we focus on educating the whole child: mentally, emotionally, and physically. We strive to reach each child on his or her level and help them grow. While we spend a great deal of time with our Wildcats, we are not in this alone. Our parents and community members are integral parts of the team. Denison School encourages parents to participate in the educational process through cooperation and support of the learning community.

This handbook contains important information about our school's policies and procedures. Please review the handbook with your child and sign the attached document showing that you have received and read the handbook.

Thank you and Go, Wildcats!

Stacey Ebert  
*Superintendent*  
Denison Public School

## **Table of Contents**

Contact Information	4
Mission Statement; School Day	5
School Day; Moment of Silence; Attendance Policy	6
Visitors, Grading Policy; Progress Reports; OK School Testing Act of 1994	7
Eligibility; Extracurricular Activities; Honor Roll; Valedictorian / Salutatorian	8
Promotion & Retention of Students; Mr. & Miss Wildcat	9
Guidelines for Student Behavior; Dress Code	10
Chromebook Policy; Device Guidelines & Procedures	11
Wireless Telecommunication Devices PK - 4	12
Wireless Telecommunication Devices 5th- 8th	13
Social Media Posting; School Bus Policy; School Discipline Policy	14
Suspension/Expulsion, Searches, Threatening Behavior	17
Tobacco/Alcohol/Drugs; Felony; Weapons; Use of School Telephone	18
Cafeteria; Textbooks & Equipment; Leaving School Grounds; Assemblies; Fire Drill	19
Tornado Drill; Lock Down & Intruder Drills; School Parking; School Emergencies	20
PTO; Fees; Nondiscrimination Statement; Birth Certificates; Immunization Requirements; Head Lice	21
Meningococcal Disease	22
Asbestos Notification; Student Residency	23
Change of Address; Withdrawals; Procedure to Inspect Records	24
Fees for Copies; School Counselor	25
Sexual Harassment Policy & Procedures; Sexual Harassment Actions (Title IX)	26
FERPA; Covid-19 Statement	27
Student / Parent / School Compact	28
Parent Acknowledgement	30

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## **Board Of Education**

Darrell Ward, President  
Corey Green, Vice-President  
Dustin McBrayer, Clerk

## **Superintendent**

Stacey Ebert

## **Principal**

Crystal Womack



### **Mission Statement**

The mission of Denison Public School, in partnership with parents and the community, is to teach students the academic, intellectual, civic, social, and physical skills necessary for their continued success. We believe that it is our purpose to educate students to attain their highest level of performance. We accept the responsibility to teach all students to identify their individual learning style so that they may better attain their maximum educational potential and continue the process of life-long learning in the ever-changing technological world of the twenty-first century.



### **The School Day**

Breakfast begins ..... 7:35 A.M.

First Bell ..... 8:00 A.M.

School Dismissal ..... 3:20 P.M.

### **School Day**

The school day begins at 8:00 a.m. Teacher duty begins at 7:30 a.m. Students do not leave their classrooms without permission from the teachers on duty. Students who come to class late will be required to have a tardy slip from the office. Three tardies are equal to one absence. Checking your student out early can also constitute a tardy. Buses and car riders will be dismissed at 3:20 p.m.

### **Moment of Silence**

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

### **Attendance Policy**

All students are expected to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and are much more employable after leaving high school.

Students who are absent must get an admit slip from the office before being admitted to class. Students will be given two days for each day missed to make up work.

It is the responsibility of the student, not the teacher, to make arrangements for make up work. After three (3) absences from any class period during a semester, a form letter will be generated, where a copy will be filed and the original mailed to the parents. After the sixth (6) absence, the same procedure will be followed. After accumulating nine (9) absences from any one class during a semester, the student will be reported to the district attorney's office.

School-sponsored or school sanctioned activities are exempt and will not count toward the total nine (9) absences.

A student who is suspended from school will have those days charged against his/her absences.

Three (3) incidents of tardiness to a class will be considered as equal to one absence. Tardiness of thirty(30) minutes or more to a class will be considered an absence. The teacher shall notify the student when such incidents are recorded as absences.

### **Visitors**

Students are not allowed to bring visitors to school with them. Parents are always welcome visitors. Your visit gives the child a feeling of security by knowing there is cooperation between his/her parents and teachers. Please observe the following:

1. You must come by the office first and pick up a visitor pass. We like to know who is visiting the school campus.
2. If you are attending lunch with your child, please sit with your child at the designated area. This is limited to the parent and the parent's children.
3. Please confer with the teacher at a pre-arranged conference. Many students are easily distracted by conversations between adults.
4. Try not to discuss your child or his problems in his presence.
5. Parent-teacher conferences can be arranged by calling the school.

### **Grading Policy**

All students will be given grade points as earned and graded by the same standards with no discrimination. Students will be graded on their own level whether on, above or below grade level.

Letter grades will be assigned according to the following percentage basis:

#### **1st-2nd Grade: A 90-100; B 80-89; C 70-79; D 60-69**

Grades will be based on classroom work. Parents should understand that at these grade levels, students receive extensive guidance on their work in the classroom. STAR scores will also be provided to let parents know where their child's reading and math skills are in relation to district expectations. The district expectation is 65% Percentile Ranking (PR) for both STAR Reading and STAR Math.

**3rd-8th Grade:** Honor Roll will be reported at the end of each quarter and semester.

**A 90-100**

**B 80-89**

**C 70-79**

**D 60-69**

### **Reporting Progress**

Each quarter, progress reports are issued. Please study each report carefully to understand the message it conveys to you. The school will welcome your input. The progress report will tell you about your child's efforts in citizenship, work habits, and academic performances.

### **Oklahoma School Testing Program Act of 1994**

This law requires testing of students in 3rd, 4th, 5th, 6th, 7th, and 8th grades. These students will be taking the Oklahoma State Testing Program (OSTP) tests, beginning in April of each year.

### **Scholastic Eligibility**

Eligibility rules are set by the OSSAA for all Oklahoma schools. Students receiving one (1) "F" in any academic subject shall be placed on probation for one week. There is not a second week of probation. If the grade is still not passing, the student will be declared ineligible to participate in the following week's extracurricular activities. Grades will be checked beginning the 3rd week of the 1st and 3rd quarters, and each week thereafter, to determine eligibility for the week. The ineligibility period runs from Tuesday through the following Monday. Students failing a subject for the semester will be ineligible for three (3) weeks beginning the second semester.

Students who are absent from school on the day of an event for any reason other than doctor or dental appointments or a funeral may not participate in a scheduled event for that day

### **Student Eligibility for Extracurricular Activities**

All the above mentioned requirements apply but are not limited to the following extracurricular activities

- |                    |                       |
|--------------------|-----------------------|
| a. Basketball      | g. Football           |
| b. Cheerleading    | h. 4-H                |
| c. Track           | i. Student Council    |
| d. Baseball        | j. Curriculum Contest |
| e. Golf            | k. Academic Team      |
| f. Girl's Softball | l. Archery            |

### **Extracurricular Activities**

Denison School offers extracurricular activities. Participation in these activities necessitates good behavior at all times and observing of school rules. Good bus behavior must be maintained at all times on away-from-home games. Misbehavior on the bus, or while at games, will result in suspension from games. Students will be told what time buses will return to the school after out-of-district games, and their parents should be at the school to pick them up at that time. Chronically late pick up may result in consequences at the discretion of coach / sponsor / administration.

### **Honor Roll**

Only State Department of Education mandated subject areas are considered for Honor Roll purposes. Those subject areas are: Language Arts; Math; Science; Social Studies; Reading. Honor rolls will consist of the Superintendent's Honor Roll (Students with A's in all mandated subjects) and the Principal's Honor Roll (Students with all A's & B's in mandated subjects). Students must be on or above grade level to be considered for Honor Rolls.

### **Valedictorian and Salutatorian**

A student must be working on or above grade level to be considered a candidate for Valedictorian or Salutatorian. An accumulated G.P.A. on state mandated subjects (Language Arts; Math; Science; Social Studies and Reading).

The above mentioned for the sixth (6th) grade, seventh (7th) grade, and through the first semester of the eighth (8th) grade will be used to determine Valedictorian and Salutatorian. A student must attend Denison School his/her entire eighth (8th) grade year to be a candidate.

### **Promotion And Retention of Students**

Promotion is a highlight of a school year and affects the teacher, pupil, and parents. Therefore, serious consideration should be given to the following: (1) number of years retained in present grade; (2) the chronological age, (3) scholastic achievement, and (4) ability.

Retention of a student should be in agreement between the school's professional staff and the student's parents or guardians. If the parents and staff cannot agree and the school staff recommends the student for retention, then the parent/guardian has the right to appeal the retention to the Board of Education. Only cases that are mandated through Oklahoma Reading Sufficiency Law will not be presented to the School Board. The School Board's decision will be final.

Denison School follows the Oklahoma Reading Sufficiency Act guidelines and timeline. Information will be sent home with students in K-3rd, according to the timeline.

- A. A child may not be retained more than one time in any one grade.
- B. If a teacher is considering retaining a student, the principal shall be notified no later than at the end of the third (3rd) nine weeks.
- C. A principal - teacher conference shall be held before a final decision is reached on whether or not to retain a student.
- D. The teacher shall notify the parents when a decision is reached to retain a pupil.

### **Denison Proficiency Based Promotion Policy**

Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Guidelines are available in the office.

### **Eligible Candidates For Mr. and Miss Denison**

Any eighth grade student will be an eligible candidate for Mr. or Miss Denison. Mr. and Miss Denison will be decided by a majority vote of the fifth through eighth grade students and all teachers. Rules and requirements will be provided to all eighth grade students by the athletic coaches or homeroom teacher. Academic eligibility will be the same as for any other extracurricular activity.

### **Guidelines For Student Behavior**

A goal of Denison's educational program is to encourage independence and responsibility, which are characteristic of the mature person. Since an orderly atmosphere is essential if learning is to take place, these guidelines are for the personal welfare of the student as well as for the common good of the entire student body.

1. Maintain a constant respect for persons whether they be teachers, other students, staff, visitors or others.
2. A respect for personal and school property is a visible sign of this respect.
3. Maintain an atmosphere of quiet to create a situation conducive to learning.
4. No running will be permitted unless instructed.
5. Do not leave the school grounds unless under the direction of a teacher.
6. All toys, trading cards, and electronic devices (game devices) are to be left at home. Toys, cards, and unauthorized electronic devices will be taken and returned only to the parent.
7. Students do not change buses or bus runs unless a note is sent from home.
8. Bus riders do not walk home unless a parent sends a note to school giving them permission to do so.
9. Students must be in at least the fifth (5th) grade to attend ball games without a parent. Arrangements must be made to pick up such students as soon as the game is over.
10. Parents should send a note or notify the school if your child is to be picked up from school by someone other than the parent.
11. Birthday parties are not given at school. No invitations may be given out at school, unless all classroom students are invited, or all boys for a boy's party or all girls for a girl's party are invited.
12. Gambling is not permitted during school or at school-sponsored events.
13. Threatening or harassing behavior will not be tolerated.

### **Student Dress Code**

1. Shorts and skirts must be at least mid-thigh length.
2. Frays and distressed areas on jeans, pants, shorts, skirts, etc. must be below mid-thigh.
3. Each student is required to wear a shirt or blouse that covers the back, the midriff, and most of the shoulder areas. No spaghetti straps are allowed. No racerback-style tops are allowed.
4. No hats or caps worn in the building.
5. No clothing with offensive or unsuitable pictures or writings will be allowed.
6. No undergarments may be showing.

Students wearing unsuitable clothing will be sent home to change. Final decision of any apparel worn will be at the discretion of the school staff. These rules apply to any function (regular or extra curricular) that Denison school is responsible for.

## **Chromebook Policy**

Denison School believes that utilizing technology within the classroom is an important part of preparing students for success. As such, students will be using Chromebooks and other technological devices in their classes on a regular basis.

### **Device Guidelines and Procedures**

#### **Device Care:**

1. I will bring the device to class, charged and operable.
2. I will not pick up the device by holding onto the screen and not supporting the base.
3. I will never leave or store the device with the screen exposed.
4. I will close / turn off the device when not in use.
5. I will not swap or lend my own device (I am responsible for my assigned device).
6. I will avoid having food, drinks, or liquids near my device.
7. I will not place heavy objects on top of my device.
8. I will insert and remove cords, cables, USB devices, etc. carefully.
9. I will not leave my device in a locker (extreme temperatures will damage the battery).
10. I will not take pictures, video, or audio of other people.

#### **Responsible use and digital citizenship:**

If students violate usage guidelines, students may face disciplinary action. Consequences of inappropriate content created, accessed, stored, distributed on or through a student device will be handled on an individual basis. Based on the severity of the content and the number of offenses, the consequence level will be determined. Parent/guardian will be notified.

#### **Screensavers / background photos:**

As with all content on a school-issued device, screen saver and background photos must be appropriate. Inappropriate media including but not limited to the presence of weapons, pornographic material, inappropriate language, alcohol, drugs, gang symbols/pictures, or sexually explicit or suggestive content will result in disciplinary actions.

#### **Content Storage:**

The devices utilize cloud-based storage through Google Drive. All accessed and stored content on device and in cloud storage must be school appropriate and follow responsible user guidelines.

#### **Privacy:**

There is no expectation of privacy on school-issued devices or networks. Students should have no expectation of confidentiality or privacy with respect to any usage of a school-issued device or network other than as specifically provided by law. DPS may, without prior notice or consent, log-in, supervise, access, view, monitor, and record use of school-issued device at any time for

any reason related to the operation of the district. Teachers, school administrators, and technology personnel may run usage reports as deemed necessary.

**Discipline:**

Discipline will be determined based on the severity and number or pattern of offenses. Parents/guardians will be notified. The administration reserves the right to administer discipline consistent with the school handbook. Penalties include loss of privileges, leveled student access, or other penalties as appropriate to the offense.

**Wireless Telecommunication Devices**  
**PK-4th Grade Students**

It is the policy of the Denison Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent/guardian, and the principal or superintendent. Students will be provided a wireless telecommunications consent form upon enrollment. This written consent must be filled out and on file in the building principal's office. Principal approved wireless telecommunication devices must be turned off and out of sight from 7:30 A.M. until the student is off school property. Buses are considered school property. Activity trips are at the discretion of the sponsor / coach / administration.

Due to the capability of these devices to access inappropriate materials, video/photograph others, connect/post to the internet, etc., violation of the cell phone policy will be reason for disciplinary action. Actual use of a wireless telecommunication device to access/connect/post/distribute photos or videos of others or accessing inappropriate materials on school property or during a school sponsored event is a serious offense and can be considered a violation of personal rights. Students and/or parents could be held responsible for such violations resulting in disciplinary or legal action. Consequences for students violating the policy:

- **First Offense** – confiscation of the wireless telecommunication device and parent/guardian coming to school to pick up the wireless telecommunication device and sign a letter explaining they understand the consequences of the second offense.
- **Second Offense** – confiscation of wireless telecommunication device and 4 weeks of privilege revoked.
- **Third Offense** – confiscation of the wireless telecommunication device and 2 day suspension. The wireless telecommunication devices will no longer be allowed at school for any reason.
- **Fourth Offense** is “administration discretion.”
- Retrieval of wireless telecommunication device can only be made by the parent by making an appointment with the Administrator or his designee. This process will apply to all four violations.

**Wireless Telecommunication Devices (Cell Phones)**  
**5th-8th Grade Students**

It is the policy of the Denison Board of Education that a student may possess a wireless telecommunications device (cell phone) while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent/guardian, and the principal or superintendent. Students will be provided a wireless telecommunications consent form upon enrollment. This written consent must be filled out and on file in the building principal's office.

**Cell phones have a purpose and a place in our lives. It is our goal to help teach responsible and appropriate use of cell phones. Approved cell phones must be set on silent mode during the school day. Students may check their cell phones between classes. Cell phones are to be put away before class begins. Phones may not be used during class (unless directed by the teacher), in restrooms or locker rooms, or in the lunchroom.**

**Use of cell phones in the restroom or locker room will result in disciplinary action.** Due to the capability of these devices to access inappropriate materials, video/photograph others, connect/post to the internet, etc., violation of the cell phone policy will be reason for disciplinary action. Actual use of a wireless telecommunication device to access/connect/post/distribute photos or videos of others or accessing inappropriate materials on school property or during a school sponsored event is a serious offense and can be considered a violation of personal rights. Students and/or parents could be held responsible for such violations resulting in disciplinary or legal action.

Consequences for students violating the policy:

- **First Offense** – confiscation of the wireless telecommunication device and parent/guardian coming to school to pick up the wireless telecommunication device and sign a letter explaining they understand the consequences of the second offense.
- **Second Offense** – confiscation of wireless telecommunication device and 4 weeks of privilege revoked.
- **Third Offense** – confiscation of the wireless telecommunication device and 2 day suspension. The wireless telecommunication devices will no longer be allowed at school for any reason.
- **Fourth Offense** is “administration discretion.”
- Retrieval of wireless telecommunication device can only be made by the parent by making an appointment with the Administrator or his designee. This process will apply to all four violations.

### **Social Media - Photo Posting**

Denison Public School has many social media pages for each grade or activity that your child may be involved in. The purpose of these pages are to keep parents up to date on events, daily adventures and learning activities through pictures of the students, their accomplishments and their work.

\* Parents are not allowed to take pictures of other students and post them on social media. This can lead to legal action and should be avoided while on Denison Public School campus and at any school events.

### **School Bus**

Riding on the school bus is a privilege. All students will remain in his/her seat all the way to school and all the way home and on all school activities. Students will not be allowed to stand except for loading and unloading. Any action such as loud talking, throwing of objects, or actions that may distract the bus driver will not be tolerated. The rules and regulations apply to all trips under school sponsorship.

Disciplinary actions may include the following: conference with the principal; in-school suspension, out-of-school suspension, loss of bus riding privileges.

### **Discipline Policy**

Each district board of education shall adopt a policy for the discipline of all children attending public school in that district. Provided, however, that nothing contained in this act shall prohibit any parent, teacher, or other person using ordinary force as a means of discipline. The teacher of a child attending a public school has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from school or any other school functions authorized by the district or classroom presided over by the teacher.

When behavior is related to a handicapping condition, a change in program or removal from a current program may be recommended—necessitating a revision in the individualized education program and placement. Behavior unrelated to the handicapping condition will be handled according to procedures for regular students. In an emergency situation when a student is endangering themselves or others, the school has the authority to remove the child from school immediately, and the IEP/placement team will determine further appropriate action. All will be recorded in the student's file.

A student choosing to misbehave may have one or more of the following disciplinary actions imposed on him/her.

1. Conference with student
2. Parents called in for a conference
3. Lunch detention
4. In school suspension
5. Restriction of privileges
6. Corporal punishment
7. Involvement of local authorities

- 8. Referring student to appropriate social agency
- 9. Suspension
- 10. Expulsion

### **References: Oklahoma School 70 O.S. § 24-100.4**

It is virtually impossible to write a policy which will cover every detail of appropriate conduct and dress. It is necessary for the principal and/or designee to make judgements as to whether a student is dressed in an inappropriate manner or exhibiting inappropriate behavior.

### **PK-4th Grade**

Denison School serves a variety of age levels on campus. We recognize the important role school plays in helping our youngest students develop self-control and decision-making skills. Therefore, discipline in grades PK-4 will be handled at teacher and administrator discretion using age-appropriate consequences.

### **5th-8th Grade**

#### Level 1 Offenses

- Misbehavior on campus (running / loud / horseplay)
- Classroom disruption
- Leaving class without permission
- Profanity
- Public displays of affection
- Defacing school property (1st offense)
- Throwing, tossing, or pitching food to / at another student in the cafeteria

#### Level 1 Consequences

1st Offense: Conference and/or lunch detention or community service (1 day)  
 2nd Offense: Conference and Parent Contact and Lunch detention (2 days)  
 3rd Offense: Conference and Parent Contact and Lunch detention (3 days)  
 4th Offense: Conference and In-person Parent Conference and Lunch detention (5 days)  
 5th Offense: Conference and In-person Parent Conference and 2 days Out-of-School Suspension

#### Level 2 Offenses

- Rudeness or disrespect toward school employee
- Excessive profanity / vulgarity
- Throwing food in the cafeteria for the purpose of engaging in a food fight
- Fraud / Forgery or providing false information / cheating
- Bullying / intimidating / aggravating / annoying of another student
- Behavior that could result in a fight
- Inappropriate use of technology
  - Inappropriate use of technology may result in loss of technology use privileges, in addition to the consequences outlined below.

### Level 2 Consequences

1st Offense: Conference, Parent Contact, and Lunch detention (2 days)

2nd Offense: Conference and In-person Parent Conference, and Lunch detention (3 days) and/or loss of extracurricular privileges

3rd Offense: Conference and In-person Parent Conference and Lunch detention (5 days) and/or loss of extracurricular privileges

4th Offense: Conference and In-person Parent Conference and 2 days Out-of-School Suspension

5th Offense: Administrator discretion

### Level 3 Offenses

- Verbal defiance / profanity / threat toward a school employee
- Refusing to comply with a reasonable request from a school employee
- Threatening or doing physical harm to another student
- Leaving campus without permission
- Theft / stealing
- Vandalism of school or personal property
- Extreme inappropriate use of technology
  - Inappropriate use of technology may result in loss of technology use privileges, in addition to the consequences outlined below.

### Level 3 Consequences

1st Offense: Conference, and In-person Parent Conference and 2 days Out-of-School Suspension

2nd Offense: Conference, and In-person Parent Conference and 5 days Out-of-School

3rd Offense: Conference and In-person Parent Conference and 10 days Out-of-School Suspension

4th Offense: Administrator discretion

### Fighting

1st Offense: 3 days Out-of-School Suspension

2nd Offense: 5 days Out-of-School Suspension

3rd Offense: 10 days Out-of-School Suspension

4th Offense: Administrator discretion

### Vape Possession and/or Use

1st Offense: 10 days Out-of-School suspension

2nd Offense: Administrator discretion

### Level 4 Offenses

- Possession of dangerous weapons
- Indecent exposure or unacceptable sexual behavior
- Terroristic threats
- Verbal, written, or electronic threats to student, school employee, or school facility
- Arson

#### Level 4 Consequences

1st Offense: Parent conference and Out-of-School suspension for a minimum of 90 days.

2nd Offense: Administrator discretion

#### Level 5 Offenses

- Possession of a firearm
- Indecent exposure or unacceptable sexual behavior
- Terroristic threats
- Verbal, written, or electronic threats to student, school employee, or school facility
- Arson

#### Level 5 Consequences

1st Offense: Parent conference and Out-of-School suspension for a minimum of 90 days.

2nd Offense: Administrator discretion

### **Suspension and Expulsion**

Students may be suspended by the principal when he/she feels that their behavior warrants it. To be reinstated, the student must return to school on the day indicated in the suspension with one of his parents or legal guardian, preferably both parents. Failure to return to school on this day may result in expulsion. Expulsion is for the remainder of the school year. Students that are suspended will not be allowed to attend any school activities.

### **Searches**

The Denison Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property while on school property or while attending any functions sponsored or authorized by the school when there is reasonable suspicion for such searches.

Student desks and lockers shall remain the property of the school district and may be subjected to inspection and searched by administration and/or teachers as deemed necessary upon suspicion that stolen articles, contraband, alcoholic beverages, controlled dangerous substances, or weapons may be found.

Students found to have in his/her possession any of the aforementioned articles shall be subject to disciplinary action and his/her parents will be notified of such action. However, if such acts of students are contrary to criminal law, that student will be referred to the parents and proper law officials.

### **Student Discipline Threatening Behavior (Regulation)**

Threatening behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another

student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy. Disciplinary action will be at the discretion of administration.

### **Tobacco, Alcohol, and Drugs**

The possession, distribution, or use of tobacco, illicit drugs, and alcohol is wrong and harmful to students. Denison School prohibits the possession of these items on school premises or as part of any school activity. Disciplinary sanctions will be consistent with local, state, and federal laws.

- 1. First Offense:** Usage of drugs and/or under the influence or having in possession will result in suspension at administrator discretion.
- 2. Second Offense:** Usage of drugs and/or under the influence or having in possession will result in suspension at administrator discretion, up to one calendar year from the date of second offense and being stripped of office or positions held.

### **Felony**

The board reserves the right to review cases of misconduct and improper behavior as it pertains to school activities. All persons convicted of a felony on school premises, school activities and/or outside school activities or school hours will be subject to a hearing before the Board of Education. Each case will be judged on its individual merits as to rules he/she will abide by on admittance back into school.

### **Weapons**

It is the policy of Denison School to comply fully with the Gun-Free Schools Act. Any student attending Denison, attending any school-sponsored event, or using school transportation who uses or possesses a firearm or other items with the potential to harm others will be removed from school for up to one full calendar year.

Discipline for students with disabilities will be determined on a case by case basis in accordance with the disability laws as required by part B of the Individuals with Disabilities Education Improvement Act (IDEIA) and Section 504 of the Rehabilitation Act.

### **School Telephone**

The school telephone is for business purposes. Please make all necessary plans with children before they leave home in the morning. Messages will be taken to your child if you feel it is necessary. If you wish to speak to a teacher, leave your number and he/she will call you as soon as possible. Students will NOT be allowed to use the telephone. In case of an emergency, parents will be notified by school staff.

### **Cafeteria**

The school cafeteria serves well-balanced meals, and we encourage all students to participate in our lunch program. Free and reduced-price meals are provided for those students whose family income is within the specific guidelines. Forms are provided at the beginning of school, and you are encouraged to make application for these benefits. Lunch prices will be provided to the parents at the beginning of the school year. Lunch bills will be mailed to the parent/guardian at the end of each month. Prompt payment is required.

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one should find in the home.

Some simple rules of courteous behavior which would make the lunch period pleasant and relaxed are: (1) observing good dining room standards at the table; (2) leaving the table and surrounding area clean and orderly; (3) putting trash in the proper containers; and (4) not leaving the cafeteria while eating or carrying food.

### **Textbooks and Equipment**

Textbooks are property of the school and are for the use of the students. They must be cared for carefully. The abuse of school equipment or property WILL be charged against the student causing the damage.

### **Leaving School Grounds**

No student shall be permitted to leave the school grounds without permission from the principal. If it is necessary to pick up your child during the school hours, come to the principal's office and your child will be called to the office to be checked out.

### **Assemblies**

At all times the student's behavior should be refined and courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program. Teachers will sit in the audience at all assemblies to help with students' behavior.

Prior to a general assembly, students are to report to their classes unless instructed otherwise.

### **Fire Drill**

**Signal: A long continuous siren.**

1. Students will use designated exit.
2. Students will move quietly, quickly and orderly.
3. Students will stay in class lines so that roll can be taken outside.
4. Stay at least fifty (50) feet from the school building.

5. Do not return to the building until the administration gives the all clear.
6. Fire Drills will be conducted at least two times per year.

### **Tornado Drill**

**Signal: A series of whistle blast through the intercom system.**

1. Students will move quietly, quickly, and orderly to pre-assigned areas.
2. Students will get into the correct bodily positions.
3. Students will return to regular classes when the administration gives the all clear.
4. Tornado drills will be conducted 2 times per year.

**\*\*Frequent FIRE DRILLS and TORNADO DRILLS** are held during the school year for the knowledge and safety of our students. Students are requested to be as quiet and orderly as possible so that directions can be heard clearly. *Lives may depend on this.*

### **Lock Down & Intruder Drills**

Drills will be conducted to help ensure the safety of our students. Drills will be conducted at least two times per year.

### **School Parking**

Traffic **enters** the school drive through the **east gate** and **exits** through the **south gate** on Highway 3. Please park correctly between the parking lines. Please be considerate of the loading or unloading buses and others picking up children when you are driving on the parking lot. **DRIVE SLOWLY AND SAFELY!**

### **School Emergencies**

Denison School students are not sent home without notice to the parents. In cases of emergency that could arise, and there may not be time to send notes home, parents are contacted by the OneCall phone system before sending students home. ***Be sure we have a phone number to reach you at home and work.***

We realize most parents work, and we will not send small children home to locked doors and no adults, bad weather, etc. If severe weather should occur suddenly during a school day and children need to be taken home before time, ***Denison School will contact parents using the OneCall system.***

In case of a major emergency at the school, the students will be evacuated to the designated safe zones. Parents will then be contacted through the OneCall system and will be able to pick their children up from the designated safe zones.

### **Parent-Teacher Organization**

Denison School has an active and productive PTO that meets monthly at the school. Money raised is used for school projects and improvements.

### **Fees**

Fees may be asked in lower grades to help offset classroom expenses. Parents are asked to provide their children with certain basic supplies. A supply list is provided for each grade.

### **Nondiscrimination Statement**

The Denison Elementary School does not discriminate on the basis of race, color, national origin, sex, age, or qualified handicapped.

### **Birth Certificates**

Birth certificates shall be required of all students entering Pre-Kindergarten and First Grade. A child must be four (4) years old on or before September 1 to be eligible for the Four Year Old Program. A child must be five (5) years old on or before September 1, to be eligible for Kindergarten.

### **Immunization Requirements**

Title 70, Section 1210.191 & 1210.192 Oklahoma Statutes, 1970: "Rules and Regulations for the Immunization for School Children", as amended June, 1976, requires all children be immunized against Poliomyelitis, Diphtheria, Tetanus, Rubella, and Hepatitis B (for students entering the 7th grade) before entering the public schools of this state. No child shall be admitted to a public or private school in this state that has not been immunized as evidenced by a certificate of a licensed physician, or a public health department, acknowledging same. The following exemptions to the above law are:

#### **1. Medical Contraindications:**

A signed statement, using ODH Form 216-A, from a licensed physician the physical condition of the child is such that immunizations would endanger the life or health of the child.

#### **2. Religious Objection:**

A signed statement, using ODH Form 216-A, from the head of a religious organization stating immunizations are contrary to the belief of that religion.

#### **3. Parental Objection:**

A signed statement using ODH Form 216-A, from a parent or a guardian objecting to required immunizations.

### **Head Lice**

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may re-enter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice.

**Reference: Oklahoma School Law 70 O.S. 1210.194**

## **Meningococcal Disease**

### **What is meningococcal disease?**

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitides*. These bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There were an average of 18 cases of meningococcal disease each year in Oklahoma between 2005 and 2009.

### **How is this disease spread?**

Meningococcal disease spreads by direct contact with the saliva or with the respiratory droplets from the nose and throat of the infected person.

### **Who is at risk of getting this disease?**

10% or more of people are thought to be carrying *Neisseria meningitides* in their nose and throat without being ill, which is called “asymptomatic carriage.” Of those people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. Some groups of people have a higher risk of meningococcal disease; such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of person known to have had this disease, immune-compromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease.

### **What are the symptoms?**

As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated properly.

### **How soon do the symptoms appear?**

The symptoms may appear two to ten days after infection, but usually within three to four days.

### **What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone are used to treat meningococcal disease.

### **Should people who have been around a person infected with meningococcal disease receive treatment?**

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These

include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care centers playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, coworkers, or those in a factory setting are not at risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitides*.

### **Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the US. They are effective against four of the five most common disease-causing types of meningococcal disease. A, C, Y, and W-135. The vaccines do not protect against type B that accounts for about 1/3 of the meningococcal illness that occurs in adolescents in the US. Consult with your primary care physician or the local health department about receiving the vaccine.

### **Asbestos Notification**

The Environmental Protection Agency required the school district to inspect all buildings for asbestos. This was first completed in 1988. Every three years, a re-inspection is required. We are in full compliance with this requirement. The inspections are on file in the superintendent's office. If you need to review this information, please let the office know.

### **Student Residency**

Denison Public School has a responsibility to provide a free and appropriate educational opportunity to each student of school age who resides in the authorized boundaries of the district and for those students who are legally transferred into our district from other districts. In order to comply with this responsibility and to resolve any residency disputes the following procedures shall be followed:

1. The administration has a responsibility to verify that each student presented for enrollment is a resident of the district or is otherwise entitled to attend for any other reason authorized by law.
2. A parent or guardian shall provide documented evidence (example: utility stub, ad valorem tax receipt, purchase/lease agreement, etc.) to verify that their child resides in the district.
3. A pupil moving from a school district during a school term shall be entitled to attend such a school for the remainder of that school term. (70 O.S. Section 18-111)
4. The superintendent is designated as the residency officer and may be contacted at the school or by phone 286-3319 to request a review of a residency dispute. The residency officer is responsible to verify residence and resolve residency disputes.
5. Residency disputes will be resolved using the following guidelines:
  - A. If Denison School denies admittance of a student who claims to be a resident of the Denison School District, the parent of person having care and custody of the student shall be informed that they may request a review of the decision of

the local residency officer.

- B. If, during the course of the school year, a dispute arises as to the residence of a student who is enrolled and attending school, the student shall be allowed to continue in that school until these dispute procedures have been exhausted.
- C. The parent of the student must notify the residency officer in writing of the review request within three (3) school days from denial of admittance. Upon receipt of a request for review, the residency officer shall allow the parent, guardian or person having care and custody to provide additional pertinent information in accordance with the district's criteria and the statutory provisions regarding residency. Said information must be submitted with the request for review.
- D. The residency officer must render a decision and notify the parent of the decision and reasoning therefore in writing within three (3) days of the receipt of the request for review.
- E. In the event the parent disagrees with the decision, the parent shall notify the residency officer within three (3) days of receipt of the residency officer's decision, who will submit his/her findings and all documents reviewed to the local board of education. The local board of education will review the decision and the documents submitted on behalf of the district board's decision shall be the final administrative decision.
- F. In an effort to place students in school as quickly as possible, timelines shall be followed: unless due to emergency circumstances both parties agree to an extension of timelines.

Reference: 70 OS.Section 1-113

### **Change of Address**

Inform the office if you have a change of address or phone number in order to help in addressing mailings and in case of emergency.

### **Withdrawals**

A withdrawal form must be obtained from the office. All school books must be returned. All bills must be paid before records are transferred to another school.

### **Procedure to Inspect Education Records**

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or other designee) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).

The principal (or other designee) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Denison School District will arrange for the parent or eligible student to obtain copies of the record.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review that record. The records of other students may not be inspected.

### **Fees for Copies of Records**

The Denison School District will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part or entirely by the board.

### **School Counselor**

The counseling relationship between students and their school counselor requires an atmosphere of trust and confidence. Students must trust the school counselor to be able to enter into a meaningful and honest dialogue with the school counselor. However, students should be informed that exceptions to confidentiality exist in which school counselors must inform others of information they obtained in the counseling relationship to prevent serious and foreseeable harm to students themselves or others and if it is legally required.

As such, the role of the school counselor includes the following:

- To support the students right to privacy and protect confidential information received from students, the family, guardian, and staff members
- To explain the meaning and limits of confidentiality to students in developmentally appropriate terms
- To provide appropriate disclosure and informed consent regarding the counseling relationship and confidentiality
- To inform students and their family of the limits to confidentiality when: Student poses a danger to self or others, Court ordered disclosure, Consultation with other professionals in support of the student i.e. colleagues, supervisors, treatment teams, and other support personnel
- To keep personal notes separate from educational records and not disclose their contents except when privacy exceptions exist
- To seek guidance from supervisors and appropriate legal advice when their records are subpoenaed
- To assert their belief that information shared by students is "confidential" and should not be revealed without the student's consent

- To adhere to all laws protecting student records, health information, and special services (i.e., HIPAA, FERPA, IDEA)

### **Sexual Harassment Policy and Procedures**

It is policy that sexual harassment by an individual under jurisdiction of the Denison Public School is expressly prohibited. Persons determined to have engaged in sexual harassment of any kind shall be subject to disciplinary sanctions, which sanctions may include dismissal as an employee and/or as a student.

Bad faith use of this policy to harass employees or students shall be considered sexual harassment for purposes of this policy and its attendant procedures.

The full Title IX policy, including reporting procedures, is available from the main office or online at [www.denison.k12.ok.us](http://www.denison.k12.ok.us).

Title IX Coordinator: Conchita McCarrell (cmccarrell@denison.k12.ok.us)

### **Sexual Harassment Actions**

Sexual harassment actions include, but are not limited to the following:

1. Unwelcome sexual flirtation, advances, or propositions.
2. Verbal or written abuse of sexual nature, including suggestive jokes and innuendos.
3. Explicit verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual's body.
5. Sexually suggestive adjectives or pictures in the workplace.
6. Unreasonable differential treatment based on gender.

Possible Levels at Which Sexual Harassment May Occur:

1. Among peers or co-workers
2. Between supervisors and subordinates
3. Imposed by non-employees on employees or students
4. Imposed by an employee on a student or a non-employee

### **Student Reporting:**

If any student believes he or she has been subjected to harassing behavior, the student shall report to any district employee and/or the Title IX Coordinator. Only victims or their parents/guardians can file a formal complaint of sexual harassment. A complaint should be filed as soon as possible after the incident. If either the complainant or the respondent is a student,

the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator.

**Policy:**

The Superintendent shall make the intent and procedures of the sexual harassment policy and sexual harassment procedure known to all employees and all students of Denison Public School. The Superintendent shall do this by directing appropriate procedures to be followed.

**Family Educational Rights and Privacy Act (FERPA)**  
**Free/Appropriate Education**

Denison School is committed to implementing the FERPA policy and following its procedures. The Board of Education authorizes the school superintendent to inform parents, students, and the public of the policy and to exercise his/her administrative resources to implement the policy as well as to deal with individuals who violate it.

The Denison LEA provides a free and appropriate education for all students as defined by state and federal statutes.

The FERPA policy is available in the office and on the school website. [www.dension.k12.ok.us](http://www.dension.k12.ok.us)

**COVID-19 Policy**

Denison Public School's COVID-19 policy shall supersede any policies in this handbook. The district's policy on Covid-19 is available on the website: [www.denison.k12.ok.us](http://www.denison.k12.ok.us).





# Denison School Student Handbook

## Parent Acknowledgement

Please sign and return this page to your child's teacher.

I have received and reviewed a copy of the Denison School Student Handbook.

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Student Name

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Date

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Parent Signature

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Date