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**ELMORE CITY-PERNELL  
PUBLIC SCHOOLS**



**ELMORE CITY-PERNELL  
ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2023-2024**

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## FOREWORD

The primary purpose of this handbook is to serve as a guide for students and parents regarding Elmore City-Pernell Elementary School and to present the opportunities that the school offers. We strive to help make Elmore City-Pernell Elementary School one of the best, and we hope you will want to share in its experiences and achievements.

This handbook provides specific information with which each student should become familiar and will serve as a reference to school and state policies and regulations for both students and parents.

## ECP VISION STATEMENT

It is the vision of Elmore City-Pernell to create a professional learning environment which facilitates the collaborative efforts of the school, the family and the community to prepare students for success in a global setting.

## ECP ELEMENTARY MISSION STATEMENT

It is the mission of Elmore City-Pernell Elementary to promote a safe learning environment which integrates shared community vision, authentic learning practices, innovative technology and STEM based teaching strategies to achieve a fully equitable academic setting which focuses on developing citizens of tomorrow.

School Colors  
**PURPLE and WHITE**

Mascot  
**BADGERS**

**School Song of ECPHS**  
(to the tune of Illinois Loyalty)  
We're Loyal to you Elmore High,  
We'll ever be true Elmore High,  
We'll back you to stand,  
Against the best in the land.  
"Cause we know you have sand Elmore High.  
(Rah-Rah)  
So join in the fight Elmore High  
And show them your might Elmore High.  
Our team is a great protector  
Oh Boy we expect a victory from you Elmore High!

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## **ORGANIZATION AND ADMINISTRATION**

### **BOARD OF EDUCATION**

Brent Balentine	President
Dave Dellin	Vice President
Derek Stanley	Clerk
Jasmin Tadlock	Member
Maggie Young	Member

### **SUPERINTENDENT**

The Elmore City-Pernell School System is under the direction and supervision of the Superintendent of Schools. This person is elected by and responsible to a board of education, which is elected by and represents the people of the school district.

### **PRINCIPAL**

The principal directs and coordinates the varied activities, both curricular and extracurricular, having under his/her immediate direction all regular employees performing duties in the elementary school.

### **GUIDANCE AND COUNSELING**

The purpose of the Elmore City-Pernell guidance program is to assist the individual students to make appropriate decisions and adjustments in the light of their own interests, abilities, and level of aspiration.

### **CLASSROOM TEACHERS**

The classroom teachers are qualified teachers who hold valid certification as required in the field, which they teach. Requirements for work done in all classes meet the standards set by the State Department of Education

### **ADMINISTRATION**

Sheila Riddle, Superintendent  
Jason Wright, High School Principal/Middle School Principal  
Jennifer Earp, Elementary Principal  
Erik Yeiser, Athletic Director/Middle School Dean of Students

### **FACULTY/STAFF**

Nancy Watson, Pre-kindergarten	Neisha Wright, Library Media Specialist	Reta Dobbins, Custodian
Cara Ferris, Kindergarten	Anna Bowie, Music	Pam Honeycutt, Custodian
Natalie Faucett, Kindergarten	Travis Jennings, Physical Education	Laura Gilley, Reading
Nancy Pickett, First Grade	Shannon Herrod, Speech Pathologist	
Tonya Hines, First Grade	Brandy Barnes, Paraprofessional	
Hannah Anderson, Second Grade	Nichole Yeiser, Paraprofessional	
Amber McCleskey, Second Grade	Ronette Ellison, Paraprofessional	
Lori Castner, Third Grade	Angela Shrader, Paraprofessional	
Maegan McConnell, Third Grade	Twila Fowler, Paraprofessional	
Jena Foster, Fourth Grade	Kim Kennedy, Secretary	
Teri Huebner, Fourth Grade	Kristie Terry, Cafeteria	
J.R. Ellison, Fifth Grade	Karen McFadden, Cafeteria	
Lorna Lewis, Fifth Grade	Erica Upshaw, Cafeteria	

## ACADEMICS

### STATEMENT OF RIGHTS (FERPA)

The Elmore City-Pernell School hereby notifies each student and their parents of their right to inspect and review student educational records under the Federal Family Educational Rights to Privacy Act (**FERPA**).

1. Student's parents and eligible students have the right to inspect and review the student's education records.
2. It is the intent of Elmore City-Pernell School District to limit the disclosure of information contained in a student's education records, except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.
3. Student's parents or eligible students have 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 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. Any person has the right to file a complaint with the Department of Health, Education, and Welfare if the Elmore City-Pernell School District violates the FERPA.
5. Parents and eligible students should come to the principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the elementary principal's office, middle school principal's office, high school principal's office and the superintendent's office.

This district will arrange to provide translations of this notice to non-English speaking parents in their native language.

### Parents Right To Know Policy

Since Elmore City-Pernell Public School District receives Title I funds, parents will be notified annually of each child in the Elmore City-Pernell School District that they have the right to request information about the qualifications of their children's teachers. The information available to parents upon request will include:

- Whether a teacher has met "state qualification and licensing criteria for the grade-levels and subject areas in which the teacher provides instruction"
- Whether a teacher is teaching under "emergency or other provisional status through which State qualification or licensing criteria have been waived"
- What major each teacher earned his or her bachelor's degree in;
- Whether the teacher holds any "graduate certification or degree" and in what "field of discipline", and
- Whether a child is "provided services by a paraprofessional and, if so, their qualifications"

In addition, Elmore City-Pernell School District will provide each parent:

- Information on the child's level of achievement on each required state assessment, and
- "Timely notice" if a child "has been assigned, or has been taught for four or more consecutive weeks by "a teacher who is not "highly qualified" as defined by law.

All information provided to parents will be "in an understandable and uniform format" and provided in a language parents can understand "to the extent practicable".

Title I, Section 1111 (b)(1)C - report cards

Title I, Section 1111(b)(6) - parents' right to know

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## **REPORT CARDS/GRADING SCALE**

Report cards are sent home to parents on the Thursday following the end of the first-nine weeks. (See school calendar). Progress reports are sent home on Wednesday during the fifth week of each nine-weeks periods. All teachers are required to send a progress report card home to the parents/guardians of all deficient students in each class. Parents/guardians are encouraged to review the reports and confer with the teacher about the progress of the student.

The grading scale at Elmore City-Pernell Elementary is as follows:

A = Superior	(90-100)
B = Good	(80-89)
C = Average	(70-79)
D = Passing	(60-69)
F = Failing	(59 and below)

If special circumstances (as determined to be permissible by the teacher and principal) prevent the student from completing all course work by the end of the grading period, an "I" will be recorded, and a two-week period will be extended to allow the student to complete the work. If the complete work is not made up within two weeks, the "I" automatically becomes an "F". Final report cards at the end of the school year will not be given out until all fees and fines of the student have been paid.

## **HONOR ROLL**

At the end of each grading period for grades 1st-5th, the honor roll will be identified according to the following guidelines:

- Superintendent's Honor Roll = 4.0 GPA
- Principal's Honor Roll = 3.5 GPA with no C's, D's or F's
- Badger Honor Roll = 3.2 GPA with no D's or F's

Subjects to be included in Grade Point Average for determining Honor Roll: Language, Spelling, Mathematics, Reading, Science, Social Studies, Music, Physical Education.

## **THE OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)**

Oklahoma School Testing Program (OSTP) mandates that students in grades 3rd-4th take criterion-referenced tests to measure student attainment of skills in Reading and Math.

The 5th grade students take the criterion-referenced tests which are designed to measure student attainment of skills established in Oklahoma's core curriculum, the Oklahoma State Standards. Students in 5th grade will take the ELA (English Language Arts), mathematics, and science criterion-referenced tests.

The purpose of OSTP is to evaluate the effectiveness of Oklahoma Public Schools. Educators use test scores, along with appropriate student information to improve educational programs for students.

## **PARENTS, STUDENTS, & TEACHERS: WORKING TOGETHER TO IMPROVE TEST PERFORMANCE**

When we just read or hear the word testing we can imagine all kinds of testing situations we have experienced. Some of the tests were at school, or maybe we remember the time we took the test to get our first driver's license-or we could have thought of simple tests that occur in our daily lives and on the job. Our lives are constantly filled with tests of some kind.

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It will not be as difficult to convince the students that tests - even if difficult - are for their own good. Students can be guided to understand the purpose of testing is not just to assign grades and check mastery, but also to help them profit by their own strengths and overcome their weaknesses.

Educators alone cannot ensure students understand these purposes. They must work with and be helped by the most important person in that child's life - and that is **you - the parent**.

This information is designed to give students, parents, and the general public information about the meaning and use of tests. Additional information is included to assist parents and students with test preparation.

## **TEST PREPARATION**

Students need to realize that preparation for any test, especially standardized tests, requires systematic study throughout the entire school year. Being academically prepared is ultimately the responsibility of each student. However, teachers and parents must share this responsibility. Teachers prepare the appropriate content and skills instruction; parents must provide support and encouragement to their children.

Parents need to show a non-threatening interest in their child's learning by demonstrating concern about what they are doing in school. It is important that students share their schoolwork with their parents whether it is good or bad.

Parents can influence their children to do better on tests. They can encourage children to be serious about the tests. Some children become nervous and anxious when told they will be taking a district-wide test. Parents should try to reduce this anxiety and help their child feel comfortable so a more accurate picture of your child's performance level can be obtained.

## **SUGGESTIONS FOR PARENTS**

Concern for our children's achievements should be balanced by an equally strong concern for their feeling of self-worth. Here are some suggestions to assure your child that you value him or her as an individual:

- Communicate with your children. As you talk with them, you will be increasing their vocabulary, improving their speech patterns, and stimulating their thoughts. Most importantly, they will know that you value their company. As your children become older it is important to have a line of communication established.
- Listen intently to your children.
- Praise your children for their accomplishments.
- Show an interest in your child's schoolwork and homework. Have a special place and time for them to work at home.
- Take time to sit your children each evening and go over the activities of the day and any papers they may have to share. Encourage their efforts to keep working hard at school.
- **Be a positive influence in your children's reading habits. Read privately - as well as with and/or to your children often as possible. Have your children read to you each day. Discuss the ideas you have read together.**
- **Take time to work with your child on their math facts. Students who demonstrate knowledge of their basic addition and multiplication facts perform better in the area of mathematics.**
- Support your children and the school by exhibiting a positive attitude.
- Let your children know that it is alright to make mistakes. Mistakes are a natural part of the learning process. However, encourage your children to learn from their mistakes so they can do better next time.
- Get to know your children's teachers and principal. Do not hesitate to ask questions and discuss your child's progress - or any other concerns you may have.
- Comply with the school's requests. This includes reading carefully all communications and signing/returning them as requested.
- Cooperate with the school in attending conferences set-up for exchanging information and for planning the student's continued progress.

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- Be an **active participant** in your child's education. The schools need your help. Parent volunteers are useful in many ways.

The information provided in this handbook will help you understand more fully why the testing program was adopted and how tests can be used.

Although test results can be overemphasized, testing has become a part of school life. As a parent you can help keep testing in its proper perspective. Working with your children's teachers is a team effort, you can make test-taking a more comfortable, non-threatening experience and help ensure your child will perform to the best of their ability.

The faculty and staff of Elmore City-Pernell Schools sincerely appreciate the special job that parents/guardians do in helping with the educational process. We continue to encourage each parent/guardian to visit whenever possible to become actively involved in helping us to help our students.

## **HOW WE TEACH READING**

The Elmore City-Pernell Elementary School uses a basal reader approach to teaching reading. Basal materials represent the middle ground, the conservative approach. The teacher knows where the children and himself/herself are going. The authors of the basal material have spelled out in their teacher's manuals what should be done, how to progress with one group versus another, and what materials to be used when a child stumbles in a particular area.

Phonics is taught as an integral part of our basal program. Not only do children learn phonics in the programs used in kindergarten, but they also learn phonics in the first grade readiness programs right on through third grade. In the fourth and fifth grades, we continue to emphasize comprehension and begin to place more emphasis on independent reading.

Our reading series cultivates a student's vocabulary and strengthens spelling and grammar to create students who can demonstrate writing skills, sharpen listening and speaking skills.

## **MATH - WHAT AND WHEN (Taken from the Oklahoma State Standards), not all objectives are listed but are taught. This is an outline to help guide you as you help with your child's education.**

**Pre-kindergarten** - Count and name numbers to 20. Compare two sets of 1-5 objects using comparative language such as the same, more, or fewer. Geometric shapes: circles, squares, rectangles, and triangles by pointing to the shape when given the name. Describe objects as little, big, long, short, tall, heavy, light, or other age appropriate vocabulary

**Kindergarten** - Count in sequence to 100 by 1's and 10's. Read, write, discuss, and represent whole numbers from 0 to at least 10. Identify pennies, nickels, dimes, and quarters by name. Recognize squares, circles, triangles, and rectangles. Use words to compare objects according to length, size, weight, position, and location. Develop an awareness of simple time concepts using words such as yesterday, today, tomorrow, morning, afternoon, and night within his/her daily life.

**First** - Read, write, discuss, and represent whole numbers up to 100. Addition and subtraction, pictures, tally marks, number lines and manipulatives.. Count by 1's, 2's, 5's, 10's. Write a number with the cent symbol to describe the value of a coin. Determine the value of a collection of pennies, nickels, or dimes up to one dollar counting by ones, fives, or tens. Identify trapezoids and hexagons, cubes, cones, cylinders, and spheres. Measure the same object/distance with units of two different lengths.

**Second** - Read, write, discuss, and represent whole numbers up to 1,000. Use place value to describe whole numbers between 10 and 1,000 in terms of hundreds, tens and ones. Recognize when to round numbers to the nearest 10 and 100. Addition and subtraction of numbers up to 20. Two-place addition and subtraction with regrouping. Fractions for halves, thirds, and fourths. Value of a collection(s) of coins up to one dollar using the cent symbol. Use a combination of coins to represent a given amount of money up to one dollar. Recognize trapezoids and hexagons. Compose two-dimensional shapes using triangles, squares, hexagons, trapezoids, and rhombi.

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Explain the relationship between the size of the unit of measurement and the number of units needed to measure the length of an object. Read and write time to the quarter-hour on an analog and digital clock. Distinguish between a.m. and p.m.

**Third** - Read, write, discuss, and represent whole numbers up to 100,000. Use place value to compare and order whole numbers up to 100,000, using comparative language, numbers, and **symbols**. Multiplication facts up to 10. Addition and subtraction of multiple numbers. Read and write fractions with words and symbols. Use addition to determine the value of a collection of coins up to one dollar using the cent symbol and a collection of bills up to twenty dollars. Perimeter and areas of polygons. Read and write time to the nearest 5-minute (analog and digital).

**Fourth** - Multiplication and division up to the 12's. Multiply 3 digit x 1-digit, 2-digit x 2 digit. Addition and subtraction of fractions. Decimals up to the hundredths place. Money up to \$20 and how to calculate change up to \$20. Measurement of length, volume, area, perimeter. Clock - elapsed time.

**Fifth** - Multiplication and Division of multi-digit numbers. Division with remainders, mixed numbers, or a decimal. Write and recognize decimal numbers using place value. Compare and order fractions and decimals. Addition and subtraction of decimals and fractions. Classify triangles, 3-dimensional shapes. Calculate perimeter, volume and surface area. Measure and compare inches, feet, and yards; millimeters, centimeters, meters. Find the mean, median and mode.

### **PROFICIENCY BASED PROMOTION POLICY**

It is the policy of the Elmore City-Pernell Board of Education that students may be promoted upon the successful demonstration of proficiency in the appropriate academic outcomes. Elementary and secondary students may advance one or more levels of the core curriculum if they perform at the 90% level on Elmore City-Pernell's designated assessments. Parents are encouraged to confer with the principal or counselor at the student's grade-level and determine what is appropriate for their child.

### **RETENTION**

The decision of whether to promote a student to the next grade or to retain him or her in the current grade is a decision that the Elmore City-Pernell School Board of Education considers to be very important. Additionally, whether a student passes or fails an individual class is also important. Therefore, the process to make the final determination of such situations shall be as follows:

Students shall be placed at the grade-level to which they are best adjusted academically, socially, and emotionally.

The educational program shall provide for the continuous progress of students from grade to grade, with students generally spending one school year in each grade. However, retention may be considered in the following situation:

1. The student is achieving significantly below expected grade-level performance.
2. The student has not been previously retained.
3. The student in 1st-5th grades must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading and social studies.

When retention is considered for any third-grade student due to a reading deficiency pursuant to the Reading Sufficiency Act (as referenced in SB 630 of the 2015 Legislative Session), the parent or guardian of the students shall be included in the retention consideration.

Teachers and administrators are expected to adhere to the district's retention procedural guidelines when considering retention as an educational recommendation.

In the elementary school, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

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Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

### **Reading Deficiency Retentions**

1. Any first, second, or third grade student who demonstrates proficiency in reading at the third grade-level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered, has not accumulated evidence of third grade proficiency through a student portfolio, or is not subject to a good-cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
4. Probationary Promotion
  - a. A student not qualifying for automatic promotion under paragraph 4 of this subsections may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:
    - i. The parent(s) and/or guardian(s) of the student,
    - ii. The teacher assigned to the student who had responsibility for reading instruction in that academic year,
    - iii. A teacher in reading who teaches in the subsequent grade-level
    - iv. A certified reading specialist (if available)
  - b. The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district principal and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.
5. A student who scores below proficient on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program or on the screening instrument which meets the acquisition of reading skills criteria, and who are not subject to a good-cause exemption, as provided in this section shall be retained in the third grade and provided intensive instructional services and support if "probationary promotion" is not met.

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions as provided in subsection K of the Reading Sufficiency Act.

- a. English Language Learners who have had less than two years of instruction in English and are identified as LEP/ELL on a screening tool approved by OSDE.
- b. Students with an Individualized Education Plan and are assessed with OAAP
- c. Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the State Board of Education.

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- d. Students who demonstrate through a teacher-developed portfolio that they can read on grade level. Portfolio shall include evidence of the student's mastery of the state standards in reading equal to grade-level performance on the Oklahoma School Testing Program (OSTP).
  - e. Students with disabilities who take the OSTP and have an IEP that states they have received intensive remediation in reading for more than two years but still demonstrate a deficiency in reading and were previously retained one year or were in a transitional grade during pre-kindergarten, kindergarten, first, second or third grade.
  - f. Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who already have been retained in pre-kindergarten, kindergarten, first grade, second grade or third grade for a total of two years. Transitional grades count.
  - g. Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing window. These requests for exemptions must be approved by the Office of Accountability and Assessment.

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## ATTENDANCE (Board policy FDC-R1)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

### ABSENCES

#### Excused Absences

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school: if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone, ATTENDANCE POLICY, REGULATION (Cont.)
  - b. The student is on pace for on-time completion of the course as required by the school district.
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

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1. The student will be allowed to be absent from the classroom for a maximum of ten days per year to participate in activities sponsored by the school. Board approval is required to exceed this number.

2. The student will be allowed to make up any work missed while participating.

#### Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to **2 (two)** days of absences by arrangement per semester.

2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.

3. In order to take an absence by arrangement, the parent, or guardian, must submit at least 2 (two) days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

4. Absences by arrangement will count against a student's exemption from semester tests.

#### Unexcused Absence

Each semester, any student with 9 unexcused absences, will have attendance records reviewed by the principal and teacher(s). The principal and teacher(s) will make a determination regarding retention/promotion based upon the student's academic performance. A request will be made to the parents to provide documentation for one of the 5 excused absences reasons. Failure to provide the requested documentation within 5 days of the request will result in truancy being filed with the District Attorney's office.

#### Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

#### Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. A student who is more than **20 (twenty)** minutes late is counted absent for the period.

3. Each **3 (three)** tardies will constitute an unexcused absence from that class.

- Every 3 tardies will result in a student receiving detentions, ISS, suspensions, and/or make-up of time as determined by the administration. This will restart at the beginning of each nine week period.

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## **LEAVING SCHOOL EARLY**

A student leaving during the school day after 8:00 a.m. and before 3:00 p.m. must use the following procedure:

1. Have his/her parent call the elementary school office.
2. Make arrangements with the office and teachers.
3. Sign out at the office.

Failure to follow proper procedures for reporting to and leaving school may result in disciplinary action against the student. The attendance policy for absences and tardiness will apply.

## **TRUANCY**

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. This is an unexcused absence. Work will be made up. Repeated truancy may be cause for further disciplinary action, suspensions or legal action. Examples of truancy include but are not limited to:

1. Leaving school without permission from the principal and not signing out in the office.
2. Being absent from class without prior permission from parents/guardians and administration.
3. Being absent from class without permission (skipping).
4. Coming to school but not attending class.

## **TRUANCY POLICY**

Truancy violations will be subject to disciplinary action by the administration and/or turned over to the District Attorney for prosecution of parents and/or students.

## **WITHDRAWAL FROM SCHOOL**

If you are moving, please let the school know as soon as possible so that we can get your withdrawal ready for you to take to your new school. This will facilitate enrollment at the new school. Also, we want to be sure all school records follow promptly. Laws require a child's school records cannot be sent to the receiving school without the parent or guardian having signed permission. Please come to the school to attend to these matters before removing your child from school. All textbooks or belongings of the school must be returned to the school.

## **MAKE-UP WORK**

Students may have one day for each day missed for makeup work due to any excused or unexcused absences including school related activities. All work may be picked up while a student is absent by calling the principal's office. It is the student's responsibility to obtain the missed work, and the teacher's responsibility to assist the student. Previously assigned work or long term assignments with scheduled due dates may be required by teachers to be turned in prior to leaving for the activity. Students should communicate with teachers in advance for known absences due to activities and appointments. If this advance communications and planning does not occur, students may be required to turn in make-up work the first day back from the absence. Students may be expected to take scheduled tests upon returning from these absences, providing appropriate review and preparation is obtainable. If assignments are not completed within the appropriate time, no credit may be given.

## **LATE WORK**

Late work may be accepted for credit or reduced credit for limited time periods according to established policies of the administration and faculty.

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## **CONDUCT**

### **SCHOOL SPIRIT**

School spirit means loyalty to all functions of the school. School spirit may be divided into three categories:

1. Courtesy – toward teachers, visitors, spectators, fellow students and the officials of school athletic events.
2. Pride – in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship – the ability to win and lose gracefully.

### **COURTESY**

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious or economic background.

Respect and obey the judgment of your teachers. They are not only your teachers and adults, but are considered your parents during the school day. Treat all other adult employees of the school with courtesy and follow any request or direction given by them. These include custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary action.

### **DISRUPTIVE ACTS**

Disruptive acts are defined by the following: discrimination, acts of hatred, harassment, physical threats, extortion, violence to persons at school, on school vehicles, school sponsored or authorized functions, or travel to or from school sponsored/authorized functions.

Any person who, without justifiable or excusable cause and with intent to do bodily harm, commits any assault, battery, or assault and battery upon the person of a school employee while such employee is in the performance of any duties as a school employee or on any student while such student is participating in any school activity or attending classes on school property during school hours shall be reported to law enforcement. In addition, due to the disruption it poses to the educational process, all students are subject to disciplinary actions, including suspension, for interfering with, intimidating, harassing, threatening, or injuring any school employee at any time.

Every student has the basic right to attend school without being subjected to threat of injury or intimidation in any fashion. Incidents of fighting, physical assault, and severe verbal intimidation are not acceptable at school, on school vehicles, or at or going to or from school sponsored or authorized functions. It is also explicitly prohibited to engage in any activity that is racially abusive including racial slurs, epithets, harassment, acts of racial intimidation, or other negative offenses which reference sex, age, color, religion, national origin, marital, veteran status, disability, or other legally protected status. This policy is applicable to students and any other party involved in school programs or activities. A safe and cordial atmosphere is the responsibility of all participants in school activities and those who attend such activities. Disrespectful, negative, disruptive, or abusive verbal or physical behavior toward activity participants, officials, or those attending such activities by students, adults, or others will not be tolerated. All parties guilty of such behavior will be subject to sanction. For students this would be that which is determined appropriate by the administration. All staff members shall take reasonable, timely, and appropriate action in response to any of the listed behaviors once actual or constructive notice has occurred

### **BULLYING PREVENTION POLICY**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school

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grounds, in school transportation, or at school sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

As used in the School Safety and Bullying Prevention Act, "bullying" is defined as a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student." Electronic communications include all types of digital files, including video content.

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

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

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

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse
2. Repeated remarks of a demeaning nature
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the students
5. Unwelcome physical contact

The Superintendent shall develop procedures providing for:

1. Prompt investigation of allegations or harassment
2. The expeditious correction of the conditions causing such harassment
3. Establishment of adequate measure to provide confidentiality in the complaint process
4. Initiation of appropriate corrective actions
5. Identification and enactment of methods to prevent recurrences of the harassment; and

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6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district. PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

### Definitions

1. "Bullying" means a "pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student." Bullying includes, but is not limited to, gestures, written, verbal, or physical acts or electronic communications.
2. "Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to a telephone, a cellular telephone or other wireless communication device, or a computer, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal.. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the Superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal, and/or Superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall make a determination as to whether the conduct is actually occurring, if it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
5. Upon completion of the investigation, the Principal or Superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicated an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996,

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Section 2503 or Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.

7. Upon completing any investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within seven days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

1. Student and Staff Education and Training: All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Elmore City-Pernell Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

2. Elmore City-Pernell Public Schools' Safe School Committee: The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding; identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

### Student Reporting

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

### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidation, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the Superintendent to receive them. Staff members, who hear of incidents that in the staff member's judgment constitute harassment, intimidation, or bullying, are to report all relevant information to the Superintendent or his/her designee.

### Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

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

## **DISCIPLINE**

In compliance with Oklahoma School Law 6-114, Elmore City-Pernell has adopted a discipline plan. The intent of this plan is to inform students of the procedures followed if their behavior is not acceptable and to prepare school administrators for their disciplinary responsibilities. Discipline will be administered according to the severity of the offense. These guidelines apply for students while at school and school-sponsored activities. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

1. Conference with student
2. Conference with parents
3. In-School suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing students seat assignment or class assignment

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8. Requiring a student to make financial restitution for damaged property
  9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
  10. Restriction of privileges
  11. Involvement of local authorities
  12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs
  13. Suspension
  14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The following examples of behavior are not acceptable in society generally and in the school environment particularly, and corrective action will be taken when the behavior of a student is unacceptable.

Examples of unacceptable behavior will include the following:

1. Tardiness
2. Contempt or disrespect of authority
3. Cheating on school work
4. Cutting class
5. Leaving school without permission
6. Refusing detention and/or in-school suspension
7. Truancy
8. Profanity
9. Vulgarity
10. Immorality
11. Conduct which jeopardizes the safety of others
12. Using, selling, buying, or in any way possessing any intoxicating beverage, non intoxicating beverage, or controlled dangerous substance.
13. Fighting
14. Plagiarism
15. Stealing
16. Extortion
17. Possession/use of tobacco/vape
18. Misconduct
19. Assault (Physical and Verbal)
20. Possession of Weapons
21. Distributing/possessing/accessing obscene literature/electronic content
22. Destroying/defacing school property
23. Any violation of local/state/federal statutes
24. Bomb threats/explosive devices
25. Improper apparel (See student dress code)
26. Improper school bus conduct
27. Vehicle misuse
28. Felonious acts
29. Any other Behavior deemed unacceptable to administration

With the 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 also develop the habit of self-restraint which will make you a better person.

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## **CONTROL AND DISCIPLINE**

School Law of Oklahoma Sec. 808: The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from school district or classroom presided over by the teacher.

## **DRESS CODE**

Dress regulations for students at Elmore City-Pernell Schools are based on personal cleanliness and respect of others. Elmore City-Pernell administrators will determine what is appropriate. If a student's appearance is considered by teachers to be indecent or causing distractions, the teacher will send the student to the office where the building administrator will make the final decision. If needed, the student may be given clothes to put on over their clothes.

1. All caps, hats, etc. will be removed when inside any ECP building unless the student has prior administrative approval. Head coverings for religious purposes are allowed.
2. Students will be allowed to wear shorts. Length of shorts must be appropriate.
3. Skirts and dresses should be of appropriate length. If not appropriate length, then leggings or tights should be worn underneath. It is suggested that shorts be worn under skirts due to exercise in the physical education classroom and for playground purposes.
4. No see through apparel, halter tops, tube tops, and tank tops will be allowed.
5. Clothing must cover the midriff and stomach
6. No clothes with large, indecent holes are allowed.
7. No undergarments may be visible.
8. Inappropriate words, alcohol/drug references, vulgar connotations/innuendo, or anything that would create a distraction/disruption will be worn.
9. Sagging and excessively baggy, loose clothing is prohibited. Clothing must fit properly at the waist.
10. Nothing that is related to gang related colors may be worn or displayed.
11. Body piercing that is determined to be disruptive is not allowed.
12. No trench coats are to be worn inside of the school building.
13. No house shoes, pajamas, or blankets are allowed.
14. No teeth jewelry will be allowed
15. Students in Pre-Kindergarten-5th grade may not wear rubber flip-flops. (They are very dangerous on the playground and in the physical education classroom). All sandals must have enclosures around the ankles. Students will be expected to run during the physical education class, therefore appropriate shoes are encouraged.

A student's appearance should not distract classmates from the important task of learning. The attire for students must be reasonable, modest and in such style as it will not cause distraction.

The sponsors of extracurricular activities may set their dress code more strictly than those listed, as long as the code is reasonable. They must have their code approved by the principal and superintendent. Exceptions to the dress code guidelines due to medical related or other circumstances must be approved by the administration.

Final authority on any dress code matter or policy rests at the discretion of the building principal. When a student has violated the school dress code he or she will be subject to the following disciplinary action: First Offense: Required to change or sent home with an unexcused absence to change. Second Offense: Students will face possible detention and parents will be contacted. Third Offense: Students will face possible detention or suspensions and parents will be contacted.

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## **SUSPENSIONS**

Legal Authority for Suspension Upon approval of the superintendent, the administrator has the power and authority to suspend a student. In the absence of the building administrator, another building administrator has the authority to make suspension.

### **Out-of School Suspension**

The administrator may suspend a student for varying lengths of time depending upon the infraction. Parents or legal guardians of the student will be notified of the suspension by mail, email, or verbally when possible. Absences due to suspension will not count toward the student's attendance policy. A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises nor attend or participate in any school activity while the student is suspended. To do so will result in further suspension.

### **In-School Suspension**

1. Length of suspension will depend on the seriousness of the offense and/or number of previous suspensions and will be at the discretion of the administration.
2. 100% make-up of schoolwork required.
3. Students will have separate assignments each day.
4. If schoolwork is not completed or there are any problems with the students, further disciplinary action may be taken.
5. Students must stay seated.
6. Restroom breaks will be allowed at designated times.
7. Normally lunch is in the designated ISS area.
8. Any markings on walls, desks etc. in the detention area will be a reason for added punishment.
9. There is to be no participation in school activities during in-school suspension.
10. Students are to sit in a proper manner with their feet on the floor.
11. Cell phones will be kept until the end of the day.

## **DETENTION**

1. Students may be assigned to detention by the principal or by staff with administrator approval as a discipline procedure. Staff members who assign detention will supervise said detention. If detention conflicts with another school activity, reasonable accommodations will be made.
2. Students may delay detention, provided arrangements are made in advance with the administrator in charge of the program.
3. Students that miss an assigned detention will have another day added. If they miss a second time, the students will face further disciplinary action.
4. Students refusing to attend a detention session will face a long-term suspension until the time is served.
5. Efforts to notify parents or guardians will be made when a student is assigned detention.
6. Late arrivals will not be admitted unless they have been detained by school personnel.
7. Students must bring work or have appropriate reading material for detention or complete the assignment as directed.

## **DUE-PROCESS PROCEDURE**

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the principal and/or assistant principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the principal within ten (10) days from the date of infraction.

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## **CONDUCT OFF SCHOOL PREMISES**

School authorities may discipline pupils for out-of-school conduct having direct and immediate effect on the discipline, welfare and effectiveness of the school. The rationale for this rule is obvious. Students can effectively disrupt the school by off campus attacks on school officials, their families, animals or property. Students must know that such attacks will result in disciplinary action

## **ACTS AT THE END OF THE SCHOOL TERM**

Any student who engages in disruptive behavior in violation of these policies on or near the last day of the school year with the obvious intent of avoiding disciplinary actions, shall, at the discretion of the principal, be suspended for the remainder, if any, of the current school year. The offending student shall not be admitted to school for the succeeding semester until such time as the principal and the parents have conferred and resolved the issue regarding the student's unacceptable behavior. Violations by graduating seniors may affect their ability to participate in graduation exercises.

## **EXPULSION**

A student may be suspended from school for improper moral action, persistent discipline problems, reasonable proof of guilt in cases of stealing, for gross disrespect for the teacher or administration, and any action which may threaten the safety of the staff and/or students.

## **WEAPONS/GUN-FREE SCHOOLS**

It is the policy of the ECP School District to comply fully with the Gun-Free Schools Act. Any student in this school district

who brings a firearm or weapon, as described by Section 921 of Title 18 of the United States Code, to school, to any school-sponsored event, to, in, or upon any school property, including school transportation of school-sponsored transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities. School officials will immediately report discovery of unauthorized firearms/weapons on school property to a law enforcement authority.

Knives are also not allowed on school property. The only exceptions are those described by Chapter 53, Section 1280.1 of Title 21 of the Oklahoma State Statutes. This includes pocket knives, utility knives, or any object designed as a knife. Disciplinary action may result when a student possesses any type of knife on school grounds, property, or at events. Any confiscated knife may not be returned.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case-by- case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

## **TOBACCO**

ECP is a tobacco free campus. There is to be no use of or possession of tobacco. This includes -cigarettes, vaping or other methods of consumption not known at this time.

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## **ELECTRONIC COMMUNICATION DEVICES**

Devices such as, but not limited to, cell phones, I-Pads, Kindles, I-Pods, Nooks, MP3 Players, laptops, smart watches, headphones, tablets in general, or any new electronic device not known at this time, without permission from a teacher or administrator for use, are not to be used, and should not be seen or heard at school. Students should refrain from answering/making phone calls without permission from administration or faculty. Those who violate this policy will be subject to the following disciplinary actions:

1. Devices will be removed from the student's possession and students may receive the item from the administration.
2. Devices will be removed from the student's possession and parent/guardian may receive the item from the administration. Any failure to meet the above guidelines or for repeated violations of this policy will result in more severe consequences including, but not limited to, longer terms of lost privileges and/or suspensions as determined by the administration.

Students found to be using any electronic communication device for any illegal purpose, violation of privacy, unauthorized recording, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or assignments, harassment, or inappropriate behavior shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule may be disallowed from carrying any personal communication or electronic device following the incident unless a bonafide health emergency exists.

## **ALCOHOLIC BEVERAGES & DRUGS**

Possession, consumption, or being under the influence of alcoholic beverages, low-point beer,(non-intoxicating beverage) or controlled dangerous substance\* is forbidden by state law and shall be enforced by members of the faculty and administration during the school day, at school functions and when representing the school away from home as either a participant or spectator. \*(controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student)

## **CONDUCT IN HALLS**

Students will refrain from yelling, running, horse-play, or other improper action while passing in the halls.

**\*\*\*No skateboards, roller blades, roller skates, heeies or similar items are allowed on school premises (except during special events designated by the principal).\*\*\***

## **BREAKFAST/LUNCH**

The elementary school will observe a closed campus for lunch. All students will eat in the cafeteria during the school day. Our policy is that a student may charge their meals up to the amount of \$50. Once the amount has exceeded \$50, the State Department of Education has advised the school to serve sack meals (or an alternative meal) until the bill is paid in full. If the student has a balance to be paid and brings money for that day's meal, it is allowed but the student cannot charge again until the balance is paid in full. Student lunches are \$3.50, and student breakfasts are free. Adult lunch prices for 2023-2024 will be \$5.00. Adult breakfast meals will cost \$3.00. Adult snacks are \$1.25.

## **SEARCHES OF STUDENTS**

The Elmore City-Pernell 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 when there is reasonable suspicion for such searches. The superintendent is instructed to establish a regulation for board approval that supports this policy. REFERENCE: 70 O.S. §24-102

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In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detail and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, any knife, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

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## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection between two or more is not appropriate behavior for school and will not be tolerated. Kissing, hugging, groping, lewd dancing, and other inappropriate behaviors are examples. Offenders will be subject to disciplinary action.

## **SEXUAL HARASSMENT POLICY**

The policy of the Elmore City-Pernell School District forbids discrimination against, or harassment of, any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

### **1. Sexual Harassment**

A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double meanings, passing notes and jokes.

B. Demeaning comments about a girl's/boy's ability to excel in a class historically considered a "boy's/girl's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

### **2. Specific Prohibitions – Administrators and Supervisors**

A. It is sexual harassment for an administrator, supervisor, support employee or teacher to use his or her authority to solicit sexual favors or attention from students.

B. Administrators, supervisors, support personnel or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.

C. The school district is not concerned with the "off duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

### **3. Report, Investigation and Sanctions**

A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.

i. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration, or supervision or to any responsible adult person.

ii. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

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B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to, warning, suspension or termination subject to applicable procedural and due process requirement.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to, warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

## **LIBRARY / MEDIA CENTER LIBRARY**

Our elementary school library is organized and maintained:

- To provide you with a collection of books, digital technology and reference books that will be helpful in the preparation of your class assignments.
- To furnish you with recreational reading material for your leisure moments.
- To give you a quiet place where you can come to study or to read or complete on- line coursework

## **RULES AND REGULATIONS**

There will be no food or drink in the library/media center except when approved by the librarian/staff/administration. This also includes eating candy or chewing gum unless approval is granted by the librarian/staff/administration. Anyone caught doing this will forfeit library privileges for an indefinite period of time.

No one is to be behind the circulation desk without permission from the librarian. There will be no students allowed in the media workroom without the permission of the librarian and/or administration.

This is your media center, and we want to make it as comfortable, usable and desirable as possible for you and the faculty. For this reason we must have some rules and regulations to govern the facility. Please help us keep it as nice, comfortable and usable as possible.

## **LIBRARY CHECKOUT**

- Books should be returned ASAP
- Absence does not excuse a student from returning a book.
- Payment of a lost book is based on the replacement cost. If a lost and paid for book is found before a replacement is ordered, the amount paid will be refunded.
- If a replacement has been ordered, no refund will be made.

## **FORFEIT OF LIBRARY PRIVILEGES**

Students who do not cooperate with the library staff or comply with the regulations will forfeit the privilege of using the library facilities.

## **INTERNET USE POLICY**

All students must read and familiarize themselves with the Elmore City-Pernell Board of Education's Internet and other Computer Networks Acceptable Use and Internet Safety Policy and the Code of Conduct for Internet and Other Computer Network Access. A copy is available at [www.ecpbadgers.com](http://www.ecpbadgers.com) or in the school office.

Students must sign and return a copy of the district's Internet Conduct Access Agreement during enrollment.

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## **COMPUTERS**

Computers are for the following purposes:

1. Internet Access
2. Research
3. General Academic Use

All computers are on the network and can access stored information.

## **COMPUTER LAB RULES**

Computer labs are available for your use during school hours, after school by arrangement and while the library is open during the evenings. Additional time may be available by arrangement. Computers are available on a first-come-first-serve basis AFTER classes scheduled have been served. Classes are requested by their teacher by signing for a time period on the lab schedule.

1. If you are not scheduled with a class in a lab, please have a lab pass signed by your teacher.
2. Students displaying inappropriate behavior will be asked to leave.
3. Please call any computer problems to the attention of your teacher.
4. Please save all of your work. Make sure ALL work is saved. Work saved on the desktop of the computer cannot be guaranteed to be there throughout the year.

Downloads are not permitted. Hacking around the firewall will be subject to disciplinary action. Educational games are permitted with the teacher's permission; however, all other games are not permitted. Chatting and messaging is NOT allowed. Email access is only available through school provided email accounts. Outside email accounts are only to be used with the teacher's permission. Students not following these procedures will lose all computer privileges.

If you have a problem, please let your teacher know. Please do not use equipment/programs with which you are unfamiliar. Ask for instructions from your teacher

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## GENERAL INFORMATION

### WEATHER CLOSING INFORMATION

For school closing information (i.e. snow days) tune to one of the following television stations:

KFOR (Channel 4) KWTW (Channel 9) KOCO (Channel 5) FOX (Channel 25) KTEN (Channel 10)

In case of weather closings, emergency situations or important announcements, those who provide current phone numbers will be notified through our school automated messaging system. Information will also be announced on the school website ([www.ecpbadgers.com](http://www.ecpbadgers.com)) , Twitter (@ecpbadgers) , Instagram (@ecpbadgers) and Facebook (Elmore City-Pernell School District) accounts.

### ILLNESS AT SCHOOL

If you need special care at school due to some condition such as diabetes, epilepsy, asthma, rheumatic fever or a heart condition, or any other underlying health condition; we request you to give the necessary information to the principal with a statement from your parents or your doctor concerning your illness and your care. If a student becomes ill at school, they must check out through the office. Parent contact is required before a student will be released from school.

Existing law provides that anyone with a communicable disease is prohibited from attending a private or public school, and Oklahoma State Department of Health rules acknowledge that an important part of a school health program is the prevention and control of communicable diseases. It is the duty of the parent or guardian, and the school, to exclude such a person until the period of isolation or quarantine ordered for the case expires, or until permission has been given by local health officers. **See 63 O.S. § 1-507**

### MEDICATION - ADMINISTRATION TO STUDENTS

It is the policy of the Elmore City-Pernell Board of Education that if a student is required to take medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.
  
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
  - A. Purpose of the medication,
  - B. Time to be administered,
  - C. Whether the medication must be retained by student for self-administration,
  - D. Termination date for administering the medication, and
  - E. Other appropriate information requested by the principal or the principal's designee.

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3. Self-administration of inhaled asthma medication by a student for treatment of asthma or anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of self-administration of medication. Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
- E. Definitions:
  - i. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
  - ii. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.
  - iii. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

4. The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. The policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

## **MENINGITIS**

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

### **Signs and symptoms of Meningitis**

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

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The disease is spread by droplets in the air and direct contact with someone who is infected. If your child has symptoms of meningococcal disease contact your health-care provider immediately. Vaccines can prevent many types of meningococcal disease, but not all types. Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance
- Are Medicaid eligible
- Are Native American
- Or whose health insurance does not pay for vaccines, and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

The vaccine is not required to attend kindergarten through 12th grade in Oklahoma. However, it is required for students who are enrolling in college and other schools after high school who will live in dormitories or on-campus student housing.

## **CONTAGIOUS DISEASE**

*School Law of Oklahoma, Section 815*

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease or head lice. After three infestations, a no nit policy will be enforced for the remainder of the school year.

## **IMMUNIZATIONS**

The following immunizations are required by state law before a child may enter school, or the parent must show a record in which the child is in the process of updating their immunizations.

### **Kindergarten-3rd Grade**

- 5 doses DTAP
- 4 doses Polio
- 2 doses MMR
- 3 doses Hep-B
- 2 doses Hep-A
- 1 dose Varicella (Chicken Pox)

### **4th-5th Grade**

- 5 doses DTAP
- 4 doses Polio
- 2 doses MMR

## **USE OF SCHOOL BUILDING AFTER HOURS**

Students are not to be in the building of Elmore City-Pernell Elementary School (especially the gym, cafeteria or library) after school hours unless they are supervised by a teacher, coach, or designated school employee.

Students needing in the gym or classroom areas after school hours can do so by securing permission from a teacher or coach that will be supervising your activity. Otherwise students are not to be in the building after hours.

Disciplinary action will be taken against students found in the building without permission. Your cooperation in this matter will help alleviate a number of problems and will be appreciated.

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## **CHANGE OF ADDRESS AND PHONE NUMBER**

At times during the school year students may move from one address to another in town. This information must be reported to the office where it will be entered on the office records. Updated phone numbers, contacts, and email addresses should be reported to the office as soon as they are known.

## **STUDENT LOCKER USE**

Lockers will be assigned during the student's enrollment. Locks will not be furnished by the school, but may be used by the student if he/she desires.

## **TELEPHONE USE**

A telephone for student use is located in the office. Students must ask permission before using the telephone. Calls may not be made or received from cellular/mobile telephones without permission of administration/faculty. Violation of this policy may result in disciplinary measures.

## **CAFETERIA**

Remember that the cafeteria is your school dining room. Courteous manners and a quiet, pleasant conversation are as appropriate here as in any home where there are guests, or as in any public place.

## **ANNOUNCEMENTS**

Students or teachers wishing announcements should have them turned in to the secretary's office for approval by 8:00 AM each day. MOMENT OF SILENCE Pursuant to state law, Elmore City-Pernell Elementary School observes a moment of silence daily. PLEDGE OF ALLEGIANCE As per SB114, Elmore City-Pernell Elementary School will recite the Pledge of Allegiance.

## **BUILDINGS**

The elementary school building will be open for students no later than 7:40 a.m. Students are permitted to enter the gym, cafeteria, or appropriate building beginning at 7:40 a.m. but must conduct themselves properly. If problems persist, students will be asked to wait outside.

## **LOST AND FOUND**

A lost and found department is maintained in the principal's office. Articles which are found should be taken there. If you have lost an article, you may redeem by identifying the same. Your wearing apparel, books, and other articles should be marked for identification.

## **TOYS**

All toys and electronics are not to be brought to school unless the teacher grants permission to the student and/or his/her parent grants permission for some special event. The school is not responsible for lost, stolen or broken items.

## **DAILY SCHEDULE**

The building will open at 7:40 AM. The school day will begin at 8:00 a.m. School will be dismissed at 3:00 p.m. each day.

## **SOLICITING**

No soliciting or selling may be done in school without approval of the superintendent.

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## **SAFETY DRILLS**

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the specific alarm.

Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel.

An Emergency Procedures Guide is located in every building in designated locations.

Drills must be conducted each year, as follows:

- Fire drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. All students and teachers shall participate.
- Intruder drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. Student involvement shall be determined by the superintendent in consultation with the building principal.
- A tornado drill will be conducted two times per year, one in September, and one in March.
- Lockdown drills will be conducted twice a year, once each semester, at different times of the day.
- Other safety drills, as determined by the principals of each building, shall be conducted twice during the school year.

All drills must be documented and a copy filed at the administration office, and with the Oklahoma School Security Institute (previously known as Institute for School Security Resources.) The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his/her designee upon request.

## **ASBESTOS BUILDING INSPECTION**

In compliance with the Asbestos Hazard Response Act, related Oklahoma and Federal regulations, Elmore City-Pernell Public Schools have had our buildings inspected by licensed personnel for the presence of asbestos. Precision Testing Laboratories, Inc. was contracted to write a Management Plan which outlines the potential health hazard and methods of maintaining asbestos containing materials.

The current assessment of the Health Hazard is low. The condition of the material is good and the potential for damage is low. We have been advised by Precision Testing laboratories, with the special operation and maintenance procedures that Elmore City-Pernell Schools are doing, there is no need for worry.

We realize that this brief explanation concerning our plans and the results of the inspection will leave many unanswered questions in your mind. For this reason we will make available all documents for your review at the Board of Education Office at 408 East Broadway, Elmore City-Pernell, Oklahoma. Please feel free to come by and inspect all documents. Please check with the Administration Office to schedule an appointment to review the management plan.

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## **ACTIVITIES**

### **ACTIVITIES AND TRIPS**

Students going on school-related activity trips are required to have an approved adult in each vehicle. When transportation is arranged for a group, every member of the group is expected to go and return with the group unless another plan is cleared with the faculty sponsor before the trip.

When a trip involves the absence of students from the classroom:

1. Their eligibility must be checked before the event.
2. A list of all students involved should be given to the principal's office three days before the trip.
3. The principal or sponsor may prohibit any student from participation in any activity at any time.
4. Students on school-related activity trips will not be counted absent from school.
5. Students who miss class for activities will be required to make up all work missed as defined by the policy.

### **PARTIES**

Class parties are provided three times a year. Halloween, Christmas and Valentine's Day. Treats should be simple and store purchased items only. No exceptions will be made. All arrangements must be approved by the principal and in accordance with district practice. Birthday parties may not be held at the school, but a parent may serve refreshments during a period of the day that is agreeable with the teacher. Balloons, plants and flowers will not be delivered to classrooms. Students will not be allowed to take any balloons on a school bus.

### **VISITORS**

Parents and visitors are welcome, but must first check in with the office. Contact the school for specific appointments with teachers, counselors, administrators, or other staff members.

### **TRANSPORTATION POLICY**

1. If a bus is scheduled to transport students, no student will be allowed to drive his/her car to or from an activity, travel to or from an activity with other students or travel to or from an activity with anyone else unless arrangements have been specifically cleared through the principal's office. In some cases parents will be allowed to transport their own children only to these events with proper permission.
2. If a student travels to an event on a school bus, that student is expected to return on the school bus. The parent of the student may present themselves to the coach or sponsor and seek permission to check their son or daughter only off the bus to ride home with the parent. The decision will be made by the sponsor or coach.
3. A student who misses the bus but arrives at the activity site is not to be allowed to participate unless he/she has been transported by his/her parent or parents. In the event this happens, the sponsor certainly has the prerogative not to allow the student to participate under any circumstances.

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## **EQUAL OPPORTUNITY STATEMENT**

The Elmore City-Pernell Public Schools adhere to the equal opportunity provisions of Federal Civil Rights Laws and Regulations applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975) or veterans, in the pursuit of educational goals and objectives and in the administration personnel policies and procedures. Assistance is available for any student, teacher or school employee as needed. If you have questions and/or concerns regarding your rights under these laws, please contact Sheila Riddle, Superintendent and Angela Doss, Middle School Principal, as the Title IX, Section 504 and ADA Compliance Coordinators for immediate assistance. For additional information concerning the rights of individuals under Federal Civil Rights Laws, you may contact the Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS (NON-DISCRIMINATION POLICY )**

No employee, prospective employee, or student will, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the Elmore City-Pernell Public School System. Should any employee, prospective employee, or student of the Elmore City-Pernell Public School system feel that they have been discriminated against in any of the above mentioned areas, they have the right to file their grievance. The person filing a grievance will be free from restraint, coercion, discrimination, or reprisal. The aggrieved employee shall present the grievance, in writing, to his/her immediate supervisor within five working days. After consultation with the superintendent, the principal or immediate supervisor should, within five working days of receipt of the grievance, arrange with the employee a meeting to discuss the grievance. A decision regarding the disposition of the grievance shall be conveyed in writing, to the employee within one week following the conference. If the grievance is not resolved, the employee should then contact Sheila Riddle, Superintendent and Angela Doss, Middle School Principal, as the Title IX, Section 504, and ADA Compliance Coordinators for advice. If necessary, the employee may subsequently appeal to the board of education, in writing, such appeal to be delivered within 30 days of the alleged discrimination. At any time during this procedure or even without recourse to the grievance procedures, and aggrieved employee may file a complaint to the Department of Education, Office for Civil Rights, 88930 Ward Parkway, Suite 2037, Kansas City, MO 64114- 3302.

It is the policy of the district to provide equal opportunities for employment retention, and advancement of all people, regardless of race, color, creed, national origin, or sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. **GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS A. DEFINITIONS:**

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Elmore City-Pernell Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Elmore City-Pernell Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
4. **Title IX and 504 Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Educational Amendments of 1972 , Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. **RESPONDENT:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

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6. Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturday, Sunday, and holidays.

B. PRE-FILING PROCEDURES Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Grievance Officer, and reasonable effort should be made to resolve the problem or complaint.

C. FILING AND PROCESSING DISCRIMINATION COMPLAINTS

1. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where known), and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the office of the high school principal.
2. Title IV/504 Coordinator: Notified respondent within ten (10) days and asks the respondent to: i. confirm or deny facts; ii. indicate acceptance or rejection of student or employee's requested action, or: iii. Outline alternatives. Respondent: Submits answer within ten (10) days to Title IX/504 coordinator.
3. Title IX/504 Coordinator: Within ten (10) days after receiving respondent's answer, Title IX/504 Coordinator refers to the written complaint and respondent's answer to the high school principal. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the high school principal.
4. Principal, Grievant Respondent, and Title IX/504 Coordinator: Hearing is conducted.
5. Principal: Issues within ten (10) days after the hearing a written decision to the student or employee, respondent, and Title IX/504 Coordinator.
6. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the superintendent.
7. Title IX/504 Coordinator: Schedule within ten (10) days of request for a hearing with the grievant, respondent, and superintendent.
8. Superintendent, Grievant, Respondent and Title IX/504 Coordinator: Hearing is conducted.
9. Superintendent: Issues a decision within ten (10) days following the hearing.
10. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the governing board.
11. Title IX/504 Coordinator: Notifies governing board within ten (10) days after receiving the request. Title IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted thirty (30) days from the date of notification to the governing board.
12. Governing Board or Hearing Panel Established by the Board, Grievant, and Title IX/504 Coordinator: hearing is conducted.
13. Governing Board: Issues a final written decision with ten (10) days after the hearing regarding the validity of the grievance and any action to be taken.

D. GENERAL PROVISION

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from the date that complaint is filed until the complaint is resolved shall be no more than 180 days.
2. Access to Regulations: Upon request, the Elmore City-Pernell Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three (3) years after complaint resolution.