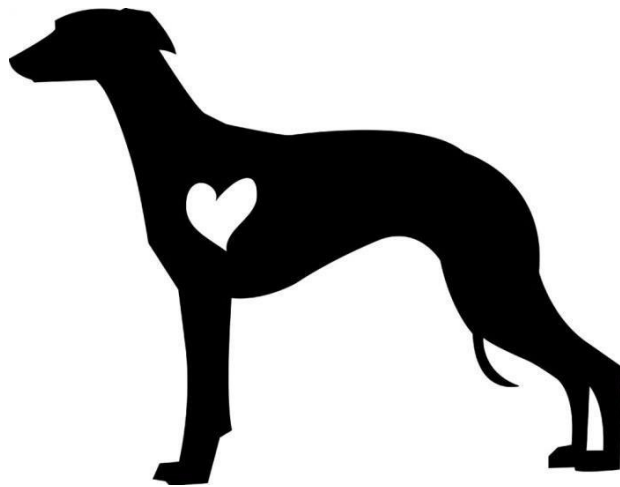


VARNUM



**ELEMENTARY
STUDENT
HANDBOOK
2023-2024**

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GENERAL NOTE

All rules and decisions will be governed by the school administration.

This handbook is maintained so that all students and their parents may become acquainted with general information concerning Varnum Elementary School as well as to familiarize themselves with Board of Education and administrative policies, rules, and regulations.

Varnum Public Schools are in conformity with the Civil Rights Act of 1964 and Title IX Educational Amendments Act of 1972.

All class offerings, courses, clubs, and extracurricular activities offered at Varnum Public Schools are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club or activity.

PUBLIC NOTICE FAMILY EDUCATION RIGHTS & PRIVACY ACT

The Varnum Public School District has developed policies and procedures designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). This policy provides the right for a parent/eligible student to:

1. Inspect and review the student records.
2. Request to amend records.
3. Consent to disclosure of identifiable information.
4. File with the U.S. Department of Education a complaint.
5. Obtain a copy of the policy from the building principal upon personal or written request.
6. Be provided translation if the primary or home language is other than English.

ATTENDANCE

In order for students to realize their fullest potential from education, every effort is needed from them to attend all classes. Parents, please contact the school office by phone, preferably by 9 a.m., to verify the reason for a student absence.

A good attendance record is an important factor in achieving and maintaining a successful school experience. A student who misses one clock hour in any ½ day is officially absent from school. Students who are not in attendance at least 80% of the school year may be recommended for possible retention. The school will attempt to notify parents of students who are not in attendance and have not been excused. Any student who is absent four (4) days or more without a valid excuse may be reported to the Seminole County Truancy Board. A student who is absent from school will have the same number of days to complete make-up work as the number of days he/she is absent.

There are two kinds of absences: Excused and Unexcused. The kind will be determined by the

school officials. Excused absences include illness or injury; doctor or dental appointments; Must show documentation for it to be excused absence. All absences whether excused or unexcused will be counted towards 10 total absences.

bereavement; serious illness or emergency in immediate family; and school bus not running. Submit documentation to the school office to support absence being excused. Unexcused absences include trips out of town, traffic issues, car trouble, waking up late, etc. When student absences are due to extended or repeated illness, a parent may need to meet with school personnel to provide documentation to excuse the absences, to determine possible causes, and to explore the need for remedial health and/or educational programs for the students, including 504 education plan, homebound instruction, or other interventions deemed appropriate.

Both excused and unexcused absences affect attendance awards. Perfect attendance is based on state attendance laws. A student who misses one clock hour in ½ day is officially absent from school regardless of excused or unexcused absences. Three tardies less than one clock hour equal one ½ day absence. Tardies will affect perfect attendance. A student is expected to report to class on time. A student is tardy when reporting to class after it has begun. A student misses beneficial classroom instruction when tardy and becomes a disruption to the class that is already in session.

Students will be counted tardy at 8:05 a.m., the bell rings at 8:05 a.m.

Students who arrive late must be escorted to the elementary building and be signed in by the parent/adult dropping them off. Students who are checked out early must be signed out by the parent/adult who checks them out.

DISMISSAL DURING THE SCHOOL DAY

Students are expected to remain in school the entire day. Students are receiving vital instruction up to the end of the school day and may not routinely be picked up early. If students are picked between 2:25 and 3:25 will be given a PM Tardy.

ENROLLMENT/ADMISSION OF STUDENTS

All children who reside in the Varnum School District I007 between ages 5 on or before September 1 are entitled to attend school according to school law. Students entering public school for the first time must present their birth certificates, shot records, proof of residency, and social security number. Please notify the school office if you are unable to provide any of the documents due to an extenuating situation. Children will be enrolled under their legal last name in all cases.

In addition, students entering the Pre K and Kindergarten program must have the following:

IMMUNIZATIONS FOR EARLY CHILDHOOD AND KINDERGARTEN:

4 YEAR OLDS:

4 DTP

3 HEPATITIS B

3 OPV 2 HEPATITIS A

1 MMR

1 VARIACELLA OR CONFIRMATION FROM PARENT CHILD HAS HAD DISEASE (CHICKEN POX) Needs to give approximate month and year child had disease.

5 YEAR OLD KINDERGARTEN:

5 DTP

3 HEPATITIS B

4 OPV 2 HEPATITIS A

2 MMR

1 VARIACELLA OR CONFIRMATION FROM PARENT CHILD HAS HAD DISEASE (CHICKEN POX). (Needs to give approximate month and year child had disease.)

Immunization requirements are determined according to what grade your child will be entering. For further information, please contact the school office.

INSTRUCTIONAL SCHOOL DAY

3 & 4 Year Old 8:05 – 3:25 Students should not arrive before 7:40 a.m. Those arriving by car should be dropped off at the early childhood center. Please do not drive through the campus in front of the elementary building. This is a NO-DRIVE ZONE for the safety of all our students.

Grades K - 6 8:05-3:25 Students should not be dropped off before 7:40. Those arriving before 7:45 must go directly to the cafeteria. The elementary building will open at 7:40. Car riders should be dropped off at the front of the high school building from the circle drive. Please do not drive through the campus in front of the elementary building. This is a NO-DRIVE ZONE for the safety of all our students.

The school is concerned about the safety and welfare of each student; however, the school cannot be responsible for the safety and welfare of unsupervised students until 7:40 a.m.

INSTRUCTIONAL PROGRAM

The instructional program is designed to impart knowledge and skills, assist students in learning the process of inquiry, and develop attitudes, interests, and values essential to the successful functioning of an individual in a democratic society. Instruction is based on the selection and implementation of activities which enable each student to achieve the educational goals and objectives. The State Department of Education's OAS (Oklahoma Academic Standards) guide the requirements for instruction in classrooms.

T1 Program

Students placed between two traditional grades, a transitional class is an alternative pathway for retention. These classes are most often found in the early grade levels, and typically have a lower student to teacher ratio than a traditional grade. If the transitional grade is between kindergarten and first grade, it is usually called T-1.

Is there a difference between a student attending a transitional grade versus being retained?

For the purposes of promotion and retention under the Reading Sufficiency Act (RSA), there is no difference between a student being in a transitional grade and being retained. Instructionally, though, there are differences. While retention serves as a full repeat of all content for a grade where students are placed alongside students completing that grade for the first time, transitional grade classes are focused on specific, prioritized content from the previous grade level with other students who are not ready to transition to the next grade.

How does a transitional grade impact promotion/retention decisions in 3rd grade under the Reading Sufficiency Act (RSA)?

A year in a transitional grade is considered a year of retention under RSA, so a student who spent a school year in a transitional class is automatically eligible for good cause exemption 6 in 3rd grade. The only exception to this rule is if students attend a transitional class as a replacement for a grade level. For example, if a student attended T-1 instead of kindergarten, rather than in addition to it, that would not count as a retention.

Who should be considered for placement in a transitional grade/class?

Only students who would otherwise be retained in the previous grade level should be considered for placement in a transitional class. Retention or transitional grade placement may be considered as an option if student data indicates that the student has not progressed on essential foundational skills despite receiving intervention. If data is not available for a student suspected of benefitting from retention or a transitional class, give screening or formative assessments. As a general rule, students in this class should be at or below the 30th percentile on district selected screening assessments.

PROGRESS REPORTS

Parent-Teacher conferences are scheduled twice a year. Student progress is reported by report card once every nine weeks. Every parent who has enrolled students through the online process at Wengage.com has access to students' grades at any time throughout the year. a third conference will be scheduled on an as needed basis.

Early childhood grades will use a skill-based progress method.

Grades 1-6 will use the following grading scale: A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 59 and below.

Deficiency /Eligibility Notices

Beginning the fourth full week of school, teachers are required to report all students who are failing a class. The office sends notification to parents/guardians when a student is on probation or ineligible, listing all classes in which the student is not passing. Teachers may also mail unsatisfactory progress reports to parents and guardians when the student is making failing grades or has a dramatic drop in performance.

Students who are receiving a 59.4 or lower F grade in any subject may not participate in extracurricular activities.

Though Varnum has regularly scheduled conferences once per semester, if at any point a parent or teacher has concerns about a student's progress, a conference can be set up at any time.

HOMEWORK

A certain amount of homework is necessary for all children to form good study habits. There is limited homework in grades K – 2, with more beginning in grade 3.

NO HOMEWORK WILL BE GIVEN ON HOLIDAYS OR WEEKENDS.

Because students work at different rates, some homework is due to the fact that assignments have not been finished within the time allowed in the classroom. Parents are encouraged to consult the teacher if there are questions about homework. Parents can help students develop a positive attitude about homework and establish effective study habits in the following ways:

1. Provide a quiet place to study.
2. Schedule a regular homework time each day and stick to it, but be equally careful to provide for playtime after school.
3. Remember that homework is assigned to the student, not the parent, although parent guidance is encouraged.
4. Encourage the student to do his/her very best.
5. Encourage the student to read books at home, and in turn read with or to him/her.
6. Make sure children have study materials available, such as pencils, paper, and erasers.
7. Show the student that school and homework are important.

LIBRARY

Students will have access to the library as needed. They are allowed to have two books checked out in their name. Students are expected to use care in handling materials and must pay for damaged or lost library materials. The librarian or other school personnel is to be informed of any damaged materials.

STUDENT HEALTH

Medication may be administered only with the written request and permission of a parent,

guardian, or person having legal custody. The medication will be administered in accordance with label directions or written instructions from the student's physician. All Medication will be kept in the elementary secretary office except rescue inhalers.

Older Students Self-administration of Inhaled Asthma or Anaphylaxis Medications

Students are authorized to carry and administer their own inhaled asthma or anaphylaxis medications provided that the following conditions are met:

1. The parent or guardian of the student authorizes annually in writing the student's self- administration and possession of the medication;
2. Inhaler must have Rx attached complete with student's name.
3. The parent or guardian of the student provides to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1- 116.2 of Title 70 of the Oklahoma Statutes;
4. The parent or guardian acknowledges the following statement: "Varnum Public Schools, its employees and agents shall incur no liability as a result of any injury arising from the self- administration of medication by the student."
5. The student signs a statement that he/she will not knowingly allow another student to use the inhaler.

ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class is to report to the office. The teacher will advise the office as to the extent of the illness. If school officials suspect the child is contagious, the student will be placed in the designated isolated area in the office.

When a student is injured at school, the student will be given first aid and the parent will be notified immediately.

Please use the following guidelines and keep your child at home if any of these symptoms are present:

- fever of 100 degrees or greater (before medication)
- shortness of breath
- an undiagnosed rash
- diarrhea or vomiting
- severe sore throat
- persistent or severe cough
- persistent or severe headache
- any known communicable disease
- evidence of head lice

If your child has a fever of 100 degrees or greater, they must be fever free without medication for 24 hours before returning to school. A child also needs to be free of diarrhea and/or vomiting for at least 24 hours before returning to school. For conditions requiring an antibiotic (strep throat, impetigo, pink eye, etc.), students may return to school 24 hours after the antibiotic is started. If your child's doctor diagnoses them with a communicable disease, please notify the school so we can notify parents of other students in the classroom if necessary. Communicable diseases include Covid 19, chicken pox, Coxsackievirus (hand, foot, and mouth disease), croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. It is an expectation that any Oklahoma State Department of Health's recommendation of quarantine or other advisement be strictly adhered to.

It is the parent's responsibility to notify the office and give the reason when a student is absent. Failure to do so will result in the absence being recorded as unexcused. Please turn in all doctor's, dental, counseling, etc. notes upon student's return to school.

LEGAL ASPECTS

A child's legal name will be used for all school records. School records for a student being legally adopted or for students who have legal name changes will be changed upon a presentation of a legal document indicating such action has been taken.

If one parent has legal custody of a student who is not to be released to the non-custodial parent, the school must be supplied with a copy of the proper custody papers or restraining orders.

FAMILY RIGHTS AND PRIVACY

The Varnum School District will comply with requirements for "directory information disclosures" for each student. The following is considered "directory information".

1. The student's name.
2. The student's address.
3. The student's telephone listing.
4. The student's date and place of birth.
5. The student's major field of study.
6. The student's participation in officially recognized activities and sports.
7. The student's achievement awards or honors or degrees.
8. The student's weight and height if a member of an athletic team.
9. The student's dates of attendance.
10. The student's most recent previous educational institution attended.

The Varnum School District can, by law disclose the above information without prior written consent unless there is on file in the student's permanent folder a document forbidding such information. If parents DO NOT want Varnum School District disclosing "directory information" on their child, they are to come by the office to sign the necessary form as soon as possible. If there are questions, parents are to call the school office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

In the course of a child's education, the school district will keep records as deemed necessary to provide programs to meet the students' needs and interests. Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education records within 30 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

PARENTAL RESPONSIBILITY

1. Assume major responsibility for helping their children develop good habits of behavior.
2. Recognize and help their children understand that the teacher assumes the role of the parent while their children are at school.
3. Teach their children respect for property and the rights of others.
4. Speak positively about the school and education in front of their children.
5. Assist their children to come to school well-groomed and appropriately dressed.
6. Send their children to school regularly and on time.
7. Explain any necessary absences promptly to the appropriate school office.
8. Provide necessary school supplies for their children to be able to perform classroom work.
9. Discuss daily work assignments and report cards with their children in a constructive manner.
10. Keep in close contact with the school to ensure good communication.
11. Attend requested conferences.

STUDENT'S DAILY RESPONSIBILITY

1. Be at school every day, on time.
2. Come to school well-groomed and appropriately dressed.
3. Bring school supplies as required for classroom work.
4. Listen to the teacher, following directions and answering questions as required.
5. Do all assigned work.
6. Treat all students and teachers with respect, kindness, and fairness.
7. Try very hard to do the best he/she can do.
8. Obey all school and classroom rules of behavior.

STUDENT DISCIPLINE

All decisions are at the discretion of the school administration.

The master key to achievement is self-discipline. With it students have the strength and perseverance to pursue and achieve many goals.

Self-discipline grows from within and enhances self-esteem. School personnel and parents play an important role in helping students develop self-discipline. High expectations must be held for all students and those expectations are to be communicated to the students.

To enhance self-discipline, classrooms are to be well-organized, instruction carefully managed, creativity encouraged, rules made clear and consistent, and learning must be a top priority for everyone in the school at all times.

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It is not fair for the misbehavior of some students to destroy the learning environment and the development of self-discipline for others. Therefore, a behavioral management plan can assist students in developing positive, responsible conduct. It encourages consistency in handling unacceptable behavior.

In order to grow educationally, socially, and emotionally students need to be in an environment in which firm, consistent, and positive limits are set, while warmth and support are provided for appropriate behavior. Maintaining acceptable school conduct is the responsibility of the students, parents, and the entire school staff.

Listed below are student conduct misbehaviors, though the list is not necessarily intended to be inclusive of all possible actions of misbehavior.

Misbehavior:

- Copying the work of another student
- Dress code violations
- Excessive littering
- Excessive or loud talking in class
- Failure to do assigned class work.
- Failure to turn in student's activity money, pay school debts
- Hazing
- Inappropriate display of affection on campus
- Leaving school grounds without permission
- Loitering/trespassing
- Profanity, offensive language
- Running in the halls
- Smoking/tobacco products
- Vaping devices
- Throwing objects
- Cheating
- Inappropriate bathroom behavior
- Wearing of any gang or gang related apparel
- Altering or destroying records
- Boycotts, walkouts, and protests
- Defacing school property
- Defiance of authority of school personnel
- Disruption on school bus
- Fighting
- Forgery
- Harassment of students or school personnel
- Refusing detention or behavior intervention class time
- Racial discrimination

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- Sexual harassment
- Immoral conduct
- Insubordination
- Obscene material – Possession, exhibition, or use
- Reckless conduct
- Truancy
- Unexcused absences or excessive tardies
- Arson
- Alcohol and/or drug use and possession
- Physical or verbal assault and/or battery of another student
- Physical or verbal assault and/or battery of Varnum School's personnel
- Blackmail
- Extortion, coercion
- False fire alarms and/or bomb threats
- Possession of weapons and/or replicas
- Robbery, theft, or larceny of another person's property,
- * Sex violations
- Tampering with fire alarms and equipment
- Vandalism
- * Threats of violence against other students or school personnel

Consequences for misbehavior listed will be assessed according to the type of offense, as well as the frequency of the misbehavior.

Consequences will be at the discretion of the principal and/or administration.

Possible consequences:

- In-class disciplinary action
- Notes home or phone calls to parents
- Student/teacher conference;
- Student/teacher/principal conference;
- Student/counselor conference
- Withholding of privileges during school day
- Parent/teacher conferences;
- Parent/principal conferences;
- Parent/teacher/principal conferences;
- Delayed isolated lunch time
- In-house removal from classroom to another room as designated by the principal
- Detention
- Grade of zero (for copying)
- Exclusion from extra-curricular activities
- Assigned school duties other than class tasks

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- Direct consequence related to student's infraction
- Hall pass revocation
- Financial restitution
- Invoke penalties in policy for tardies and unexcused absences
- Student probation contract
- Suspension from bus
- Behavior Intervention Classroom
- Parent sits with student in class for designated time
- Referral for psychological services
- Law enforcement
- Suspension with home study
- Suspension up to ten (10) days
- Suspension until psychological services, as determined by a Behavioral Management Team, are in progress
- Suspension for remainder of semester or remainder of semester plus following semester
- Any other action deemed appropriate
- Corporal Punishment with signed parent consent. A phone call will be made prior to any corporal punishment.

When a student is continually disruptive or is verbally and/or physically abusive, teachers may request the convening of a Behavior Management Team consisting of the site administrator, teacher(s), counselor, and other professionals to determine an appropriate plan of action. The administrator will carry out the proposed plan unless new information becomes available that affects its implementation. At that time, the team will reconvene to determine an alternative plan. Once the team has a plan to propose, a meeting will take place with the parent(s) to present the plan of action.

Suspension of Students

A student may be suspended from Varnum Elementary for any of the following reasons:

- 1) Alcohol and/or drug use and possession
- 2) Fighting
- 3) Assault and/or battery of another student
- 4) Assault and/or battery of Varnum School's personnel
- 5) Blackmail
- 6) Extortion, coercion
- 7) False fire alarms and/or bomb threats
- 8) Possession or use of fireworks
- 9) Robbery, theft, or larceny of another person's property or school property
- 10) Immoral or indecent conduct

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- 11) Tampering with fire alarms and school equipment
- 12) Arson
- 13) Vandalism, destroying and/or defacing school property
- 14) Possessing, using, or exhibiting dangerous weapons
- 15) Open disrespect or disobedience to school personnel
- 16) Gang related activities posing danger to others
- 17) Violent outbursts of temper and/or abusive language
- 18) Displaying any conduct that is disruptive to the educational process
- 19) Continual disrespect or disregard for school rules
- 20) Commission of any act which would be a felony or crime of moral turpitude under state or federal law if committed by an adult.

SUSPENSION PLAN

Will be determined by the school administration but could be:

- Students suspended from 1-5 days will be provided school work. The students' parents may pick up assignments by the end of the next school day. Work completed will be given credit according to the suspension. 1st offense – 100%, 2nd offense – 85%, subsequent – 70%.
- Students suspended for more than five (5) days (other than weapons or drug related suspension) will be provided an education plan. This plan will cover the core subjects in which the student is currently enrolled. The student's parent(s) or guardian will be responsible for providing the student with a supervised structured environment, and will monitor the students' educational progress during the suspension.
- Students suspended for more than five (5) days will receive a maximum of 70% on completed work.
- Students who are suspended will not be eligible to participate in extracurricular activities and will not be allowed to attend any school sponsored activity, home or away.

SEARCH OF A STUDENT, STUDENT PROPERTY, AND STUDENT LOCKERS

A search of a student, student property or lockers shall be conducted only for the purposes of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering of stolen property. A search of a student may be conducted when a student is on district property, in transit to, or attending any function sponsored or authorized by the district.

Object of Search – A search may be conducted when there is reasonable cause to believe that the

person, personal property, or locker of a student contains one or more of the following:

- A. Dangerous weapons;
- B. Drugs, marijuana, and other substances which are controlled, dangerous substances as defined in the Dangerous Substances Act;
- C. Stolen property (including money)

Persons Authorized to Conduct Searches – Only the principal, appropriate director, school resource officer, or Superintendent may authorize a search of a student or student property. A search of a student, student property or student locker should be conducted only when there is reasonable cause to believe a student possesses one of the prohibited items.

The determination of reasonable cause could be made by careful consideration of the following factors:

- A. What is the relative danger to the students and educational process posed by the possession of prohibited item?
- B. What is the student's record of behavior?
- C. What is the urgency of the search?
- D. If the basis for a search is information received by a confidential source, the official should determine if the source is of known reliability by taking into account who the source is and the person's credibility. Reasonable cause can have factual basis in a student's apparent nervousness, uneasiness, fear, anxiety, furtive suspicious movements and apprehensive expression; by the student placing an item in his/her pocket when an administrator approaches, and by the distinct appearance or smell of a prohibited item, i.e. the smell of marijuana. Student lockers are district property. Use of the lockers is a privilege, and students should have been advised that lockers are subject to search.

When necessary the administrator may request the student to remove only shoes, socks, hats, gloves, coats, sweaters, and jackets. The student may be requested to empty pockets and turn them inside out. The search of a student will only be conducted with a witness present. When circumstances allow, an effort will be made to contact one of the student's parents/guardians and notify him or her of the pending search.

SUBSTANCE USE BY STUDENTS

Use, possession, consumption, being under the influence of, or distribution of any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant, counterfeit drug, any other controlled or non-controlled substance having a potential for abuse associated with a stimulate or depressive effect on the central nervous system or any representation of a substance to be any of the substances set forth above.

This policy shall apply to all students before, during, and after school hours at school, in any

school building, and on any school premises; in any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event, or function; or during any period of time when students are subject to the authority of school personnel; or activities which occur off of school property, but which have impact on the school. Students in violation of this policy shall be subject to disciplinary action in accordance with these provisions.

Disciplinary procedure

1. USE/POSSESSION

Using, being under the influence of or in possession of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma Law, i.e. 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school sponsored event. The term “illicit drugs: includes steroids, and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not being used in compliance with the prescription of directions for use, are not being used to treat a current health condition of the student, or are not being used in accordance with school medication procedures (Board Policy 8.24) “Mood-altering substances” include paint, glue, aerosol sprays and similar substances.

FIRST OFFENSE: Parents will be contacted immediately upon verification of the violation. The Seminole County Sheriff will be notified if the student is in possession of a prohibited substance. The student will serve in-school detention for twenty (20) days. The building administrator may reduce the suspension if; 1) The student and family agree to see a certified alcohol and drug counselor approved by the district, and 2) The student and family complete an assessment of the student’s alcohol/drug involvement provided by a certified Alcohol and Drug counselor approved by the district and follow his/her recommendations satisfactorily. This may include, but is not limited to outpatient counseling and/or other forms of treatment as deemed appropriate.

II. DISTRIBUTION OF SUBSTANCES OTHER THAN ILLEGAL SUBSTANCES

Offenses involving the sale, transfer, distribution, or exchange of any of the other prohibited substances: Follow procedure as described under Section 1 of this regulation.

III. DISTRIBUTION OF ILLEGAL SUBSTANCES

Offenses involving the sale, transfer, distribution or exchange of an illegal substance:

Parents and Seminole County Sheriff will be contacted immediately upon verification of violation. Student will be suspended for the remainder of current semester and succeeding semester. Student and family will receive information pertaining to evaluation and intervention

resources for help within the community/area.

MEDICAL EMERGENCY

Because of the potential dangers to the student presented by his/her acute intoxication with alcohol or other drugs, parents will be contacted immediately to obtain medical services if a student is exhibiting signs of acute intoxication, incapacitation, or drug overdose. If parents are unavailable, emergency procedures may be initiated as deemed necessary for the student's safety. Following the student's return to school appropriate discipline procedures of this regulation will be implemented.

TOBACCO POLICY

The use and/or possession of tobacco or tobacco products is prohibited. This policy shall apply to all students before, during, and after school hours at school, in any school building, and on any school premise; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event, or function; or during any period of time when students are subject to the authority of school personnel. The penalty for the violation of this policy shall be determined by the school administration but could be:

- First Offense: Three (3) days in-school detention
- Second Offense: Five (5) days suspension out of school
- Third Offense: Ten (10) days suspension out of school
- Fourth Offense: Suspension for the remainder of the semester

Minimum time suspended is at the discretion of the school principal; however, the principal shall not suspend a student in excess of two weeks – ten (10) days – without first consulting the Superintendent of Schools. A student may be suspended for the remainder of the school year if the administration deems it advisable and in the best interest of the school as a whole.

Suspended students may have the right to appeal to the Board of Education. . Students, if suspended for whatever the cause shall be afforded the due process clause of the Fourteenth (14th) Amendment to the United States Constitution. Specifically, students shall be given oral or written notice of the charge. Parents will be notified if a student is suspended.

24/7 TOBACCO POLICY

The Board hereby prohibits the use of all tobacco products (including but not limited to cigarettes, cigars, pipes, snuff, e-cigarettes, vape devices and other smokeless tobacco) by students, staff, visitors or guests in all school district buildings on the grounds, on all school property and school vehicles. This regulation also applies to all public school functions (ballgames, concerts, plays, etc.) and any outside agency using the district's facilities.

IMMEDIATE REMOVAL

A student whose presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process may be immediately removed from school.

GANG RELATED BEHAVIOR

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

WEAPONS

Possession and/or carrying of dangerous weapons or replicas while on district property, at a school sponsored activity, or on a school bus will result in an immediate long-term suspension, unless involved personnel discover circumstances that prove the action to be inappropriate. A long-term suspension may extend to the remainder of the semester or to the end of the next succeeding semester. Law enforcement officials will be called immediately when firearms are involved (i.e., powder, air powered, gas powered weapons). Law enforcement officials will be called immediately in regard to all other weapons if school personnel determine that the situation poses a threat to students or personnel. The Varnum School district reserves the right to invoke school discipline independent from legal action.

Dangerous weapons include an automatic or semi-automatic weapon, rifle, shotgun, any pistol, revolver, BB gun, pellet gun, or any imitation firearm, dagger, bowie knife, dirk knife, switchblade knife, spring type knife, sword, any knife having a blade which opens

automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, multi-fingered rings, loaded cane, billy hand chain, metal knuckles, or any weapon capable of inflicting a serious bodily harm.

SCHOOL SPONSORED ACTIVITIES

Students who attend school sponsored activities at home or away are subject to school discipline policies.

WIRELESS TELECOMMUNICATION DEVICES

Students will be allowed to possess cell phones. The devices must be kept turned off and shall not be displayed between the hours of 7:45 A.M. and 3:30 P.M. All other types of telecommunication devices and electronic devices are prohibited. This includes but is not limited to beepers/pagers, portable games or toys, MP3 players or ipods, headphones, cameras or camcorders, or any other electronic device.

Upon reasonable suspicion, the superintendent, principal, teacher, safety and compliance officer or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of wireless telecommunication devices. Students found to be using any electronic communication device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

A student or teacher may request permission for exceptions to this policy based upon medical emergency or specific educational purpose. Such permission may be granted in writing by the administration for a specified period of time based upon the nature of the request. Exceptions will only be granted if it is deemed necessary by the administration.

The penalty for the violation of this policy shall be:

Will be determined by the school administration but could be:

First Offense: The electronic device will be seized. Said device will be returned to the student at the end of the school day.

Second Offense: The electronic device will be seized, and the student may be assigned to detention for two days. Parents will have to pick up device.

Repeated Cell Phone Violations: Student will be required to turn in device daily for a period of time to be determined by the school principal.

BUS RIDING SAFETY RULES

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading:

- 1) Be on time at the designated school bus stops in order to keep the bus on schedule.
- 2) Stay off the road at all times while waiting for the bus.
- 3) Wait until the bus comes to a complete stop before attempting to enter.
- 4) Approach the bus stop with caution.
- 5) Respect people and their property while waiting for the bus.
- 6) Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

- 1) Keep all parts of the body inside the bus.
- 2) Refrain from eating and drinking on the bus.
- 3) Refrain from the use of any form of tobacco, alcohol, or drugs.
- 4) Assist in keeping the bus safe and clean at all times.
- 5) Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- 6) Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid for by the offender.
- 7) Never tamper with the bus or any of the bus equipment.
- 8) Help look after the safety and comfort of small children.
- 9) Maintain possession of books, lunches, and other articles to keep the aisle clear.
- 10) Do not throw objects in or out of the bus.
- 11) Remain in your seat while the bus is in motion.
- 12) Refrain from horseplay and fighting on the school bus.
- 13) Be courteous to fellow students and bus driver.
- 14) Remain quiet when approaching a railroad crossing stop.
- 15) Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

- 1) If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
- 2) Go home immediately, staying clear of traffic.
- 3) Help look after the safety and comfort of small children.
- 4) If you drop anything near the bus at the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.

Extracurricular trips:

- 1) The above rules apply to all trips under school sponsorship.
- 2) Sponsors will be appointed by school officials. A violation of rules may result in the following actions:
 - 1) First Offense – five day bus suspension
 - 2) Second Offense – fifteen day bus suspension
 - 3) Third Offense – bus suspension for the remainder of the school year.

Any of these bus disciplinary actions may be subject to change at the discretion of the site principal. Suspensions from the bus will be related to the regular school bus route. Suspension from other school related transportation will be at the discretion of the site principal.

CAMERA SURVEILLANCE VIDEOS

The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other area except locker rooms and bathrooms.

Surveillance videos are NOT considered to be educational records of students and are not subject to the right of inspection by parents specified in the Family Educational Rights and Privacy Act (FERPS) or subject to disclosure under the Oklahoma Open Records Act. Surveillance videos may be used in disciplinary actions against students and may be publicly disclosed during such disciplinary proceedings.

SCHOOL SAFETY INFORMATION

Several fire, tornado, and intruder drills are held during the school year to familiarize students with the safety procedures to follow in case of an actual fire, tornado, or intruder. Each drill shall be documented in writing at each school site and reported to Oklahoma School Security. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshall or his designee upon request.

Every effort is made to protect students at school. Parents' assistance with safety procedures is needed. Students should be shown the route to and from school. Students need to know their address and phone number, as well as the name and phone number of someone who can be contacted.

Parents should discuss what to do when things will be different than usual at the end of the school day. Parents must notify the teacher by written note or phone call if there is a change in the student's daily routine for transportation.

Students should be cautioned never to leave the school grounds without permission and certainly not to leave or ride with strangers. All outside doors to the school building will be kept locked to help ensure student safety.

DRESS CODE

The Varnum Public School District takes pride in the appearance of its students. This District's dress code and grooming standards have been established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards at school or school-related functions. All students shall wear clothing that is neat, appropriate, and modest to the gender of that student.

There is a close relationship between high standards of dignity, pride, and proper grooming which contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire shall be clean and inoffensive. The student and parent shall share the responsibility for proper grooming of the student; however, the campus administrator has the final authority concerning the propriety of clothes, hairstyle and jewelry. The school campus, like a workplace, promotes a productive, businesslike atmosphere that is conducive to learning. Students should familiarize themselves with these standards as the dictates of popular fashions may be inconsistent with the following guidelines:

1. Skirts/dresses/shorts shall not be shorter than mid-thigh. The length must not be shorter than the student's longest finger when arms are relaxed and to the side. This includes clothing worn over leggings/tights. No spandex, bike or boxer shorts/pants shall be worn;
1. Shoulder straps shall be a minimum of two (2) inches (halter tops, backless clothing, and attire with over-sized arm openings that expose undergarments or upper body areas are not allowed);
2. No low-cut tops; midriff must be covered; no see-through clothing including pants, shorts, etc. with holes, rips, or tears above the pant inseam are allowed;
3. No clothing or tattoos with reference to alcohol, drugs, sex, tobacco, vulgar language, violence, gang related affiliation, or other symbols that detract from the learning environment are allowed;
4. No hats, caps or other headwear shall be worn in buildings;
5. In order to ensure that students are on task and learning is taking place, both male and female students must wear their hair so that the entire eye is visible;
6. No gang related attire (colors, bandanas, shoe laces, symbols) are allowed;
7. No chains which have the potential to be used as a weapon are allowed;
8. No collars intended for use on animals, including spike collars/wristbands are allowed;
9. Hair which is not clean shall be unacceptable;
10. Students shall wear shoes at all times.
11. No pajama pants or house shoes are permitted.
12. If a student is sent home because of a dress code violation, it is not an expulsion or suspension, but a disciplinary measure to correct the violation. The student should return immediately to school because while a student is absent, he/she is unexcused during that time away from school. A student who checks out for dress code issues will be assigned detention if checked out for more than 30 minutes. Unexcused absence violations will result in the student serving one-day detention for each hour missed. It is the responsibility of the Principal to ensure that this policy is enforced; however, other personnel may assist in the enforcement of this policy and are

encouraged to do so.

Student Transfers

Students who are transfer students which means they do not live in the Varnum School district can be denied based on attendance and discipline. Good attendance and good behaviors are vital in order to achieve a high education with all students at Varnum Elementary.

Administration will make that determination based on poor attendance and multiple disciplinary offenses, then send out certified denial letters prior to July 15. It is the parents/guardians responsibility to ensure that the correct address is on file with the school at all times. If a parent has moved and did not notify the school with a change of address and does not receive the letter, but finds out by trying to enroll for the following school year, then that appeal will not be accepted. Once parents/guardians receive the letter they will have 10 days from the letter being mailed to parents/guardians to send in writing an appeal to the board of education. The school administration will then set the hearing date and time and notify parents.

TELEPHONE

Students are limited as to their use of the school phone. Parents can help by making sure that the students have their books, materials, and lunches when they leave home each day.

In addition, parents need to instruct students as to after-school plans before they leave home. Dismissal time is a very hectic part of the school day, and if parents call around that time, it cannot be guaranteed that the message can always be delivered.

HARASSMENT, INTIMIDATION, BULLYING, OR THREATENING BEHAVIOR

Bullying is a repetitive behavior. Bullying is an intentionally aggressive behavior, repeated over time that involves an imbalance of power.

“Harassment, intimidation and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s education mission or the education of any student. This type of conduct includes, but is not limited to, gestures, written or verbal physical acts or electronic communication.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

“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, cellular

telephone, or other wireless telecommunication device, or a compute.

“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.

Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior.

The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:

- a. Harassment
- b. Intimidation
- c. Bullying
- d. Threatening Behavior

The above prohibitions apply to such conduct at school and/or by electronic communication and 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, bullying, intimidation, or threatening behavior at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation, bullying, or threatening behavior as specified above shall immediately report such incident to one of the student’s teachers or to the student’s school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.

3. Upon notification of such an incident by the student or student’s teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.

a. The alleged incident shall be documented in writing by the principal.

b. The investigation shall be made in a timely fashion.

c. At the principal’s discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.

4. When the investigation has been completed, the district shall administer discipline as deemed appropriate in light of the determination it has made regarding the incident of

harassment, intimidation or bullying. In administering discipline, consideration will be given to alternative methods of punishment to insure 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. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.

GENERAL INFORMATION

1. Parents are not to phone students during school hours unless there is an emergency. Students are not allowed to use the phone unless there is a justifiable reason.
 2. Students are not to bring dangerous or distracting articles to school such as guns, knives, water guns, toys, GG pets, radios, tape players/recorders, sport or other trading cards, "pogs" or playing cards. (Some items may be allowed on special occasions with permission from the teacher).
 3. Students are also not to bring expensive items such as jewelry, toys, etc. The school will not be responsible for these items.
 4. Names should be placed on all articles of outer clothing-coats, gloves, hats, caps, or raincoats.
 5. Students are not to converse with a stranger and are never to get into a car with a stranger.
 6. Students are not to leave the school grounds during hours without parental permission.
 7. Each student is responsible for the proper care and return of all books and equipment which have been received from the school. Payment must be made for lost or damaged books and equipment.
 8. Students are not to pass out birthday invitations or treats in individual classrooms unless every student is to receive one.
 9. Students withdrawing from school are to return all library books and other school property before leaving.
 10. During the school year, fundraising projects will be held to help purchase supplies and equipment. Students are never required to participate. Participation is only on a voluntary basis.
 11. Parents will be allowed to attend all school parties. Parents may be asked to assist by providing refreshments.
 12. If parents want to send or bring refreshments at any other time, prior arrangements must be made with the classroom teacher.
 13. It is the responsibility of the parent to notify school personnel of any medical conditions of your child.
- 13) Academic instructions will not be interrupted to look for lost cell phones.

PROMOTION AND RETENTION

In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice, students will spend one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention or our T1 program may be considered when:

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- A. A child is in grades K-3, or, on very rare occasions, when the child is in grades 4- 8.
- B. The child is achieving significantly below ability and grade level.
- C. Retention would not cause an undue social and emotional adjustment.
- D. Retention would have a reasonable chance of benefiting the child totally.

The following will be procedure for deciding retention or promotion:

- A. The student's parent or teacher may request that the student be retained.
- B. If a parent has concerns about a child's retention recommendation, a committee consisting of the principal, student's teacher, a teacher from the subsequent grade level, and the child's parents will review the student's progress and consider the request.
- C. The approval committee will be guided by the following factors:
 - 1. Chronological age
 - 2. Academic data
 - 3. Social maturity
 - 4. Emotional maturity
 - 5. Physical development
 - 6. Work and study habits
 - 7. Attendance record
- D. The committee will recommend retention or promotion and specify the factors relating to the decision. If the parent has further concern, that decision will be forwarded to the superintendent for his or her information and review.
- E. Although the final decision should be a mutual decision of the parents and the school officials, the final decision of promotion or retention shall rest with the school authorities.
- F. Only in unusual circumstances should a child be retained more than once.
- G. Appeals to the decision of the committee may be brought to the Board through the superintendent. Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent 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 may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s), for disagreeing with the decision of the board.

SPECIAL SCHOOL PROGRAMS AND ACTIVITIES

Students who attend any pull-out program, lab, or school sponsored day event are not required to make up the regular classroom assignments, nor are they penalized in any way.

READING SUFFICIENCY ACT

The Oklahoma Reading Sufficiency Act—or RSA—helps ensure that by the end of third grade, each student has the opportunity to develop strong foundational reading skills needed to be

successful in fourth grade and beyond. Parents are a child's first teacher, and building literacy starts in the home even before children enter public school. Beginning in kindergarten, your child will be assessed to determine his or her reading skills. The fundamental goal of reading is to comprehend, or understand, what has been read. Reading is a complex act that requires a number of skills working together.

Under RSA, schools must assess every student on grade-level reading skills, beginning in kindergarten. If a student does not meet established benchmarks, the school must work with the parent to create a plan for helping the student in any area that needs attention. This is called an Individualized Program of Reading Instruction (IPRI), and it provides the following information:

- Your child's specific area of need
- The instructional services and supports provided for your child
- Strategies you can use to help your child succeed
- Information and policies for promotion to fourth grade

Varnum School provides the following services in relation to RSA:

- Provide instruction on the Oklahoma Academic Standards with an evidence based program
- Set aside sufficient time for literacy instruction
- Assess students' skills at the beginning, middle and end of each year
- Inform parents of any learning gaps and make a plan to address them
- Provide appropriate interventions for students who need additional support
- Monitor students' progress toward reading goals

VISITORS

All visitors to the district shall report to the school office upon entering the building, shall sign the visitors register, and shall request appropriate authorization to visit the school from the district official in charge of each building. When parents, patrons, and friends have been invited to a school for a particular activity or program, it shall not be necessary to sign the visitor's register or request any additional authorization to visit the school.

As authorized by law, the district has the authority and right to direct any person to leave district property who is not a student, officer, or employee and who interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

INTERNET POLICY

Prior to internet use the student and parent must have on file the signed Terms and Condition for Use of Internet

ACADEMIC INTEGRITY AND THE USE OF ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) has emerged as a key tool in the realm of education, supporting students in various ways. Such as, but not limited to: Homework assistance, problem solving, language learning. However, with its growing role in education, we must address how AI interacts with the school's policies on Academic Integrity.

****THE ROLE OF AI IN LEARNING**

AI can be a potent tool in your learning journey. It can offer personalized learning materials, help you better understand complex topics, and give you access to a wealth of knowledge. It can facilitate studying and make learning more interactive and engaging. However, while using AI, it is essential to ensure that your actions remain within the framework of Academic Integrity.

****GUIDELINES FOR AI USE AND ACADEMIC INTEGRITY**

1. Understand the difference between Assistance and Cheating.

AI can assist in finding information and explaining concepts, which is very similar to a tutor assisting you. However, you should never use AI to COMPLETE your assignments, tests, or any form of graded work entirely on your behalf.

2. Cite AI-sourced information. When using AI for research or gathering information, ensure that you properly cite the sources provided. Not doing so could result in plagiarism. AI is a tool to find information, but that does not exempt you from crediting the original source of that information.
3. Do Not use AI to circumvent learning. AI is here to compliment your learning, not replace it. Using AI to bypass understanding and learning of concepts, or to complete the work for you, defeats the purpose of education; which is to develop your knowledge, skills, and competencies.
4. Understand the limitations of AI. While AI can be very helpful, it is not flawless and should not be wholly relied upon for accuracy. Always cross-verify information from multiple sources and do not hesitate to ask your teachers if you're unsure about something.

****CONSEQUENCES FOR THE MISUSE OF AI**

The misuse of AI (such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding, will be treated as a violation of our school's Academic Integrity policy. Consequences can range from grade penalties, failing the course, or even suspensions.

EDUCATIONAL FACTS

- 1. Students differ in their rate of growth and development.**

- 2. Reading, like walking, must be learned step by step and at the time each student is ready for it.**
- 3. Students whose parents are interested and supportive usually do better in school, and have a better attitude.**
- 4. How a student feels about him/herself affects school achievement.**
- 5. Students are more likely to learn to enjoy books if they see their parents and teachers reading for enjoyment.**
- 6. The higher expectation of the principal, teachers, and parents, the higher the achievement level will be.**
- 7. Solutions for most problems include: excellence, honesty, responsibility, high morals, good values, good study habits, kindness, caring, cooperation, and respect.**

Dear Parents,

I hope this handbook will help guide you through any questions you may have this school year. Please read through this handbook and discuss with your child. We have had some changes this year and hope you will help us enforce these new changes as smoothly as possible. We are looking forward to an exciting school year.

**Thank you,
Mrs. Votaw
Elementary Principal**

Please sign and return Monday, August 21, 2023.

**I _____, have read and understand the Elementary handbook,
and have discussed the rules with my child _____.**

Parent Signature: _____

Student Signature: _____