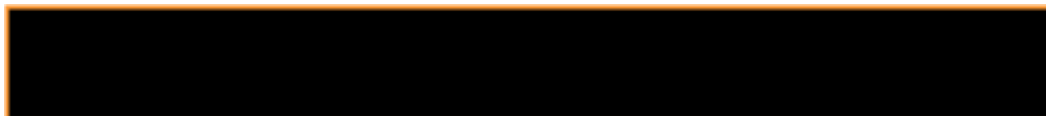




# Lion Pride Elementary Handbook

Grades PK-6

2024-2025



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**BOARD OF EDUCATION**

Tristen Lawson – Vice President  
Brandon Mooneyham – Board Clerk  
Beth Long – Member  
Danny Womack – Member

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**ADMINISTRATION**

Superintendent  
Candice Dominguez

High School Principal  
Brian Womack

Elementary Principal  
Brandy McClary

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**TEACHERS**

Brandi Beesley  
Shilo Bowden  
Kylie Brown  
Doug Cagle  
Amera Covert  
Sara Crase  
Sharla Drummonds  
Tiffany Drummonds  
Ashley Dunkin  
Susan Geer  
Eric Henry  
Brooke Hickman  
April Hume  
LaSheil Knowles  
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Twylah Morris  
Amanda Nelson  
Kacie Ralls  
Karla Rodgers  
Dalaina Self  
Cidney Shimp  
Allyson Thornburg  
Marcia Walton  
Jace Welch

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**Keota Public Schools**  
**110 NE 6th**  
**Keota, OK 74941**  
**Phone**  
**(918)966-3924**  
**(918) 966-3141**  
**Web site: [www.keota.k12.ok.us](http://www.keota.k12.ok.us)**

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### School Calendar (2024-2025)

August	5-7 8 <b>16, 23, 30</b>	Teachers Report/In-service (No School) First Day of School for Students <b>Virtual Friday</b>
September	2 19 27 <b>6, 13, 20, 27</b>	LABOR DAY (No School) Progress Reports Parent/Teacher Conference after school <b>Virtual Friday</b>
October 1	11 14 17 <b>4, 11, 18, 25</b>	End of 1 <sup>st</sup> 9-Weeks Beginning of 2nd 9-Weeks Report Cards <b>Virtual Friday</b>
November	14 22-29 <b>1, 8, 15</b>	Progress Reports THANKSGIVING BREAK (No School) <b>Virtual Friday</b>
December	19 20-31 <b>6, 13</b>	End of 2 <sup>nd</sup> 9-Weeks CHRISTMAS BREAK (No School) <b>Virtual Friday</b>
January	1-3 6 7 9 <b>10, 17, 24, 31</b>	CHRISTMAS BREAK (No School) Teacher Professional Day (No School) Beginning of 3 <sup>rd</sup> 9-Weeks Report Cards <b>Virtual Friday</b>
February	13 21 <b>7, 14, 21, 28</b>	Progress Reports Parent/Teacher Conference After School <b>Virtual Friday</b>
March	6 10 17-21 24 27 <b>7, 14, 28</b>	End of 3 <sup>rd</sup> 9-Weeks Beginning of 4 <sup>th</sup> 9-Weeks SPRING BREAK (No School) Teacher Professional Day (No School) Report Cards <b>Virtual Fridays</b>
April	24 <b>4, 11, 18, 25</b>	Progress Reports <b>Virtual Make-Up Days</b>
May	4	Baccalaureate

5	Kindergarten graduation
9	Senior Graduation
13	8 <sup>th</sup> Grade Graduation
14	Last Day of School
14	Report Cards/End 4 <sup>th</sup> 9-Weeks
15	Teacher Work Day (No School)
<b>2, 9</b>	<b>Virtual Make-Up Day</b>

### **RESPONSIBILITIES OF PARENTS**

Many parents believe that when their child enters school, it is the teacher's job to teach everything the child needs to know. We, at Keota School, strongly encourage parents/guardians to play an active role in your child's education. Listed below are ways you can help your child achieve the best possible education:

1. Be active participants in the child's education.
2. Communicate regularly and work cooperatively with school administration and teachers. (Examples: Open house, parent-teacher conferences, etc.)
3. Send the child to school ready to learn; rested, properly dressed, with assignments and materials, etc...
4. Make sure the child attends school regularly and promptly.
5. Please report absences and tardies to school as soon as possible.
6. Participate in recommended parent training programs that may be offered.
7. Inform school authorities of any learning problems or condition that may relate
  - a. to the child's education.
8. Monitor and support the child's adherence to school policy.
9. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school. Any change of address or phone numbers should be reported to the principal's office and teacher as soon as possible.
10. Create a positive learning environment at home. Always ask to see the child's work for the day, and help him/her with homework.
11. Discuss school activities with your child daily.
12. Attend school events to show support for your child.
13. Never be afraid to ask questions, or ask for help.

### **NOTIFICATION OF RIGHTS UNDER PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) STUDENT SURVEY/TESTING PROGRAM (REGULATIONS)**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose. The results of such approved surveys must be shared with the board of education.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
  - College or other postsecondary education recruitment, or military recruitment;
  - Book clubs, magazines, and programs providing access to low-cost literary products;
  - Curriculum and instructional materials used in schools;
  - Tests and assessments;

- Student recognition programs; and
  - The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
  3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

### **Definitions**

- The term “survey” includes an evaluation.
- The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- The term “personal information” means individually identifiable information, including a student’s or parent’s name, address, telephone number, or social security number.
- The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.
- These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520

## **INTRODUCTION**

Dear Keota Families,

On behalf of the faculty, I would like to welcome you all to a great school year at Keota Elementary School. The teachers and I have worked diligently over the summer to prepare for the 2023-2024 school year and look forward to providing the best educational experience to our students. We are looking forward to working with you, the students, and the community to make this the best educational experience for everyone.

Keota Elementary School continues to show strong academic readiness and growth as we move forward. Working together, we can continue to show growth in all academic and social areas, helping form our young students into positive productive members of the community. Teachers will continue to put an emphasis in all academic areas and will focus on the importance of math and reading in their daily instruction. Your child will continue to be assessed using STAR Reading and Math. These tests will be used throughout the school year to monitor growth and mastery. If you have any questions about these assessments or his/her education, please contact your child's teacher.

Academic readiness is not the only area of emphasis. Teachers and staff continue to set the example for character development. This year, we will take a few minutes in the morning after breakfast to discuss citizenship. These discussions will emphasize the importance of respect, integrity, courtesy, equality, and tolerance. These lessons will follow over into the classroom as teachers stress the importance of proper behavior in the classroom, cafeteria, hallways, and playground.

If you have any questions, please feel free to call me at the school office (918) 966-3141 or email me at [bmcclary@keota.k12.ok.us](mailto:bmcclary@keota.k12.ok.us)

Sincerely,

Brandy McClary  
Elementary Principal



## **MISSION STATEMENT**

The faculty and Staff at Keota Elementary School are committed to empowering students to become responsible citizens of character and integrity by creating a positive environment and encouraging active participation in the learning process.

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## **PHILOSOPHY OF KEOTA ELEMENTARY SCHOOL**

In cooperation with parents and the community, Keota Elementary School strives to provide a secure foundation for our students' future. Keota Elementary School enables a diverse student body to mold their elementary education to best fit their individual goals by offering a progressive curriculum that emphasizes traditional academic excellence and opportunities for a modern technological education. We also seek to instill in our students a life-long regard for citizenship, independent thinking, and cooperative teaming skills. Further, as we prepare our students for an ever-changing future, we strive to teach students to embrace learning, use direct and effective communications, and to rely on fundamental human values in their everyday lives.

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## **KEOTA SCHOOL TRADITIONS**

**KEOTA EMBLEM: THE LION**

**KEOTA SCHOOL COLORS: ORANGE AND BLACK**

### **SCHOOL SONG**

KEOTA, KEOTA  
YOUR SONS ARE STAUNCH AND TRUE  
KEOTA, KEOTA  
WE'LL ALWAYS STAND BY YOU  
WE'LL FIGHT BOYS, WE'LL WIN BOYS  
FOR THE ORANGE AND BLACK WE'LL STAND  
KEOTA, WE LOVE YOU,  
THE BEST IN ALL THE LAND

### **ELEMENTARY SCHOOL CREED**

I am a bright child.  
I am a unique and special individual.  
There is no one I would rather be than me.  
Today I have the courage to be the best that I can be.  
I am responsible for my own actions  
I have a brain! I can learn! I am loved!  
I will succeed.

## **2024-2025 SCHEDULE**

7:45	Cafeteria will open for Breakfast
8:15	Class begins. ( <i>Students will be counted tardy after 8:30</i> )
3:25	Pre-K and Kindergarten students are dismissed.
3:30	1 <sup>st</sup> through 6 <sup>th</sup> grade students are dismissed.

## **PRINCIPAL'S OFFICE**

Mrs. Brandy McClary is the Elementary School Principal. The policies and philosophy under which the school operates are interpreted through the office of the principal. This office is designed to help students, parents, and teachers who want further information regarding the general policies of the school. Please feel free to call or visit the appropriate level Principal anytime you have a question.

The student handbook is placed in the hands of the student to serve as a guide. However, the Keota Board of Education Policy Manual overrides any policy set in the student handbook. The student should become familiar with the rules and regulations of the school. It is hoped that this handbook will help students and parents better understand school policies. Many of the policies set in this handbook are governed by state law or are the directives of the State Board of Education.

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## **COVID -19 PLAN**

Keota Public Schools will follow CDC guidelines. See Keota Safe Return Plan for more information at [www.keota.k12.ok.us](http://www.keota.k12.ok.us)

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## **SCHOOL CHOICE**

**Traditional** - The majority of the school year, and possibly the entire year, will be on-site learning as long as public health officials deem it safe to do so and the school is prepared with appropriate health and safety measures.

### **Distance Learning Option**

Students and families will be provided a distance learning option by site

- Parents may request the option for their child(ren) to attend school through distance learning or to attend school through the traditional classroom setting.

#### **Distance Learning Guidelines**

1. Medical Recommendation from a physician
2. Previous Success Rate Virtual (This can change at any time.)
3. Limited public exposure
4. Principal Approval
5. Parent Statement: "I take full responsibility for the instruction, completion, and prompt return of all materials."
6. According to state requirements, a student must complete 90% of the work to be counted in attendance.

The option can only be changed at the beginning of each 9 weeks (unless approved by the principal).

## **EDUCATIONAL NEGLECT**

Educational neglect is a concept found in family law. It can be defined as the failure of a parent (or legal guardian) to provide for their child's basic educational needs. For instance, when a child reaches a certain age (usually mandated by the laws of their state), that child must be either enrolled in school, homeschooled, or given necessary special education training.

- Repeated or chronic absences: If a child chronically misses school or is repeatedly absent from school, then this may constitute educational neglect. A parent or guardian may be at risk of committing child neglect if they allow their child to miss at least five days of school per month, are notified by the school about the issue, and then fail to remedy the situation.
- Failure to enroll in school: Parents and guardians must register their child in school or homeschool them once the child reaches the state mandated age. In general, a child typically cannot miss more than one month of schooling simply because their parent or guardian failed to enroll them in a timely manner. However, there may be some exceptions to this rule if the parent has a valid reason.
- Failure to give a child proper educational care and/or attention: A parent or guardian who fails to obtain or refuses to allow a child to receive recommended educational services may be at risk for committing neglect. This may include failing to obtain treatment for the child, such as if they have a diagnosed learning disorder, or refusing to allow them to get a diagnosis and/or treatment.

## **HOMEWORK**

Homework should supplement, compliment, and reinforce classroom teaching and learning. The assignment of homework is an individual instructional responsibility of the teachers in our school system. Though homework may not be assigned in each class, every day, regular homework assignments should be anticipated. Certain classes may require more frequent homework than others. Homework completion is the responsibility of the student. Parents should make specific preparations to allow their children to complete and return homework assignments.

## **GRADING SYSTEMS AND REPORT CARDS**

The evaluation of student achievement is one of the important functions of the teacher. The accepted grading system is as follows:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
Below 60%	F

Teachers will take a minimum of two grades per week and all assignments will be weighted equally. Students in kindergarten will be graded satisfactory or unsatisfactory. All parents are urged to keep in touch with teachers concerning their child's progress.

Report cards will be issued at the end of each 9-week grading period. Parents are encouraged to check their child's progress regularly using the (Sylogist) Wen-Gage website, [www.wengage.com/keota](http://www.wengage.com/keota). Passwords will be made available through the high school office.

## **HONOR ROLLS AND AWARDS**

To make the Superintendent's Honor Roll, a student must have no report card grade lower than an "A". To be listed on the Principal's Honor Roll, a student must have no report card grade lower than a "B". Final Honor Rolls are figured up to the 3rd nine weeks period.

## **STUDENT PASS/FAILURE OF A COURSE OR GRADE LEVEL**

### ***Promotion or Retention***

Each school in the District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2, and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completing units of instruction to be established by the board of education, the superintendent, and the relevant principal.

### ***Third Grade Retention based on Strong Readers Act***

1. As provided for in the school district's Reading Sufficiency Testing Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. Current Strong Readers Act guidelines are as follows: *Any*

*first-grade, second-grade or third-grade student who demonstrates end of year proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria pursuant to subsection B of this section shall not be subject to the retention guidelines found in this section. Upon demonstrating the proficiency through the 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 Strong Readers 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 not meeting grade-level targets on a screening instrument which meets the acquisition of reading skills criteria pursuant to subsection B of this section, the district shall immediately begin a student reading portfolio as provided by subsection L of this section and shall provide notice to the parent of the deficiency pursuant to subsection J of this section.
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 as provided for in subsection B of this section, has not accumulated evidence of third-grade proficiency through a student portfolio as provided in subsection L, or is not subject to a good cause exemption as provided in subsection L, then the student shall not be eligible for automatic promotion to fourth grade.
4. The minimum criteria for grade-level performance of third grade students pursuant to the Strong Readers Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students pursuant to the Strong Readers Act, the State Board of ENR. S. B. NO. 601 Page 9 *Education shall use only the scores for the standards for reading foundations/processes and vocabulary portions of the statewide third-grade assessment administered pursuant to Section 1210.508 of this title and shall not use the scores from the other language arts portions of the assessment. The performance levels established by the Commission for Educational Quality and Accountability pursuant to Section 1210.508 of this title shall ensure that students meeting the performance-level criteria are performing at grade level on the reading foundations and vocabulary portions of the statewide third grade assessment.*
5.
  - a. A student not eligible for automatic promotion as provided for under paragraph 3 of this subsection and who does not meet criteria on the reading portion of the third-grade statewide criterion-referenced test may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:
    1. the parent(s) and/or guardian(s) of the student
    2. the teacher assigned to the student who had responsibility for reading instruction in that academic year
    3. a teacher in reading who teaches in the subsequent grade level
    4. a certified reading specialist.
  - b. The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the school district superintendent and the principal and superintendent approve 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 pursuant to subsection B of this section, for the corresponding grade level in which the student is enrolled or transitions to the a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.

6. Beginning with the 2017-2018 school year, students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade criterion-referenced test, who are not subject to a good cause exemption as provided in subsection L of this section, and who do not qualify for promotion or "probationary promotion" as provided in this subsection, shall be retained in the third grade and provided intensive instructional services and supports as provided for in subsection O of this section.
7. Each school district shall annually report to the State Department of Education the number of students promoted to the fourth grade pursuant to this subsection. Following the 2015-2016, 2016-2017 and 2017-2018 school years, each school district shall report the number of students promoted to a subsequent grade pursuant to the provisions in paragraph 5 of this subsection. The State Department of Education shall publicly report the aggregate and district specific number of students promoted on their website and shall provide electronic copies of the report to the Governor, Secretary of Education, President Pro Tempore of the Senate, Speaker of the House of Representatives, and to the respective chairs of the committees with responsibility for common education policy in each legislative chamber.
8. State statute, Title 70 Section 6-194, requires all schools to provide dyslexia awareness professional development beginning in the 2020-2021 school year. The OSDE will provide online modules and PD opportunities to assist districts with meeting this requirement. The dyslexia awareness professional development will include training in identifying dyslexia indicators, and in effective classroom instruction to meet the needs of students with dyslexia; as well as identify available dyslexia resources for teachers, students, and parents.
9. SECTION 1. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 1210.520 of Title 70, unless there is a duplication in numbering, reads as follows: Beginning the 2022-2023 school year and for each school year thereafter, any student enrolled in kindergarten, first, second or third grade in a public school in this state who is assessed through the Reading Sufficiency Act pursuant to Section 1210.508C of Title 70 of the Oklahoma Statutes and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening also may be requested for a ENR. H. B. NO. 2804 Page 2 student by his or her parent or guardian, teacher, counselor, speech-language pathologist or school psychologist.

Please contact the school for more information regarding the Strong Readers Act or visit the State Department of Education website at <http://sde.ok.gov/sde/rsa-legislation>.

### ***Mid-Year Promotion of Retained Third Graders***

The School District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that he or she is:

1. A successful and independent reader, reading at or above grade level;
2. Ready to be promoted to fourth grade;
3. Demonstrating that the student has met that the student has met the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide third-grade assessment administered pursuant to Section 1210.508 of this title, or upon demonstrating proficiency in reading at the third-grade level through a screening instrument administered pursuant to subsection B of this section, and upon showing progress sufficient to master appropriate fourth grade-level skills, as determined by the school. A midyear promotion shall be made only upon agreement of the parent or guardian of the student and the school principal;
4. Showing progress sufficient to master appropriate fourth-grade level skills, as determined by the School District.

Tools that the School District may use, in accordance with rules of the State Board of Education, in re-evaluating a retained third grade student may include:

1. Screening assessments,
2. Alternative assessments,
3. Portfolio reviews.

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.

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### ***APPEAL PROCESS***

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

**First Level of Appeal:** The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and non-appealable.



**Second Level of Appeal:** The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and non-appealable.

**Final Level of Appeal:** The parent may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and non-appealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

## ***SECTION 2: ATTENDANCE***

### **ATTENDANCE POLICY**

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 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 a 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,
  - 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 ACTIVITIES:**

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
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 **8 days** of absences by arrangement per semester.
2. A student may make up for 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 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 ABSENCES:**

This is any absence that does not fall within one of the above categories. Work may be made up. **Eight (8)** unexcused absences will result in that student not receiving credit in that class for the semester.

### **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. The student may be subject to further disciplinary action.

### **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 **15 minutes** late is counted absent for the period.
3. Each **three (3)** tardies will constitute an unexcused absence from that class.

Any student who exceeds the **eight (8)** day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

### **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.

\* LEGAL REFERENCE: 38 O.S. §37

70 O.S. § 10-105

70 O.S. § 3-145.8

## **ATTENDANCE APPEALS PROCESS**

To encourage responsibility, Keota Public Schools believes that absences should be for sickness of the student or family emergencies. If there are extenuating circumstances that require a student to exceed the allowed number of absences and these absences cannot be documented with doctor's statements, prescription receipts,

court (legal) documents, or a death in the family, the parent may appeal to the principal in writing. If needed the principal will forward the request to the superintendent in the following manner:

- 1) Parent/Guardian writes letter of appeal to the principal
- 2) Letter of Appeal should include documentation of

#### ALL ABSENCES IN THE SEMESTER TO INCLUDE DATES OF ABSENCES

- 3) Explain why you feel the absences should be waived in order to allow your student to receive credit in the class or classes in question.

**Appeals should be made as soon as the problem arises. Appeals will not be accepted after the fifth day past the end of the semester.**

### LEAVING SCHOOL GROUNDS

Keota Elementary school has a closed campus in regards to lunch. Students are not allowed to leave campus for lunch. However, if a parent wishes to check their student out for lunch, parents or guardians must physically come into the school, sign the student out, and sign the student back in after lunch.

Parents wishing their students to leave school prior to normal dismissal time must check students out through the office. The office will call the student's classroom and ask the student to be released. Please do not go to the classroom door requesting your child without first checking them out through the office.

### SCHOOL DISMISSAL

The Superintendent will make the decision whether school will be dismissed because of bad weather. In the event of school closure due to bad weather that day will transition to a virtual day. Consultations will be made with those responsible for transportation services and weather services, in addition to checking the conditions of the local roads. The all-call system, the school's Facebook page, Keota School app, and channels 5, 6 and 40/29 will have many informative messages throughout the year. Any snow day may become a virtual day.

### VISITORS

ALL PARENTS AND VISITORS must check in at the office. All buildings are locked. You must ring the doorbell and someone will be there to ask a screening questionnaire before being allowed to enter the building. Students are not allowed to bring visitors to school.

## **SECTION 4: TOBACCO PRODUCTS**

The Keota Board of Education understands the concern expressed by parents, educators, students, and other community members regarding the adverse effects of tobacco on the individual. Further, the Board is aware of Oklahoma Law that prohibits the possession/use of tobacco or vaping products on School Property.

Section 1210.213. A. (24/7 Tobacco-free Schools Act): *The use of a tobacco product or vapor product shall be prohibited in or on an educational facility that offers an early childhood education program or in which children in ENR. S. B. NO. 33 Page 3 grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited in school vehicles, and at any school-sponsored or school-sanctioned event or activity.*

*"Vapor product" shall mean noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in any electronic device. "Vapor products" do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act." - SB 33*

### **NO TOBACCO OR VAPING ON SCHOOL PROPERTY.**

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## **SECTION 5: SEARCH AND SEIZURE**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or

missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. 70 OK Stat § 70-24-102 (2014)

## ***SECTION 6: BACKPACKS***

**Carrying a backpack is a privilege. Any student found to have contraband in his/her backpack may lose the privilege to carry a backpack to school or may be required to purchase a clear backpack.**

## ***SECTION 7: STUDENT BEHAVIOR***

### **BEHAVIOR CODE**

All students' behaviors in the Keota Schools are based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner consistent with good citizenship everywhere. It is our belief that the home, school and church need to encourage young people to be law-abiding, productive citizens. When students fail to exhibit proper behavior, our goal is to see that the consequences are efficient, sensible and fair.

We have one basic rule of conduct. We desire that all students accept the responsibility of self-discipline. Students need to demonstrate that they can conduct themselves in a positive manner and not infringe upon the rights of others to enjoy the freedom of self-discipline. Administrators, teachers, school board members, parents, and supporters of the school have developed rules contained in the handbook over the years. These rules represent an honest attempt to bring discipline and order to the learning experience at Keota. The rules are based on the idea that one's education begins with discipline and ends with self-discipline. We believe that effective learning situations can be provided and positive behavioral patterns promoted when unacceptable behavior and its consequences are communicated to all. When discord or disruption does arise, the rules that govern our school will assure that all parties are treated with respect, courtesy, and fairness. A firm and consistent discipline policy will provide our students guidance and direction that will encourage them to conduct themselves in an acceptable manner at all times.

The board of education and the administrators recognize that students do not surrender rights of citizenship while attending Keota public school. At the same time, the school is a community that must be ordered by a set of rules and regulations. The respect and obedience of the rules must be a part of the culture of this school, so the administration reserves the right to deem inappropriate actions, behavior or attire when necessary. This district prohibits certain actions, inappropriate behavior, and attire.

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## **CAFETERIA BEHAVIOR**

All students must be on best behavior within the lunchroom. Students will be responsible for cleaning up after themselves. Students should keep the noise level to a minimum. All people who are on staff at Keota Public Schools have the authority to enforce rules of behavior. This includes custodians, maintenance, cafeteria workers, and substitute teachers.

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## **DRESS CODE**

**Background:** Although a student's style of dress and/or grooming may reflect individual preference, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

**Student/Parent/Guardian Responsibilities:** Although the board wishes for each student to accept responsibility for following the rules set forth below, it understands and appreciates both the authority and responsibility of the parent/guardian relative to student dress. The board solicits the support of parents/guardians in the enforcement of its dress code.

Approved garments must be of length and fit that are suitable to the build and stature of the student.

2. Permitted clothing shall be worn as designed/manufactured to include the following:

- Shirts/blouses must be buttoned and/or zipped appropriately unless worn as layered as long as clothing such that the layered look complies with the dress policy.
- Belts must be fastened.
- School team apparel or school organizational uniforms are allowed on a game day or on other days as approved by the school's administration, as long as the uniform complies with the dress code.
- All students participating in approved school activities are expected to comply with required dress and personal appearance regulations of the activity in which they are participating. Students who refuse to dress as required by the school or sponsor will not be permitted to participate in the activity or to represent the school in any way.

3. Upper and Lower Garments

- Strapless garments are prohibited.
- All student tops, blouses, or shirts, male and female must have sleeves.
- Bare midriff, immodestly low cut necklines, off the shoulder, or bare backs are prohibited. Garments must be of appropriate length, cut and/or fit to meet these requirements while standing or walking.
- Undergarments shall not be visible.
- Pants and shorts shall be worn at the waist and shall not be excessively long. Pants with holes in them are allowed ONLY if the holes are from the knees down.
- Tights or leggings worn as outerwear, spandex, bike shorts, bathing/swimming wear, sleep wear, etc are not permitted.
- Shorts and skirts must be finger-tip length (mid-thigh)

**4. Head Coverings**

- Sunglasses Scarves, curlers, bandanas, sweatbands, headscarfs, lace bandanas/handkerchiefs, or other similar head coverings or adornments shall not be worn to class or within school buildings.
- Caps, hats or other similar head coverings shall not be worn to class or within school buildings unless prescribed by a doctor and previously approved by the school's administration for religious reasons, or approved by the school's administration for a special school activity.
- Sunglasses (unless prescribed by a physician for indoor use) shall not be worn to class or within school buildings.

**5. Nighttime Garments**

- Pajama pants, night shirts, onesies, and any other garment designed to be worn to bed shall not be worn at school unless approved by the administration for an activity, such as "pajama day."
- Blankets, pillows, and house shoes are not to be worn or brought to school for any reason, unless approved in advance by the administration.

Failure to observe the dress and grooming code of Keota Schools will result in a progressive disciplinary action severity of punishment will escalate every time infraction of rules occurs.

### **UNAUTHORIZED PERSONAL ITEMS**

1. The unauthorized items found in possession of a student will be confiscated by school personnel and kept in the office until a parent or legal guardian is able to retrieve the item. The school or its employees are not responsible for lost or stolen items.
2. Each offense will be documented in the student's disciplinary record.
3. Second and subsequent offenses WILL result in disciplinary actions.

**NO FIDGET SPINNERS!** Fidget spinners will be provided by the school for educational purposes.  
**NO SLIME!**

### **PUBLIC DISPLAY OF AFFECTION**

A healthy moral climate is in the best interest of the school and community. During school hours, physical contact between boys and girls, such as kissing, hugging, holding hands, pushing, tickling, etc. will not be condoned. Rules of conduct during these hours will also govern school-sponsored trips and activities. Parents will be notified if such conduct is not refrained.

## ***SECTION 8: DISCIPLINE***



## **DISCIPLINE**

Discipline is the responsibility of the teacher. Discipline is necessary to correct student behavior which may prevent learning or pose a danger to the well-being of others. Student behavior, which does not conform to behavior rules and regulations, must be corrected. Parental cooperation will be solicited in the process of securing a change of behavior traits. Behavioral problems which cannot be handled by the teacher will be referred to the principal.

The teacher of a student attending a public school will have the same right as a parent or guardian to control and discipline such a student during the time the student is in attendance or in transit to or from the school, or any other function authorized by the school district.

## **CLASSROOM MANAGEMENT PROCEDURE**

The classroom teacher is responsible for establishing and posting classroom rules. The teacher shall also have a classroom management plan for maintaining discipline. Each teacher's plan of action will include, but is not limited to, the following steps.

1. Informal conference—the teacher will visit with the student and discuss the problem and how it should be corrected. A record of the occurrence will be filed by the teacher.
2. Detention/Extra Assignments—the teacher will assign detention time or extra assignments as a consequence for disruptive behavior. A discipline notice form will be given to the office to be filed and a copy mailed to the parent. Students will not be detained during P.E.
3. Referral to Office—should previous steps be ineffective, or a severe disruption arises, an office referral will be made and a more extensive discipline plan will be implemented.

Each teacher shall attempt to contact the student's parents concerning disruptive behavior. This may be done by telephone, written correspondence, or personal visit. Communication is important and parental support is requested.

Once a child has been referred to the office, the following disciplinary grid will apply:

## **DISCIPLINARY REPORT FORM**

### **CODES AND DEFINITIONS**

SWATS=Corporal Punishment

CY=Calendar Year

EOD=End of the Day

EOY=End of Year

ISS=In School Suspension

OSS=Out of School Suspension

On the following page is a copy of the Disciplinary Report form that will be filled out and sent home.

KEOTA PUBLIC SCHOOLS



DISCIPLINE REPORT FORM

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Teacher: \_\_\_\_\_

Corporal Punishment Witness: \_\_\_\_\_ IEP: \_\_\_\_ Yes \_\_\_\_ No Parent Called: \_\_\_\_ Yes \_\_\_\_ No By: \_\_\_\_\_

\*Note: IEP/504 Students are not eligible for corporal punishment.

Circle which applies:

Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense	Consequence
Misbehavior inside the classroom Misbehavior outside the classroom Profanity Dress Code Violation Cell Phone Violation Bus Misconduct Insubordinate/Uncooperative	Bullying another student Inappropriate behavior at a school event Horseplay that leads to a fight Racial Slurs/ Gang Behavior Internet Violation/Cheating PDA Inciting a fight/riot Videoing a fight or unacceptable behavior Truancy/ skipping class/leaving campus Excessive Level 1 Offenses	Profanity directed at a staff member Sexual harassment/moral turpitude Fireworks and contraband Theft/possession of stolen property Destruction of school, public or private Throwing food for the purpose of a food fight Fighting or physical abuse Possession of a Vape or smoking Excessive Level 2 Offenses	Indecent Exposure/Extreme sexual harassment Under the influence of alcohol or drugs Possession of alcohol or drugs Possession of a knife, firearm, or weapon Excessive Level 3 Offenses	Level 1 Offense: BIP/ISS/Swats Level 2 Offense: BIP/ISS/Swats Level 3 Offense: Saturday School/OSS Level 4 Offense: OSS  Principal Comments: _____ _____ _____ _____ _____ _____

TEACHER COMMENTS:

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Student has been notified by the teacher of the consequence: \_\_\_\_ Yes \_\_\_\_ No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A copy of the disciplinary report will be sent home to the parent or guardian. Parents may or may not be called when their child receives in-school suspension, but will be called to pick up their child if he/she is suspended from school property (SSP). Attempts will always be made to contact a parent/guardian prior to corporal punishment. Law enforcement may be called for any incident involving the safety of self and/or others incident involving the safety of self and/or others. Students who were in a fight will serve 2 days of OSS for the first offense, 4 days of OSS for the second offense, and 8 days of OSS for the third offense, which each offense could also result in a fine from the Keota Police Department. If found with a vape, students will have to go through a counseling session with either the school counselor or an outside counseling service.

## IN-SCHOOL SCHOOL SUSPENSION RULES

1. NO TALKING
2. CELL PHONES MUST BE GIVEN TO THE ISS MONITOR/TEACHER UPON ARRIVAL
3. NO EATING OR DRINKING IN CLASS
4. NO COMPUTERS, CELL PHONES, TABLETS, ETC.unless the assignment calls for a chromebook.  
Then it will be checked out and brought back the same day

5. NO INDEPENDENT READING BOOKS
6. STUDENTS MUST BE WORKING ON SOMETHING (IF YOU DO NOT HAVE WORK, WORK WILL BE PROVIDED)
7. LIMITED RESTROOM BREAKS (NEVER DURING CHANGE OF CLASS OR HIGH SCHOOL LUNCH BREAK)
8. STUDENTS ARE TO CLEAN UP THE DESK AND THE AREA AROUND THEIR DESK BEFORE THE END OF THE DAY

**WHILE IN THE CAFETERIA:**

1. NO TALKING
2. STUDENTS WILL BE WALKED TO THE CAFETERIA FOR BREAKFAST AND LUNCH
3. STUDENTS EAT AT A TIME DIFFERENT FROM THE REST OF THE SCHOOL
4. NO OUTSIDE FOOD (POP, CANDY, ETC.)
5. NO FOOD PURCHASES

**FAILURE TO SERVE ISS WILL RESULT IN OUT OF SCHOOL SUSPENSION**

**STATE TESTING DISRUPTIONS**

Any student that willingly disrupts state testing will be subject to strict disciplinary action. 1st offense is 4 days out of school suspension, 2nd offense is 8 days out of school suspension, and 3rd offense will result in suspension for the remainder of the school year.

**SUSPENSIONS**

The principal has the authority to suspend any student in accordance with existing state laws. Suspensions will be reported immediately to the Superintendent. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body may, on recommendation of the principal or superintendent, be suspended from school. Any student suspended from school will not be allowed to attend any field trips during that semester. Suspensions can be appealed to the Superintendent within two days of the suspension.

**DUE PROCESS**

The Principal of the school shall suspend the student in the following manner:

1. Attempt to orally notify the student and his/her parents/guardians, stating the reason for the suspension and the term of the suspension.
2. In writing, notify the students and his/her/guardians, stating the reason for the suspensions and the term of the suspension.
3. The parent can request a hearing with the principal to discuss the terms of the suspension. If the parent is unhappy with the results of that meeting, a hearing with the superintendent can be requested.

**CORPORAL PUNISHMENT POLICY**

Corporal punishment may be used by public schools as authorized by Oklahoma Statutes whenever the administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only in the presence of another certified employee. If corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal punishment should take place in front of a certified employee. In addition, a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.

We will not administer corporal punishment without your permission. This will be obtained on a case by case basis as needed for the situation. If parents do not wish corporal punishment, then the student will be suspended. The student will be expected to make up the missed work and may be tested with the rest of the class.

### **FIELD TRIPS**

Students must meet eligibility requirements that include passing grades in all classes and attendance as outlined in this handbook in order to be allowed to attend any field trips. Any student suspended from school will not be allowed to attend any field trips during that school semester. Any student that is failing due to attendance for that semester will not be allowed to attend field trips.

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### **WIRELESS TELECOMMUNICATION DEVICES AND ELECTRONIC EQUIPMENT IN THE SCHOOL**

A student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and the school principal or superintendent. The use of a cell phone during school hours is a privilege and not a right, this privilege may be revoked at any time by the school administration.

Cell phones will be allowed while school is in session, but not in the classrooms during instructional time. If a parent or guardian needs to reach a student, they need to call the Elementary School office at **918-966-3950 ext. 4**. Sponsors of school activities have the right to adjust this rule during school sponsored activities. (Bus trips, etc.)

**HEAD PHONES OR EAR BUDS, Radios, mp3 players, ipods and other electronic equipment are not permitted in the school unless requested by a teacher for academic reasons.**

### **LUNCHROOM**

All people who are on staff at Keota Public Schools have the same authority as teachers. This includes custodians, maintenance, cafeteria workers, and substitute teachers. While in the cafeteria, the following guidelines will be followed. BE RESPONSIBLE CITIZENS.

1. All food items will be consumed while in the cafeteria during breakfast or lunch.

2. Breakfast will be served between 7:45 a.m. and 8:10 a.m. Exceptions will only be made through the principal's office. It is the student's responsibility to eat and be in class on time.
3. Breakfast will not excuse tardy students. ALL STUDENTS MUST BE ON TIME. It is the student's responsibility to eat and be in class on time from Breakfast.
4. If you spill food or a drink item or cause someone else to, it is your responsibility to ask the cafeteria staff for equipment and supplies to clean up your accident.
5. Once you have finished eating, please help pick up trash and other belongings you have helped create.
6. Be responsible for your area and actions.
7. Under no circumstance is any item to leave the lunchroom. Cartons / Trash / Food must all stay within the lunchroom. DO NOT WALK OUT OF THE CAFETERIA WITH ANY FOOD PRODUCT.

### **FOOD AND DRINKS IN SCHOOL**

Students wanting to bring their lunch will need to place it in their homeroom until the lunch period. Students should place their name on their lunch bags or container to avoid others taking them during lunch. Prepackaged individual drinks other than pop or tea may be included in a student's lunch box and consumed in the cafeteria only at meal times. No student will be allowed to call in an order of food from home or any other food services during the school day .

**Classroom water bottles must contain water only.**

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### **BULLYING POLICY**

#### **HARASSMENT, INTIMIDATION, BULLYING & THREATENING BEHAVIOR**

The *School Bullying Prevention Act* prohibits peer student harassment, intimidation, bullying and threatening behavior. The term "harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should not:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission or the education of any student.

The term "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.

The Board of Education has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law. Students and their parents can obtain a copy of the policy from their building principal or the superintendent.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel. Forms may be found in the principal's office.

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incident

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Keota School Board to maintain a learning and working environment that is free from sexual harassment. It shall be a violation for a student to harass another student or staff member through conduct or communications of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.

### **COMPLAINTS**

There are times when misunderstandings and disagreements arise around any public body and its functions. This is especially true of public schools as they have our most valued treasures (our children). The board recognizes this and agrees that complaints from patrons should be heard and given serious consideration. In order for this system to work efficiently and smoothly, the board requests that patrons follow the following chain of events to air concerns.

First, if the problem arises in a class or with a teacher, contact that teacher and try to work out the problem. If that is not successful, the next step is to contact the principal to schedule a meeting. Principal will then meet with the patron and if necessary set another meeting with the administration, patron, and teacher all present to work out any problems that are found. If, after these steps have been taken, the patron has not been satisfied, the patron should set a meeting with the Superintendent. The Superintendent will meet with the patron, hear their concern, conduct such investigation as necessary, and convey the results to the patron. If the patron is still not satisfied, the patron will fill out the form to request to be placed on the next agenda for a meeting with the board of education. The patron may address the board of education in person or in writing at a regular meeting of the board.

## ***SECTION 10: TRANSPORTATION***

### **STUDENT DROP-OFF**

Drop off will be located on main street in front of the pre-k building and at the Shaw building by the lunchroom between 7:45am to 8:15am. School will start promptly at 8:15am.

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## **SCHOOL TRANSPORTATION**

A student's behavior on the bus directly impacts the safety of all other students on the bus, as well as the safety of other drivers. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions. Therefore, unacceptable behavior will not be tolerated and could result in the loss of bus transportation privileges. Parents/Guardians should also be aware that the inside of a bus is a confined space where children are sitting close together, often with several age groups mixed together. This creates an atmosphere where even minor misbehavior can be an unsafe distraction to the driver.

### **BUS RIDER RULES**

(The bus is an extension of the school and classroom. Proper behavior is very important.)

#### **1. Previous to loading (on the road or at school):**

- a) BE ON TIME at the designated bus stop. This will keep the bus on time for all other stops.
- b) Stay off the road at all times while waiting on the bus. Bus riders must conduct themselves in a safe manner while waiting.
- c) Wait until the bus comes to a complete stop before attempting to enter.
- d) Be careful in approaching bus stops.
- e) Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

#### **2. While on the bus:**

- a) Students will sit in assigned seats at all times.
- b) No food or drinks on the bus.
- c) Keep hands and head inside the bus at all times.
- d) Assist in keeping the bus safe and clean at all times.
- e) Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- f) Treat bus equipment as you would valuable furniture in your own home.
- g) Bus riders should never tamper with the bus or its equipment.
- h) Leave no books, packages, lunches or other articles on the bus.
- i) Keep books, packages, lunches, or other articles out of the aisles.
- j) Help look out for the safety and comfort of small children.
- k) Do not throw anything out of the bus window.
- l) Bus riders are not permitted to leave their seats while the bus is in motion.
- m) Horseplay is not permitted around or on the bus.
- n) Bus riders are to be courteous to fellow students, bus drivers, and the patrol officers, or drivers' assistants.
- o) Keep absolutely quiet when approaching a railroad-crossing stop.
- p) In case of road emergency, children are to remain on the bus unless directed to exit the bus for emergency purposes.

#### **3. After leaving the bus:**

- a) When crossing the road, go at least ten (10) feet in front of the bus. Stop, check traffic, and watch for the driver's signal before crossing the road.

- b) Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- c) Help look after the safety and comfort of small children.
- d) The driver will not discharge riders at places other than the regular stop except by proper authorization from a parent or school officials.

#### **4. Extra-Curricular Trips:**

- a) The above rules and regulations will apply to any trip under school sponsorship.
- b) Students shall respect the instructions of a competent chairperson or sponsor appointed by school officials.

### **BUS RIDER DISCIPLINE**

Students are expected to behave appropriately on bus routes and obey the authority of the bus driver. It is the driver's responsibility to ensure that students adhere to school policy at all times.

Students are expected to:

- Load and unload the bus in an organized appropriate manner
- Respect school property
- Respect each other
- Remain in the assigned seat unless otherwise instructed by the bus driver
- Keep an appropriate level of cleanliness
- Discipline violations will be handled as outlined in the student handbook
- *\*Misbehavior on the bus is subject to disciplinary action. Along with the punishments outlined on the discipline report, students may also receive **temporary bus suspensions** or **school year bus suspensions** for repeated violations. Bus suspensions are under the discretion of the building principal and the transportation director*

### **BICYCLE REGULATIONS**

Bikes may be ridden to and from school. When a bike enters school property, they must be parked in the designated area, and may not be moved until school is dismissed, and buses have left, unless the principal or Superintendent grants special permission.

### **WALKERS**

Students will not be allowed to walk home until buses have left the school campus.

## ***SECTION 11: HEALTH ISSUES***

### **ADMINISTERING MEDICATION**



All medications, to include prescriptions or over the counter medications, WILL be kept in the office. If a student has a medical prescription from a physician or the parent authorizes a student to take medication, the following procedures will be followed. WRITTEN authorization from a parent/guardian must be on file in the office before a student can take medications. The principal, or his/her designee, are the only people authorized to dispense medications to students. Exceptions are made for asthma inhalers or medications for life-threatening conditions that may be carried by a student AFTER the school receives a letter from the parent/guardian AND the physician stating that it is necessary for the medicine to remain with the student.

1. Prescription medications must be brought to school in the original prescription container labeled with: the date of prescription, name of the prescriber, the name of the student, the dosage of the medication, directions for administration, and the name and phone number of the pharmacy. An adult MUST deliver all prescription medications to the school.
2. Non-prescription medications must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration (i.e. oral, nasal), side effects, and other directions as appropriate.

**Parents will be contacted to pick their child up if his or her temperature reaches 100\* or above and/or vomiting. Children that are being sent home from school due to illness or injury must be picked up in a timely manner. Students must be fever free for 24 hours prior to returning to school.**

The parent or guardian may give permission for the student to receive non-prescription medication during the school day. The parent must fill out the proper form and provide any medication given to the student. All meds are stored with the child's name on the container in a locked fireproof safe. The school district retains the discretion to reject requests for administration of medication.

### **HEAD LICE**

1. Any child with lice or nits (eggs) must leave school **immediately** and be treated with appropriate shampoo.
2. The child must be NIT FREE to return to school. A small-toothed comb can be used to remove all dead nits from the child's head.
3. If you have a note from the health department, the child still needs to be nit free, and see the administration prior to returning to the classroom.

## ***SECTION 12: MISCELLANEOUS***

### **MOMENT OF SILENCE**

Oklahoma State law requires schools to *“observe one (1) minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.”* Keota Elementary School will recognize one (1) minute moment of silence when we have our daily call and announcements during morning assembly.

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## **LIBRARY**

Keota Public School is very proud of its library. The books in the library are there for students' educational growth. All books and reference books are not allowed to leave the library unless the student has checked them out. If a book is lost or damaged beyond normal wear, the student will be required to pay for or replace the book. A student who has an overdue book may not check out library books until restitution is made. Donations of school appropriate literature are appreciated. If you wish to donate to our school library, contact our district librarian, Marcia Walton.

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## **LUNCHROOM**

All students grades Pre-K through 12 will receive a FREE breakfast and lunch.

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## **NOTIFICATION OF RIGHTS UNDER FERPA FOR KEOTA PUBLIC SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over the age of 18 certain rights with respect to the student's educational records. These rights are:

- 1) The right to inspect and review the student's educational records within 45 days of the day a district receives a request for access. Parents or eligible students should submit 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 student of the time and place where records may be reviewed. Every effort will be made by Keota Public Schools to ensure speedy access.
- 2) The right to request the amendment of the student's educational records that the parent or eligible student believes are inaccurate or misleading.
- 3) The right to consent to disclosure of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
- 4) The right to file a complaint with the US 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  
US Dept. of Education  
600 Independence Ave. SW  
Washington, D.C. 20202-4605

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## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The United States Environmental Protection Agency has required that all public and private school buildings be inspected for the presence of asbestos and further develop a management plan which identifies, defines procedures for managing, and schedules re inspection of all asbestos present in the school. The management plan may be reviewed at the Keota Schools Superintendent's office during normal working hours.

### **CHILD FIND**

Child Find is a process to locate, identify, and evaluate students who reside in the Keota Public School District that may be in need of special education services. If any member of the community knows of a school aged child in need of special education services, please contact the school.

### **GUN-FREE SCHOOLS ACT**

It is the policy of the Keota Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as *(A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.*

Such firearms or weapons will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

*"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, 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, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."*

Any student who violates Section 2 of this policy will be subject to discipline, which may include suspension up to one full calendar year (for firearms), or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

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.

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## **TECHNOLOGY POLICY**

Technology is a tool to enhance our educational experience. We will be punishing students at school for something they wrote at home or away from the school (text, post or blog beware it is not private). If it interferes with the normal school day of our students, then any of our students can be held accountable for their actions. State law 70 O.S. § 24-100.2, et seq., *"Threatening behavior, harassment, intimidation, and bullying by electronic communication is prohibited whether or not such communication originated at school"*.

### **A. Reason**

Effective performance of computer and telecommunications networks, whether local or global, relies upon end users adhering to established standards of proper conduct. This regulation defines the responsibilities of Keota Public Schools employees and students using network and Internet resources provided by public funds. Access to the system resources is a privilege, not a right.

Use of the system is limited to educational purposes which include, but are not limited to, promoting educational excellence, resource sharing, facilitating innovative instruction and communication that will be preparing students to live and work in the 21st century by providing them with electronic access to a wide range of information.

### **B. Responsibilities**

The technology director (Mr. Rowland) shall serve as the administrator overseeing the system and recommending the vendor's or upgrades needed. The principal shall serve as the site coordinator overseeing the system within the site. If problems arise, please report to either of these persons.

Student use of the system will also be governed by the Code of Student Conduct and School Board Policies and all regulations governing student discipline will apply.

There are wide ranges of material available on the Internet, some of which may not be consistent with the values of particular families. It is not possible for the school to monitor and enforce social values in student use of the Internet. Further, the school recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. Therefore, the school encourages parents to specify to their child what material is and is not acceptable for their child to access through any electronic system.

We encourage the use of school owned devices but if any student brings a personal device they will be responsible for the use and security of that device. Devices like the Nook, Kendal, PDA or Smart Phones may be used on our wireless system but will not be allowed to be directly plugged into servers or charged at school. Keota Public Schools will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The school will not be responsible for financial obligations or penalties arising through the use of the system. If a student's device from home is stolen or misplaced or broken in any way, Keota Public Schools are simply not responsible for them. We provide devices to access needed material and we encourage the use of devices but students in no capacity are required to bring them to school.

Disciplinary actions will be tailored to meet the specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged infraction involves a violation away from school it still may have consequences at school if an electronic device is used or it interferes with the process of education at Keota.

All devices on school property will be subject to search, there are no private places or devices. When you bring an electronic device on school property it is subject to Keota Public Schools usage guidelines. The nature of the search/investigation will be reasonable and in keeping with the nature of the alleged misconduct. Cell phones, I-pad's, Kindle Fire or whatever the device used will still be subject to proper use procedures.

1. Users will not attempt to gain unauthorized access to the division's system or to any other computer system through the system, or go beyond their authorized access. This includes attempting to log in through another account or accessing or attempting to access another person's files without authorization. Unauthorized access is illegal, even if only for the purpose of browsing.
2. Users will not deliberately attempt to disrupt the division's system configuration or controls, degrade system performance, or destroy/corrupt data by spreading computer viruses or by any other means.
3. Users will not use the system to send, receive, view or download any illegal materials or engage in any other illegal act (e.g. arranging for the sale/purchase of drugs, engaging in criminal gang activity, pornography or threatening the safety of another individual).

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### **DISCIPLINARY ACTION**

Once again, use of District technology resources is a privilege, not a right. Violation of District policies and procedures may result in cancellation of computer-use privileges and possibly suspension from school. If Federal and/or State laws are violated, the offender is also subject to being reported to proper authorities for prosecution.