

DOVER LONGHORNS ELEMENTARY HANDBOOK 2023-2024



HIGH EXPECTATIONS HIGH STANDARDS

NO EXCUSES

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Dover Public Schools

P.O. Box 195 ■ 201 N. Taylor

Dover, Ok 73734

Elementary Phone Number: (405) 828-4205

Superintendent's Fax: (405) 828-7150

Website: www.dover.k12.ok.us

ADMINISTRATION

Jay Wood-Superintendent

Jared Reese-Elementary Principal

Nathan Nance-High School Principal

BOARD OF EDUCATION

Larry Harviston-President

Nathan Guinn-Vice-President

Matilda Caldwell-Clerk

Shawn Walker-Member

Cortney Fuston - Member

STAFF

| | |
|-----------------------------|-------------------------|
| Pre-K | Casey Trammel |
| Kindergarten | Kristina Wallker |
| 1st Grade | Amy Trout |
| 2nd Grade | Tammy Themer |
| 3rd Grade | Billee Karcher |
| 4-5-6 Grade ELA | Kelly Lane |
| 4-5-6 Grade Math | April O'Dell |
| 4-5-6 Science/SS | Leslie Heiderich |
| PE | Danny Green |
| Art | Shel Wagner |
| Special Education | Joan Schilde |

| | |
|------------------|----------------|
| Reading | Lindsay Reese |
| Library | Kim Conrady |
| Paraprofessional | Claudia Valles |
| Paraprofessional | Keara Fletcher |

Vision

Creating the leaders of tomorrow...

Mission

We inspire students to be actively engaged in life-long learning and empower them to be productive citizens.

PHILOSOPHY OF DOVER ELEMENTARY

In cooperation with parents and the community, Dover Elementary strives to provide a secure foundation for our students' future. Dover Elementary enables a diverse student body to mold their secondary 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.

NOTICE OF NON DISCRIMINATION

Dover Public School is committed to equal opportunity and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. If you believe you have experienced such discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to : Trilla Cranford, Principal, PO Box 195, Dover, OK 73734 or by phone at 405-828-4204.

DOVER SCHOOL COLORS

RED AND WHITE

SCHOOL SONG

"Red and White"

Red and White forever, Shout Victory!
Our school and our team
For one and all are we – for one and all are we.
Make the golden rule days glorious success.
Three cheers for our team.
It's **D-H-S**.

DOVER ELEMENTARY SCHOOL CREED

As a Dover Elementary student, I will do my best at math, reading, and all the rest.
I'm here to learn all that I can, and try my best to become all that I am.
I will respect myself and others too, and together we will uphold the ideas of our school.
I know that the education that I receive today will help me to become a leader of tomorrow.
I'm proud to be a Dover Longhorn.

SCHEDULE

7:30 A.M. FRONT DOORS WILL OPEN. BREAKFAST IS SERVED IN THE ELEMENTARY CAFETERIA.
8:00 A.M. CLASS BEGINS
3:00 P.M. STUDENTS ARE DISMISSED

PRINCIPAL'S OFFICE

The principal is the director of the school. The policies and philosophy under which the school operates are interpreted through the principal's office. This office is designed to help students, parents, and teachers who want further information regarding the general policies of the school.

AUTHORITY OF TEACHERS

The teacher of a child attending Dover School has the same right as a parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school or any other function authorized by Dover School. Classroom rules and control are left to the discretion of each classroom teacher. Parents interested in learning more about their child's classroom activities, class rules, and discipline procedures are encouraged to schedule a conference with the teacher.

LONGHORNS EXPECTATIONS!

The student handbook is placed in the hands of the student to serve as a guide. However, the Dover 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 the handbook will help students and parents better understand school policies. Many of the policies set down here are governed by state law or are directives of the State Board of Education, but many are local policy, custom, or tradition and may be amended as the need arises.

ACADEMIC GRADES

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

| | | |
|---|------------|--------|
| A | Excellence | 90-100 |
| B | Good | 80-89 |
| C | Average | 70-79 |
| D | Poor | 60-69 |
| F | Failure | 50 -59 |

Each nine weeks, report cards are issued in order to keep parents in touch with the work of their student(s) in school. Parents are requested to examine the cards. If the grades are not satisfactory, or if there is any misunderstanding about the grade cards, a conference with the teacher, or teacher and principal, are highly recommended and appreciated.

In some instances, a student may be given an "I" which must be made up within two weeks after the closing period, or such incomplete will automatically become an "F". Semester grades are based on the average of the two nine-week grades.

ACCIDENT OR ILLNESS POLICY

The Dover School District assumes no liability for accident or health insurance. In the event a student becomes seriously ill or injured while under jurisdiction of the school, the school will attempt to contact the student's parents or guardians. If the parent or guardian cannot be located, the school may transport such student to a medical doctor or health care facility. The district will not, however, assume any responsibility for any expenses incurred on the student's behalf. Therefore, Dover Schools urges parents to obtain adequate insurance coverage on behalf of their children.

Parents are encouraged to subscribe to a school-time and a twenty-four-hour accident insurance plan.

All students in grades 4-12 who participate in extra-curricular activities or shop must show proof of some type of personal medical insurance either in their name or their parent's name before they will be allowed to participate in shop or extra-curricular activities.

ACTIVITIES / ATTENDANCE POLICY

Student participation in school programs is encouraged at Dover Schools and such participation is thought to be of value. Participation in school programs affords the students the opportunity for creativity and expression, build self-confidence, and promotes a sense of accomplishment. In compliance with the State Board of

Education, to limit the number of times a student may miss a particular class due to activities, the following policy is adopted for Dover School.

A student shall not be permitted to miss any one (1) class period more than 10 times per school year due to participation in extra-curricular activities. Any exception to this number not covered by this policy must be submitted in writing to the Activities Review Committee. This committee will make their recommendations to the superintendent and he will make the decision to permit or refuse the request. The committee will be composed of the high school principal, one vocational teacher, one athletic coach, and two classroom teachers.

ACTIVITIES / SCHOLASTIC ELIGIBILITY

Scholastic eligibility at Dover Public School will be determined in accordance with the Oklahoma Secondary School Activities Association (O.S.S.A.A.) scholastic eligibility policy.

ADMINISTRATION OF MEDICATION

Medications, prescriptions, or over the counter 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 is the only person(s) authorized to dispense medications to students. Exceptions are made for asthma inhalers or medications for life-threatening conditions, which 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. The self-administering of anaphylaxis medication is allowed, if administration is aware that a doctor has prescribed possible use.

1. Prescription medications must be brought to school in the original prescription container labeled with: the date, 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.

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.

ATTENDANCE

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at Dover Schools are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Definition of an absence:

An absence is defined as any time a student misses a class period during the school day. *Notification of an absence by parents:*

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via automatic calling system of an absence for any part of the school day, unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, **he/she will not be allowed to make up the missed work.** An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or car trouble

Any unexcused absence becomes an unexcused/truancy if it is not cleared within 48 hours by parent or documentation.

Parent-Verified Absence-

1. A parent must make contact by phone or in person to the office.
2. A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence-

1. **A documented absence is necessary to keep the student out of administrative failure.**
 - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
 - b. **Legal Documented** court appearance or medical appointments should be documented by physician, dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Computer generated documentation from a doctor/dentist is preferred. **Handwritten appointment cards will not be accepted as documentation.**
2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office), a court document, or funeral information (immediate family).
3. The office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.
4. **Documentation must be turned in within five days of the absence or it will not count as a documented absence.** The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure-

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than nine times in any one semester without proper documentation (see documented absence). **After 5 absences in one semester, a phone call to the parent/ guardian will be made and documented as a reminder.**
2. Any student who has more than nine absences (without proper documentation) will not receive a passing grade in the appropriate subjects or grade level for that semester.
3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
4. Periodic attendance letters **may** be mailed throughout each semester. Students who accumulate more than 9 undocumented absences for the semester will be in danger of receiving no credit for the classes in which excessive absences occur.

Attendance Reports-

Students may request an attendance report from the Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

BICYCLE REGULATIONS

Bikes may be ridden to and from school. When a bike enters or leaves school property, they need to be walked to the designated parking area, and may not be moved until school is dismissed, and busses have left, unless the Principal or Superintendent grants special permission.

BULLYING PREVENTION POLICY

The Dover School District specifically prohibits harassment, intimidation, and bullying. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures that the district deems appropriate. Our Bullying Prevention Policy can be found on our website at <https://www.dover.k12.ok.us/>

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 and at school)
 - a. Be on time at the designated school bus stop. KEEP THE BUS ON TIME.
 - b. Stay off the road at all times while waiting on the bus. Bus riders 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. Keep hands and head inside the bus at all times.
 - b. Assist in keeping the bus safe and clean at all times.
 - c. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - d. Treat bus equipment as you would valuable furniture in your own home.
 - e. Bus riders should never tamper with the bus or its equipment.
 - f. Leave no books, lunches, or other articles on the bus.
 - g. Keep books, packages, coats, and all other objects out of the aisles.
 - h. Help look after the safety and comfort of small children.
 - i. Do not throw anything off of the bus windows.
 - j. Bus riders are not permitted to leave their seats while the bus is in motion.
 - k. Horseplay is not permitted around or on the bus.
 - l. Bus riders are to be courteous to fellow students, the bus driver, and the patrol officers or driver's assistant.
 - m. Keep absolutely quiet when approaching a railroad-crossing stop.
 - n. In case of a road emergency, children are to remain on the bus.
3. 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 appointed by school officials.

CAFETERIA BEHAVIOR

All people who are on staff at Dover 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.

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

2. Breakfast will only be served between 7:30 a.m. and 7:55 a.m. unless an exception has been made through the principal's office. No food will be served prior to 7:30 a.m. or after 7:55 a.m.
3. Elementary lunch will be served only between 11:00 A.M. and 12:00 P.M. No food will be served after 12:10 p.m.
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. Be responsible for your area and actions.
6. If you take an extra juice or milk, please be prepared to pay for it.
7. Students must have their lunch cards with them upon entering the cafeteria line or the student must report to the principal.
8. If you are assigned lunch detention, you cannot talk or visit with other students who are or are not serving detention.

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) under their control for a major part of their duty. 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. The principal will then meet with the patron and if necessary set another meeting with the principal, 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 superintendent will schedule the patron for a place 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.

Forms can be found in the principal's office to initiate the complaint process. Each level in the chain of command must be met in order for it to go to the next level except in the case of an emergency. We want to address your concerns in an efficient and timely manner.

DISCIPLINE

School society is similar to any organized society or government. As such, it must have rules of conduct to achieve a desired mode of behavior. This is the basis of the "Social Contract" theory of government. An individual surrenders some personal freedom for the betterment of society as a whole. These rules apply to school, assemblies, and school functions.

INFRACTIONS

Level I (but not limited to)

- Horseplay
- Cheating on Homework
- Disrespect
- Verbal Abuse
- Vandalism

- Stealing (small)
- Bullying
- Excessive Tardies
- Bus Rules
- Playground Violation

Level II (but not limited to)

- Fighting (pushing & shoving)
- Cheating Test
- Defiance
- Verbal Abuse
- Vandalism-broken property
- Repeated Stealing
- Bullying Repeated
- Threatening Others
- Bus Rules Repeated
- Dangerous Playground Violation

Level III (but not limited to)

- Fighting
- Repeated Disrespect & Defiance
- Drugs & Alcohol
- Verbal Racial and Sexual
- Weapons
- Vandalism Property Destroyed
- Stealing (big)
- Criminal Offenses
- Bullying Severe

POSSIBLE CONSEQUENCES

Level I (but not limited to)

- Parent Conference
- Student Conference
- Lunch Detention
- Counselor Referral
- Loss of Bus Privileges
- Zero or Lessening Grade

Level II (but not limited to)

- Parent Conference
- Student Conference
- Behavior Contract
- After School Detention
- In-School Detention
- Short Term Suspension
- Loss of Bus Privileges

Level III (but not limited to)

- In-School Detention
- Short Term Suspension
- Long term Suspension
- Contact Law Enforcement

FIGHTING

Any physical violence or altercation will not be tolerated at Dover Public Schools. Any student fighting during school, on or off school grounds, or during any school activity will face immediate disciplinary action. Assault will result in immediate skipping to third offense. Law enforcement will be contacted in cases of assault. Consideration may be given if a student was attacked or acted in self-defense. This does not mean there will be no discipline administered.

Consequences for fighting:

- First offense: Corporal punishment or one day suspension
- Second offense: Three day suspension or corporal punishment
- Third offense: Five day suspension and behavior plan

DRESS CODE

Students are expected to dress in a neat, clean, and well-groomed manner. All students should wear shoes to and from and during school. Clothing and/or accessories with suggestive or offensive patches, badges, or printing is not permissible. Hats and caps should not be worn in the school building. Shorts or skirts of reasonable length are permitted (no shorter than fingertip length), but cutoffs are not allowed. Halter tops, tank tops, and shirts revealing the midriff are not permitted. Students may wear tank tops if they cover the shoulder. Shoes that could be hazardous to a child's safety such as roller shoes, cleats, etc., are not permissible.

***Sponsors or coaches for extra-curricular activities may require or allow different dress for these activities.

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

ENROLLMENT/CHECK OUT

Parents checking out students should come to the Elementary office and sign students out. If Dover athletic teams are involved in tournament play during the regular school day and parents want to check students out of school, the following procedures should be followed:

If parents are working and unable to personally check high school students out of school, a phone call to the high school office will be fine. Students attending extra-curricular activities during the school day will be required to be released to an adult and ride with adults to the activity. All students are not allowed to drive their vehicles away from school during regular school hours if parents want their student to ride to a game or activity with a specific adult, the parent should call school and inform school officials of when and whom they wish the student to leave with. Exceptions may arise and will be handled on a case-by-case basis.

HEAD LICE POLICY

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. Child must see the school nurse or authorized person before returning to the classroom.
4. If you have a note from the health department, the child still needs to be nit free, and see the nurse/authorized person prior to returning to the classroom.

HONOR ROLLS AND AWARDS

To make the Superintendent's Honor Roll, a student must have straight "A's".

To be listed on the Principal's Honor Roll, a student must have no grade lower than a "B".

Final Honor Rolls are figured on a semester basis only.

HOMEWORK

Homework is an extension of the regular school program and a responsibility that the student undertakes independently, whether at home or outside of class periods in the school. Wherever homework exists in our

school system, it should be to supplement, complement, and reinforce classroom teaching and learning. The assignment of homework is flexible, and is an individual instructional responsibility of the teachers in our school system. Because of the nature of the high school subjects, homework may not be assigned in each class each day. However, regular homework assignments should be anticipated. Certain classes will require more frequent homework than others, but students should make specific preparations for completing homework assignments.

LEAVING SCHOOL GROUNDS

Students are not to leave school grounds for any reason without permission from the principal or superintendent. Leaving school grounds without administrative permission is truancy and will be disciplined accordingly. Students leaving school with parent or guardian must check out through the office. Teachers may not send students away from school on errands except with the approval of the principal or superintendent.

Parents wishing their students to leave school prior to normal dismissal time must check students out through the office. Please do not go to the classroom door requesting your child without first checking out through the office.

LIBRARY

Dover School is very proud of its fine library. The books and video collection in the library are there for students' educational growth. All books, magazines, or reference books are not allowed to be taken outside of the library unless they have been checked out by the student. Students will check books out with the librarian. Fines of five cents per day will be assessed for overdue books. If a book is lost or damaged beyond normal wear, the student will be required to pay for the book. A student who has a fine or a book overdue may not check out library materials. No magazines or encyclopedias are to be taken home. All other books may be checked out for two weeks. When checking books in, be certain the librarian takes your book or that you deposit it in the return box. Do not leave it on the desk. You are responsible for the book and must pay for it if lost.

LUNCHROOM

All students in grades K-12 will pay the breakfast and lunch clerk for all meals. Those eating by the day will either pay or charge in the lunch line.

CHARGES SHOULD BE PAID BY THE 10TH OF EVERY MONTH!!!

MOMENT OF SILENCE

A law in the state of Oklahoma passed in the spring of 2002 requiring 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". Dover High School will recognize one (1) minute of silence when we have our daily announcements.

PARENT RESPONSIBILITIES/OPPORTUNITIES FOR INVOLVEMENT

Many parents believe that when children enter high school, their son or daughter is ready from independence. Although we are encouraging those skills, which develop responsibilities and accountability, many adolescents need family support and guidance.

PARENTS' RESPONSIBILITY

1. Be active participants in their child's education.
2. Communicate regularly and work cooperatively with school administration and teachers. Examples include: Open house, parent-teacher conferences, etc...)
3. Send the child to school ready to learn- rested, fed, properly dressed, with assignments and materials, etc...
4. Make sure the child attends regularly and promptly report absences and tardies to the school.
5. Participate in recommended parent training programs.

6. Inform school authorities of any learning problem or condition that may relate to the child's education
7. Monitor and support the child's adherence to school policy.
8. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
9. Create a positive learning environment at home.
10. Discuss school activities with your student daily.
11. Attend school events to show support of your child.
12. Never be afraid to ask questions or for help.

REGULAR SCHOOL PROGRAM

ORGANIZATION OF THE SCHOOL SYSTEM

The organization of the school system will be K-8 Elementary and 9-12 High School. The school day and the school term will be prescribed by law. The board has the authority to extend the term beyond the minimum number of days required by State Law.

EXTRA-CURRICULAR ACTIVITIES

The extra-curricular activities should be managed in such a manner as to bring out the maximum benefit with a minimum of interference with the regular curriculum program. It will be the responsibility of the superintendent and the principal, with and through the faculty, to determine the activities to be carried on in accordance with regulations of the Dover Board of Education.

VOCATIONAL EDUCATION PROGRAM

Students may participate in the Agriculture Education and Business education programs offered at Dover High School.

SATURDAY SCHOOL

Saturday school is a discipline alternative assigned only by an administrator and can be assigned for reasons deemed appropriate by the administrator. If a student is assigned Saturday school, an attempt to contact the parent or guardian will be made. However, if that is not possible, the student will be required to complete a Saturday school form, have it signed by the parent/guardian, and return it to the administrator no later than Friday prior to the Saturday to be served. This serves as the student's registration and provides the supervisor with a way to take role and report attendance to the administrator on Monday.

Saturday school hours are from 8:00 a.m. to 12:00 p.m.

Students who arrived after 8:00 a.m. or fail to attend their assigned Saturday school will be automatically suspended on the next two school days.

SCHOOL DISMISSAL

The decision as whether school will be dismissed because of bad weather will be made by the superintendent after consultation with those responsible for transportation services and weather services in addition to checking the conditions of the local roads.

The announcement of school dismissal will be made via radio and/or TV. (KFOR, 4, KOCO, 5; KWTW, 9)

SEARCH AND SEIZURE POLICY

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 an student or property in the possession of the student when said student 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, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, 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 student, 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 shall not be 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 the 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 student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, and/or missing or stolen property that might be in their possession including. They will also have authority to authorize any other persons they deem necessary to restrain such student or to preserve any dangerous weapons, intoxicating beverages, non-intoxicating beverages, and/or missing/stolen property.

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. Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, and/or missing or stolen property may be suspended by the superintendent or principal for a period no to exceed the current school semester and succeeding semester. Any student suspended under this section may appeal any such suspensions to the Board of Education of the school districts. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. 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 expectations of privacy rights towards school officials in school lockers, desks, or other school property. (70-24-102)

SECURITY

It is our goal at Dover School to have a safe haven for students at all times. Front doors will lock at 8:00 A.M. and remain locked throughout the day. If you arrive after the front doors lock, you must go through the high school doors and check in through the office before advancing to the classroom. Students who are tardy 3 times per semester will be counted as one absence.

SEXUAL HARASSMENT POLICY

It is the policy of the Dover 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.

STUDENT LOCKERS

Student lockers remain the property of the school and are only assigned to the student for storage of school and personal property for the convenience of the student. The principal has the authority to inspect or cause periodical locker inspections. All lockers are equipped so they can be locked. Locks will be provided for protection of personal belongings. Students have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other school property.

STUDENTS – RELEASED TO LAW OFFICERS

1. Various police, attorneys, and/or insurance investigators can only speak with students with consent of the parent or guardian or upon the written order of the court, and with the permission of the principal.
2. No student will be released into the custody of an officer of the law without the parent's or guardian's consent or upon written order of the court or upon request of the principal or superintendent for the well-being of the school, students, and/or employees of Dover Schools. If a law officer requests a

student through a teacher, the teacher will not release said student without permission of the principal personally.

SUSPENSIONS AND DISCIPLINES

1. The principal has the authority to suspend any student in accordance with existing state laws, for misbehavior or for any other sufficient reason. Suspensions will be reported immediately to the Superintendent.
2. Students who conduct themselves in such a manner as to have a detrimental and demoralizing effect on the student body

SUSPENSION PROCEDURE

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, the term of the suspension, and his/her right to a hearing before the superintendent.
2. In writing, notify the student and his/her parents/guardians, by United States mail stating the reason for the suspensions, the term of the suspension, and the right of a hearing before the superintendent.
3. If the student or parent appeals the suspension to the superintendent, the superintendent will conduct an independent investigation of the incident and conduct a hearing with the parents. Student and any other individuals present that the superintendent's investigation has determined needs to be present. At such hearing the student and parents may present their case. The superintendent will make a ruling that may leave the suspension intact, modify the suspension, deny the suspension and substitute some other form of appropriate discipline, or exonerate the student from fault and drop the case against the student.
4. The principal may suspend students for a period not to exceed the balance of the current semester and all of the succeeding semester.

TARDIES

Tardy is defined as arriving during the first five minutes of class after the bell rings starting the class. A student who arrives later than the first fifteen (15) minutes is counted absent. If a student is going to be late for school (1st period) a parent or guardian must notify the school office as to the tardy. If a parent or guardian does no contact the office, the tardy shall be dealt with through the below steps.

If a student comes to class tardy, teachers will discipline if excessive tardies continue the student will be directed to the office for discipline.

- 1st thru 3rd tardy per nine weeks will be dealt with by the classroom teacher.
- Three (3) tardies = one (1) unexcused absence
- Twenty-five (25) tardies in one semester and the student fails the class.
- Excessive tardies will be punished every tardy after three per semester.
- Progressive punishment will be in place the severity of consequence for the tardy will increase as students continue to be tardy.

TRAVEL IN NON-SCHOOL OWNED VEHICLES

No student will travel in any vehicle not owned and insured by the district while on a school trip unless prior written permission has been secured from the parent and the principal and sponsor of the activity in which the student is engaged have authorized such travel.

STUDENTS MUST RIDE THE BUS TO ACTIVITIES; ANY EXCEPTIONS MUST BE CLEARED IN ADVANCE WITH THE PRINCIPAL OR SUPERINTENDENT. STUDENTS MUST RETURN ON THE BUS IN WHICH THEY WERE TRANSPORTED TO ACTIVITIES UNLESS RELEASED IN PERSON TO THEIR PARENT OR GUARDIAN.

TOBACCO PRODUCTS

The Dover 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 of tobacco by minors. Therefore, the Board has established the following policy:

In accordance with Oklahoma law, tobacco in any form will not be used by students attending any school-sponsored event outside school premises, or while in transit to or from such an event in school authorized vehicles.

Students of Dover Schools using and/or in possession of tobacco products on school premises or on school related activities; the following consequences will apply to students:

1st offense: The student will be suspended from school for one (1) day.

2nd offense: The student will be suspended from school for three (3) days.

3rd offense: The student will be suspended from school on a long-term basis.

VISITORS

All visitors must check in at the office. Students are not allowed to bring visitors to school. Former students must check with the principal's office before coming to school, but will not be allowed to visit classes.

WIRELESS PHONES AND OTHER ELECTRONIC DEVICES

Cell phones will not be allowed while school is in session. If a parent or guardian needs to reach a student, they need to call the elementary school office at 405-828-4205. Sponsors of school activities have the right to adjust this rule during school sponsored activities.

Pagers, phones, radios, cassette players, CD's, personal radios, televisions, mp3 players, iPods, and other electronic equipment are not permitted in the school unless requested by a teacher for academic reasons.

The following procedure will be followed at Dover Elementary when a student is found to be in violation of this state law and/or school policy.

- First offense- the prohibited device will be confiscated and kept in the office until after school when the student must meet with the principal or principal-designee to retrieve the device.
- Second offense- The prohibited device will be confiscated and kept in the office until a parent or guardian reports to the principal or principal-designee to retrieve the device.
- Third offense- the prohibited device will be confiscated and kept in the office until a parent or guardian report to the principal or principal-designee to retrieve the device and the student will be assigned one day of Saturday detention.
- Subsequent offenses- The prohibited device will be confiscated and kept in the office until a parent or guardian reports to the principal or principal-designee to retrieve the device and the student will be suspended from school for a number of days equal to the number of subsequent offenses up to three days.

INFORMATION ON MENINGITIS

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may results in brain damage, hearing loss, limb amputation or learning disabilities.

What types of bacteria cause meningitis?

There are several types of bacteria that cause meningitis, including Neisseria meningitides, Streptococcus pneumonia, Group B streptococcal disease, and Hemophilus influenza type B.

Neisseria meningitides is rare but especially risky for certain ages. Disease caused by Neisseria meningitides is usually referred to as "meningococcus" or "meningococcal disease."

Who is at risk from meningococcal disease?

Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them. The risk of meningococcal disease increases for adolescents and young adults aged 15 to 22

years, because of behaviors that spread the disease. On average, two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, those without a spleen, or travelers going to places in the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick/lip balm, or anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 of those people die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- ◇ All adolescents 11-18 years of age
- ◇ College freshmen who live in dormitories,
- ◇ Other people at high risk 2 through 55 years-of-age.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10 years of age and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Signs and Symptoms of Meningitis

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

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible?
- Are Native American,
- Or whose health insurance does not pay for vaccines,

and are either 11 through 18 years of age, or who are 2 through 18 years of age and do not have a spleen, or have terminal complement deficiencies, or HIV infection or will be traveling to countries with high rates of meningococcal disease.

Is this vaccine required to attend school in Oklahoma?

Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma.

Where can I get more information?

For more information, contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at www.nmaus.org

Centers for Disease Control and Prevention at

<http://www.cdc.gov/meningitis/index.htm>.

NONDISCRIMINATION

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Assistant Superintendent should be contacted for all student and non-student and/or employment related issues at 405-828-4206 or at 201 N. Taylor St. Dover, OK 73734. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-828-4206 or at 201 N. Taylor St. Dover, OK 73734. Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street – Room 353
Kansas City, MO 64106
Customer Response center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

DOVER PUBLIC SCHOOLS: DISTRICT POLICY**BI**

CIVIL RIGHTS POLICY

District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of District that District does not tolerate discrimination, harassment or retaliation on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status. For complaints of sexual harassment, refer to District policy BH. The Superintendent is designated by the Board to coordinate District's efforts to comply with this assurance.

Definitions:

- A. Complaint: A written complaint alleging that a policy, procedure, or practice of District discriminates on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status.
- B. Complainant: A student, an employee, or any other person who submits a Complaint as defined above.
- C. Compliance Officer: An employee designated to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The Assistant Superintendent is designated as the Compliance Officer and may be reached at 201 N. Taylor St. Dover, OK 73734 or by telephone at 405-828-4206.
- D. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- E. Respondent: The person alleged to be responsible for the violation alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the Complaint.

Pre-filing Procedures: Prior to the filing of a written complaint, the Complainant is encouraged to visit

with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

Procedures for Filing Complaint:

- A. If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- B. In addition to taking action with respect to a written complaint, the Compliance Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.
- C. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint and provide a copy of the Complaint to the Superintendent, if the Superintendent is not the Respondent.
- D. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- E. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Compliance Officer. The investigation should be concluded within thirty (30) days but the Compliance Officer may extend the period of time for an investigation by notifying the Complainant and the Respondent.
- F. Within ten (10) days after completion of the investigation, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Complainant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Compliance Officer determines that the allegations of the Complaint are substantiated, the decision shall be provided to the appropriate supervisor or administrator to take appropriate disciplinary action.
- G. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a review by the Board.

- H. Within ten (10) days of receiving a request for a review by the Board, the Compliance Officer shall notify the Board of the request, shall place an agenda item for a review of the Complaint on the next regularly scheduled Board meeting, and shall notify the Complainant and the Respondent of the date of the Board's review.
- I. The review by the Board shall involve a review of all documents submitted to the Compliance Officer and, if the Board desires, a statement from the Complainant or the Respondent or the representatives of either the Complainant or the Respondent. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Compliance Officer.
- J. Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Complainant and the Respondent with written notice of the Board's decision on the Complaint. The Board's decision shall be final and non-appealable.

Extension of Time: Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any Complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall maintain information pertaining to Complaints under this policy for three (3) years after completion of the investigation.

Discipline: The Compliance Officer may recommend to the appropriate supervisory personnel that students or employees who are found to have engaged in discrimination in violation of District's policies prohibiting discrimination be disciplined. An employee may be subject to disciplinary action up to and including termination or non-reemployment. A student may be subject to disciplinary action up to and including suspension.

Retaliation: No person shall take any retaliatory action against a Complainant or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth above.

Adopted: August 11, 2021
Revised:

DOVER PUBLIC SCHOOLS

201 NORTH TAYLOR – PO BOX 195

DOVER, OK 73734 (405) 828-4205

ELEMENTARY STUDENT HANDBOOK

VERIFICATION FORM

Please sign and return this form by Friday, August 7, 2020. Students who do not return the form by that date will not be allowed to participate in extracurricular activities until the form is returned.

I have been read and reviewed the 2020-2021 Dover Elementary School Student Handbook on the Dover Public Schools website. It is my responsibility to read, follow and abide by the rules, procedures, and policies of Dover Elementary School and Dover Public Schools.

Student Signature

Date

Parent/Guardian Signature

Date

Jay Wood, Superintendent

Trilla Ramer, Principal