

Temple



Tigers

**ELEMENTARY STUDENT HANDBOOK
2024 - 2025**

TEMPLE SCHOOLS
2024-2025 Student Handbook

FOREWORD

TOWARD A BETTER AND SAFER SCHOOL

It is the desire of the Temple School Board, administration, faculty and staff to make our school a place to experience success; a place where learning is facilitated not only by educators and staff but also by students and parents as well. In providing such an atmosphere, all must be concerned not only with academics, but also with discipline and safety.

Better and safer schools are the result of planning, hard work and cooperation between school personnel, students and parents. It is not the intent of the school to interfere with the parents' right to instruct their student in their beliefs and values. Indeed, it is often this background which gives our students the character which is necessary to be successful. However, school like any society brings together large numbers of individuals from different backgrounds. Therefore, some common ground is necessary.

The framework, which the school has established, is based on the following assumptions:

- Students, parents, educators and staff are partners and stakeholders in the student's success.
- Responsible partners want a safe school that is conducive to success.

The Temple Public Schools emphasizes positive behavior and preventive measures. It subscribes to the philosophy that students must be held accountable for actions that impede discipline or the general welfare of school activities. These actions may take place at school or off school premises, at lunch hour or after school hours.

In matters of safety and discipline the school, as a minimum, pledges the following:

- To act on behalf of all partners and stakeholders to work toward a safer and better school.
- To enforce rules fairly and consistently.
- Not to tolerate the presence or use of weapons, illegal substances, or tobacco products.

The rules and policies that follow are a composite of local rules and State School law. Input from the partners involved has been considered in the formulation of this handbook. Its review and approval by the Temple School Board has transformed it into Temple School Board policy. Students are required to read it and comply with all of its contents. Parents are urged to become familiar with its contents so that they may be active in their role as partners and support their student's success.

While revisions are made during the summer months and changes take effect in the fall of each year, input from all partners is sought throughout the year. Suggestions should be brought to the building Principal's attention as they arise.

Terri Hooper
Principal

ELEMENTARY SCHOOL TIME SCHEDULE

8:05 A.M. – 3:20 P.M.

Each teacher will build their daily class schedule and the Principal will approve all class schedules. Once finalized, all class schedules will be made public and shared with parents or guardians.

Teachers on duty by 7:45 a.m.

PARENTS RIGHT TO KNOW POLICY

Every school district receiving Title I funds must annually notify parents of each child in each school receiving funds that they have the right to request information about the qualifications of their children's teachers. The information available to parents on request must include:

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

In addition, every school receiving Title I funds must provide to each parent;

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

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

Legislation: Title I, Section 1111 (h)(6)—parents right to know.

Any person wishing to enroll a transfer student in which they are not the parent or legal guardian shall conjointly fill out the school's affidavit form and all paperwork required by the school with the parent or legal guardian giving that person permission to enroll the student.

No visitors allowed in class unless the principal approves it in advance. Do not show up in the morning with a visitor that has not been pre-approved.

A minute of silence shall be observed prior to the pledge of allegiance each day.

STUDENT ATTENDANCE

The instruction delivered to Temple Elementary students is based on the expectation that students will be present each day. A high level of learning is not possible with irregular attendance.

ACTION BY THE SCHOOL ON STUDENT ABSENCE

If a student is absent from Temple Elementary and the school has not been contacted by the parent or guardian, the school plans to attempt to contact the parent to ensure that the parent knows the whereabouts of the student. If the student is absent from school for ten (10) days or parts of days within a

four (4) week period without valid excuse, the principal may report such absences to the District Attorney and the student may be dropped.

TYPES OF ABSENCES

School Activity Absences:

In order for a student to be counted in attendance, the school activity must be under the direction and supervision of a teacher or sponsor. Students dismissed and not under the direction and supervision of a teacher cannot be considered as participating in a school activity and cannot be counted in attendance. A student shall be granted an activity absence for attending Temple playoff games during the school day. The student must be passing all core subjects, checked out by a parent or guardian., and shall report to the administration attending the playoff game. Students are encouraged to notify their teachers of upcoming events for which they shall be absent. A student may have no more than ten (10) activity absences during a school year (unless the local board has made prior approval). School activity absences, executed under the guidelines listed here, will be categorized as excused absences.

Regular Absences:

Effective 2000-2001 school year all absences are counted as just an absence and all shall be treated as excused as long as the parent notifies the school by phone or in writing. The parent/guardian must verify the absence or it shall be treated as an unexcused absence. All absences that are not school activity related will be categorized as excused or unexcused.

The parent/guardian must call the day the student is absent or they must call or send a note the day the student returns to school or it shall be counted as an unexcused absence. Calls or notes after that time period shall not be accepted.

Checking Out of School During the Day:

If a student needs to leave school during the school day, the school must receive a phone call or the parent must checkout the student in person prior to the end of the school day. Students shall not be allowed to leave without parent or guardian permission. If the student returns to school during the same day they must check back in at the principal's office.

ADMISSION AFTER ABSENCES

When the student returns to school, they must go to the office to receive an admit slip **before** going to class.

Students shall be given one day for every day missed to finish make-up work. This also includes school activity absences. Any work or tests missed are to be made up at a time and place chosen at the discretion

of the teacher.

TARDY

Students who are not in their classroom at 8:10 am. shall be tardy. Individual teacher's classroom rules shall supersede this rule. All students who are tardy must obtain a tardy slip from the elementary school office in order to be admitted to class. All tardies shall be considered unexcused unless classified otherwise by the elementary school office. Excused tardies shall be limited to circumstances beyond the student's control (examples: doctor or dentist appointments).

TARDY/ATTENDANCE POLICY

The Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absence may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 80% each semester to receive credit for the school year.

The following are per semester and restart the second semester:

3 tardies=1 absent

4 absences-note, call from admin

6 absences-note, call from admin, home visit, Student Attendance Improvement Meeting

12 absences-note, call from admin, welfare check

16 absences-note, call from admin, welfare check, call to the Cotton County District Attorney

18 absences-note, call from admin, welfare check, call to the Cotton County District Attorney, summer school/retainment

It is the responsibility of the parent or guardian to notify the school before noon. The school will contact parents of the students who do not call.

Students who are absent from class shall be required to make up the work missed.

Arrangements for doing make-up work must be made prior to absence or no later than the day the student returns to class.

Any student who exceeds the eighteen-day limit and feels he/she has "just cause", 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.

BUILDING EVACUATION, LOCKDOWN, AND TORNADO WARNING PROCEDURES

We will call each situation what it is. Example, if we need to evacuate we will announce to everyone to evacuate. Storm shelter is the football stadium and it is also our reunification site if we have to evacuate.

Tornado Warning

The high school stadium shall be used as a storm shelter with each teacher acting as supervisor over the group he/she had in class when the storm warning was given. Teachers shall be the last to leave the room. Teachers shall take their grade book and take roll once sheltered. The same procedures should be followed in the case of an evacuation.

SCHOOL LUNCH PROGRAM

School lunches for all students at Temple Public Schools are free under our current lunch program. It is the policy of Temple I.S.D. 101 of Cotton County, that when a student's lunch and breakfast charges reach \$25.00 they shall be encouraged to fill out an application for free and reduced-price meals. If the family does not qualify after completing the application, or they do not wish to complete the application then the following shall be put in effect. Temple Schools shall notify the parent/guardian in writing that failure to pay promptly shall result in the district not allowing their student (s) to charge meals until payment is made. (11-13-97).

STUDENT INSURANCE

Temple Public Schools purchases an injury policy that is SUPPLEMENTAL coverage for all Temple Students during school activities. For details check with your child's campus office. At no time can the Temple Public School system be responsible for the cost of any injury to a student.

STUDENT CELL PHONE POLICY

Student cell phones should be off and out of sight unless given permission to have out or use by school personnel.

ARTICLES PROHIBITED AT SCHOOL

Some articles interfere with the educational process. These articles shall not be brought to school unless permission is given to do so. A partial list may include but is not limited to iPods, radios, mp3 players, cd players, video cameras, tape recorders, electronic games, or any equipment with headphones that is not provided by the school. The principal shall have the authority to ban or confiscate any of these types of equipment and require the parent or guardian pick the items up at the principal's office.

LOST AND FOUND

When items are found, they should be turned in to school staff and ultimately to the office. Identify your property by seeing that it is properly identified with your name. The school is in no way responsible for the theft of money or personal property.

WITHDRAWAL FROM SCHOOL

In order to insure proper handling of school records and facilitate entrance into another school, a student wishing to withdraw from school should:

- a. Have the parent/guardian come to the principal's office to explain the reason for withdrawal.
- b. Obtain a withdrawal notice from the principal's office as early as possible on the day he/she intends to check out of school.
- c. The withdrawal notice should be properly endorsed by all subject teachers, the librarian, coaches and lunch account person. To accomplish this, the student must turn in all books and sports equipment and pay all fines and charges.
- d. Final clearance shall be given by the principal's office.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

1. Any student with a class average below 60 will be considered ineligible for participation in any extracurricular activities including but not limited to sports and any clubs or other activities deemed by the administration.
2. Eligibility runs from Monday to Monday.

MEDICATION

A designated school official shall dispense medication to individual students provided the student brings a note signed by the parent or guardian. Students may keep emergency type medication on their person. Any emergency type medication must be accompanied with a doctor's statement and written parental consent to be turned into the office. All students should keep school officials aware of new and existing medical problems.

Self-Administration of Inhaled Asthma Medication: In compliance with state law, Temple Public Schools permits the self-administration of inhaled asthma medication by a student for the treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered by state law.
2. The school district shall inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
 - a. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms prescribed by a physician and having an individual label.
 - b. Self-administration means a student's use of medication pursuant to prescription or
 - c. written direction from a physician.

STUDENT DISCIPLINE MANAGEMENT SYSTEM

Each teacher will have a classroom discipline management plan that they will execute within their classrooms. In addition, if needed, teachers can refer students to the Principal for the Principal to deal with discipline issues.

Each classroom discipline management plan will be posted to the classroom's private Facebook group and adjusted accordingly.

The Campus Discipline Management System used by the principal if students are referred to her for discipline issues will be as follows:

TEMPLE ELEMENTARY DISCIPLINE MANAGEMENT POINT SYSTEM

The main goal of Temple Elementary is to provide a safe and effective learning environment for all students. With this in mind, we have developed a system that is designed to create the best possible learning environment for all students attending Temple Elementary. The following is a summary of the discipline management point system that will be used by the Principal when a student is referred for Principal disciplinary action:

- unacceptable behavior = 1 point and 1 day of detention
- failure to follow a directive = 2 points and 2 days of detention
- unacceptable language = 2 points and 2 days of detention
- serious or persistent unacceptable behavior = 3 points and 3 days of detention

If points are assigned, the student and parent will be advised of any point(s) assigned, updated on their overall point total, and consequences issued. All students will have a 0 point total at the beginning of each semester. If a student accumulates a point total of 10 or more during a semester they will be placed in In-School Suspension (ISS). ISS is a school day for students on Temple school property during normal school hours. If a student is placed in ISS Through the point system, they are on a 5-point system for the rest of the academic school year after the 1st point system ISS placement.

LENGTH OF ISS PLACEMENT FOR POINT TOTAL ACCUMULATION

First placement- 3 days

Second placement- 5 days

Third or subsequent placement- 10 days

CONDUCT WITHIN BUILDING AND ON THE CAMPUS

Students are expected to conduct themselves within the building in such a manner that they do not interfere with the rights and privileges of others that occupy the building at the same time. Students should always keep to the right in the halls and leave a room before incoming students enter.

RULES OF CONDUCT

The speech and actions of students who compose Temple Elementary School shall be expected to be above criticism.

STUDENTS CONDUCT—GENERAL RULES

1. Students must have staff permission in order to leave class at any time.
2. No student may leave the campus without checking out through the office.
3. Students are not permitted to play in the new gym after school unless supervised by a Temple Public School employee.
4. Students shall not be allowed to use or possess tobacco at any time (see tobacco policy).
5. All students must obey and follow instructions given by any staff member of Temple Public Schools at any school function.
6. Fighting or any type of unauthorized contact is prohibited.
7. Students should not run while moving to or from school activities.
8. Students may not carry knives.
9. Remember that all teachers have authority at all times and places during school and school activities.
10. Students shall not be allowed to wear Heelys shoes on school grounds.

CARE OF SCHOOL PROPERTY

A fully equipped school building designed for beauty and utility is a part of the heritage of the student body. It belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one student body to appreciate fully, use carefully, preserve faithfully, and pass to future generations, the building, its grounds and its equipment, without blemish. Anyone who damages or defaces any school property shall replace or pay for the property damaged in order that only desirable records of being a student in Temple High School may be in evidence for each person who enrolls in the school.

STUDENT ACCOUNTABILITY

The courts have held that a student may also be held accountable for their conduct off school premises and during after school hours. Misconduct that has a direct and immediate effect on the discipline and general welfare of the school shall result in disciplinary action. (Actions which shall be considered as having this effect shall include but not be limited to: attacks on the person, family, animals or property of school officials, acts of violence or intimidation directed against other students.)

DANGEROUS WEAPONS AND DRUG POLICY

Any student found to be in possession, under the influence, or known to have consumed, any controlled dangerous substance, or any student found to be in possession of a dangerous weapon shall be investigated by the administration as a case-by-case occurrence. Special Education Students shall be investigated and appropriate discipline shall be administered by the school administration as per Federal, State, and Local Law requirements.

PUBLIC DISPLAY OF AFFECTION (PDA)

1. The display of affection is not appropriate at school, on school grounds, in school buildings, in the parking lot, on a school vehicle to and from school activities, etc.)
2. All students are asked to refrain from public display of affection at school.
3. Students not honoring this request shall be referred to the Principal for counseling/discipline.

OUT OF SCHOOL SUSPENSION

A legislative act relating to schools provides authority to the principal to suspend a child from school. A student violating any of the articles below may be suspended from attending school. The question of the seriousness of the violation shall be determined by the principal. The principal shall have the authority to order the suspension, but the period of suspension shall not be extended beyond the current term and the succeeding term, except that possession of a firearm may result in a one calendar year suspension.

1. Violation of the rules and/or regulations of the school.
2. Defiance of the school administrator's authority.
3. Disobedience of a schoolteacher or administrator.
4. Creating a classroom disturbance.
5. Use of language detrimental to the educational environment.
6. Possession or use of any dangerous weapon.
7. Assault and battery upon another person.
8. Damage to school property
9. Possession or consumption of any alcoholic beverage, narcotic drugs, stimulant, barbiturate or prescription drug without a specific doctor's prescription.
Students who are with others who are participating in such activities are also in violation of school rules and are subject to suspension.
10. Participation in any acts which disrupt the educational process.
11. Engaging in acts of immorality.
12. Possession and/or use of arson agents (lighters, matches, etc.) (Also see Tobacco Policy)
13. Harassment of students, faculty, or staff.
14. Intimidation or threat to do bodily harm.
15. Possession or use of self-defense spray.
16. Recognized gang activity, or recruitment of new members.
17. Turning in false alarms.
18. Absenteeism from school in excess of 13 percent of school days for semester.
19. NOR SHALL A STUDENT ENCOURAGE ANY OF THE ABOVE ACTS.

Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation. A student shall be subject to the above while the student is in attendance at Temple or in transit to or from school, or under public school supervision to or from school or when present on any property which belongs to or is under the control of the Temple Public School District.

When the principal has determined that a suspendable infraction has occurred, she may suspend said pupil(s) from school for a period not to exceed that allowable by law. A principal may suspend for repeated violations. Such suspension shall not extend beyond the current school year.

Any student who is suspended shall not take part in any school-sponsored activity or function at home or away. Suspended students are not allowed on school property for any reason. Discipline problems that result in suspension or any other action by the administration do not rule out punishment deemed necessary by the sponsor in charge of the student at that time.

A student who is suspended out of school shall take all semester tests for that particular semester.

If a student is suspended they shall not be eligible for the citizenship award.

Such pupil(s) suspended shall have the right to appeal from the decision of such principal to the school's suspension committee. Parents of such pupil shall give notice in writing to the building principal within the ten days of his appeal to the school's suspension committee. The parent may appeal the committee's decision to the Board of Education. The superintendent shall notify the Board of Education immediately which shall as soon as possible conduct a full investigation of the matter and determine the guilt or innocence of the pupil. The decision of the Board of Education shall be final.

BULLYING POLICY

HARASSMENT, INTIMIDATION, AND BULLYING POLICY Temple School Board of Education

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to

harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or gestures, or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Reporting Procedures

Should a student or faculty member feel the need to report an incident, that person can report to a school official or turn in an incident report to the bully boxes located in the offices of the elementary and the MS/HS. This process can be made anonymously. The form is provided below and is downloadable.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance. 1.

Conference with student

2. Conference with parents

3. ISS

4. Detention

5. Referral to counselor

6. Behavioral contract

7. Changing student’s seat assignment or class assignment

8. Requiring a student to make financial restitution for damaged property 9. Requiring a student to clean or straighten items or facilities damaged by their behavior

10. Restriction of privileges

11. Involvement of local authorities

12. Referring student to appropriate social agency

13. Suspension

14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following: 1. Verbal, physical,

or written harassment or abuse;

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

The Superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment;
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

 _____ Grade: _____ Class: _____
 _____ Grade: _____ Class: _____

Student(s) Affected:

 _____ Grade: _____ Class: _____
 _____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial Sexual Religious Other

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

<input type="checkbox"/> Name Calling	<input type="checkbox"/> Spitting
<input type="checkbox"/> Stalking	<input type="checkbox"/> Demensing Comments
<input type="checkbox"/> Inappropriate Gesturing	<input type="checkbox"/> Stealing
<input type="checkbox"/> Staring/Leering	<input type="checkbox"/> Damaging Property
<input type="checkbox"/> Writing/Graffiti	<input type="checkbox"/> Shoving/Pushing
<input type="checkbox"/> Threatening	<input type="checkbox"/> Hitting/Kicking
<input type="checkbox"/> Taunting/Ridiculing	<input type="checkbox"/> Flashing a Weapon
<input type="checkbox"/> Inappropriate Touching	<input type="checkbox"/> Intimidation/Extortion
<input type="checkbox"/> Other _____	

Describe the incident:

Witnesses Present: _____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
 Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken: _____

Adoption Date: 6/26/2012

Revision Date(s):

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PUPILS WITH DANGEROUS WEAPONS – DANGEROUS SUBSTANCES

Pupils – Searches

Oklahoma School law, Section 489. (Extract)

The superintendent or 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 or 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, electronic paging devices 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.

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.

The Temple Board of Education informs students that vehicles brought to school are considered as property in possession of students as per paragraph one above, and are therefore subject to search in accordance with section 489 as stated above.

The Temple Board of Education hereby informs students that in accordance with state law they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

REPORTING STUDENT UNDER THE INFLUENCE OF OR POSSESSING NON-INTOXICATING BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Temple Board of Education that any teacher, school administrator or counselor who has reasonable cause to suspect that a student may be under the influence or said student has in his/her possession:

1. non-intoxicating beverages
2. alcoholic beverages
3. controlled dangerous substances

as the above are defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Sec. 514 “School Officials Immune from Liability for Making Certain Reports”

Any public School administrator, teacher or counselor having reasonable cause to suspect that a student is under the influence of low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance as defined in Section 2-101 or Title 63 of the Oklahoma Statutes or has in the student’s possession low-point beer or alcoholic beverages or a controlled dangerous substance, who reports such information to the appropriate school official, court personnel, community substance abuse agency, pursuant to the school’s policy shall have immunity from any civil liability that might otherwise be incurred or imposed as a result of the making of such a report. (70-24-132)

DRUG DOG POLICY

Anytime a drug dog alerts on a student’s locker, desk, or belongings left behind in the classroom and not on the student, the incident shall be investigated, the student counseled and the parent notified. If the administrator deems it appropriate the school administration shall search and seize, notify the police, notify the parents, and the student shall be suspended to the legal limit the law allows. Any malice shown toward the drug dog can result in appropriate disciplinary action being taken.

SCHOOL BUS REGULATIONS

The driver is in charge of the bus just as the teacher is in charge of the classroom. Bus drivers shall report all misconduct by students directly to the respective building principal for disciplinary purposes. Any student that is a discipline problem shall be deprived of the privilege of riding the bus. Cameras shall be in use in each bus.

EXTRACURRICULAR TRIPS

1. The above rules and regulations should apply to trips under school sponsorship.
2. Sponsors shall be appointed by the school officials.

NOTE: Items not allowed at school shall also NOT be allowed on the bus – Examples: including knives, guns, Frisbees, or other items determined too dangerous or disruptive.

ELEMENTARY CAMPUS GRADING SYSTEM

All grade levels will record a minimum of 2 grades per week.

Pre-K and K will use a 3 tiered grading system. Those categories will be Emerging, Developing, and Proficient. Definitions of each of these categories can be found on the grade level closed facebook group for that grade.

In grades 1-5, a numeric grading system will be used on an A-F grading scale.

- A 90 or above
- B 80-89
- C 70-79
- D 60-69

PROFICIENCY BASED PROMOTION POLICY:

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

1. Proficiency shall be demonstrated by assessment or evaluation appropriate to the curriculum area, for example; portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences shall require students who are able to perform relevant laboratory techniques.
2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once during the week before the beginning of the school term and once during the last week of school at the end of the school term as identified in 70 0.0 11-103.6. Notification of intent to take the test must be given to the student's principal two (2) weeks prior to the testing week.
3. Students returning from home school situations shall have to pass end of instruction tests for all core subjects that require an end of instruction test at a passage rate of 70%. Students shall also have to pass nine weeks and semester tests for all other elective subjects at a 70% passage rate. Elementary students returning from home school shall be required to take grade equivalency tests.
4. Proficiency for advancing to the next level of study shall be demonstrated by a score of 90% or comparable performances on an assessment or demonstration.
5. The opportunity for proficiency assessment shall be provided prior to the beginning of each school term as well as at the end of each school term.
6. Qualifying students are those legally enrolled in the local school district.
7. The district may not require the registration for the proficiency assessment more than one month in advance of the assessment date.
8. Students shall be allowed to take proficiency assessments in multiple subject areas.
9. Students not demonstrating proficiency shall be allowed to try again during the next assessment period.
10. Exceptions to standard assessment may be approved by a local committee appointed by the superintendent or IEP Team for those students with disabling conditions.

ACCELERATED PROMOTION

Students demonstrating proficiency in a core curriculum area shall be given credit for their learning and shall be given the opportunity to advance to the next level of study in the appropriate curriculum area. 1.

The school shall confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth would be considered.

2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
3. Failure to demonstrate proficiency shall not be noted on the transcript.
4. Students must progress through a curriculum area in a sequential manner.

Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in the curriculum area.

5. If proficiency is demonstrated in a 9-12 curriculum, appropriate notation shall be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.
6. Units earned through proficiency assessment shall be transferable with students among school districts within the State of Oklahoma.

Proficiency assessment shall measure mastery of the priority academic student skills in the same way that curriculum and instruction is focused on the priority academic student skills. In other words, assessment shall be aligned with curriculum and instruction.

Option for accommodating student's needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:

1. Individualized instruction
2. Correspondence courses
3. Independent study
4. Concurrent enrollment
5. Cross-grade grouping
6. Cluster grouping
7. Grade/course advancement
8. Individualized education programs

Temple Public School shall disseminate materials explaining the opportunities for Proficiency Based promotion to students and parents in the district each year. Priority Academic Student Skills and the assessment of or evaluation for each core curriculum area shall be made available upon request.

INCOMPLETE AND APPEALS

When a student fails to complete work for a nine weeks or semester and circumstances dictate that makeup work is appropriate the student shall be issued an "I" for Incomplete. Students shall make arrangements to complete all work required to remove the "I" within two weeks after the close of the nine weeks or semester. After that time a "0" (Zero) shall be assigned for all outstanding work and the

student's grade shall be averaged. All appeals for failing grades shall be submitted to the administration on the appropriate forms within two weeks of the issuance of the failing grade. After that time recorded grades shall stand.

SUPERINTENDENTS AND PRINCIPALS HONOR ROLL

Superintendent's honor roll for the 9 weeks shall consist of those students with no grade lower than an "A" for the 9 weeks. The Principal's honor roll for the 9 weeks shall consist of those students with no grade lower than a "B" for the 9 weeks. Superintendent's honor roll for the semester shall consist of those students with no semester grade lower than an "A". Principal's honor roll for the semester shall consist of those students with no semester grade lower than a "B".

ACTIVITIES SPONSORED DURING THE SCHOOL YEAR FOR FUNDRAISING PROGRAM

Activities concerned with raising money must be cleared with the Administration in advance. There should be no soliciting of funds from the businessmen without permission. There should be no unauthorized selling at school. All fundraisers must be board approved and the proper forms filed.

ACTIVITY TRIPS

The activity buses are insured for liability. All students riding buses on activity trips are protected in case of any kind of injury on the buses.

Students riding buses shall return on the same bus unless the **parent or guardian signs the coaches' sign-out sheet** any time before they leave for the game or directly after the game. If cars or trucks are used on activity trips, an adult or responsible individual shall be required to drive the car or truck.

Conduct on activity trips must be beyond question. Smoking or the use of tobacco or stimulants of any kind shall be prohibited at all times during the activity trip.

1. Misconduct on School Sponsored Trips – Student misconduct on school sponsored trips shall be reviewed by school administration as to the severity for punishment.
2. Ineligible Students Riding Bus to Activities – Ineligible students SHALL NOT be permitted to ride the bus to activities per scholastic or discipline per week.

(09-04090)

MISCELLANEOUS

HB 1952 – Prohibits school districts from taking disciplinary action against teachers for disclosing public information in order to correct what the teacher believes to be a violation of the Oklahoma Constitution or law; or for reporting a violation of the Oklahoma Constitution, or state or federal law; or for taking either of the previous actions without giving prior notice to the teacher's supervisor. Requires school districts to post a copy of this section of law where it can be read by teachers. Effective November 1, 2017. (Signed by Gov May 17.)

STUDENT TEXTBOOKS

The Temple School District provides textbooks at no charge for use by its students. The textbooks remain the property of the District and must be returned in good condition. Students are not to write in any book or abuse them in any way. Students who lose their books or cause damage to them shall be required to pay

replacement cost of the book.

The Principal has the option of modifying any of the provisions of this handbook and also has the right to address any item not specifically covered in the handbook.

Any rule or regulation printed in the student handbook may be changed by the Board of Education at any period during the year.

STUDENT INTERNET ACCESS DEVICES

Temple Elementary provides internet access devices for our students. In grades PK-2, those devices are IPAD devices. In grades 3-5, those devices are Chromebooks. Students that attend school in a traditional setting are expected to leave those devices at school but with teacher or principal permission, in some special circumstances and under certain guidelines, may be allowed to take those devices back and forth between school and home. Students who are enrolled in our remote learning program, may be able to checkout an electronic access device in some situations.

PUBLIC NOTICES

Temple Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

ASBESTOS STATEMENT

This is to inform you that Temple Public Schools are in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which shall insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have questions, please contact the office of the Superintendent. A copy of the management plan is also located in this office.

SEXUAL HARASSEMENT

The policy of the Temple Public Schools District forbids discrimination against, or harassment of any student or employee on the basis of sex. The Board of Education shall not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A complete copy of the Board's policy may be reviewed in any of the administrative offices.

Suspected instances of sexual harassment should be reported to the superintendent or his alternates, the high school or elementary principals.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal shall make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent of eligible student believe are inaccurate.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate. They should write to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school shall notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board – a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official is a person employed by the school.

A school official has a legitimate educational interest if the official needs to review an

educational record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The district shall not further notify parents or eligible students prior to such transfer or records transferred under this provision.

- (4) The right to file a complaint with the US Dept. 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 Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

- (5) The district proposes to designate the following personally identifiable information contained in the student's education record as "directory information", and it shall disclose that information without prior written consent.

The student's name, names of the student's parents, date of birth, class designation (i.e. first grade, tenth grade, etc.), extracurricular participation, achievement awards or honors, weight and height if a member of an athletic team, photograph, and school or school district the student attended before he or she enrolled in the Temple Public School District. After the parents or eligible students have been notified, they shall have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit to districts to designate as directory information about a student.

- (6) The district shall arrange to provide translations of this notice to non-English speaking parents or eligible students in their native language.

TEMPLE PUBLIC SCHOOL INTERNET ACCEPTABLE USE POLICY

Internet access is available to students and teachers in the Temple Public school district. This document contains information about the uses of the Internet that are allowed and prohibited by school district policy

Students and their parents or guardians must sign a Student Account Agreement to be granted Internet access. A parent can withdraw approval at any time.

The goal of Temple Public Schools is to provide this service to teachers and students to promote educational excellence in Temple Schools by facilitating resource sharing, innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting, offering persons with illegal or unethical purposes avenues for reaching students, teachers and others, including parents. Temple Public Schools restrict access to inappropriate materials. However, on a global network it is impossible to control all material and an industrious user may discover inappropriate information. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. To that end, we have established the following guidelines. The term "user" shall include all authorized users of Temple Public schools network and the Internet. These users shall include students, staff and guests.

1. ACCEPTABLE USE OF INTERNET:

- A. Acceptable uses of technology and the Internet are activities resulting from specific tasks and assignments, which support learning. Students should always have a specific topic of interest for research using the internet.
- B. Internet usage shall be monitored through the duration of a student time on the Internet. Any login or passwords used by students shall be recorded and placed in a folder and kept in the teacher's possession.
- C. Any information downloaded from the Internet must be pre-approved. Upon approval, downloaded information shall be kept in an Internet folder on the network. The system administrators and teachers shall track the information. The district may deny any student access to the Internet.

2. Privilege:

The use of the Internet is a privilege, not a right, and inappropriate use shall result in a series of punishments including cancellation of Internet privileges. The system administrators and teachers shall deem what is inappropriate use and their decision is final. The district may deny access to the Internet.

3. Use Guidelines:

- A. No personal disks are to be brought from home or from another class to be used on Temple School District computers.
- B. Illegal activity is strictly prohibited.
- C. Note that electronic mail (e-mail) may only be used as part of a classroom assignment and is not guaranteed to be private. All other use of email is strictly prohibited. This includes but is not limited to opening email from a district computer, and responding in an inappropriate manner.
- D. All communications and information accessible via the Internet through the network should be considered and assumed public property and property of Temple Public Schools.
- E. Students shall promptly disclose to their teacher, library media specialist or other school employee any messages they receive that are inappropriate or makes them feel uncomfortable.
- F. Do not reveal your personal address or phone number or the addresses and /or phone numbers of students or colleagues.
- G. Do not use the Internet and/or network in such a way that you would disrupt the use of the Internet or network by other users.
- H. A charge of up to twenty-five cent (.25cents) per page may be incurred for printing material deemed non-educational by the teacher or system administrators.

4. Prohibited Uses:

- A. Using the system to access chat-rooms
- B. Using the system for commercial advertising
- C. Using copyrighted material in reports without permission
- D. Using the system to lobby for votes
- E. Using the system to access pornography, distribute pornography or inform others how to access pornography on the Internet.
- F. Using the system and internet to send/receive emails
- G. Using the system or Internet to send/receive messages that are inconsistent with the school's code of conduct.
- H. Creating and/or distributing a computer virus over the network.
- I. Using the system or Internet to send/receive messages with someone else's name on it.

5. Security:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who shall in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access the Internet as a system administrator shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, internet, or any agencies or other networks that are connected to the TDSNET internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism shall result in cancellation of privileges.

7. Exceptions of Terms and Conditions:

All terms and conditions as stated in this document are applicable to Temple Public Schools. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

Parent – Teacher – Student Compact

As a Student I shall:

- Respect myself by eating right, getting enough sleep, being safe and keeping a good attitude
- Respect teachers, parents and classmates
- Ask for help
- Listen and do my best at school and at home
- Do my homework
- Come to class on time, prepared and ready to learn
- Read every night for at least fifteen minutes

- Respect school property. I shall be responsible for books and materials that I borrow from the Title I specialist
- Communicate with my parents about what I am doing at school
- Share school notices with my parents
- Attend school regularly

As a Teacher I shall:

- Provide a welcoming environment where each child is valued
- Foster an atmosphere of mutual respect
- Set clear and consistent expectations for students
- Support home/school communication and be available to parents for conferences
- Encourage each child to achieve high standards
- Assess student needs and set clear goals based on individual needs
- Establish goals and expectations for each child and communicate progress through quarterly reports
- Continue our own learning to ensure quality instruction
- Provide parents/guardians with home activities and strategy if needed

As a Parent I shall:

- Support learning by reading with my child, providing a quiet place for homework and helping my child with homework
 - Attend parent/teacher conferences, Title I Night and other meetings
 - Ensure that my child is well-rested, has a balanced diet and is ready to learn each day
 - Teach my child to respect others and be responsible for their learning
 - Be involved at school by attending PTC and volunteering
 - Communicate as needed with my child's classroom teacher and Title I teacher
 - Encourage my child to write, read and explore math as part of daily experiences ●
- Ask for help if I need it

APPENDIX

THE AMERICAN CREED

“I believe in the United States of America as a government of the people, by the people, whose just powers are derived from sovereign nation of many sovereign states; a perfect union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots scarified their lives and fortunes.”

THE PLEDGE OF ALLEGIANCE

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

THE STAR SPANGLED BANNER

O say, can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous flight
O'er the ramparts we watch'd, were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
O say, does that star Spangled Banner yet wave
O'er the land of the free and the home of the brave?

SCHOOL COLORS – Cardinal Red and White

SCHOOL EMBLEM – Tigers

SCHOOL SPIRIT SONG – ONWARD TIGERS

(Tune of on Wisconsin)

**Onward Tigers, Onward Tigers,
Fight right through that line.
You can do, go and do it,
Show those.....how to fight, fight,
On to victory with our red and white.
Go, dear old Temple High School.
Win this game.**

ALMA MATER

Far above old Temple High School
Waves a banner true.
We will ever sing your praises,
Hail, all hail to you.
Temple High School, Temple High School
Ever be your name.
In our hearts your name deeply graven;
Hail, all hail your fame.

Morning sun meets many banners
On its westward flight.
Dear to use above others
Waves the red and white.
Red and white flag we love waves
For e'er o'er Temple High
May our sons be loyal
To thy memory.

BEAUTIFUL, BEAUTIFUL TEMPLE

(Tune: Beautiful, Beautiful Temple)

Beautiful, Beautiful Temple
The place where the sunflowers grow
We are proud of our forefathers, who built the B&O.

You can live on THE plains or the highways
Or down where ole Cache Creek flows. But
you're still in Beautiful Temple, the most
Beautiful place that we know.