

IMPORTANT REMINDERS

FOR PARENTS AND STUDENTS

(Detailed Information inside Handbook)

BELLS/ROUTINES

- 7:30 A.M. – Elementary Doors Unlocked – All students including Pre-kindergarten and kindergarten students in the Early Childhood building must enter the elementary campus through the elementary building in the morning.
- 7:30 – 7:55 AM– Breakfast Served
- 8:00 A.M. – School Begins 8:05 A.M. Tardy Bell
- 2:00 P.M. – **It is imperative to call the office before 2:00 if there is a change in your child’s daily transportation routine.**
The office gets very hectic at the end of the day. By notifying the office by 2:00PM helps to ensure your child’s safety during drop-off and pick-up times.
- 3:10 P.M. - Dismissal

Please note all students need to be picked up and dropped off at the elementary building. The back of the school is for staff parking and buses only. If you have any questions or concerns, please call or email:

Pocola Elementary School

Kim Allison, Principal

(918) 436-2561

kallison@pocolaschools.org

POCOLA ELEMENTARY SCHOOL CREED

As a student of Pocola Elementary, I have great expectations for myself. I accept the challenge to become the best that I can be. I will be responsible for my own actions and strive to learn from my mistakes. I will work to make Pocola Elementary the best school that it can be and to Ensure a successful future for myself.

POCOLA SCHOOL SONG

There's a school that we call Pocola,
Where the colors shine so bright,
Where a friend is a friend
We will fight to the end,
For our colors maroon and white.
For wherever we go,
And whatever we do,
It is PHS for our own dear school.
And our hearts are true
And loyal, too
The school of Pocola High.
(Optional)
Pocola, Pocola
We love you, Pocola.
We will ever love and trust you.
Pocola, we love you.
Ya-Hoo!

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POCOLA ELEMENTARY FACULTY AND STAFF

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Tabitha Cox
Melissa Willisams
April Quinn
Randi Lewis
Jason Parker
Paige Slavens
Sara Smith
Earl Brown
Carol Struble

Principal
Dean of Students/Counselor
Special Education Director
Office Secretary (Elementary)
Office Secretary (Early Childhood)
Pre-Kindergarten Teacher
Pre-Kindergarten Teacher
Pre-Kindergarten Assistant
Pre-Kindergarten Assistant
Kindergarten Teacher
Kindergarten Teacher
Kindergarten Teacher
Kindergarten Assistant
Kindergarten Assistant
Kindergarten Assistant
First Grade Teacher
First Grade Teacher
First Grade Teacher
First Grade Teacher
1st Grade Paraprofessional
Second Grade Teacher
Second Grade Teacher
Third Grade Teacher
Third Grade Teacher
Third Grade Teacher
Fourth Grade Teacher
Fourth Grade Teacher
Fifth Grade Teacher
Fifth Grade Teacher
Special Education Teacher
Special Education Teacher
Special Education Teacher
Special Education Teacher
Paraprofessional
Library Media
Reading Interventionist
Reading Interventionist
Computers
Computers
Music
Speech/Language
Physical Education Teacher
Paraprofessional
R.N. Nurse
Custodian
Custodians

MISSION STATEMENT

We, members of the Pocola Public Schools community, are committed to developing lifelong learners, who value themselves, contribute to their community, and succeed in a changing world.

PHILOSOPHY

The purpose of the Pocola Elementary School is to provide guidance and instruction for each student, to make him/her aware of his/her potential as well as his/her limitations, to accept himself/herself, have confidence in his/her own feelings, accept his/her responsibilities, and to become capable to adapt to his/her own needs and the needs of his/her associates.

Ideally, the school climate will provide an environment in which faculty and students can consider themselves co-workers, supporting each other as they strive to fulfill the educational objectives of the school in an atmosphere, which recognizes the rights, and dignity of each individual.

With individual needs in perspective, the school is flexible enough to utilize new concepts and traditional methods to promote the best learning situation possible for the subject matter and individuals being taught. At the same time, the teacher is viewed as an organizer of learning activities, a motivator, and a resource person who provides the opportunity for each student to develop his/her unique abilities and interest at his/her own rate, utilizing the best available instructional methods meaningful to the student.

With the ultimate goal of a student's education in mind,...it is the purpose to guide the individual to a clear understanding of his/her place in our society, and that through education, the individual may become physically, intellectually, and emotionally whole.

If the school is successful, the student will be able to effectively use his/her rational powers to make appropriate choices. He/she will have an awareness and an acceptance of his/her potential and his/her limitations as a functioning, adapting member of society who is literate and self-sufficient to his/her ability to further his/her education.

ENROLLMENT

Students being enrolled will be assigned to a specific teacher. The number of students will be divided as evenly as possible among the teachers of each grade.

State issued Birth Certificates are required for all students. The date of birth will be recorded on the cumulative record folder. Evidence of immunization must be presented and the information must be transferred to the health records.

Also, a copy of the child's social security card is required. A verification of residence form must be in the cumulative record folder and be renewed each year.

Except as otherwise provided, students who are four years of age on or before September 1 may attend the Early Childhood Program. Students who have reached the age of five on or before September 1 may attend kindergarten.

Students who have reached the age of six on or before September 1 shall be entitled to attend first grade. All enrollments should be made through the principal's office. It is extremely important that the parents provide an emergency telephone number for each student. This is kept on file and referred to when the school must contact someone in case of the student's illness, injury, or any such purpose. Parents are urged to provide several telephone numbers in order to expedite the contact from the school

NON-RESIDENTS

Non-residents may attend only after receiving a transfer pursuant to the procedures established by state law. Resident students who meet other qualifications are eligible to attend the Pocola Public Schools. The residence of a child shall be determined by reference to state law. Any question shall be decided by the procedures required by the school district’s Student Residency Policy.

SHOT RECORD

School laws state that parents will be responsible for showing an immunization card for every school child. Requirements are: (1) A school health record in every child’s folder. (2) Child may be removed from school if the requested record is not furnished. TB is not required.

Guide to Immunization Requirements in Oklahoma: 2023-24 School Year



All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required Immunizations with Cumulative Doses required		Recommended Immunizations
Child Care <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) 1-4 PCV (pneumococcal) □ 1-4 Hib (<i>Haemophilus influenzae</i> type B) □ 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) □ 2 MMR (measles, mumps, rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	Seasonal influenza (flu) 2 nd varicella at 4 years old Polio on or after 4 th birthday

CDIB CARD

If your child has a CDIB (Certificate of Degree of Indian Blood) card, please come to the office so we can make a copy or bring it with you when you enroll your child. We receive extra funding for our district based on the number of students with CDIB or who are of Indian descent but do not have a CDIB card (Title VII).

VISION SCREENINGS

To facilitate compliance with Oklahoma State law 70 O.S. 1210.284 Pre-kindergarten through 5th grade students will receive one vision screening during the school year. Teacher and parent referrals may also be screened at this time.

Parents or guardians of each student enrolled in Pre-K through Fifth Grade at a public school must provide proof that their child passed a vision screening within the last twelve months. The school vision screening will meet this requirement. If you do not wish your child to be screened, please contact the school nurse.

GRADING AND REPORT CARD

Parent/Teacher conferences will be conducted within the 2nd, 3rd and 4th nine-week grading periods. Teacher's will schedule a 15-minute appointment time. Report cards will be given out at Parent/Teacher conferences and sent home at the end of the other nine week grading periods. Progress notices are sent home in the middle of the nine week grading period. Both cards and notices should be signed and returned to school by the end of the week.

The purpose of a report card is to keep parents informed of their child's progress. However, grades are ever changing, so the parent needs to stay in close contact with their child's teacher through conferences, phone calls, e-mails, weekly folders, progress notices, homework, PTA, and the online electronic Grade Book which is available for grades 1-5.

Pre-kindergarten and kindergarten teachers will provide a checklist of skills each nine weeks in lieu of report cards to inform parents of their child's progress. First, second, third, fourth, and fifth grade teachers will give the following grades, A,B,C,D, and F. "S" for Satisfactory and "U" for Unsatisfactory will be given for some subjects.

Report cards are designed to give an evaluation of a student. The evaluation on the report card is an indication of the individual child's growth. It is not a comparison of one student's growth with another.

HONOR ROLL

If a student earns all A's in all subjects, he or she will be eligible for the Superintendent's Honor Roll. (First grade through fifth grade).

If a student earns A's and B's in all subjects, he or she will be eligible for the Principal's Honor Roll. (First grade through fifth grade).

TESTS

Achievement tests are given at specified grade levels in the spring. This may change from year to year. Pre-Kindergarten and Kindergarten students are screened individually for motor, visual, auditory, and language skills. All other students are given a test to determine group placement in reading. Special testing of individuals may be done any time during the year upon request of teachers. Other testing is done by trained personnel to determine special education needs.

Tests are standardized on the basis of scores obtained under conditions of strict adherence to all directions. The same strict adherence to directions when tests or other measurement devices are administered in the local schools is the only way for their results to be meaningful. Any deviation from the amount of time stipulated, the directions given, or the conditions under which the tests or other instruments are administered will make the results invalid, thus resulting in wasted energy for both students and teachers. The counselor will assist in the overseeing and administering of all standardized tests.

HOMEWORK

Homework is a phase of a child's schoolwork, which can be of much importance. It promotes independent learning outside the school environment. In addition, homework depends on the individual teacher's attitude and how much stress he or she puts on it. Of course, the amount of homework will vary greatly from grade to grade since homework progressively increases from lower to upper grades.

Homework may be classified into two categories:

1. Work not finished in class to be sent home.
2. Additional work assigned to the class.

Students who do not do daily homework will miss all recesses until it is turned in. All make-up work is due within one week. If the work is not turned in within one week, it will automatically become a zero.

MAKE-UP WORK

Students who have an excused absence have the privilege to make up missed class work. However, it is the student's responsibility to get the assignments from the teachers. Students shall be allowed one day plus the number of days absent to complete the assignments. Students absent for extended periods may be given special consideration.

AFTER SCHOOL TUTORING

After school free tutoring is available to students in grades 1-5 who qualify.

PROMOTION POLICY

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion referenced test. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced test and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first grade, second grade, or third grade; and
6. Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade.

Request to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable;

2. The principal for the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

Before a child is retained, the following conditions should be met:

1. Retention is to benefit the child.
2. Beginning of third quarter...teacher discusses possible retention with parents, principal and counselor, teacher documents conference.
3. During the third quarter...teacher gathers data concerning student performances; teacher forwards mid-quarter report to parent.
4. End of third quarter...teacher discusses retention with parent at spring conference; teacher documents conference.
5. Early in the fourth quarter...teacher completes retention documentation; teacher discusses data with principal, counselor and parents.
6. End of school year...teacher, principal and counselor conducts conference with parent; retention decision determined; conference documented.

Consideration should be given to the following conditions:

- Age and size
- Mental capacity
- Previous retentions
- Retention benefit
- Parent attitudes
- Physical handicaps
- Sibling grade placement
- Reading proficiency
- The state adopted test (Oklahoma Core Curriculum Test)
- Standardized Test
- The reading instructor
- The classroom teacher/teachers
- Placement test screening

TARDIES & EARLY CHECKOUT

First bell will ring at 8:00 AM and the tardy bell will ring at 8:05 AM. **Any student who reports after 8:05 AM must come to the office with his/her parents and obtain a tardy slip before entering the classroom.**

Students who are picked up before 3:10 PM must sign out in the office. Students who are picked up before school is dismissed at 3:10 pm will be considered early checkout. **After 3 unexcused early check outs and/or tardies, the student will be considered (1) one full day absent.**

OKLAHOMA'S COMPULSORY SCHOOL ATTENDANCE

Oklahoma State law now defines truancy as four absences without a valid excuse within 30 days or 10 absences within a semester without a valid excuse. According to the state law, anyone convicted of violating the compulsory attendance law is subject to the following:

- First Offense – A fine of \$25 - \$50, up to five days of imprisonment or both
- Second Offense – A fine of \$50 - \$100, up to ten days imprisonment or both
- For a Subsequent Offense – A fine of \$100 - \$250, up to fifteen days imprisonment, or both And each day the child remains out of school after the parent or guardian has been warned constitutes a separate offense.

ATTENDANCE POLICY

If a student misses more than 10 days per semester, he/she could be in danger of failing. Extreme cases (medical with a doctor's statement) of excessive absences will be taken into consideration. Ill-advised use of days that add up, followed by an illness that causes a student to go over the ten (10) day limit is **NOT** considered an extreme case. A doctor's statement (ear, eye, dental, family doctor, etc.) is advised for all students absent from school even for appointments during the day.

Students who have been absent from school for whatever reason must bring a written note from their parents or guardians explaining the reason for the absence. It is also recommended that the parents telephone the school at (918)436-2561 on the day of the absence. If excessive absences occur, parents will be notified in writing by school personnel. If excessive absences continue, it will be turned over to the LeFlore County truancy office.

ANNOUNCEMENTS

Announcements will be made over the intercom system each day at 8:05AM, 10:00AM and 2:00PM. Announcements will be made no other times except in the case of emergency or other unavoidable circumstance.

EARLY DISMISSALS

Before a student will be allowed to leave while school is in session, parents or guardians must come to the principal's office to sign the student out. Students will not be released unless called to the office. Parents **may not** go to classrooms to pick up their child. Parents will not be allowed beyond the main office. If a student is to be picked up before buses leave (i.e. doctor's appointment), the parent is to call or see the secretary and she will call the student to the office.

ABUSE OF DRUGS, ALCOHOL AND TOBACCO

The possession, sale, furnishing, use or being under the influence of alcoholic beverages, non-intoxicating beverages (as defined by state law), or controlled dangerous substances on school property, including school vehicles, or at school sponsored or authorized activities is expressly prohibited.

In the event that a pupil of the Pocola Public Schools is apprehended in the use, furnishing, or possession, or being under the influence of a controlled dangerous substance on school property or at a school-sponsored or authorized activity, the policy of this board shall be that the principal supervising shall first attempt to notify the parents and law enforcement authorities of the occurrence of such offenses, and the pupil will be suspended and not re admitted for a period of at least two weeks.

In the case of alcoholic or non-intoxicating beverages, the punishment need not include a suspension of two weeks, but shall be severe enough to demonstrate that alcohol abuse will not be tolerated at school or at school activities. It is unlawful for individuals under the age of 18 to have in their possession or use any tobacco-related products.

To be fair to all students, this rule will apply to any student enrolled in our system regardless of age. This will include chewing tobacco, all smokeless tobacco, cigarette papers, cigarettes, cigars, pipes, etc. This policy will apply on school property, and at all school-sponsored or authorized events. According to the law, fines can be assessed against violators by civil authorities. Appropriate punishment will be used by the school to enforce this law as it relates to education on our campus.

DISCIPLINE

The school district conducts an instructional program for the benefit of the pupil's living in the school district. It is desirable to have all students remain in school until they have graduated from senior high school. Every resource available to the school district and the parents shall be used to achieve this purpose. Students are expected to be reasonably diligent in carrying out their school obligations.

Failure to be diligent in study or in adhering to school regulations means that a student is guilty of misconduct and may lose the privilege of attending school.

Students will be given every opportunity to achieve scholastic success, but those who persist in creating behavioral problems will be subject to disciplinary action.

A single major disruptive student action (one major offense) or an accumulation of three minor student infractions of school rules will necessitate use of disciplinary procedure.

For a detailed explanation of discipline policy, [see the Discipline Policy Handbook for Pocola Public School District](#) in the building principal's office.

DISCIPLINE AUTHORIZATION

At Pocola Public School, we have a discipline policy as stated in our handbook. The teachers are authorized to use the same reasonable disciplinary measures generally used by parents. In extreme cases, corporal punishment may be used by the principal in the presence of the school counselor.

The primary goal of our school is to educate and develop student self-discipline in a positive manner. We believe that parental communication and support are essential parts of good discipline.

High expectations by parents and teachers and effective instruction by teachers promote self-control and responsible behavior in students.

Every student enrolled in Pocola Public Schools is expected to abide by the rules and regulations set forth by the administration, teachers, and the Board of Education, while in attendance at school or school-sponsored activities, or being transported to or from school or school-sponsored activities, in district owned transportation equipment. Any student who is found in violation of the rules or that is disrespectful to any teacher, his/her substitute and/or school property will be subject to disciplinary action. The disciplinary action taken will be determined by the severity of the violation(s) and the number of times the student has broken regulations.

When discipline is administered, consideration will be given to alternate methods of punishment to ensure that the most effective discipline is administered in each case. Alternative methods of punishment may include, but are not limited to the following. This list does not necessarily reflect an order or sequence of events to follow in disciplinary action.

1. Conference with the teacher
2. Conference with the parent(s)/guardian(s)
3. Requirement that student make financial restitution for damaged property
4. Restriction of privileges
5. Involvement of civil authorities
6. Corporal punishment
7. Out of School Suspension (OSS)
8. Expulsion
9. Other disciplinary action as required and/or indicated by circumstances
10. Detention after school

This policy still holds true with one exception. Before corporal punishment is administered, we must have written permission from the parents. **If you do not allow your child to be paddled under our guidelines, then we need a phone number where you can be reached. You will be telephoned to come pick up your child.**

He/she will stay home one (1) or more days. The student will not be allowed to remain in their classroom until they are disciplined for their actions. **The following is an example only:**

I _____, do hereby give my permission to Pocola Schools to administer corporal punishment.

CHILD'S NAME _____ DATE _____

I, _____, do hereby give a telephone number where I can be reached at all times during the school day so that I may pick my child up when corporal punishment cannot be administered.

CHILD'S NAME _____ DATE _____

PHONE NUMBER _____ OR _____

SAFETY RULES FOR DROPPING OFF AND PICKING UP STUDENTS AT POCOLA ELEMENTARY

1. **All students in pre-kindergarten through fifth grade need to be dropped off and picked up at the elementary building.** The Pocola Elementary School building doors will be unlocked at 7:30 am. You will drop your child off at the front doors of the Pocola Elementary building. All Students will be supervised in the cafeteria.. All classes are escorted outside or to their classrooms at the appropriate times. Breakfast is served daily from 7:30 am until 7:55 am. Please remember to drive through the circle driveway. Please do not pick up or drop off students in the back of the school. The back of the school is for staff parking and buses.

2. The tardy bell rings at **8:05AM** in the morning. **Pick up time is 3:10PM.**
3. **Students will be released at 3:10 PM to parents in the pick-up line.**
4. **Picking students up early or dropping them off late.** You must go to the office to check students out early. If you drop them off late, you need to accompany your child to the office with your child for a tardy slip.
5. **It is imperative to call the school office by 2:00 pm** to make arrangements to pick your child up early, if there is a change in the person picking your child up, or if you are changing them from a bus rider to a pickup or a pick up to a bus rider.
6. **Please do not park in the handicap accessible parking spaces unless you have a handicap tag.**
7. **Remember to drive slowly and carefully in the parking lot.** Be careful when backing up. We want to make our school the safest school possible.

BELLS AND TELEPHONES

The morning bell will ring at 8:00 AM and school will start at 8:05 AM. Students not in their classrooms by 8:05 AM will be marked tardy. The Pocola Elementary School building doors will be unlocked at 7:30 am therefore students must not be dropped off before this time. Please drop off and pick up your pre-k through grade 5 children not riding the bus at the elementary building as this is where we have teachers on duty to supervise your children. Breakfast is served from 7:30 am until 7:55 am.

Dismissal time is 3:10 PM for students. All dismissals will be from the elementary building.

The telephone will be used only when absolutely necessary, and children must have permission from the home room teacher and the Principal to use the telephone.

Telephone messages that are important will be taken by office personnel and delivered to the student or teachers. Emergency calls will be treated as such and the teacher or student will be taken from the classroom to receive the message. **We try not to interrupt a classroom, except for EMERGENCIES.**

SCHOOL BUSES

Transportation is provided for the children who desire to ride a bus to school. Students are to ride only the bus to which they are assigned. If it is necessary for a student to ride another bus, the parent will write a note to notify the principal or call the office **no later than 2:00PM.**

Bus drivers are authorized and required to maintain discipline on the buses. For more information see the Discipline Policy Handbook for Pocola Public School District in the building principal's office.

Due to obvious safety concerns, children receiving balloons, kites, or floral arrangements need to be picked up by parents. Students will not be allowed to transport balloons, pumpkins, reptiles, kites etc. on the buses.

When students are loading, or unloading from the buses all vehicles are to be parked. If vehicles are moving while students are loading on the buses, tag numbers will be taken and police will be called.

SCHOOL VISITATION

All parents and visitors must report to the office when they visit the elementary school. If a parent needs to see his/her child at school, he/she should first come to the office so that the student can be called out of class.

If a parent needs to visit with a teacher, the parent should call the office to make arrangements for a proper time. Conferences are usually scheduled on regular conference days, or during the teacher's preparation period.

Students cannot bring visiting children to their classroom. Entertaining visiting friends can be disturbing to the classroom.

Other visitors and any organizations are not permitted during school hours unless prior arrangements are made with the principal.

PICTURES

Each child will have an opportunity to be photographed individually during the year. The student is under no obligation to purchase the pictures.

HEALTH SERVICES

The parents and the school share the responsibility for the health of the school-age child. The school health policy provides:

1. Appropriate healthful physical education activities
2. Emergency care in case of accident or sudden illness
3. Adequate permanent cumulative health records

Despite precautions, some school children get hurt and/or become ill unexpectedly. The school is generally responsible for handling such emergencies, but it is not responsible for subsequent treatment. The emergency care policy provides:

1. Telephone numbers of (a) Mercy – Sparks hospitals, (b) Ambulance, (c) Fire Department, (d) Police Department
2. The ill or injured child cannot be sent home unless one parent is known to be at home, or the parent has given oral or written consent to school authorities.

According to House Bill #1550, passed by the Oklahoma legislature on May 7, 1984: Students should be readmitted to school with **"certification from a health professional...or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice."** The criteria for readmission after the initial treatment should be absence of crawling forms and evidence of a recent shampoo (see Appendix 3 for a sample certification form). **NOTE: All nits have to be removed from the hair in order for the child to return to school.**

PARENTS SHOULD PROVIDE:

1. Current written directions for contacting parents without undue delay.
2. Current home address, telephone number, work number, and person to contact in an emergency if the parent cannot be reached at any of the numbers.

3. If a phone number changes, contact the school so we can update our records. It is imperative we have your correct contact information for safety reasons.

An important part of the school health policy is the prevention and control of communicable diseases. Good health is more important than a perfect attendance record. We cannot emphasize too strongly the fallacy of the idea that children are always in condition to attend school and that perfect attendance records are to be sought at any cost.

PARENTS INSTRUCTION ON HEALTH

1. Provide proper and necessary immunizations for their children, particularly those vaccinations prescribed by Oklahoma immunization law.
2. Keep sick children at home suffering from or exhibiting the following symptoms:
 - Fever 100 degrees Fahrenheit or above. Children must be fever free for 24 hours before returning to school
 - Sore throat or tonsillitis
 - Any eruption of the skin, rash
 - Nasal discharge accompanied by fever e. A severe cough – producing phlegm
 - Any inflammation of the eyes or lids
 - Vomiting or diarrhea

No internal medication or immunization is provided in Pocola Elementary School without the consent of the parent. All medicine should be given to the school office and/or nurse for safekeeping and administering. No medicine should be sent with students to school. All medication should be delivered to the school in person by parent or legal guardian. In addition, prescription medications will be administered as follows:

The medication must be in the original container that indicates:

- a. Student's name
- b. Name and strength of medication, expiration date
- c. Dosage and directions for administration
- d. Name of the licensed physician or dentist
- e. Date, name, address and phone number of the pharmacy

Basic first-aid will be administered in case of injury.

Safety education is a part of the health program and the regular classroom health courses.

It is suggested that parents inform teachers at the beginning of the school of any particular problem that your child may have, such as an asthmatic condition, a restroom problem, a heart condition, or any other types or defects of which teachers need to be made aware.

Please do not hesitate to talk with the teacher as soon as possible if your child has any type of particular problem that will affect his/her learning of health.

If your child must carry an inhaler, EPI pen, or other medication with them, a note from their doctor is required.

Because of the possibility of becoming infected by the HIV virus (Human Immunodeficiency Virus) which may cause AIDS and HBV virus (Hepatitis B) which may be transmitted by exposure to another person's body fluids, such as blood, students are discouraged from assisting fellow students that are discharging body fluids, such as a bleeding nose. Instead, students are encouraged to contact their teacher or supervisor for administering first aid. For more information about BLOODBORNE PATHOGENS, contact your principal or counselor.

STUDENT INSURANCE

Shortly after the beginning of the school year, parents will receive information in regard to availability of insurance for school children. This insurance is usually of two types.

1. School day insurance which covers a child only at school, traveling to and from school or during any school sponsored activity.
2. Twenty-four hour coverage is effective year round and covers the school child whether at school or elsewhere.

The school system does not sponsor these insurance programs and receives no financial benefit from them. Our only purpose is to make this type of benefit available if it is desired. The insurance pays only those claims not paid by other insurance policies, which cover the student.

CAFETERIA

The school sponsors a breakfast/lunch program, which strives to serve well-balanced meals each day. Parents should encourage the child to try the foods served which may be new to them. The cost of a breakfast meal, which includes one-half pint of milk, is \$2.10 for elementary children, or \$.30 for those eligible for reduced price. Lunch prices will be updated as needed. The cost for lunch is \$2.45 which includes one-half pint of milk, or \$.40 for those eligible for reduced price. The cost of extra milk and extra juice is \$.20. The cost of adult meals is \$2.20 for breakfast and \$5.05 for lunch.

Our new breakfast/lunch accounting computer systems enables us to keep track of all lunch/breakfast/milk money and meals eaten for students and staff by families. You may send one payment for all of your children, since the money will be entered into your family's account. (This includes children in all buildings.) Also, we ask that you pay in advance for a week or more at a time, instead of having to send money each day. Any money that is left in your family's account at the end of the school will be refunded to you.

It is not our intention to try to tell parents how or when their children should eat, but parents should encourage students to eat a balanced and nutritious meal. It is believed the diet of a child has a direct bearing on his/her health, attitude, and educational possibilities.

On the last school day of the week, each student will be given a menu to take home. This will help the parent/guardian in planning for your child's lunches. Students are not allowed to call anyone because he/she doesn't like what is on the menu.

Competitive Foods/Foods of minimal nutritional value:

Foods of minimal nutritional values are restricted from being in the cafeteria during the meal service. Minimal nutritional foods are identified as soda water, all carbonated beverages (produced from either natural or artificial means).

BRINGING THINGS TO SCHOOL

The only time students should bring toys, games, etc. to school is when the teacher instructs them to do so (for show and tell, for example). Students are not allowed to bring skateboards, cell phone, CD players or any handheld game to school. The students will assume responsibility for any items brought to school. If a student brings any such items to school, a toy, game, cards, laser pointer, etc., it will be taken to the principal's office.

Students may not bring items to school for sale or trade. This includes toys, trading cards, candy, etc.

Pocket knives, sharp objects and other objects that could be considered a weapon, will be confiscated and disciplinary actions will be taken.

FOOD ALLERGIES, BEE STINGS, AND OTHER ALLERGIES

Please inform the office, your child's teachers, and the school nurse of any allergies and the procedures for dealing with them.

If your child has an allergy that prevents them from consuming certain foods such as **peanuts**, dairy products or other items, please provide the school with the proper documentation. To provide your child with an alternative food or drink, a statement from your health care provider is required. Please ensure this statement specifies what items your child cannot eat or drink and what food/drink should be substituted.

If your child is allergic to **Bee Stings**, or has other allergies or a condition that may require the use of an EpiPen or other medication, please see the nurse to inform her of the procedures to be taken in case of an emergency. If your child suffers from a seizure disorder now or has in the past, even if it has been a very long time since a seizure, please inform the nurse so she can be prepared.

SCHOOL SUPPLIES

The state furnishes textbooks for classroom work. It will be necessary for you as parents to purchase some supplies such as paper, pencils, workbooks, etc. You will be given a list of supplies when your child enrolls or the parent may give the classroom teacher permission to purchase these supplies on the parent's behalf.

Textbooks are the property of the school district, and a child using these books is responsible for them. If district owned books are lost or destroyed, the child responsible will be expected to pay for them.

PARTIES

There may be four class parties during the school year. Traditionally, parties are held at Christmas, Valentine's Day, Easter, and Halloween. Parties will not begin before 2:00 pm. **Because of the high number of students with food allergies, all snacks for parties must be store bought with ingredients listed. NO homemade items allowed.**

PRIVATE PARTIES

Concerning private parties, no invitations may be distributed at school. Invitations will be sent back home if the child attempts to pass them out at school.

BICYCLES/SKATEBOARDS

Bicycles may be ridden to school and parked in the bicycle rack. Children should not play near the bicycle rack. Students must not ride their bikes at recess or noon hour. Students are to wait until the buses have left the parking lot before leaving on their bikes. Skateboards are not permitted at school.

DRESS CODE

Students' dress should be comfortable and in good taste. Clothing advertising beverages and tobacco products and containing inappropriate language and/or messages should not be worn.

Clothing and shoes should also provide for the safety of your child. Shoes with wheels or rollers (heelys) are not allowed at school. The following guidelines have been set for Third (3) through Fifth (5) grade students:

1. All shorts should be moderate in length and worn in good taste. Principal will be the final authority in determining if length is appropriate.
2. No see through, mesh-type or revealing (low-cut) shirts, blouses or dresses.
3. All shirts and blouses must cover the midriff at all times. Shirts must be buttoned. Tank tops, spaghetti straps, and muscle shirts are not appropriate for school wear. Any apparel worn by students which directly or indirectly pictures, mentions or insinuates alcohol, tobacco, drugs, sex, profanity, gang symbols or expressions or displays words, pictures, and/or drawings considered to be offensive should not be permitted on campus during school hours.
4. No headgear may be worn on campus during school hours.
5. No wearing of undergarments or pajamas as outerwear. For the purpose of this rule, garments made of spandex shall be considered undergarments and should be worn as such.
6. No make-up is to be worn to school or brought to school by students.

Failure to comply with dress regulations:

First Offense – warning from the teacher

Second Offense – visit with the counselor

Third Offense – parents will be called to pick up student to change clothes

LOST AND FOUND

A box for lost and found items will be placed in the elementary nurse's station. After a reasonable length of time (six weeks) the unclaimed articles will be given to the needy children.

EXTRA-CURRICULAR ACTIVITIES

A student must maintain at least a passing grade in all classes before he/she can play ball. First week probation, second week ineligible.

Students must attend school on any activity in order to participate, except for circumstances beyond his/her control. (Example: funeral)

LIBRARY-MEDIA CENTER

The library is a place where many books and other educational materials are kept for children to enjoy and acquire information. Parents and teachers should encourage children to frequently use the library. The library should be considered an extension of the classroom.

There are many contributions to learning that can be made by the use of computers, earphones, cd-roms, dvd disc and other audio-visual media as well as the individualized programs which permit each child to progress sequentially at his/her own rate of learning.

The librarian is a key person in the media center. The librarian serves as a resource person, and can assist in locating materials that provide remediation and enrichment.

GUIDANCE PROGRAM

The school counselor is a member of the teaching team. The counselor is concerned for the welfare of the child, instructional goals of the teachers, and communication between home, school, and the community.

Student referrals to the school counselor are made by the principal and teachers. Parents wishing a conference may contact the counselor from 8:00AM to 3:00PM each school day. Students may make arrangements to visit the counselor through their homeroom teachers.

The testing program is a vital part of the guidance service. The counselor serves as a coordinator for all testing or placement of students. The district test coordinator is responsible for all testing in the district except special education.

SEVERE WEATHER – SCHOOL CLOSINGS

In case of severe weather...snow, low temperatures, ice, etc..the official announcement for school closing may be heard or seen over the following local radio and television stations: KTUL Channel 8 – Tulsa; KFPW AM 1230, KTCS FM 99.9, KFSM FM 95, KISR 93.7 – Fort Smith; KINB – Poteau; Television Stations 5, 24, and 40.

DRILLS

All drills are mandated by the Oklahoma State Department of Education. Pocola Public Schools adhere to this mandate to the fullest extent to ensure the safety of our student body. Teachers will familiarize students with fire escape routes and post fire escape routes in their rooms the first day of school.

STORMS

In case of storms, the signal will be an intermittent sound of the public address sound system. Only in a rare case will schools be dismissed early because many parents work and many children might go to locked homes. Students should go to the storm shelter areas designated by the principal.

INTERNET POLICY

Check the policy on file in the principal's office or central office.

PARENT/TEACHER ASSOCIATION

All parents of the students of Pocola Elementary School are encouraged to support the PTA by becoming members, attending meetings, and participating in the activities. PTA meetings will be held during the school year.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Parents and eligible students of the Pocola School District have the following rights under the Family Educational Rights and Privacy Act (FERPA) and the policy approved by the Pocola School Board of Education.

- The right to inspect and review the student’s education records.
- The right to exercise a limited control over other people’s access to the student’s education records.
- The right to seek to correct the student’s education record, in a hearing, if necessary.
- The right to report violations of the FERPA to the U.S. Department of Education.
- The right to be informed about FERPA rights.

Parents of an eligible student may request a copy of this FERPA policy in writing or in person from the Superintendent’s Office, Pocola Schools, P.O. Box 640, Pocola, Oklahoma 74902. Copies of education records may be obtained from the appropriate high school, middle school, or elementary school principal’s office. If needed, the district will arrange to provide translations/interpretations to non-English speaking parents in their native language or to the visually impaired in their mode of communication.

All rights and protections given parents under the FERPA and Pocola Schools policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. At the time, the student becomes an “eligible student.”

BULLYING POLICY

Everyone at Pocola Public School is committed to making our school a safe and caring place for all students. We will take the following proactive steps in order to set clear behavioral expectations while creating a safe, respectful learning environment. We will treat each other with respect, and we will refuse to tolerate bullying in any form or fashion at our school.

Our school defines bullying as follows:

Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, browbeating, domineering, harassing, or intimidating someone on purpose.

Examples of bullying include:

Hurting someone physically and purposefully by hitting, kicking, tripping, pushing, and so on. • Stealing or damaging another person’s things.

- Ganging up on someone.
- Teasing someone in a harmful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy, girl, etc. • Spreading rumors about someone.
- Keeping someone out on purpose or trying to get other kids not to play with someone.

Bullying also includes:

Cyberbullying – sending electronic communication to frighten, coerce, intimidate, threaten abuse, harass, or alarm another person. Examples of electronic communication are e-mail, web pages, texting, cell phones and social media sites such as Facebook.

The staff at our school will do the following things to prevent bullying and help children feel safe at school:

Closely supervise students in all areas of the school and playground.

- Watch for signs of bullying and stop it when it happens.
- Teach respect to our students throughout the curriculum.
- Respond quickly and sensitively to bullying reports.
- Take parents' concerns about bullying.
- Look into all reported bullying incidents.
- Provide immediate consequences for retaliation against students who report bullying incidents.
- Bullying will lead to consequences that could include: suspension or expulsion.

We will encourage and expect our students to do the following to prevent bullying:

- Treat each other with respect.
- Refuse to bully others.
- Refuse to watch, laugh or join when someone is being bullied.
- Try to include everyone in participating activities
- Report bullying to an adult.

STUDENT SEXUAL HARASSMENT POLICY

The policy of the Pocola School District forbids the discrimination against, or harassment of any student on the basis of sex under Title IX. The Pocola Board of Education will not tolerate student sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers who work is subject to the control of Pocola Public Schools. A complete copy of Pocola Public Schools Sexual Harassment Policy may be obtained from your counselor or principal.

POLICY ON SEXUAL HARASSMENT

State and federal law specifically prohibits sexual harassment of employees and students in conjunction with their employment in the Pocola Public Schools. This policy will set forth the rules and regulations to be followed by all students, employees and board members of the School District with regard to the issue of sexual harassment.

1. "Employee" means any person who is authorized to act on behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full-time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or school program in this School District.
3. In the case of any employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee toward another employee which (a) is made an explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions affecting that employee or (c) has the purpose or effect of unreasonable interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
4. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances; requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.
5. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
6. Any student engaging in sexual harassment is subject to any and all disciplinary action that may be imposed under the School District's "Student Discipline Code".
7. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall report all such incidents to the superintendent, assistant superintendent, principal, assistant principal, or any board member of the School District.

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and remain anonymous by mailing such reports to the personal attention of any of the above designated persons. The grievance forms to report any complaints may be picked up in any administrative office.

8. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Opportunity Commission or the Oklahoma Human Rights Commission.

GRIEVANCE PROCEDURES – SEX DISCRIMINATION/HARASSMENT

In accordance with the policy of the Board of Education, the following regulation governs the processing of sexual harassment grievances in this school district.

1. Any person in this school district who wishes to file a sex discrimination or sexual harassment grievance against another person, be it student or employee, of this district may file a written or oral complaint with the superintendent, any principal or counselor or teacher. The complaint should be filed not later than ten days after the alleged incident. The administrator, counselor, or teacher taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the superintendent. If a grievance form has not been completed, the superintendent will ask that such be completed. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved.
2. The superintendent, or appointed administrator, shall initiate an investigation within three days of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten days of filing the grievance. Results of the investigation, along with the recommendations and suggestions shall be shared with the grievant, unless it violates another student's confidentiality.
4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee. The grievant should request a hearing within five days after receiving the recommendation of the superintendent or the investigating officer. The committee shall be composed of four randomly selected teachers and one administrator.
5. Upon receiving the request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.
6. The grievant and the person against whom the complaint was made may be represented by legal counsel.
7. The hearing shall allow for the presentation of evidence.
8. Within ten days of the hearing, the grievance committee shall furnish a written report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
9. The superintendent shall, within five days of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.
10. Upon receipt of the superintendent's report, the grievant may file a written appeal with the Board of Education within five days. The Board of Education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

CHILDREN WITH DISABILITIES PUBLIC NOTICE

Project Child Fund is a project designed to comply with Public Law 94-142, also known as the Individuals with Disabilities Education Act.

The goals of Project Child Find are:

- To locate and identify disabled children, birth to twenty-one, living in Leflore County.
- To increase public awareness of our services for school aged children.
- To assist local schools in assessing the need for future programs and in planning programs that will provide a free appropriate education for all disabled children.

**IF YOU KNOW A DISABLED CHILD WHO DOES NOT ATTEND SCHOOL, CALL POCOLA SCHOOLS
(918) 436-2424.**

ELECTRONIC GRADEBOOK

You can check your child's grades on our electronic Gradebook for grades 1-5. This is a powerful new communication tool that is available for you to track student progress at school. The tool is Wen-Gage Gradebook and is accessible on the web. To access the Wen-Gage Gradebook, go to the following address:

<https://ok.wengage.com/pocola>

You will be provided with a username and password at the beginning of the school year. If you do not receive this information, please contact the elementary office for assistance.

ONLINE PROGRAMS AVAILABLE FOR STUDENT USE AT HOME

We have an online program available for students to study skills at home. Please contact the media specialist for further information like the web address, username and a password for your child to access these programs from home.