

# **AMBER-POCASSET ELEMENTARY HANDBOOK**



**2024-2025**  
**[www.amposchools.org](http://www.amposchools.org)**

**2024-2025**  
**Amber-Pocasset Elementary School-Student**  
**Handbook**  
**Acknowledgement**

The signatures below indicate that the signed parties have attended a conference covering the general contents of the handbook. The signatures also indicate an understanding that all policies, procedures, and punishments cannot be covered in a document of this nature and that school administration may enforce or implement items not specifically listed in this document. In the event a student or parents were unable to attend the conference, the signature indicated that the student and parent will read the handbook and seek clarification on any items not completely understood.

**Grade:** \_\_\_\_\_

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

**Student Signature:** \_\_\_\_\_

**Parent Signature and date:**

\_\_\_\_\_  
*\*\*Parents by signing you are agreeing that you have read through the handbook and agree to adhere to all of the policies and procedures herein.*

## ***FOREWORD***

The information in this handbook is intended to describe some of the rights and responsibilities of students in the Amber-Pocasset Public Schools and set forth appropriate regulations governing school behavior.

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, citizenship must be taught and demonstrated. Good citizenship is best taught by example. The behavior of teachers, principals, administrative staff, and members of the Board of Education is one of the most important forces in the teaching of citizenship. However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or allows students to disregard rules and regulations adopted for the benefits of all persons.

Students live and function, as do adults, in a general community. As citizens, Students are entitled to our society's benefits; but as citizens they are also subject to its national, state, and local laws and rules governing various aspects of their conduct. In much and same manner, students live and function in a second community as well--- namely, the school community. Public education confers its own benefits, but it, too, requires acceptance of individual responsibilities; for while education must always encourage diversity and challenge, it must at the same time have an orderly and manageable framework within which to operate.

The rules and standards set forth here apply to conduct 1) on school premises, school buses, or school property, 2) off school premises at any school activity which directly affects other student or the school, and 3) at school functions of any kind. These are rules and regulations of the school community.

The student does not divest him or herself of their constitutional rights upon entering public school. So long as he/she does not disrupt the educational process, impose upon, endanger or deprive others of their rights, he/she will enjoy his/her freedom of expression, orderly assembly, privacy of person and freedom from discrimination. Fair and reasonable procedure will be followed to assure him his rights. The student, in turn, needs to recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary. All persons connected with our schools must accept their responsibilities toward others and toward the school system

## AMBER-POCASSET SCHOOLS

### POLICY NOTIFICATION

It is the policy of the Amber-Pocasset School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to:

Bobby Odam, Principal, Compliance Coordinator.

Amber-Pocasset Public Schools 26-I128  
*School District*

401 E Main Street  
*Street Address*

(405) 224-4017  
*Telephone*

Amber, OK 73004  
*City, State, and Zip Code*

#### Suggestions for Policy Notification

Disseminate policy notification prior to the beginning of each school year to:

Employees	Parents
General Public	Students

#### Include on a continuous basis in all:

Application or Enrollment Forms  
Brochures  
Bulletins (Disseminated to all students)  
Catalogs  
Course Announcements  
Materials used for recruiting or describing programs and training

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**AMBER-POCASSET ELEMENTARY SCHOOL**  
**Home of the Panthers**  
**2024-2025**

**INTRODUCTION**

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Welcome to Amber-Pocasset Elementary School! We look forward to another fantastic school year. The staff and Board of Education is committed to making Amber-Pocasset Elementary School an exemplary school. The success of our students is very important to us and we believe that a collaborative effort between students, parents, and school staff is vital in our ability to maintain a level of high achievement.

**PLEDGE TO THE FLAG**

Amber-Pocasset Public Schools will begin each school day by reciting the pledge to the United States of America: “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.”

**MOMENT OF SILENCE**

Amber-Pocasset Public Schools will begin each school day with a moment of silence for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

**SCHOOL COLORS**

Emerald Green and White

**MASCOT**

Panther

**SCHOOL HOURS**

The school hours are from 8:00 a.m. to 3:12 p.m.

### **OBJECTIVES OF AMBER-POCASSET ELEMENTARY**

- Ensure academic excellence.
- Instill in each student a love for learning.
- Create a safe and positive school.
- Develop responsible citizens.
- Respect the rights of others.
- Ensure high levels of learning for all students.

### **BELL SCHEDULE SCHOOL HOURS**

7:45 a.m.	Breakfast
8:00 a.m.	Classes begin
11:20-11:45	1 <sup>st</sup> & 2 <sup>nd</sup> Grade Lunch
11:50-12:15	3 <sup>rd</sup> & 4 <sup>th</sup> Grade Lunch
12:20-12:45	5 <sup>th</sup> & 6 <sup>th</sup> Grade Lunch
12:50-1:15	PreK & Kindergarten Lunch
3:12-3:15	Gather backpacks/prepare for dismissal
3:15	Early Bus/Car Rider Dismissal
3:20	Late Bus Dismissed to Cafeteria

## **DRESS CODE**

The Amber-Pocasset Public School dress code is the result of a cooperative effort with students, teachers, and administration to work toward a well-groomed, clean and pleasant student body. It is the intent to prohibit extremes and indecency that will disrupt the educational process. Dress or grooming which causes or is likely to cause disruption of the instructional program of the school is prohibited.

The following will not be permitted:

- Extreme hair color and styles.
- Shorts which do not extend to your longest fingertip when placed at the side of leg for 4<sup>th</sup> – 6<sup>th</sup> grade students. Waist band of shorts should be sitting at student's waist, not pulled down to hips.
- Skirts/dress which do not extend to within the width of a dollar bill from the knee for 4<sup>th</sup>-6<sup>th</sup> grade students.
- Spaghetti strapped dresses or blouses, and fish net tops.
- Caps or bandanas.
- Sunglasses.
- Chains worn by students attached to clothing or excessive chains around the neck are not allowed. Wearing of jewelry must be modest and not extreme.
- Shirts with suggestive logos or advertisements for substance abuse, tobacco or alcohol.
- No clothing and/or jewelry that relates to violence or gang activity.
- Shirts or blouses, which expose the **midriff** area or **excessive cleavage**.
- Jeans or pants with holes or rips above the knee that show skin.
- Pants or shorts that sag below the waistline (top of hips).
- Excessive piercings or piercings which may cause a safety issue to the student or other students. Including tongue, eyebrow and lip piercings.

**This list is not intended to be a complete listing of all possible examples of inappropriate dress.** The administration will make the final judgment as to the appropriateness of a student's attire. Students who are inappropriately dressed will be called into the principal's office; the parents will be contacted and the student will be required to change clothes before returning to class. The time missed will be considered an unexcused absence. Teachers who feel a student's dress may be inappropriate should send students to the principal's office. The decision of the principal will be final.



### **Conduct of Students:**

Student behavior should be conducive to a good learning atmosphere.

Internet & E-mail: Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Individual users of the Internet are responsible for their behavior and communications over the Internet. It is presumed that users will comply with the district standards and will honor the agreements they have signed. Students will not be allowed to access the Internet without the direct supervision of certified personnel.

Amber-Pocasset Schools will not permit the following:

- Sending, receiving or displaying offensive messages or pictures.
- Using obscene or sexually explicit language
- Hazing, harassing, insulting, or attacking others.
- Violating copyright laws.
- Using another's password.
- Damaging computers, computer systems, or computer networks.

Violations may result in a loss of access as well as other disciplinary or legal action.

A complete copy of the School Board's policy concerning Internet use can be obtained from the school principal.

In accordance with H.B. 1102, there will be no smoking, dipping, or chewing on the school grounds or in school buildings. Also, no smoking, dipping or chewing on a school sponsored trip. Cigarettes and tobacco that are carried will be taken and kept. Repeated violations could lead to possible suspension.

Profanity - Any student using profane language should be immediately taken to the appropriate principal for disciplinary action.

Students shall not damage, mark, mar, or deface any school property. Such cases should be reported to the administration.

Disciplinary action will be taken and students will be required to pay for repairs of damage.

All students must obey and follow instruction given by any staff member of the Amber-Pocasset Schools.

All bus students are under direct supervision of their respective bus driver and shall follow all rules for behavior requested by the bus driver. Students should meet bus promptly at bus stops, and if possible notify the driver in advance or call another student who gets on the bus before you if you are not going to ride the bus that day. All students failing to do so shall be reported to the appropriate principal's office.

Fighting on the school grounds or downtown Amber or Pocasset during the school day is prohibited.

The chewing of gum can present a problem within a classroom. However, if a teacher believes that the students under their supervision are mature enough to chew gum in an appropriate manner, the teacher may grant permission for them to do so in their classroom. If problems arise this privilege may be revoked at any time.

**There will be no consumption of food, candy, drinks, or other snack items in the classrooms at Amber-Pocasset, except with the permission of the building principal.**

All students should be aware that they represent Amber-Pocasset School and community when they are on trips of all types.

No public display of affection in hall, classrooms, buses or school grounds.

It is understood that students who are frequent discipline problems are not interested in their own education, and are depriving other students of their education. Therefore, such students will be dismissed from school.

All printed material to be distributed or displayed in the Amber-Pocasset Schools requires prior approval of the building principal.

**Participation in School Sponsored Activities:**

A student must have received a passing grade in all subjects he/she is enrolled in during the last semester he/she attended fifteen or more days. Each student must have been enrolled in a minimum of four subjects accredited by the State Department of Education exclusive of physical education or athletics. Hereafter, this provision will be referred to as the "minimum scholastic standard".

Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

If a student fails to meet the minimum scholastic standard at the end of a week, they will be placed on probation for the next one-week period. If a student is failing to meet the minimum scholastic standard at the end of their probationary one-week period, they will be ineligible to participate during the next one-week period.

The ineligibility periods will begin on Monday and end on Sunday.

Also, only those students who are good citizens will be permitted to represent the school and community in any activity.

When on a school activity, all students must ride the bus to be allowed to participate. When on trips with a sponsor, students must notify the sponsor if and when that student is to ride back home with the parents. The students shall not ride with anyone else unless oral or written permission is given directly to the person in charge of the student by the student's parents. Any deviation from this will be taken as evidence that the student does not wish to represent the school. In an extreme emergency, permission might be obtained from the sponsor by a parent for a student not to ride to an activity on the bus.

Only students who are a part of an activity that is conducted during the school day are excused to participate. Students who are not a part of the team or organization are not excused from classes.

The student's principal should be notified that the student is to participate in the event.

Students will be permitted to miss no more than 10 school days for school activities. Any student missing more than 10 days must go before a review committee. The review committee will not grant more than 5 additional days.

**Extra Curricular Activities:**

Any student participating in extra-curricular activity represents Amber-Pocasset Public Schools, therefore, the following practices will be observed.

Students will dress in an appropriate manner for all school sponsored extra-curricular activities. Appropriate dress shall consist of slacks with a collared shirt for males and slacks with a nice blouse for females. Any variation in this dress shall be pre-approved by the administration. Things that will be considered for a variation shall be, type of activity, location of activity, weather conditions, and other circumstances that might occur. If members of an activity purchase or are provided uniforms or matching clothing that has been approved by the administration it shall be considered as appropriate.

Team members will go to events on school transportation. Students may return home with their parents **only** when the parent(s) personally asks the sponsor to let his/her child ride home with them.

Students must be in school the full day of a school activity or the day before, if the activity falls on a non-school day, in order to participate. The principal must clear any deviation from this policy.

Hairstyle or color must be appropriate for the activity.

Students who cannot demonstrate proper behavior at school or school

activity will not be allowed to represent the school. Also, students who misbehave while on a school-sponsored trip may lose their right to represent Amber-Pocasset in the future.

Students must meet the Amber-Pocasset Public Schools eligibility requirements set up by the school district.

**Withdrawal from School:**

When a student leaves Amber-Pocasset Schools to attend another school, they must be checked out through the office. Any damaged or lost books must be paid for before the transcript is sent to the student's new school.

**SEVERE WEATHER AND SCHOOL CLOSINGS**

Sometimes it is necessary to close school because of severe weather. When this decision is made, it will be announced. Please listen to school listings if you suspect the weather is such as to necessitate school closing. If heavy rains or hail are occurring at dismissal time, students may be held in the building until the intensity of the storm subsides.

**DISMISSAL TIME / EMERGENCY PROBLEMS / CHANGE:**

Emergency problems or changes that would effect a child's dismissal from school must be reported to the school office in the form of a written note or phone call. Children may not leave school without authorized permission of a parent or guardian nor will the school release a child to the custody of any unauthorized person.

**Student Attendance:**

The Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend school regularly. Realizing that some absences may be beyond a student's control, the board has adopted a policy allowing students 9-12 to be absent no more than 10 (ten) days each semester to receive credit for any course in which the student is enrolled. **(K-8 will be allowed 20 (twenty) days per year before being retained.)**

Going to a doctor's appointment does not exempt a student from the absence. The absence will be excused but will count toward the 16-day rule.

When a student is absent five (5) days in a nine-week period and does not have documentation for excused absences, the District Attorney's office will be notified that the student is truant.

School sponsored activities that remove the student from class will not be counted as an absence. However, no student will be allowed to miss more than 10 days per year for these activities and all work missed must be completed.

At no time shall a student be allowed to leave the school grounds during the school day unless such leaving is in compliance with clear approval by the parent or guardian of the student. No teacher may excuse a pupil to leave the school during the school day unless the student checks out through the office.

**Excused Absence:**

Excused absence will be granted for the following reasons:

1. Personal or family illness
2. Medical appointments
3. Legal matters
4. Extenuating circumstances deemed necessary by the principal.
5. Observance of holidays required by student's religious affiliation including any days required for travel to and from the site where the holy days are to be observed.

It is the responsibility of the parent to notify the school by 10:00 a.m. if the child is to be absent for one of the above reasons. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up. Two days for each day absent will be given for work to be made up, with a maximum of 10 days allowed.

#### **Absence by Arrangement:**

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absence by arrangement per year.
2. A student may make up all work missed without penalty. One day for each day absent will be given for work to be completed, with a maximum of 5 days allowed.
3. In order to take an absence by arrangement, the parent or guardian must submit to the principal, at least two days prior to the absence, a personal request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.

#### **Unexcused Absence:**

This is any absence that does not fall within one of the above categories. Work may be made up one day for each day absent, with a maximum of 5 days. However, one point per unexcused absence will be taken from the student's nine-week average.

### **Tardiness**

1. A student is tardy who is not in the room when the bell to begin the period sounds.
2. A student who is more than 30 minutes late is counted absent for that period. A student who is two (2) hours late will be counted  $\frac{1}{2}$  day absent.

### Classroom Tardies:

3 unexcused tardies per class = 1 unexcused absence

Any student, who exceeds the absentee limit and feels he has "just cause", may appeal to the building principal 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.

The appropriate principal will be notified, by the individual teacher, when a **K-8 student has obtained 10, 14, and 18 or 20 absences**. The principal will in turn notify the parents, either by phone or letter as to the student's situation and will discuss it with the student.

### **Student Insurance:**

Students will have the opportunity to purchase insurance for the school year. The insurance will be written by Nationwide Life Insurance Company.

### **Physical Education Classes:**

All PreK-6th grade girls and boys should attend physical education classes. Parents who do not want their child to attend physical education classes shall submit a doctor's statement to the school officials stating that the student is physically disabled, etc.

### **Gym Regulations:**

The gym will be open only when the coach is in the gym. Team players may workout on their own with the coach's approval. Students may workout with administration or coach approval, if their parent is present and assumes responsibility.



Students are urged to keep all gym clothes in the lockers and not on the floor and benches. All items that are not in the lockers may be picked up and disposed of.

The gym will not be used during church on Sundays or Wednesdays

### **Student Lockers:**

Student lockers will be checked periodically by school personnel and should be kept clean and neat.

Students shall not be allowed to go to lockers before 7:45 a.m., during the noon recess, or during class time, unless given permission by school personnel.

### **Accelerated Reader:**

All students reaching the grade level 9 week AR goals listed below will be rewarded with a fun activity at the end of each Semester. The purpose of these activities is to encourage students to work hard, read often, and in the process improve reading skills. Activities TBA.

#### **1<sup>st</sup> Grade**

Goal: 15 AR Points each 9 weeks.

#### **2<sup>nd</sup> Grade**

Goal: 20 AR Points each 9 weeks.

#### **3<sup>rd</sup> – 6<sup>th</sup> Grade**

Goal: 25 AR Points each 9 weeks.

**Students in PreK and Kindergarten will bring completed book lists to the Principal's office for rewards instead of attending 1<sup>st</sup>-6<sup>th</sup> grade reward activities.**

### **End of Year Awards:**

At the end of the school year, awards are given in each classroom for the following items:

- Perfect Attendance
- Making all A's & B's for the year
- Making all A's for the year
- Outstanding Citizenship

### **Grading scale:**

A = 90 -100

B = 80 – 89

C = 70-79

D = 60-69

F = 59 and below

### **Grading and Report Cards:**

The Amber-Pocasset Board of Education believes that a thorough, well-documented and accurate system of grading will result in more accurate and more equitable grades among students. Relative consistency of individual teachers and among the staff as a whole is desirable.

The Amber-Pocasset Board of Education believes each teacher should take a minimum of two (2) homework grades per week and give a least six (6) tests per 9-week grading period. Nine-week grades should reflect the overall performance of a student's work. Therefore, a student's homework average shall represent at least 33% of the final nine-week grade and no more than 50% of that grade, with the remainder being assigned to the test grade average. Report cards will be given to parents on a timely schedule.

**It shall be the policy and practice of the Amber-Pocasset School District that under no circumstances will any teacher, teacher's assistant, substitute teacher, or other employee orally take the grades of their students. (Amended 9/4/02)**

### **Report Cards and Parent- Teacher Conferences:**

Parents can monitor grades and attendance using the Guardian Portal in Sylogist (WenGage) which is accessible on the web. If you have forgotten your login information or need to set up a new account please contact the elementary school office.

#### **Report Cards:**

Our grading periods are on a nine-week basis.

#### **Parent-Teacher Conferences:**

September 26<sup>th</sup> and February 13<sup>th</sup>

Letters will be sent with students regarding procedures for scheduling parent-teacher conferences prior to the date of conferences.

### **Elementary School Breakfast and Lunch:**

Amber-Pocasset Board of Education will implement a charge policy regarding school lunches and breakfast. Students will be allowed to charge up to \$50.00 dollars on their lunch/breakfast account.

Students unable to pay for their lunch will be provided a sandwich and water or milk, but breakfast will not be available.

Once a student has reached their charge limit, the bill must be paid in full before a student is allowed to charge additional meals.

- Applications for free or reduced price meals will be given to each student as enrolled. Additional applications may be picked up at the principal's office any time thereafter.
- State law also requires that students with a food or milk allergy have a letter from their doctor on file in the cafeteria otherwise they will be given the food or milk.

### **TELEPHONES/MUSIC DEVICES/CELL PHONES**

The use of cell phones and music devices during school hours is strictly prohibited. Students will not be let out of class to make phone calls without teacher permission and permission from the office. If you need to reach your child during school hours please contact the office and we will pass along any messages or information. All calls will be made in the main office. Calls made to or from the main office whether made by school officials, parents or students may be recorded. **The school is not responsible for any lost or stolen phones/music devices/technology equipment belonging to a student.**

### **Homework Policy:**

The Amber-Pocasset faculty members may assign homework at their discretion using the following guidelines:

Homework should have a definite purpose and goal and should fit into the planned objectives of the course. Students shall be fully aware of the quantity and quality of the project assigned, the time element involved, the value of the assignment, and the method of evaluation to be used by the teacher.

Assignments that are not completed in class may be completed outside the classroom at the discretion of the teacher.

Homework may be assigned to provide practice and reinforcement for material presented in class. Homework should not be used as a tool for discipline.

Homework may be assigned when the needed materials are not available at the school.

Special projects, such as term papers, may be assigned to enrich the content of the course and to permit the students to contribute original thoughts to the area of study.

When assigning homework, teachers should be aware that students have obligations to other classes, family members, and social activities.

The following policy is an addendum to Section Twelve: Homework and Section Twenty-one: Discipline in the 1998-99 Amber-Pocasset Elementary Parent Handbook. The Amber-Pocasset School Board approved the addendums on October 8, 1998.

## **DISCIPLINE**

*Good discipline is a necessary part of any student's education. Discipline not properly administered can lead to discontent and misunderstanding between the student, parent, and school. A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of a public school. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in these regulations. The policy at Amber-Pocasset Elementary School is outlined as follows:*

## **AUTHORITY OF THE SCHOOL**

Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at any school sponsored activity. Improper, violent, or unruly conduct may result in being suspended from attending these activities. Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning and social development of students at school. Teachers are therefore vested with the necessary authority to discharge these responsibilities. It should be understood that any teacher has this authority at any time on school property or at school functions. **One of the most serious offenses a student can commit is insubordination to a teacher, and any such behavior shall be dealt with most severely.** Under no circumstances will disrespectful or threatening behavior toward a teacher be tolerated!

**General Behavior:** The laws of Oklahoma place the school "in loco parentis" (in place of the parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students, therefore, are subject to the authority and discipline of school personnel. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Behavior which may be detrimental or injurious to self or others cannot be tolerated. Failure on part of the student to follow instructions of any member of the staff may result in disciplinary action. Students shall not have any reasonable expectations of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property.

## **OKLAHOMA SCHOOL LAWS**

The Oklahoma School Law code, Section 125, page 95, states “The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such child during the time the child is in attendance or is in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

- Teachers will handle their discipline problems under the supervision of the building principal.
- Corporal punishment will be administered by the principal under strict supervision and guidelines to insure justice for all parties.
- A discipline report shall be filled out and kept on file in the principal’s office for parent reference.
- Parents who do not wish to have their child paddled shall submit in writing to the building principal a letter concerning corporal punishment. Refusal to accept corporal punishment will result in a 3 day suspension.

## **\*AMBER-POCASSET SCHOOL BOARD ADHERES TO**

**CORPORAL PUNISHMENT WHEN APPROPRIATE.** (Exception: Doctors statement that student be exempt for medical reasons. Parents letter on file stating their child is not to receive corporal punishment.)

## **STUDENT CONDUCT**

The student’s behavior should be conducive to promoting and maintaining a good learning atmosphere. All students must follow instructions given by any staff member of Amber-Pocasset Public School. All students should be aware that they represent Amber-Pocasset School and community when they are on trips of all types. It will be understood that students who are frequent discipline problems are not interested in their own education are depriving other students of their education. Therefore, such students will be suspended from school.

### **A. Expectations of Students**

Pride is a tradition at Amber-Pocasset. We are proud of our students, our faculty, and our families. We are proud of the achievements our students accomplish in the various activities offered by our school. As a student, you become part of this tradition, and you are expected to uphold this tradition as a representative of this school. Students at Amber-Pocasset are expected to:

- Be considerate of others.
- Be respectful of his/her school building and grounds.
- Try their best in all class work

- Use speech and manners which bring pride to our school.
- Be a good sport in all areas of school.

#### **B. Inappropriate Behaviors**

- Cheating
- Disruptive behavior in class, hallway, cafeteria, bathroom, or on school bus.
- Inappropriate language (abusive/vulgar)
- Use and possession of alcohol, drugs, tobacco or related paraphernalia
- Truancy and tardiness
- Inappropriate dress
- Absence from assigned after-school detention
- Refusal to comply with the teacher's instructions or request
- Disrespectful conduct toward peers or teachers
- Repeated failure to perform responsible tasks (homework)
- Public displays of affection
- Refusal to complete assignment requests
- Fighting, assault, vandalism, larceny, arson, extortion.
- Possession of dangerous weapons/objects at school, in transit to and from school, or at any school activity.
- Violating posted classroom rules.
- Harassment, intimidation, or bullying towards school personnel or other students at any time.
- Failure to take book and necessary supplies to class.
- Theft
- Creation of false emergencies

This list is not intended to be a complete listing of all possible offenses, but it is a listing of those offenses that we deal with most often. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered in the disciplinary action schedule.

#### **POSSIBLE PUNISHMENT**

The types of punishment used will depend upon the infraction involved and the number of times the student has broken the regulation. The forms of punishment used may include the following but are not limited to:

- Warning students
- Advising parents
- Removal from the classroom (temporary or permanent)

- Parent conference
- Loss of lunchroom privileges
- Detention ( In-school) (Before School) (Noon) (After School)
- Corporal Punishment
- Financial restitution
- Involving social agencies
- Probation
- Alternative Placement Program
- Suspension (short term or long term)
- Written agreements
- Loss of extra-curricular activity privileges (temporary or permanent)
- Any other disciplinary action deemed appropriate by the principal

**Students will accept the punishment or be suspended from school until a parent or guardian returns with them for a conference with the principal.** Additionally, administrators shall have the authority to enforce other reasonable disciplinary action that they find warranted by situations not covered in the disciplinary action schedule.

### **SUSPENSION**

The principal shall have the authority to suspend any pupil who is guilty of any behaviors that are believed to be detrimental to the education or safety of the student or he/her classmates. These behaviors may have either been committed while the student was in attendance at school, in transit by school transportation, under school supervision to or from school, at any school function authorized by the school district, or when present at any facility under the control of the school district. The student may also be suspended if it can be proven that infractions committed away from school and not on school property adversely affect the efficient operation of the school. The following guidelines have been established by the Amber-Pocasset School Board in conjunction with the administration in the suspension or expulsion from school. Punishment may be administered by the principal at his discretion. **Any student who receives more than two (2) suspensions during the year will forfeit their privilege to participate in any extra-curricular class activities as well as attend any school sponsored extra-curricular activity.** Under any circumstances, the principal has the right to act on any incident which happens, is about to happen at school, or at any school function, whenever it is deemed necessary. It is understood that students who are frequent discipline problems are not interested in their own education and are depriving other students of their education. Therefore, such students will be dismissed from school.



## **PROCEDURES FOR SUSPENSION**

Short Term Suspension: The principal or his assistant in charge is authorized to invoke temporary suspension up to ten (10) days when, after investigation it is determined that the presence of the student at the school is disruptive or threatening to the normal education process. In cases of temporary suspension, parents will be contacted immediately by phone or by written notification. If requested, a parent conference will be arranged and conducted to determine if the student should be readmitted to the school prior to the end of the suspension. A request for a parent conference must be made within forty-eight (48) hours of notification of suspension.

Long Term Suspension: An evidentiary hearing may be held for all suspensions of more than ten (10) days. Parents and students have the right to appeal to the district administration and then to the Board of Education. The parent or guardian will be notified in person and/or by mail of the suspension of the student. A copy of the suspension notification shall be mailed to the parent and filed in the office of the principal. Parents wishing to appeal the suspension must submit in written request for an appeal hearing to the principal within forty-eight (48) hours of notification. The building principal is responsible for conducting the hearing utilizing the following guidelines:

- It will be the responsibility of the building principal to provide facts, witnesses, and evidence to support charges brought against the student and to substantiate these charges by answering any questions submitted by the student.
- The suspension will become effective following the evidentiary hearing, unless as determined by the principal, there is reason to alter the charge and disciplinary action. If the student, upon appeal is found innocent of the charges, he/she will be re-admitted, suspended days absence will be excused, and ample opportunity to make up work will be provided.

### **FIRST LEVEL OF APPEAL FOR SUSPENSION: Superintendent**

Following the evidentiary hearing any student that has been suspended in excess of ten days will have the right to appeal by making a written request specifying the reason or reasons for the appeal to the superintendent of schools within three days of the suspension.

## **SECOND LEVEL OF APPEAL FOR SUSPENSION: Board of Education**

IF the student desires to make further appeal, he/she has the right to make a written request to the superintendent of schools requesting a hearing before the Board of Education.

### **Harassment, Intimidation and Bullying Prohibited:**

“Harassment, intimidation and bullying,” as defined by Oklahoma Statutes at 70 O.S. 24-100.2, means any gesture, written or verbal expression, 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 written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sex orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

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

Harassment, intimidation and bullying are specifically prohibited by the Amber-Pocasset School District. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

**IN-SCHOOL Detention (ISD):**

ISD is an alternative form of discipline for repetitive or more serious offenses for which the student is removed from the normal educational setting yet continues to attend school and receive instruction. ISD is from 8:20 -- 3:25 in the ISD room. A student must serve ISD on consecutive school days.

**IN-SCHOOL ISOLATION DO'S AND DON'TS:****DO:**

- Upon arriving on school campus, you are to go straight to the principal's office.
- The principal will escort you to get textbooks, paper, notebook, pencils, pens and supplies.
- Have plenty of work to keep you busy for the remainder of the school day. If you get finished, you will copy sections from the student handbook until the end of the day
- Lunch will be in the ISD room.
- The restroom closest to the ISD room is the only restroom to be used.
- Talking to any student will result in an additional day of ISD

**DON'T:**

- Talk to any student anytime, anywhere.
- Chew gum, eat or drink any snack or food item.
- Sleep
- Do anything that is not an assignment from a teacher or principal.
- Write notes to other students.

Failure to follow any of the DO's and DON'Ts listed above will result in additional days of ISD added for each violation of the rules and guidelines listed.

## **SCHOOL POLICIES**

The following policies have been adopted by the Amber-Pocasset Board of Education.

### **FIREARMS POLICY**

Gun-Free School and Dangerous Weapons (Board Policy 610)

Dangerous weapons, including but not limited to firearms, are a threat to the safety of students and staff of this school. In addition, possession of dangerous weapons, or replicas of or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school.

REVISED: 08/07/00

It shall be the policy of the Amber-Pocasset School that any person (student or employee) who brings a firearm upon the school premises during the school day or any school activity shall be expelled from school for a period of not less than one year, except the superintendent of schools may modify the expulsion requirement on a case-by-case basis.

### **DRUG POLICY:**

(House Bill No. 1442)

It shall be unlawful for any person to distribute, dispense, or possess with intent to distribute a controlled dangerous substance as defined by Section 2-101 of Title 63 of the Oklahoma Statutes, while on any school property used for school purposes which is owned by any private, public, or vocational-technical school district, or within one thousand (1000) feet of any such school property or while on any school bus owned or operated by any private, public, or vocational-technical school district. Any person convicted of violating this section shall be guilty of a felony and shall be sentenced to a term of imprisonment for not less than five (5) years nor more than twenty (20) years and a fine of not more than one hundred thousand dollars (\$100,000.00)

Student and employee safety is of paramount concern to the Am-Po Board of Education. Students under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to other students and to employees. Therefore, the Am-Po schools shall not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor shall the school tolerate the unlawful use of, or the being under the influence of alcohol by any student. Any student who violates this policy will be subject to disciplinary action as described in our Student Disciplinary Policy, possible criminal prosecution, and possible mandatory completion of a rehabilitation program.

Each student of the Am-Po School District is hereby notified that, as a condition of attendance, the student must abide by the terms of this policy.

When it is evident that a student has consumed alcoholic beverages or illegal drugs off school property and/or before a school activity, the student will not be allowed on school property or to participate in school activities. Students who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The administration and Board of Education hereby commits itself to a continuing good faith effort to maintain a drug-free school. Any student or parent wishing information concerning drug or alcohol treatment facilities within the state of Oklahoma, may request such information from the school counselor. This request will remain confidential.

**SEXUAL HARASSMENT:**

Amber-Pocasset Public Schools explicitly condemns sexual harassment of students. Sexual harassment is unlawful and may subject those who engage in it to disciplinary sanctions, as well as civil and criminal penalties.

Because there is an inherent power difference in all relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the public school setting. It is the responsibility of each and every student to behave in such a manner that his or her words or actions cannot reasonably be perceived as sexually coercive, abusive or exploitive. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior or offensive physical contact interfere with an individual's ability to work and study productively.

- A. **DEFINITION OF SEXUAL HARASSMENT:** Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such contact has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.
- B. **EXAMPLES OF PROHIBITED CONDUCT:** Conduct prohibited by this policy may include, but is not limited to:
  - 1. Sexually degrading language to describe an individual.
  - 2. Unwelcome sexual flirtation; advances or propositions for sexual activity.
  - 3. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes.
  - 4. Remarks of a sexual nature to describe a person's body.

5. Display of sexually demeaning objects or pictures.
6. Offensive physical contact, such as unwelcome touching, pinching, brushing the body.
7. Sexual assault

#### **RACIAL AND ETHNIC HARASSMENT:**

**INTRODUCTION:** Amber-Pocasset Public Schools stands fully committed to a multi-cultural, multiethnic and multiracial student body and faculty. Diversity is one of the strengths of our society. Promoting dignity and respect among all members of the school is a responsibility each of us must share. Acts of racial and ethnic harassment are repugnant to the school's commitments and will not be tolerated. While Amber-Pocasset Public Schools embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the deliberate abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity.

Racial and ethnic harassment is a growing concern across America. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of some offensive ideas and opinions, racial and ethnic harassment cannot and will not be permitted at Amber-Pocasset Public Schools.

**POLICY STATEMENT:** It is the policy of the Amber-Pocasset Public Schools that racial and ethnic harassment shall be prohibited and is subject to disciplinary action as set forth in this policy. Racial and ethnic harassment is defined as:

1. Behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action; or
2. "Fighting Words" such as racial and ethnic epithets, slurs and insults directed at an individual(s) with the intent to inflict harm or injury or that would reasonably tend to incite an immediate breach of the peace.
3. Slander, libel or obscene speech based on race, religion, ethnicity, or national origin.

## **WELLNESS POLICY**

Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The board supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the board to:

- Provide students access to nutritious food.
- Provide opportunities for physical activity and developmentally appropriate exercise.
- Provide accurate information related to these topics

The policy in its entirety will be posted on the school district's website at [www.amposchools.org](http://www.amposchools.org)

## **ADMINISTERING MEDICATION TO STUDENTS:**

If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate that it is in the best interest of the student that a non-prescribed medication be dispensed to that student, only an administrator, or administrator's designee may administer the medication in compliance with the regulations that follow:

Prescription medication must be in a container that indicates the following:

1. Student's name
2. Name and strength of medication
3. Dosage and directions for administration
4. Name of physician or dentist
5. Date and name of pharmacy

If possible, such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:

1. Purpose of medication
2. Time to be administered
3. Termination date for administering the medication

Nonprescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give blanket permission for the student to receive nonprescription medication during the school day and may give permission for prescription medication to be given.

A permission form will be sent to parents at the beginning of the school year.

The administrator or administrator's designee should:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet.
4. Return unused prescription to the parent or guardian only.

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication.  
The school district retains the discretion to reject requests for administering medicine.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

#### **STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION AND ANAPHYLAXIS MEDICATION.**

Pursuant to 70 O.S. 1-116.3, the board of Education of the Amber-Pocasset School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

##### Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

##### Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted.
2. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.



3. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled
4. asthma medication or anaphylaxis medication. Such written permission shall include the following:

- Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.
- A written statement from the student's physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the medication.
- Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.

Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, Dispensing Medications. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

- A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector, at all times.

Parental authorization forms are available in the Principal's office.

#### **DIABETES MEDICAL MANAGEMENT PLAN:**

- Student is allowed to keep insulin in the office and have access to it at any time during the day.
- Student is allowed access to snacks or liquids at all times of the day.
- Student is allowed to leave class to check sugar levels and administer either one or two of the above situations.

Parental authorization forms are available in the Principal's office.

#### **STUDENT SEARCHES:**

Students, student lockers or any vehicle parked on school property may be subject to search by school authorities, for dangerous weapons or controlled dangerous substances, when there is sufficient cause to warrant such a search.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended under this section.

(Act XXIV, Section 390, 70-24-102) 1987 H.B. 1343

**STATEMENT OF RIGHTS:**

The School Board of the Amber-Pocasset Public Schools has adopted the following student records policies and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office, and the counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Amber-Pocasset School District will keep records as deemed necessary to provide programs to meet his/her needs and interests.

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

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

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

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

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

All special education records will be kept for five (5) years and/or until that student's graduation. All parents of senior students will be given an opportunity to receive a copy of these records at the last IEP prior to the student's graduation.

AMBER-POCASSET SCHOOL PROVIDES AN EQUAL EDUCATIONAL OPPORTUNITY TO EVERY STUDENT REGARDLESS OF RACE, SEX, RELIGION, NATIONAL ORIGIN, OR HANDICAPPING CONDITION.

Amber-Pocasset Schools recognize the need for parent involvement in the education of their children. Therefore, it is the policy of our school system to be open to parent visits and/or suggestions concerning the education process.

#### OPEN RECORDS POLICY:

Parents of students in Am-Po School are notified that the Board of Education will comply with the requirements of the Oklahoma Open Records Act., (51 Okla. State Sec. 24 A.1). Students may be affected by the release of directory information which includes (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of student, (6) participation in school activities and sports, (7) weight and height of athletic team members, (8) attendance dates, (9) awards received and (10) the most recent school attended. The Act does not allow the release of individual student records or personal communications concerning individual students. Statistical data which does not identify individual students must be released upon request.

We occasionally are requested to provide this information to colleges, technical training schools, athletic associations, Senators, Representatives, etc. Parents can prevent the release of any or all directory information for their child by notifying the principal of the child's school. This notification must be in writing and signed by the parent and must be repeated each school year. Forms are available in each principal's office. Questions will be answered by any principal or the superintendent by calling the school during office hours. A charge of 25 cents will be made for retrieval of records for review and an additional charge of 25 cents will be made for each page copied. Those requesting review of records are required to complete a request sheet with the specific items desired.

#### **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION:**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

##### **Referral:**

Pre-school children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

**Screening:**

Screening activities may include vision, hearing, speech/language, and health. Other screening activities may include: review of records and educational history; interviews; observation; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

**Readiness Screening:**

Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluation without notice to the child's parent or legal guardian.

**Educational Screening:**

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within six months from the date of such entry.

**Evaluation:**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information:

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the students educational records
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights.
- To consent to disclosure of education records, except where consent is not required to authorize disclosure.
- To file complaints with the Family Policy & Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA. (34 CFR 99.1-99.67).
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator. FERPA policy is located in the student handbook that is distributed to parents upon enrollment each school year.

Before any major identification, location, or evaluation schools provide notice to parents. Accommodations for other languages or means of communication may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact Jerime Parker, High School Principal, P. O. Box 38, Amber, Ok 73004.

**SELECTION POLICY FOR AM-PO ELEMENTARY LIBRARY:**

Materials for the Amber-Pocasset Elementary Library resource center will be selected in accordance with the following principles:

- Materials are chosen because they are of interest and have learning value for the students.

- Selections are made in order to meet the different maturity levels of the students.
- Materials are selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the students.
- Reputable, unbiased reviews in standard catalogs are consulted and teacher recommendations and requests are filled, if possible.

The following specific criteria are considered:

- Overall purpose of materials
- Reputation and significance of author
- Timeliness and permanence of materials
- Importance of subject matter
- Accuracy of material
- Format of book including print size and illustrations
- Price

### **BUS REGULATIONS AND DISCIPLINE:**

Amber-Pocasset Public School and Board of Education believe that riding a school bus is privilege, a privilege that Amber-Pocasset Schools and Board of Education may remove and/or revoke for not abiding by state and local district bus rider rules.

After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help the driver maintain discipline in order to prevent serious accidents. **Any student may be removed from the bus who persists in disobeying regulations.**

**When a student is referred to the principal's office for a bus discipline problem, the following steps are taken unless the safety of the others is in jeopardy:**

- 1<sup>st</sup>: Student will be taken to the office, his/her parents will be contacted and he/she will have recess detention.
- 2<sup>nd</sup>: Student will be taken to the office and will have 3 days off the bus.
- 3<sup>rd</sup>: Student will be taken to the office and will have 2 weeks off the bus.
- 4<sup>th</sup>: The student will be required to stay off the bus for the rest of the semester.

Prior to Loading (on the road & at school):

- Be on time at the designated school bus stops - keep the bus on schedule.
- Stay off the road at all times while waiting for the bus
- Wait until the bus comes to a complete stop before attempting to enter or depart the bus
- Be careful in approaching bus stops

- Bus riders are not permitted to move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

#### While on the Bus:

- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on the bus.
- Keep books, packages, coats, and all other objects out. Help look after the safety and comfort of small children.
- Do not throw anything out of the bus windows.
- Bus riders are not permitted to leave their seats while the bus is in motion. Remain seated, not standing.
- Horseplay is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow students, the bus driver, and the patrol officers or driver's assistant.
- Keep absolute quiet when approaching a railroad-crossing stop.
- In case of a road emergency, children are to remain on the bus.

#### After Leaving the Bus:

- When crossing the road, go at least ten (10) feet in front of the bus, stop, check traffic, watch for bus driver's signal, then cross.
- Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- Help look after the safety and comfort of small children.
- The driver will not discharge riders at places other than the regular bus stop, except, by proper authorization from the parent or school official.



## **FIRE / TORNADO DRILL PROCEDURES — ELEMENTARY**

### **FIRE DRILL**

- The alarm is a continuous ringing of the fire bell.
- All students should immediately rise and proceed out according to the diagram below.
- All windows and doors should be closed and all lights turned off. Be positive that no students are left in your room. Check room as you leave.
- Take roll-book and call roll for your class after you have regrouped them outside. Make certain that all are present. Do not regroup in the proximity of electric lines.
- If all students are not present, notify the principal of anyone not present.

### **TORNADO DRILL:**

- The alarm is one long blast of the bell and an announcement from the intercom.
- Students should immediately move to the Basement of the gymnasium. Be seated facing walls and as close together as possible.
- Be positive all students are out of rooms and in proper position. Call roll after drill is over!

## **713. BULLYING PREVENTION POLICY**

The Amber-Pocasset Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### **Statement of Board Purpose in Adopting Policy**

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets

of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional wellbeing of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

### Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

A. Harm another student;

B. Damage another student's property;

C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D. 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.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended

victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self-esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended

victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Amber-Pocasset Public Schools.

E. Cyberbullying includes any form of bullying that uses electronic communication or social media. This includes written, verbal, pictorial information or video content by means of an electronic device.

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

The policy will be posted on the school district's website at [www.amposchools.org](http://www.amposchools.org) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

### **Corporal Punishment Notification:**

Corporal punishment (spanking) as a means of discipline has been reinstated by the Amber-Pocasset Board of Education. Although it is a final stage of our approach to discipline, we believe it is an important step. Students who continually disregard school rules with no respect for their teachers, fellow students, or themselves often require such a drastic means of punishment to correct their behavior. We believe the actions of a few should never distract from the education of the many.

The principal will only administer corporal punishment, with a witness.

If you wish to discuss this issue with me, please feel free to call or come by my office.

Respectfully,

Jerime Parker  
Superintendent

POLICY NOTIFICATION:

IT IS THE POLICY OF THE AMBER-POCASSET SCHOOLS TO PROVIDE  
EQUAL OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR,  
NATIONAL ORIGIN, SEX, AGE, QUALIFIED HANDICAP, OR VETERAN IN  
ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. THIS INCLUDES, BUT  
IS NOT LIMITED TO ADMISSIONS, EDUCATIONAL SERVICES,  
FINANCIAL AID, AND EMPLOYMENT.

AMBER-POCASSET  
SCHOOL DISTRICT

P. O. BOX 38  
ADDRESS

(405) 224-4017  
TELEPHONE

AMBER, OK 73004  
CITY, STATE, ZIP

SCHOOL PLEDGE

Amber-Pocasset Public Schools is committed to the belief that all children can learn and acknowledge that all of us – teachers, administrators, and parents – working together can make a positive difference in student achievement. The school district will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

#### PARENTS PLEDGE

As parents, we want our children to have the best possible education. We, therefore, join with the school to provide an optimum learning environment for our children.

1. I will encourage my child to complete homework in a timely manner.
2. I will join with the school to enhance my child's self-concept, emphasizing that "all children can learn."
3. I will become a participant in the educational process for my child. It may include:
  - \* Attending parent/teacher conferences
  - \* Providing regular, quiet, uninterrupted study time and
  - \* Discussing what my child has learned each day.

Parent \_\_\_\_\_

Teacher \_\_\_\_\_

#### 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 qualification or licensing criteria have been waived;

- What major each teacher earned his/her bachelor's degree in;
- Whether the teacher holds any graduate certification or degree and in what field or discipline, and
- Whether a child is provided services by para-professionals 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.

## PARENTAL INVOLVEMENT POLICY

The Parental Involvement Policy of Amber-Pocasset Public Schools will:

- involve parents in the planning process for all educational programs, review and improvement,
- provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children,
- provide information concerning adult literacy and parental training.
- educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners,
- coordinate and integrate parental involvement program with other programs when appropriate,
- work with community based organizations and businesses in parental involvement activities,

- ensure that information concerning school programs be available in the language used in the home,
- arrange meetings at a variety of times to maximize opportunities for parents,
- conduct,with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement.

The Parental Involvement Policy shall be made a policy of the local Board of Education and be included in Student Handbooks.