

ZION PUBLIC SCHOOL

Student Handbook

2023-2024



TABLE OF CONTENTS

LETTER TO PARENTS.....	2
SCHOOL OFFICIALS & CONTACT INFORMATION.....	3
FACULTY AND STAFF.....	4
SCHOOL CALENDAR.....	5
FERPA POLICY.....	6
STUDENTS RESPONSIBILITIES.....	6
PARENT RESPONSIBILITIES.....	6
SCHOOL HOURS.....	6
EXTENDED CARE.....	7
LEAVING GROUNDS.....	7
ATTENDANCE POLICY.....	7
ADMISSIONS.....	8
SCREENINGS/IMMUNIZATIONS.....	8
BIRTH CERTIFICATE.....	9
SCHOOL NURSE.....	9
LUNCH PROGRAM.....	9
BREAKFAST PROGRAM.....	9
STUDENT INSURANCE/ABESTOS.....	9
REPORT CARDS.....	9
HOMEWORK/GRADING.....	10
RETENTION.....	10
ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES.....	11
VALEDICTORIAN-SALUTATORIAN.....	11
EMERGENCY DRILLS.....	11
STUDENT RULES AND REGULATIONS.....	11
STUDENT DISCIPLINE.....	12
DISCIPLINARY ACTIONS.....	12
REFUSAL OF PUNISHMENT.....	12
STUDENT SEARCH.....	12
LIBRARY RULES.....	13
CLUBS AND ORGANIZATIONS.....	13
DANGEROUS WEAPONS.....	13
DRUG POLICY.....	14
STUDENT DRESS.....	15
VISITORS.....	15
VISITING CHILDREN.....	15
CELL PHONES & ELECTRONIC DEVICES.....	15
INTERNET SAFETY POLICY.....	16
PARTIES.....	16
LOST AND FOUND.....	17
PHYSICAL EDUCATION.....	17
COMPACT WITH STUDENT AND PARENTS.....	17
COVID-19 CHECKLIST.....	18

**ZION SCHOOL
ADMINISTRATION**

SUPERINTENDENT

Clayton Yeager

PRINCIPAL

Stacy Thurber

**ZION SCHOOL
470658 E. 850 RD.
P.O. Box 347
Stilwell, OK 74960**

PHONE: 918-696-7866

BOARD OF EDUCATION

**Don McReynolds, President
Robert Crozier, Vice President
Justin Spear, Clerk**

FERPA POLICY

In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA), Zion School District wishes to notify parents and eligible students (over 18) of their rights. Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and the Zion School District policy.

- The right to inspect and review the student's education records.
- The right to exercise a limited control over other people having access to the student's education records.
- The right to seek to correct the student's education records.
- The right to report violence of the FERPA to the Department of Education: The Family Educational Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington D.C., telephone 202-732-2058.
- The right to be informed about the FERPA rights.

All rights and protections given to parents under the FERPA and this policy transfer to the students when he or she reaches age 18 or enrolled in a post-secondary school. The student then becomes an "eligible student." The district will arrange to provide translation of this notice to non-English speaking parents in their native language. Copies of this policy are located in the Superintendent's office of Zion School.

STUDENT RESPONSIBILITIES

- To attend school on a regular basis.
- To abide by school rules and regulations.
- To complete assignments in a timely manner to the best of his/her ability.
- To show proper respect of authority to all faculty and staff members.

PARENT RESPONSIBILITIES

- To ensure that their child attends school on a regular basis.
- To acknowledge and promote the importance of education to their child.
- To provide a home environment that is conducive to academic achievement.

SCHOOL HOURS

Classes begin promptly at 8:20 a.m. each morning and end at 3:30 p.m. each afternoon on Monday-Friday. Students should arrive at school by 8:00 a.m. in order to eat breakfast and be ready for class by 8:15 a.m.

THE ZION BOARD OF EDUCATION HAS ADOPTED THE FOLLOWING POLICIES AND PROCEDURES:

ADMISSIONS AND PLACEMENT

- Students entering kindergarten must be five (5) years old on or before September 1st.
- Students entering Zion School from an elementary school not accredited by the State Board of Education shall be required to take a standardized achievement test. Results of the test may be used to determine grade placement. All examinations shall be administered by the receiving school and the results shall be kept on file for one year.

SCREENINGS

All kindergarten students will be screened for readiness skills prior to entry to 1st grade. Parents are invited to meet with the staff to discuss their child's progress and screening results. Preschool students will be screened for vision, hearing, and health. Eighth grade students will be screened for vision and hearing. Vision and hearing screenings are available to all students upon request of referral.

IMMUNIZATION

Title 70, Sec. 1210, Oklahoma Statutes, 1970: "Rules and Regulations for Immunization for school children: as amended June, 1976, requires all children to be immunized from Poliomyelitis, Diphtheria, Tetanus, and Rubella, before entering the public schools of this state.

No child shall be admitted to a public or private school of this state who has not been immunized as evidence by department, acknowledging same.

The following exemptions to the above law:

- Medical Contraindications: A signed statement, using ODH Form 216-A, from a licensed physician stating immunizations would endanger the life or health of the child.
- Religious Objection: A signed statement, using ODH Form 216-A, from the head of a religious organization stating immunizations are contrary to the preaching of that religion.
- Parental Objection: A signed statement, using ODH Form 216-A, from a parent or guardian objection to the required immunizations.

Children entering kindergarten in the fall must have 5 doses of DTP Vaccine, 4 doses of oral polio vaccine and 2 doses of measles, mumps, and rubella vaccine, and a series of hepatitis A & B vaccines to meet state requirements. Students entering kindergarten must also have varicella (chickenpox) vaccine given on or after the first birthday, or a parent's statement of a history of the disease will be accepted. These immunizations must be complete before beginning school.

parents of their child's progress or any difficulties he/she may be experiencing. Please study the report carefully in order to fully understand the message it conveys. Remember that a student's report card is very individual to that particular student. No two children are alike. Encourage your child to work to the best of his/her ability. Your encouragement and interest are vitally important to his/her success. Written reports cannot take the place of a visit with your child's teacher so we encourage you to attend parent-teacher conferences. Please feel free to call the school if you have any concerns you would like to discuss with a teacher and are unable to come to school. The teacher will return your call as quickly as possible.

HOMEWORK AND GRADING POLICIES

- All homework assignments are to be completed satisfactorily and in a timely manner as assigned by each individual teacher.
- Progress reports will be mailed to the parents of students who are at risk of failing a subject (has a grade "D" or "F") for a particular semester grading period.
- Student grades will be issued at the end of each semester grading period. To the extent possible, grades will be based on objective criteria such as test scores, daily class work, and homework.
- Letter grades (A, B, C, D, F) will be given to students in grades 1-8. A=100-94, A- = 93-90, B=84-86, B+ =89-87, B- =83-80, C+ =79-77, C=76-74, C- =73-70, D+ =69-67, D=66-64, D- =63-60

PROMOTION/GRADUATION POLICY

Students must successfully complete each grade to be promoted to the next level, including all academic and attendance requirements. If a student satisfies each grade level requirement, they will be issued an 8th grade diploma.

STUDENT RETENTION REGULATIONS

In accordance with the policy of the Board of Education, the following criteria for the selection of students to be retained in their current grade will be used in this school district provided to the parent/guardian. Notification is three weeks prior to the last day of instruction of the school year. The following information will be taken into consideration:

- Grades from the subject in which the student is failing.
- Copies of student class work.
- Achievement Test Scores.
- Additional information that would be relevant to the retention.

If a student is retained by the teacher, at the present grade level, and if the parent/guardian is dissatisfied, the parent/guardian must comply with the district's appeal process.

The district's appeal process includes the following steps:

- Parent/guardian must file a written request for appeal in the Superintendent's office within 10 days of notification of the proposed retention.
- The appeal will be heard within five (5) school days by an appeals committee consisting of the superintendent, principal, director of student services/psychometrist and (1) teacher

- Students who miss their bus should report to their teacher or to the office immediately.
- Abusive or vile language will not be tolerated under any circumstances.
- Cell phones and other electronic devices must be turned off and kept out of sight during school hours, unless otherwise directed by individual teachers in their classrooms.
- Students are not permitted to ride home from activities with anyone except their own parent/guardian without written consent from the parent/guardian.
- Students are not to leave any activity, even to ride home with a parent, before checking out with the coach or sponsor.
- Students are not allowed to bring tobacco products, e-cigarettes, vape products, lighters, or fireworks to school.
- PDA is not permitted at school or at school related events.

STUDENT DISCIPLINE

It is the policy of the Zion School district to strive to provide an environment that is safe and conducive to learning. In order to promote the proper environment, disruptive, rude, disrespectful, or destructive behavior will not be permitted. Students shall be under the supervision of and accountable to all Zion School personnel during the school day, at extracurricular events/activities including those directed toward general audiences, school sponsored trips, and traveling to and from school or activities.

DISCIPLINARY ACTIONS

There are several forms of action which may be taken by Zion administrators or teachers when student discipline is required. Every effort will be made to ensure that the punishment is effective and appropriate. Discipline will be administered on a case-by-case basis in order to take into consideration individual personalities and circumstances. The following methods available: time-out, counseling, parent involvement, removal from class or group, visit with administrators, financial restitution, corporal punishment, in school suspension, involvement of law enforcement, referral to social agencies, probationary period, suspension, expulsion, any other disciplinary action deemed appropriate under the circumstances.

REFUSAL OF PUNISHMENT

If a student for whatever reason, refuses to submit to the disciplinary action deemed reasonable by the administration, the parent/guardian will be called. If the parent/guardian cannot be reached, the student will be placed in in-school suspension for the remainder of the day and will be unable to attend school until the parent/guardian accompanies the student to school for a conference with the superintendent.

STUDENT SEARCH

A student will be subject to search if there are reasonable grounds to believe that the students

semester. The suspension may be appealed to the Zion Board of Education. Any teacher, counselor, administrator, other school employee or member of the school board shall not be subject to any civil liability for any statement, report, or action taken in assisting or referring for assistance any student reasonably believed to be abusing or incapacitated by the use of non-intoxicating (low-point beer), alcoholic beverages or controlled dangerous substances unless such assistance or referral was made in bad faith or with malicious purpose. No officer or employee of the district, member of the school board or school district shall be responsible for treatment costs incurred by a student as a result of any such assistance or referral to any medical treatment, social service agency or facility, or substance abuse prevention and treatment program. Any pupil found to have brought a gun/firearm on the school premises, bus or to a school authorized event will be suspended from school for a period not less than one year. Case-by-case modifications by the Superintendent is allowed. Any pupil found to be in possession of other dangerous weapons, controlled dangerous substances, or stolen articles may be suspended by the Superintendent/Principal for a period not to exceed the current school semester and/or the succeeding semester. The suspension may be appealed to the Zion Board of Education by any pupil suspended under the provision of the policy.

REFERENCE: Oklahoma Statutes 70:05.24-132 70:05.24-138
United States Code Title 18 Sec 921

DRUG POLICY

In order to provide a drug-free environment for the students, the Zion Board of Education adopts the following policies pertaining to compliance of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226):

- If any student is suspected of possession, use or distribution of illicit drugs and/or alcohol, the student's parents will be notified. The Superintendent shall have the authority to take any immediate action necessary to protect the school property, students, employees, and visitors. The student and his/her personal belongings will be searched by a certified school employee of the same sex with one certified witness in attendance. If the student is found to be in possession and/or under the influence of illicit drugs and/or alcohol proper authorities will be notified for referral for prosecution. At the time the student will be suspended/expelled by the principal for a period of time commensurate with the nature of the violation for a period not to exceed the current school semester and succeeding semester. Any suspension/expulsion made by the superintendent/principal may be appealed to the Board of Education of the Zion School District by any student under suspended/expelled under this section.
- Information about drug and alcohol counseling, rehabilitation, and re-entry programs will be available upon request in the Superintendent's office.
- Parents and students will be given a copy of the standard of conduct and disciplinary sanctions. Parents and students will be notified that compliance with the Board of Education approved standards of conduct is mandatory. Parents will be asked to sign a statement that they have read the policies pertaining to the Drug-Free Schools and Communities Act Amendments of 1989.

INTERNET SAFETY POLICY

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the district or which is inappropriate for distribution to children. The district has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The district firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals. It is all staff members' responsibility to educate students about appropriate online behavior including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as once a year short training session, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the internet for transmission of any material in violation of any federal or state regulations. Transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the internet. I will not use the internet for illegal activities.
- I will not give my home address, location of my school, phone number or any personal information about myself or and other student or school personnel to anyone via the internet.
- I understand that use of e-mail or any other communications over the internet are not private; any messages related to or in support of illegal activities may be reported authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network.
- I will not use the internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using the internet services or information obtained from the internet.
- If you discover any way to access unauthorized information or defeat any security measures you must inform administration immediately. You must not share any authorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.

and support the formation of partnerships with families and the community.

- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.
- Respect the school, staff and families.

Student Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules.
- Communicate regularly with my parents and teachers about school experiences so that they can help me to be successful in school.
- Limit my TV watching and instead study or read every day after school.
- Respect the school, classmates, staff and families.
- If assigned an electronic device, I will take extra special care of it, while transporting it to and from school.
- I will also make sure my assigned electronic device is charged and ready to go for class each day.

Family/Parent Pledge:

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework and monitor TV viewing.
- Read to my child or encourage my child to read every day.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

COVID-19 CHECKLIST

The safety of your child and our staff is of utmost importance as we return to school. During the school year, we are asking you to daily check your child for signs of COVID-19. Below is a checklist of statements you may use as a reference. If your child exhibits any of the following signs, indicating by answering, "yes" to the questions below, **please keep them at home**. You can also access this checklist from our website at www.zionjets.com.

- Does your child have a temperature of 100 degrees or more (and new onset of severe headache) today?
- Does your child have a sore throat?
- Does your child have a cough (a different cough than asthma/allergies, a change in their cough from baseline)?
- Does your child have a loss of smell or taste?

AFTER READING THE STUDENT HANDBOOK PARENTS SHOULD SIGN THE FORM BELOW AND RETURN IT TO SCHOOL.

Student's Name

I have read and understand the policies stated in the Zion School Handbook.

Student's Signature (5th-8th Grade Student's Only)

Parent's Signature

Date