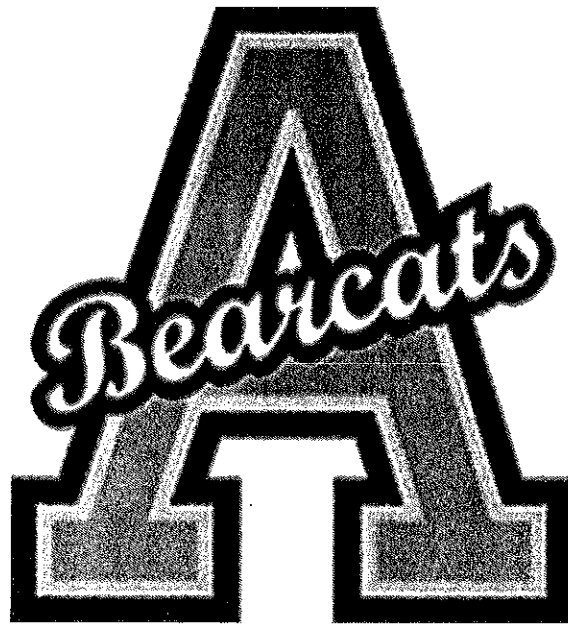


Agra Public Schools

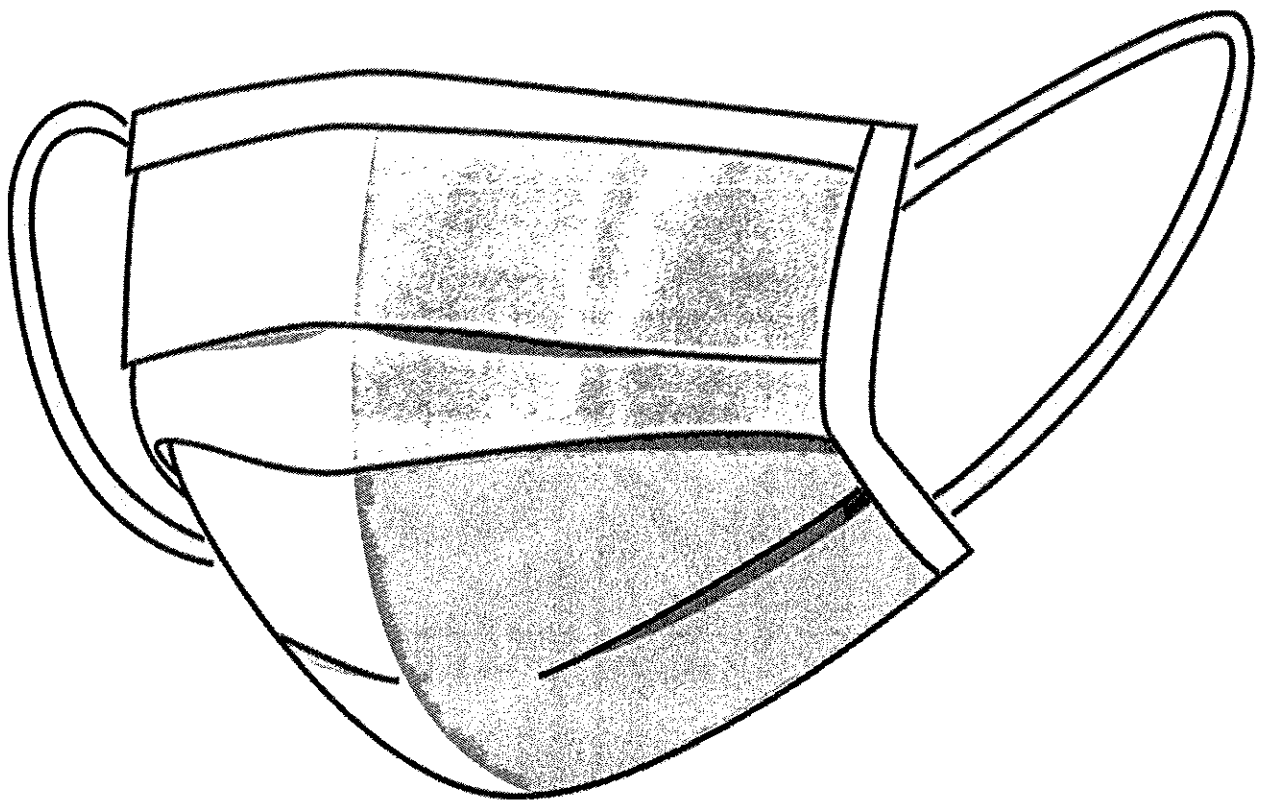


Elementary

Student Handbook

2023-2024

For any COVID-19 related questions, please refer to the “**Return to Learn**” plan.



Welcome to Agra Public Schools – Home of the Bearcats!

At Agra, it is our mission to maximize the academic potential and personal responsibility of every student. Agra is truly a special place because of our outstanding teachers, hardworking and respectful students, supportive parents, and an underlying belief that it is our collective goal to meet the individual needs of every child. The Agra staff works tirelessly to assure that every “Bearcat” student...

- Feels safe and respected
- Meets high expectations
- Has numerous opportunities for “exploration”
- Has access to state of the art technology
- Has Fun!

The following school rules and guidelines are designed to promote student safety and teach traits of future success. We are confident that if our students follow “The Bearcat Way”, they will be successful in high school and beyond.

We are looking forward to a great year!

A MESSAGE FROM YOUR PRINCIPAL, Dr. Anita Watkins

Welcome to Agra Elementary School! At Agra, we recognize that the experiences a child has in elementary school can impact their learning throughout their academic career. For this reason, we work to ensure that each student receives the education that meets their own individual needs. Our goal is to build a strong academic foundation for reading and mathematics while providing a safe positive learning environment. By providing a strong reading and mathematics foundation, students will be able to explore other academic areas, such as science and social studies, with confidence. Our dedicated, caring, staff are committed to helping students become successful, confident individuals. We offer many programs and services to meet the unique needs of young learners. Throughout their elementary years, students will be guided in ways to work and play positively with others, and to become independent learners. Teachers provide open communication with parents/guardians and online grade reporting is also available for parents to help increase communication between home and school regarding student progress. If you have any questions or concerns that arise throughout the school year, please feel free to contact your child’s teacher or the school office. We look forward to working with you and your child this school year to ensure your time here at Agra Elementary School is enjoyable, rewarding, and a positive learning experience.

Parental Handbook Review Confirmation

This student handbook is composed of most of the rules and regulations that students will need to know while attending Agra Public Schools. However, it does not include every rule, regulations, qualification, or other relevant information of the district or building policies. Agra Public Schools will not waive student's responsibilities simply because a state regulation, district, or building policy is not included in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the students' responsibility to know the rules that they must live by in Agra Public Schools.

Students and/or parents wishing to see the policies and standards for the school district may view a copy of these documents in the principal's office. If any questions arise you may contact the principal's office at (918) 375-2261.

With that said, by signing below the student and parent/guardian is verifying they have read and understand the regulations provided in the Agra High School Student Handbook.

Student Name – Print _____

Student Signature _____ Date Signed ____ / ____ / ____

Parent/Guardian Signature _____ Date Signed ____ / ____ / ____

Please detach and return this form to the principal's office of Agra High School.

Thank You,

Agra Public Schools

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BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any 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. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

HARASSMENT (Cont.)

Harassment set forth above may include, but is not limited to, the following:

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

The superintendent shall develop procedures providing for:

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

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

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING (REGULATION)

The ___ AGRA ___ 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 well-being 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.

PROHIBITING BULLYING, REGULATION (Cont.)

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.

PROHIBITING BULLYING, REGULATION (Cont.)

- 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 _____ Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students
1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. ____ AGRA ____ Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. AGRA Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

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

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at (*school's website*) and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

General Information

This student handbook is composed of most of the rules and regulations that students will need to know while attending Agra Elementary School. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building policies. Agra Public Schools will not waive student's responsibilities simply because a state regulation, district, or building policy is not included in this handbook. We will make every effort reasonably possible to see that students are informed either verbally or in writing. However, it is the parents'/guardians' responsibility to know the rules that students must adhere to in this school.

Students and/or parents wishing to see the policies and standards for the school district may view a copy of these documents in the principal's office.

The staff wishes you a very successful year. We encourage open communication between parents and teachers, and we ask parents to bring their concerns to the school's attention so they can be resolved at the lowest level.

Accidents

The school will administer only minimal first-aid in case of injury if a parental consent form is on file for the individual student. If the injury is serious, the parents, doctor or emergency room technician will be notified immediately. In the event of serious injury, an accident report will be filed in the principal's office.

Announcements

Announcements should be kept brief and related directly to school activities and must be authorized by faculty sponsor and administrator. Students are responsible for compliance with the information given.

Asbestos Notice

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hours.

Assaults upon School Employees/Students

It is the policy of the Agra Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of his/her duties as a school employee or student.

Student victims of sex offenses have the right to be separated from their offender as well as the siblings of that victim. The student victim's decision with regard to separation will be final.

Assembly Schedule, Purpose, and Expectations

Assembly programs are held for several purposes; some to teach, some to entertain, some to honor, some to display school spirit, etc. Good student behavior and responsibility in assemblies is of the utmost importance. Students are expected to show extreme courtesy and attention in assemblies. Each student should observe appropriate rules of etiquette so that the Bearcat tradition will be held in high esteem.

Additionally, as young adults, you are expected to:

1. Follow assembly instructions as given to you by a teacher or administrator.
2. Sit where you are assigned to sit.
3. Avoid talking, yelling, clapping, or indicating your approval or disapproval when such is not appropriate (ex: The National Honor Society induction requires silence; pep rallies require audience participation). Even at pep rallies there is a time to cheer and a time to listen. Know when those times are and respect them.
4. Honor and respect the dignity of the program.

5. You are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.

6. Disciplinary action will be taken against those students who are disruptive or uncooperative. An assembly, pep rallies, etc. may be discontinued if the behavior continues to be inappropriate.

Athletic Code of Conduct for Spectators

The following conduct code for spectators was drafted by the Oklahoma Secondary School Activities Association and should serve as a model for sports fans at all school athletic events.

BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will, and the centering of attention on the good qualities involved; and BELIEVING THAT conduct is an important part of the school's athletic program; I pledge to act in accordance with these principles.

As An Athletic Spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
4. Regulate my action at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat the visiting team and spectators as guests, being courteous and fair.
7. Avoid actions, which will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.
17. Believe that the officials are fair and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.

19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.

20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.

21. Obscene cheers, littering of basketball courts, the throwing of objects, and verbal indignities directed toward visiting athletes, spectators or referees have no place in high school athletics.

Building Hours

Students are not to arrive at school until after 7:30 am. When students arrive at school in the morning, they must go to the gym and sit with their class. Students will be picked up and walked to class by their teacher or teacher's aide. The first bell rings at 8:00 am. Students may check with the morning duty teacher or principal if they need to enter the hallway early. Students that arrive after 8:00am must report to the office to receive a tardy slip before enter their classroom. All classes will be dismissed by 3:15pm.

Calendar

Monday, August 7	Professional Day
Tuesday, August 8	Professional Day
Wednesday, August 9	Professional Day
Thursday, August 10	1st Day of 1st Semester
Monday, September 4	Labor Day (No School)
Thursday, October 12	P/T Evening Conferences
Friday, October 13	P/T Morning Conferences (No School)
October 16-20	Fall Break
November 20-24	Thanksgiving Break (No School)
Friday, December 19	End of the 1st Semester
December 20-January 8	Christmas Break (No School)
Tuesday, January 9	Classes Resume
Monday, January 15	M.L. King Day (No School)
Friday, February 9	Snow Day (No School)
Monday, February 19	Presidents' Day (No School)
Thursday, March 14	P/T Evening Conferences
Friday, March 15	P/T Morning Conferences (No School)

March 18-122	Spring Break (No School)
Friday, March 29	Good Friday (No School)
Monday, April 1	Snow Day (No School)
Tuesday, May 7	Kindergarten Graduation
Thursday, May 10	Last Day of School
Friday, May 10	High School Graduation

Cell Phones

Students in the elementary school are not allowed to have cell phones on their persons during school hours. If students bring cell phones to school, they are to be turned off and in student backpacks. The school will not be held responsible if these cell phones are misplaced or stolen. If a student is caught with a cell phone it will be taken to the office for a parent/guardian to pick up.

Changes of Student Information

Parents/Guardians are to notify the school immediately if there is a change in their address, telephone number, or person to contact in an emergency. This information is very important in case a student becomes ill or injured.

Child Abuse

School officials must report any suspected incidents of child abuse or neglect to the proper legal authorities. 1(800)522-3511

Child Nutrition Program

Breakfast will be served from 7:10– 7:45 am each morning. Students riding a bus will first be taken to breakfast, then brought to the school after they have eaten. Students being dropped off at the cafeteria by parents/guardians and planning to eat breakfast should be at the school cafeteria no later than 7:30 am. These students will ride the bus back to the school. Lunch menus will be available in the office. Free and reduced meal applications are part of the enrollment package, and one application per household must be turned in with enrollment packet. A NEW FORM MUST BE FILLED OUT EACH YEAR TO BE ELIGIBLE. The forms must be completed and returned to school as soon as possible. Lunch charges will not be allowed for more than 2 weeks unless parents have made prior arrangements with the school. *If a student is allergic to milk or any other food, a note from a physician should be sent to the school office and a food allergy form completed. These forms are available in the office.

Class Parties

In order to ensure the safety of parents/guardians, students, and staff; we have implemented the following policy: One parent/guardian per student may attend a class party. If there are younger siblings, they may attend with the parent/guardian. Siblings that are school age will not be allowed to attend a party that is not taking place in their own classroom.

Closing School (Bad Weather)

Announcements regarding school closing and delayed opening times due to bad weather will be made on radio and television stations and through the school Facebook page.

*Staff has been provided protocol for all situations and drills will be conducted for students' & staffs' safety.

Code of Conduct

Student behavior in Agra Public Schools is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

Concerns of Students & Parents

GRIEVANCE PROCEDURE: PARENT-TEACHER -

The Agra Board of Education realizes that parents have a fundamental right to discuss any grievances they might have with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent.

If the grievance remains unresolved following the above conferences, the parent may appeal the grievance to the board of education. The board's action shall be a final determination of the grievance.

Crisis Management

Agra Public School has a crisis management plan. The purpose of a crisis plan is to better prepare everyone and ensure the safety of our students in the event of a real crisis. Parents can view the plan in the principal's office.

Custodial and Noncustodial Parental Rights

It is the policy of the Agra Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent/teacher conferences.

Dangerous Intruder

Teachers will ensure their doors are locked and move the students to a section of the room where they are out of the line-of sight. Students should be seated and remain quiet. Students in the hallway should go to the closest classroom.

*Staff has been provided protocol for all situations and drills will be conducted for students' & staffs' safety.

Delivering Messages to Students

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message until later. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick – up, job times, meeting places, etc. should be made before the student arrives at school. Any non-emergency messages can be sent through the teacher's REMIND app.

Diabetes Management in Schools Act

A student with diabetes will have a medical management plan while at school and while participating in activities. A staff member will be trained, according to the state guidelines, to assist these students as needed.

Dismissal Changes

No changes to dismissal procedures for students will be made based on students' verbal notification. A written note or direct phone call to the office from the parent/guardian is required before 2:45pm.

Drug Free School

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote health, safety, and welfare of employees, students, and the community as a whole, Agra Public Schools will provide a drug free school in compliance with the:

Drug Free Schools and Community Act Amendments of 1989 (P.L. 101-226). The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, alcoholic beverage, or illicit drug is prohibited anywhere on school premises or as part of any activities. Use or possession of any tobacco products by students is prohibited. Use of any tobacco products by employee is prohibited on school premises.

Family Education & Rights to Privacy Act (FERPA)

ANNUAL NOTIFICATION

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 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. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(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

In compliance with this policy, the District proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name.
2. The student's extracurricular participation.
3. The student's achievement awards or honors.
4. The student's weight and height if a member of an athletic team.
5. The student's photograph.

The above list will be considered directory information and may be disclosed unless notified as follows:

Upon this notification student's parent/legal guardians or eligible students will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student. These are the major points in summary and are not intended to represent the plan in its entirety.

Fire Drill Instructions

Evacuation procedures have been discussed with staff and students trained on where they are to exit the building. This is determined by where they are located in the building. Upon hearing the alarm, the staff member in charge of the class will designate a person to lead the way from the building, going to the exit, which has been designated, in the FIRE DRILL. Students will leave SINGLE FILE, using only one side of the exit and grouping quickly at the rendezvous area. The staff member will be the last to leave the room, closing the door, turning off the light, and will check roll after the class has regrouped outside.

Tampering with the Fire Alarm System or Fire Safety Equipment (Fire Extinguishers) is illegal, as is making false hazard reports. Violators in these areas will be subject to suspension, expulsion, restitution, and/or legal action.

Head Lice In order to limit the spread of head lice, teachers, or other staff will perform "head checks" on a regular basis, beginning with the first week of school. For these efforts to be effective, the following procedures are necessary:

All students with any head lice or nits must be picked up immediately, when office personnel, secretary, or other staff notifies the parent or emergency contact person.

After your child has been properly treated, you (or another adult) must bring your child to the school office to be checked. Please do not just send your child back to school. If we find your child to be nit

free, your child will be allowed to go to class. If any lice or nits are still in the hair, your child will have to be taken home. Your child will be allowed back in class only after there has been a staff member check and the student has been found to be nit free. If lice or nits are found, you will need to treat your child again

Highly Qualified Teachers

No Child Left Behind Act of 2001

Parents Right to Know

According to Section 1111 (6) (A) – Qualifications, the parents of any student attending Hinton Public School may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

4. Whether the child is provided services by paraprofessionals and, if so, their qualifications. According to the Act the information listed above must only be provided to parents who request the information.

Homework Statement

It is imperative that students, parents, and educators realize the importance of independent practice, study, and the responsibilities and self-discipline associated with his/her independence. Homework is a natural extension of classroom instruction and does provide a necessary expansion of curriculum objectives. Parents should be fully informed of homework expectation as well as other components of the curriculum. It is desirable to provide an environment, at home, conducive to good work habits and also provide appropriate enrichment, support, and encouragement to the child. The focus of homework is that of expanded learning opportunities. The responsibility for success in this area is that of all parties, students, teachers, and parents. Successful practice of this responsibility will allow students to experience success at their own rate and in a more self-directed environment.

Immunizations

The Oklahoma State Board of Health, effective with the Fall, 1996 semester, requires children entering kindergarten, or 1st grade without attending kindergarten, to have received 5 doses of DTP or a combination of DTP and DTP vaccines totaling 5 doses (unless the 4th DTP/DTP was received after the 4th birthday) and 4 doses of polio vaccine (unless the 3rd dose was received after the 4th birthday).

Effective with the Fall, 1997 semester all students entering the 7th grade must provide documentation of having received 3 doses of hepatitis B vaccine. Since completion of the series of 3 doses of hepatitis B vaccine require 4-6 months parents should plan for this requirement while the students are in the 6th grade.

Effective with the Fall, 1998 semester all students entering kindergarten, or 1st grade without attending kindergarten must provide documentation of having received 3 doses of hepatitis B vaccine. Please note that hepatitis B vaccine is now routinely recommended for all children beginning in infancy.

Every subsequent year the hepatitis B requirements will be extended by one grade level. It is the intent of the law that all students, regardless of age or circumstances, have received hepatitis B vaccine if they are in these grade levels. All children transferring from other school districts or other states; all students in these grade levels due to retention; and all students in transitional levels between these grades; are also required to have hepatitis B vaccine.

Students entering kindergarten and 7th grade in the Fall of 1998 will be required to have had two doses of hepatitis A vaccine, with the first dose on or after the second birthday and the second dose six to eighteen months later.

Students entering kindergarten the Fall, 1998 will be required to have had one dose of vermicelli (chickenpox) vaccine given on or after the first birthday, or a parent's statement of a history of the disease will be accepted.

Children following a medically approved schedule of completion of an immunization series may be allowed to attend school. However, the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunizations

that has been signed by a licensed physician or public health authority. This means that students who have not completed the hepatitis B vaccine series or any other vaccine series when the semester starts may attend school while completing the series.

Oklahoma's School Immunization Law allows exemptions to immunization for medical, religious or personal objectives. The exemption forms are available from the Oklahoma State Department of Health. Schools should maintain a supply of Certificate of Exemption forms for parents and guardians claiming an exemption from the immunization requirements for their children.

Lockers

Book lockers can be assigned for 5th & 6th grade students by the classroom teachers. Students are not to share lockers or change lockers without permission. Students are to purchase their own locks, and provide a spare key or copy of the combination to their homeroom teacher. Students should keep lockers locked for security purposes. The school will not be responsible for any items lost or stolen from unlocked lockers. Items are not to be glued or taped to the lockers inside or outside.

Lockdown drill

The school will conduct at least two lockdown drills per year.

Loitering

If anyone has legitimate business to transact in or about the buildings and has not made previous arrangements, that person should go to the office for assistance. No unauthorized visitors are allowed in buildings or on school grounds.

Lost and Found

All lost and found items should be taken to the office. Check with secretaries for items misplaced.

Medication

State law and Agra Schools procedures strictly govern the administration of medication during school hours and if the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

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

- A. student's name,
- B. name and strength of medication,
- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy, and
- F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
- B. time to be administered,
- C. whether the medication must be retained by student for self-administration,
- D. termination date for administering the medication, and
- E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

- A. The parent or guardian must provide to the school an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

E. 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.
- 3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication. (FFACA)

Meningitis Public Health Information

What is meningitis?

Meningitis is an inflammation of the tissues that cover the brain and spinal cord. Bacteria, viruses, or fungi may cause meningitis. Viral meningitis is the most common form of meningitis and is caused by an infection with one of several types of viruses. Meningococcal meningitis is caused by the bacteria *Neisseria meningitidis*, and causes a more severe disease that requires prompt treatment of the patient with antibiotics. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because antibiotics can prevent some types from spreading and infecting other people.

What are the symptoms of meningitis?

Symptoms may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. Since viral and bacterial meningitis often have similar symptoms, it is important to see a healthcare provider immediately if you or your child has these symptoms.

What causes meningitis and how is it spread?

Approximately 90% of viral meningitis cases are due to a group of common intestinal viruses called enteroviruses. These viruses are typically spread from person to person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental items. Viruses can be passed on to others beginning about three days after someone is infected until about 10 days after symptoms occur, although very few exposed persons develop meningitis. Bacterial meningitis can be caused by bacteria which are spread by direct contact with saliva or respiratory droplets from the nose and throat of an infected person.

How is meningitis diagnosed and treated?

It can be confirmed through lab tests performed on spinal fluid. There is no specific treatment for viral meningitis, most patients will recover on their own with rest and fluids, however health care providers will recommend medicine to relieve fever and headache. Antibiotics specific for the bacterial cause are used to treat bacterial meningitis.

Should people who have been around a person infected with meningitis receive any treatment?

Antibiotics are only recommended as a preventative measure for those persons who were in close contact and exposed to a case of meningitis caused by the bacteria *Neisseria meningitidis*. Casual contact are not at an increased risk of disease and do not need antibiotic.

How do you prevent meningitis?

Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash visibly soiled hands with soap and water, after using the toilet, after changing diapers, and before preparing and eating food. Use alcohol based hand gels when hands are not visibly soiled. In institutions, washing objects and surfaces with a diluted bleach solution is recommended. The routine recommended childhood vaccines protect children from some of the common causes of meningitis such as the Hib. These and other vaccines are available and are recommended for certain people at increased risk of complications from a bacterial infection such as the elderly or immunocompromised persons or people living in certain group settings.

For further information, call or visit on the World Wide Web at <http://ads.health.ok.gov> or by calling 405-271-4060.

Minute of Silence

Agra Public Schools in compliance with Senate Bill 815 will observe one minute of silence each day. Students may "reflect, meditate, pray or engage in other silent activity" that is not disruptive to the classroom. This will occur at the beginning of first hour each day.

Non-Discrimination Policy

Agra Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, age, or qualified disability in providing educational services, activities, and programs including vocational programs and career technology in accordance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries concerning application of the policy may be referred to the Board of Education, Agra Public Schools, Agra, OK 74824.

OKLAHOMA HONOR SOCIETY

Grades are calculated over the first semester of the current school year and the second semester of the past school for 5th & 6th graders. The scholastic and citizenship grades are compiled.

The upper 10% of the class are selected for Elementary School Honor Society. Students must maintain a 3.5 grade point average. The purpose of the Honor Society is to foster high standards of scholarship, service, and citizenship at the elementary school level. Students can be put on probation and/or removed from the Honor Society for behavior problems, a drop in academic progress, and/or any other reason deemed unethical or inappropriate by the Honor Society Sponsor.

Online Grading System

Grades will be available for viewing through our online grading system. Parents will be given a login and password in August. This login and password allows parents to view their student's assignments and grades for any class in which he or she is enrolled. Please contact the school office for information.

Parent/Teacher Conferences

Please see the school calendar for conference dates. All parents/guardians of elementary students should check with their teacher to schedule an appointment. It is important for open communication to occur between home and school for students to be successful. Therefore, our teachers can provide face-to-face conferences, email conferences, or phone conferences. We want to meet the scheduling needs of all families. Please contact your student's teacher for a conference procedure that best fits your families need.

School Colors/Emblems

School Colors School: Orange & Black

Sexual Harassment Policy

The Board of Education of Agra Public Schools forbids discrimination against, or harassment of any student or employee on basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students and employees including substitute teachers, non-employee volunteers, or anyone whose work is subject to the control of school personnel. The Board of Education authorizes the Superintendent to develop procedures for implementation of this policy. Any student found to have engaged in the sexual harassment of other students or employees shall be subject to the appropriate punishment subject to the applicable procedural and due process requirements. Examples of sexual harassment may include but are not limited to the following examples: cursing or profanity, obscene gestures, writing sexually oriented statements to or about others, "off color" jokes, or any acts of a sexually oriented nature that may be offensive to another person.

Special Education

Students with disabilities who are residents of Oklahoma have available to them a free appropriate public education as mandated by the Individuals with Disabilities Education Act (IDEA), P.L. 101-476. Agra Schools has a comprehensive child identification district plan to identify, locate, and evaluate those children with disabilities, birth through 21 years of age, who are in need of special education and related services.

Tornado Drill Instructions

All classes should go to their assigned areas as practiced and instructed by their teachers. Students should proceed in single file and stand closely together once they arrive. Students will not be dismissed to parents/guardians during an active tornado warning. Parents/guardians are welcome to stay with students in the shelter until the warning has passed. Once the warning has passed, students may leave with their guardian after they have been checked out at the office.

Visitors

NO VISITORS will be allowed to attend classes with an Agra Public Schools student. Only persons with approved business at the school or parents will be allowed in the building. A visitor must check in the main office, obtain a visitor's pass, and leave promptly after business is transacted. Teachers are not to allow any visitor into their classroom without proper authorization from the office.

****COVID-19 CHANGES – At this time, no parent/guardian will be allowed in classrooms. This is to protect our students and staff as much as possible.**

The superintendent or principal of any school shall have the authority to order any persons out of the school building and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business, school activities, and/or school classes. Any person who refuses to leave the school building or grounds after being ordered to do so by the superintendent or principal, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$500.00 or by imprisonment in the county jail for not more than 90 days, or by both such fine and imprisonment.

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months.

Philosophy & Academic Information

Our democratic form of government and our way of life depend entirely upon how well the public schools do the job of educating our boys and girls and training them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal. Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's constitution; therefore, our function in the Agra Public Schools is to provide the opportunity for each student to develop the skills and attitudes, which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, spiritual enrichment, and social competence.

The school will take its place beside the home and the church in helping each child establish standards by which he or she may live and develop those qualities and attitudes that will enrich and strengthen his or her life.

District Outcomes & Educational Goals

It is the goal of the Agra Board of Education that, as graduates of Agra Public Schools, each individual will be:

- * Positive community contributors and responsible, integrated citizens
- * Self-directed learners with fundamental academic skills
- * Problem solvers with survival skills
- * Effective communicators
- * Quality and goal-oriented performers/producers
- * Cooperative learner/workers

Students who are absent for any part of the day or all day for ten consecutive days without any valid reason will be dropped from the roll. This could include a student being absent from one period per day for ten consecutive days. Upon being dropped from the roll, students will be reported as truant to both the District Attorney and the Department of Transportation. If a student is withdrawn by the administration for non-attendance, that student will not be permitted to re-enroll without a parent conference and proof of residency.

Eligibility

The Oklahoma Secondary Schools Activities Associations Eligibility Policy will be enforced for participation and attendance at all extracurricular activities (this includes assemblies, concerts, ballgames, dances, vocational activities, etc.) for each student. A student must be in attendance 90% of the time to be eligible to participate in any school sponsored extracurricular activity.

Academic eligibility for the following week will be determined each Monday and will be based on grades through Sunday of the previous week. If a student receives a failing grade in any class, that student is declared to be on academic probation. When a student receives a failing grade for a second consecutive week, regardless of which class, the student is declared to be academically ineligible. Said student will remain ineligible for participation in extracurricular activities until he or she is passing all classes. **THE INELIGIBILITY PERIOD WILL BEGIN ON MONDAY AND END ON SUNDAY.**

Grading

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

S Satisfactory

U Unsatisfactory (failure)

*Parents may access student grades online. Login and password information will be distributed in September.

School Protection Act

It is a misdemeanor for anyone 18 or over to intentionally make a false accusation of criminal activity against a school employee to law enforcement officials or school district officials. The act authorizes the Court to impose sanctions on any student between 7 and 17 years of age who acts with specific intent in making a false accusation of criminal activity against an education employee to law enforcement or school officials. The act authorizes a court to award attorneys' fees to the prevailing party in a civil lawsuit brought against a school district.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent.

Make – Up Work

It is the responsibility of the student to make up any work missed during an unexcused or excused absence. For an absence, the student will be given one (1) day for each day he/she was absent to make up work that was missed, UNLESS he/she knew in advance that the work was due on the day of the absence. For excused absences, the student will receive credit for their work. For students participating in activities, if they are going to be gone from school, they are required to pick up their work prior to the absence. The work must be turned in upon return to the school.

All assignments made on the day the student is absent must be turned in according to the following policy: When a student returns to school, he/she will have time equivalent to his/her absence to make up work missed during the absence.

Tardy Policy

A student is tardy who is not with his/her class when the bell rings at 7:50A.M. A tardy slip will be given to the student from the office. Each 3 tardies will constitute one unexcused absence from that class. (3 tardies = 1 unexcused absence) Excessive tardies will result in disciplinary action.

All final decisions on attendance will be left to the discretion of the Principal.

Agra Elementary School Rules

This student handbook is composed of most of the rules and regulations that students will need to know while attending Agra Elementary school. However, it does not include every rule, regulation, qualification, or other relevant information of the district or building policies. Agra Elementary School will not waive student's responsibilities simply because a state regulation, district, or building policy is not included in this handbook. It is the parents'/guardians' responsibility to know the rules that their

child must live by in this school. Each teacher and administrator will strictly enforce all school rules. Students and/or parents wishing to see the policies and standards for the school district may view a copy of these documents in the principal's office.

Bullying and Harassment

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.
2. "Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.
3. "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

Bus Conduct

Students who ride the bus to and /or from school or on school activity trips must observe the following safety rules.

1. Be on time.
2. Observe safety practices (check traffic both ways before boarding or departing the bus).
3. Keep hands inside the bus.
4. Stay seated at all times.
5. Place trash in the proper place.
6. No loud, disruptive behavior.
7. Do not leave items on the bus. The driver is not responsible for lost or stolen items.
8. Do not throw objects on, or out of the bus.
9. In case of an emergency, remain on the bus unless the driver instructs you otherwise.
10. Be courteous.

Care of School Property

Students of Agra Elementary School should take great pride in buildings and equipment. Others will follow in the use of the same buildings and equipment, and those that follow will appreciate the care that has been given their school. All students should guard against marking on buildings, desks, and equipment. You are urged to cooperate to the maximum with the custodians in keeping the buildings and grounds clean. Food and/or drinks are prohibited in the classrooms, with exception for special occasions.

Cheating

Students are encouraged to do their best on all assignments and tests. Students caught cheating may be given a zero for the test/daily work and may forfeit their right to make up the work. Teachers, Parents,

and Administrators should communicate to insure the best possible testing and work habits for our students.

More specifically, cheating involves, but is not limited to the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, them, book report, term paper, or notebook (unless allowed to do so by teacher).
3. To plagiarize – plagiarism means using another person's idea, expression of words without giving the original author credit.
4. To prepare for cheating in advance. Such action involves (1) having in your possession a copy of a test or assignment to be given or having been given by a teacher, (2) using the textbook or notes during a test or examination, (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher (such as no turning around in seat, raise hand to ask questions, clear your desk, etc.)
6. To furnish to another student information which can be used to cheat.
7. Grade tampering of any kind.

Conduct at Athletic Events

1. Focus on the game and supporting our team, not on harassment of opposing players.
2. Be enthusiastic, but do not lose control.
3. Stay off the floor/field during the contest.
4. Sit on the bleachers, not on the floor.
5. When an opposing player is hurt, do not make fun of him/her.
6. Be respectful of the National Anthem or flag salute. Do not sing off key, move, or talk to others.
7. Remember, Eagles are gracious in defeat, as well as in victory.
8. Respect decisions made by contest officials.
9. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs. Signs and praise should not demean or antagonize opponents.
10. Recognize outstanding performances on either side of the playing field.
11. Maintain enthusiasm and composure, serving as a role model.

Conduct at Off – Campus Events

Students at school – sponsored or authorized off – campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Students may be disciplined for off campus misconduct when such misconduct has an adverse effect upon school operation, school personnel, school property and the well-being or safety of students.

Corporal Punishment

The District recognizes corporal punishment as a means of discipline. However, corporal punishment shall be used only as a last resort and only after other reasonable corrective measures have been used without success. Corporal punishment may be administered only after consultation with the principal or the principal's designee and the parent or guardian, and with the approval of the parent or guardian, and only in the presence of another certified employee. Corporal punishment shall only be administered

in the principal's office or another location where some degree of privacy exists. Other than corporal punishment, employees shall not use physical force against a student unless such force is reasonably necessary for the employee's self-defense, for the preservation of order, for the protection of others, or for the protection of property of another person or the District.

Defiance

Student acts of defiance to school personnel could result in in-school or suspension out of school.

Derogatory Language

Derogatory racial, ethnic, profane, indecent or sexual language, verbal or non-verbal, intended to offend or abuse, IS NOT ALLOWED and will be dealt with on a case by case situation.

Discipline Policy

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school.

Oklahoma State Law (70-6-114) gives the teacher the same rights as parents to control and discipline such a child according to local policies. The following schedule is an aid to them in control and discipline. However, every possible incident cannot be spelled out. Therefore, teachers may discipline or control incidents not covered by the policy in a responsible manner that they deem necessary at the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district. Teachers shall enforce this policy in a reasonable manner.

Infractions	Minimum Action	Maximum Action
1. Unexcused tardiness	Refer to Attendance Policy -----	
2. Disruption of class or assembly	School Conference Parent Conference	Suspension
3. Lunchroom misconduct	School Conference Parent Conference	Suspension
4. Bus/playground misconduct	Refer to Bus Conduct Policy -----	
5. Incomplete class work	School Conference Parent Conference	In School Suspension
6. Truancy	Refer to Attendance Policy-----	
7. Tobacco on grounds School	Conference Parent Conference	Suspension
8. Drugs or Alcohol Possession	Parent Conference	Suspension
9. Theft	Parent Conference	Suspension
10. Assault-physical or verbal	Parent Conference	Suspension
11. Fighting	Parent Conference	Suspension
12. Destruction of property, vandalism	Parent Conference	Suspension
13. Threats/Harassment	School Conference Parent Conference	Suspension
14. Refusal to obey school officials	School Conference Parent Conference	Suspension

- | | |
|---|---------------------------------------|
| 15. Possession of weapons or other items with the potential to cause harm | Suspension |
| 16. Vapes or Liquid of any type | Conference with Parents
Suspension |

Numbers 8, 9, 10, 12, 13, 15, and 16 may require counseling and rehabilitative efforts before reinstated in school programs and may require notification of legal authorities.

Other possible corrective actions include warning students that continued infraction may result in more severe consequences, removing students from class, alternative placements, financial restitution, if necessary, and referral to social agencies, if appropriate. The administration may impose punishment that would prevent a student from participation in and attendance at extracurricular activities. In addition, student discipline consequences may include an inability to participate in a class trip.

Suspension alternatives may include In School Detention (ISD) or out-of-school suspension. Refer to the Suspension Policy for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days).

On any infraction, all parties involved will be given the opportunity to express themselves.

Additionally, administrators and teachers shall have the authority to enforce other reasonable actions, which they find warranted by a situation not covered in the discipline policy.

Dress Code

The Agra School District has established a code to govern dress in the school. The District recognizes the right of student expression in the manner of dress. Students have the right to choose their own grooming and clothing styles, provided that such apparel is not disruptive to learning or discipline. Community standards of health, safety, and morality shall not be violated nor shall the style of dress disrupt the learning climate of the school.

In choosing school attire, students and parents should give strong consideration to the effect such attire will have upon other students in the school. Footwear must be worn. The wearing of the following apparel is prohibited:

1. Shorts and skirts that do not extend to the finger tips with student standing and arms hanging by their side;
2. Leggings and/or tights must be covered by apparel that meets the standard listed above.
3. Tank tops less than two (2) inches wide;
4. Clothing that reveals the chest or midriff, such as net shirts and undershirts; see-through blouses, halters and tube tops;
5. Gang dress, such as bandannas and other gang associated symbols or colors / Clothes or jewelry which display gang/cult identifications;
6. Satanic cult dress and related symbols;
7. T-shirts, sweatshirts and other clothing with profanity or suggestive slogans or slogans related to the purchase and use of tobacco, drugs, alcohol, sex and violence;
8. T-shirts, sweatshirts and other clothing with double meanings which could be interpreted as vulgar or crude;
9. Obscene, vulgar or excessive jewelry;
10. Long chains;
11. Caps, hats or head coverings of any kind worn inside the building;

12. Torn, cut-up or slit clothing that is revealing or too excessive;
13. Pajama-type or bedtime wear or house shoes;
14. Spandex sportswear pants or shorts;
15. Jeans, slacks or pants worn below the waistline (sagging);

This regulation prohibits the following:

1. Hair dyed an unnatural occurring color;
2. Sunglasses worn in the building;
3. Any type of body piercing deemed to be a distraction to the educational process. Ear piercings are allowed with regular post. (Ear rings with oversized posts, eyebrow rings, tongue rings and lip rings are prohibited)
4. Any other clothing, grooming or piercing deemed inappropriate by the administration.
5. Tattoos deemed inappropriate by the administration must be covered.

This dress code is subject to immediate revision by the administration at any time during the school year.

Extra Curricular Activity Dress Code

Each teacher/coach, who has the responsibility of taking students to represent Agra Schools in any type of activity, also has the right and responsibility to administer an appropriate "Dress Code". This shall be approved and coordinated by the Principal.

Hazing

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school related activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

In – School Detention

Students will be assigned to ISD as a disciplinary measure. A separate area in the elementary school has been designated as the ISD room and is monitored by the principal and office staff. Participation in extra-curricular activities while assigned to ISD will be at the discretion of the principal. Students will be expected to report to this area, upon assignment, at 7:50 a.m. and will be dismissed at 3:15 p.m. A lunch will be provided to the student from the school cafeteria. No outside food or drink is permitted. If a student is absent on days he/she is to serve in-school detention, he/she will serve the detention upon their return to school.

Internet

Students and parents will complete an Internet usage form prior to students being allowed to utilize the Internet at school. Using the internet is a privilege and this privilege can be taken away if a student uses this technology in any way deemed inappropriate by school staff.

Public Display of Affection

There should be no public display of affection between students while on or near school property, during school hours or while attending a school-sponsored activity. If such occurs, disciplinary actions may occur.

Search & Seizure Policy

It shall be the policy of the board that the superintendent, principal, and teacher shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. The superintendent, principal, or teacher may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments maybe subjected to searches at any item with or without reasonable suspicion. Students are not to use

any school area or property to contain any items that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student whenever the student consents to such a search. Consent will not be obtained through threats or coercion.

4. Authorized personnel conducting a search shall have the authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is the same sex as the person being searched.

6. Strip searches are forbidden. No clothing except cold weather garments will be removed before or during a search.

7. Items that may be seized during a lawful search – in addition to those mentioned in section 1 above – shall include, but not be limited to, any time, objects, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. A student suspended as a result of this regulation may appeal the suspension.

Smoking

Students are not allowed to use tobacco or have tobacco in their possession at school, school activities or on school property. Failure to comply will result in disciplinary action. This also applies to Vapes.

Staff-Student Communications

Student's parents or guardian will be given the opportunity to outline the method of staff-student communications outside of the school setting.

Staff Questioning of Students

Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way that does not unduly interfere with school activities. Students are expected to cooperate. Failure to do so could result in disciplinary action.

Principals and their designees shall determine when the necessity exists to contact law enforcement officers, when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior.

Substitutes

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher is subject to disciplinary action. The responsibility is on the student to treat a substitute with the respect and courtesy that is due all persons at Agra Elementary School.

Suspension of Students (Regulation)

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:

- * Violations of policy or regulations
- * Possession of an intoxicating beverage
- * Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities
- * Possession of a dangerous weapon or a controlled dangerous substance while or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act)
- * Possession of a firearm may result in out-of-school suspension of not less than one year
- * Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
- * Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun Free Schools Act which provides suspensions for up to one calendar year or longer.

3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.

4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular class room setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty.

5. Students suspended out-of-school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.

2. In-school placement. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal, and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.

3. Out-of-school suspension.

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the board of education. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

- B. If a student is suspended out-of-school for five (5) days or less, the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.

Appellate Procedures

Suspension Appeals Committee

A suspension appeals committee is hereby established which will consist of five (5) administrators or teachers or a combination thereof. The members of the committee shall be appointed by the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may be appealed to the board of education. The decision of the board of education shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final. NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

Telephone Use

The school phone must be kept open for school business. Students will not be allowed to use the phone except for emergencies or when given specific permission by the principal or school secretary. Parents or guardians who need to get a message to students may call the office and have that message sent to the student in between classes.

Vandalism

Students who vandalize the building or the contents within could be suspended and will pay for damages.

Weapons Policy

The possession or use of any weapon during the time a student is in attendance at Agra High School, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited. A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (*knives of any type or length are strictly prohibited), razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires projectiles (such as bullets or shells); explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy. A student who violates this weapon policy shall be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances.

Wellness Policy

Agra Public Schools recognizes that a link exists between nutrition, physical activity, and learning. The district wellness committee in conjunction with Senate Bill 1627 has adopted a school wellness policy that support student and staff wellness. Highlights of this policy include setting nutrition education

goals, setting physical activity goals which includes offering physical education to all students, establishing nutrition standards for all foods available on school campus during the school day which will always include foods that meet nutritional criteria except for 10 days that are set aside for "special occasions", setting goals of other school-based activities designed to promote student wellness, and setting goals for measurement and evaluation. Complete copy can be found on the school website.

Wireless Telecommunication Devices

In order to maintain a quiet and orderly learning environment, students may not use or turn on any electronic signaling device, or cellular telecommunications device during instructional time, passing periods or while in the school buildings. Agra Public Schools expects students to exercise due care and common courtesy when using cell phones during extracurricular time after receiving approval for such use. Any exceptions must be authorized and approved by the administration or supervising faculty member. Unauthorized use of a personal cell phone or other device to photograph or video during the school day is prohibited. Students may bring their cellular phones into the building (if they are turned off) so that they may store them in their lockers/backpacks. Agra Public Schools are not responsible for lost or stolen cellular phones. Electronic signaling devices include, but are not limited to, pocket, and all similar electronic paging devices, laser pointers, and any electronic device that could disrupt the educational setting or process. Cellular radio telecommunication devices include, but are not limited to, personal digital assistant devices, laptop computers, walkie-talkies, and devices that incorporate voice communication, texting capabilities, or can function as a cellular phone. The use of personal digital assistant devices and laptop computers for instructional purposes is generally permitted, but the administration and/or the classroom teacher, in their sole discretion, may limit or prohibit their use. Upon reasonable suspicion, the superintendent, principal, teacher, or staff shall have the authority to detain and search, or authorized the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Confiscated electronic telecommunication devices will be released only to a parent or guardian. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take "photographs" of any kind. Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, suspension, or a combination thereof. Disciplinary action will be left to the discretion of the principal.