

# **Eufaula Elementary School**

**1705 West JM Bailey Highway**

**Eufaula, OK 74432-0110**

**918-689-2682**



## **Administration**

**Kristel Hickman, Principal**

**Shasti James, Assistant Principal**

**Michelle Crandall, Counselor**

**Michelle Dalton, Special Services Director**

# **Student Handbook**

*for*

**Pre-K through Fifth grade**

**2022-2023**

# **EUFULA PUBLIC SCHOOLS**

## **Mission Statement**

The mission of Eufaula Public Schools is to provide a positive environment which will enable all students to be life-long learners and responsible, contributing citizens in an ever-changing global society.

*Our major goals for our students shall be the following:*

- Exhibit development of reading, communication, computational, scientific and technological skills commensurate with individual potential;
- Exhibit critical thinking, decision-making, and problem-solving skills;
- Exhibit an active interest in becoming a life-long learner;
- Exhibit a positive self-concept through valuing self and others.

### **Eufaula Board of Education**

Zone 1..... Martha Asher  
Zone 2..... Derrick Gray  
Zone 3..... Deserea Crawley  
Zone 4..... Jeff Pippenger  
Zone 5..... Janette Davis

Jeanette Smith, Superintendent .....	918-689-2152
Eufaula Elementary School .....	918-689-2682
Kristel Hickman, Principal .....	918-689-2682 ext 1301
Shasti James, Asst. Principal....	918-689-2682 ext 1320
Michelle Crandall, Counselor.....	918-689-2682 ext 1302
Michelle Dalton, Special Services..	918-689-2682 ext 1325
Laura Charles, Child Nutrition.....	918-689-2682 ext 1303
Tim Grider, Transportation Director....	918-689-0496

**Elementary Website: [es.eufaula.k12.ok.us](http://es.eufaula.k12.ok.us)**

The Purpose of this Handbook is to Provide Guidelines  
For Faculty, Students, and Parents  
on the Policies, Rules and General Information  
that govern the School Environment.

# TABLE OF CONTENTS

## **GENERAL INFORMATION.....page 1-5**

Mission Statement  
Board Members and Administrators  
School Calendar  
Elementary Staff  
School Hours/Daily Schedule  
Child Nutrition Program/Teacher Planning Times

## **INFORMATION TO KNOW.....page 6-23**

Attendance  
Bus Regulations  
Cell Phones  
Discipline/Behavior Expectations  
Suspension Policies/Appeals  
Dress Codes  
Emergency Drills  
End Of Day Instructions  
Enrollment  
Field Trips  
Make-Up Work  
Homework Request  
Inclement Weather  
Library Media Center Policy  
Medication/Illness  
Meningococcal Meningitis Notification  
Mommy Line  
Party Policies  
Personal Property  
Petition  
Physical Education (PE)  
Promotion/Retention  
Report Cards/Academic Progress

## **POLICIES.....page 23-35**

Asbestos  
Child Find Notice  
FERPA  
Counseling  
Student Immunizations  
Legal Notice  
Parent Volunteer  
Attendance  
Flags  
Internet Safety Policy  
Privacy At School  
Wireless Telecommunication Devices  
Title 1 Parent Rights  
Student Search  
Testing Program/Student Surveys

# School Hours

Students should not arrive earlier than 7:45 a.m. or remain on campus later than 3:30 p.m. unless they are participating in a supervised activity.

\* Our teachers are not required to be at school until 7:45 a.m.

Parents, guardians, and visitors MUST ENTER THE MAIN ENTRANCE OF THE SCHOOL as all doors are locked from the outside. You are required to check in with the office to receive a pass to visit with teachers at a scheduled appointment time during their plan hours or after school. Parents should not be in the hallway and are not allowed to walk their children to their classrooms. If you are checking your child out early or need to visit, he/she will be called to the office after you have signed in/out. The above procedures are designed for the safety and well-being of your child.

## Daily Schedule

7:45 - 8:05 a.m. Breakfast

7:55 - 8:10 a.m. Morning Recess

8:15 a.m. Tardy Bell

3:00 Pre-K Dismissal

3:15 p.m. K-5 Dismissal

**Tardies:** Students will be considered tardy after 8:15 a.m.

- Pre-K students are not allowed to be checked-in after 11:00 a.m.

**Early Outs:** Students being checked out before the last bell will have an 'early out' documented in their attendance record.

*(Refer to "Tardies/ Early Out" section in the Information to Review section for more information)*

**Recess:** Children will be taken outside for supervised recess as weather permits. Children should be dressed in appropriate attire for each season. Students must have a signed /dated doctor's note which explains the reasoning to stay inside.

**Closed Campus:** Eufaula Elementary policy states that students will not leave the school premises at any time during school hours without permission of the building principal or designee. If the parents/ guardians need an early release of their child due to an appointment or emergency, the parents must clear this with the school office.

Children should not be taken out of school early unless it is an emergency. Checking your child out early results in loss of his/her instruction time as well as disrupts the learning of other students in the classroom. Students cannot leave campus without a parental escort.

**Eufaula Elementary School**  
**Principal: Kristel Hickman**  
**Assistant Principal: Shasti James**  
**Counselor: Michelle Crandall**  
**2022-2023**

**Pre-Kindergarten Teachers:**

Sherry Rippy  
Sonya Proe

**Pre-Kindergarten**

**Assistants:**

Terry DeCassios  
Holly Taylor

**Kindergarten Teachers:**

**Planning: 9:05-9:55**

Abbiegail Coleman  
Cassidy Cooper  
Shannon Brown  
Tyler Snyder

**1st grade Teachers:**

**Planning: 9:55-10:45**

Bo Banfield  
Carmen Dufour  
Kimberly Galliton  
Tanika Lane  
Anne Morris

**2nd Grade Teachers:**

**Planning: 1:00-1:50**

Kerri Dunn  
Brandi Hansen  
Pam McDonald  
Jillian McLaughlin

**3rd Grade Teachers:**

**Planning: 1:50-2:40**

Kayla Eldridge  
Krystina Luna  
Lori McMahan

Brittany Runyon

**4th Grade Teachers:**

**Planning: 12:10-1:00**

Vanessa Gilley  
Jennifer Hayes  
Shalyn Johnston  
Nicole Pendley

**5th Grade Teachers:**

**Planning: 11:20-12:10**

Tami Cantrell  
Melinda Miller  
Mandy Powell  
Katie Stevens

**Special Services Director:**

Michelle Dalton

**Special Education**

**Teachers:**

Leah Adams  
Katessa Crase  
Shawna Davis - Speech  
Katie Gailey  
Kelsey Turner

**Title 1 Teachers:**

Brandi Bohannon  
Carol Campbell  
Christy Helms

**Music/PE Teachers**

**Planning: 8:15-9:05**

Mica Spena

Kassie Flinn

**Computer Lab/Art Lab**

**Assistants**

Liz Steele  
Brinda Taylor

**Nurse:**

Shirley Hopkins

**Media Specialist:**

Christy Cox

**ISP:**

Cassaundra Dan  
Bradley Campbell

**Office Staff:**

Laura Charles  
Bevela Pierce  
Barbara Saxion

**Teacher Assistants:**

Debbie Burke  
Geri Cozby  
MaKesha Chiles  
Traci Park  
Penny Pratt  
Jamie Tidwell  
Christina Fairchilds

**Custodians:**

Wayne Hearod  
Sheila Shaver  
Keeton Venson

## EPS Child Nutrition Program

Eufaula Public Schools participates in the National School Lunch and Breakfast Programs. Nutritious meals are served every day. Breakfast will be served from 7:45 a.m. to 8:05 a.m. daily. If for some reason a bus is late, the students will be serviced breakfast after they arrive.

Lunch will be served at the following times: (is subject to change)

<b>10:45-11:05 PK</b>
<b>11:10-11:30 KG</b>
<b>11:35-11:55 4th</b>
<b>11:45-12:05 1st</b>
<b>12:00- 12:20 3rd</b>
<b>12:25-12:45 2nd</b>
<b>12:35-12:55 5th</b>

Applications for free and reduced meals (breakfast/lunch) will be sent home with each student in the enrollment packet at the beginning of the school year. You may request an application at any time during the school year, especially if your household income changes during the year.

Student Breakfast:	\$1.10/ day
Student Lunch:	\$2.40/ day
Staff Breakfast:	\$2.10 / day
Staff Lunch:	\$3.25 /day
Visitor Breakfast	\$2.30 / day
Visitor Lunch	\$4.85 /day

## Teacher Planning Times

1:05-1:55	Pre-Kindergarten
9:20 - 10:05	Kindergarten
10:10 - 10:45	1st grade
1:40 - 2:25	2nd grade

2:25-3:10 3rd grade  
12:55 - 1:40 4th grade  
11:15-12:05 5th grade

## Information to Know:

### Attendance:

Students who attend school regularly learn more and are more successful in school. Parents who make regular school attendance a priority are helping their children learn to accept responsibility. Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school career. \* Refer to Attendance Policy for more information on page 28-29.

### Make-Up Work:

1. Students are required to complete all work missed as the result of any absence.
2. It is the student's/parent's responsibility to ask each teacher (in person or through email) for make-up assignments the first day the student returns from an absence.
3. It is the student's/parent's responsibility to check Google Classroom to access work posted during their absence.
4. Getting make-up work must be done at an appropriate time during the day. Classes should not be interrupted.
5. Students will have the same amount of time as their excused absence to complete and turn in make-up assignments. Assignments not turned in on time will be accepted at the instructor's discretion.

### Tardies:

Students have sufficient time to change classes without being tardy and students are expected to be to school on time. Students are tardy if they are not in their class when the tardy bell rings. Students will be assigned noon detention on their 3rd tardy of each semester and an additional noon detention per subsequent tardy. Students who are excessively tardy or early check-out without good reason may be assigned further discipline. Excessive tardies are considered four or more combined in a semester.

### BUS REGULATIONS:

1. Be on time at the bus stop, 3-5 minutes before the scheduled pick up time. Wait for the bus to come to a complete halt before trying to board. If you must cross a road, wait for your driver to signal you across with his hand. Always cross at least 10-feet in front of the bus. (approximately the length of one car)
2. After boarding the bus, you must remain in your seat until the bus reaches your designated stop. Any alternate stops must be approved in advance with the transportation office. Students are required to use the bus stop nearest their home.
3. When necessary, there could be at least three persons in a seat. The practice of saving seats for other students will not be allowed. Students must sit facing the front, backs against the back of the seat and feet touching the floor if possible. Feet are not to be in the bus seat at any time.
4. Any damage to bus fixtures or equipment must be paid for by students responsible for the damages.

5. Keep the aisles clear of items such as musical instruments, school projects, etc. If you must carry personal items on the bus with you, please hold them in your lap or store them under the seat.
6. At no time will a student put hands, head, or other parts of his body out the window. Students should not talk to others outside the bus. Do not be loud or boisterous on the bus. Excessive noise can distract the driver and could result in a serious accident.
7. Absolute quiet at all railroad crossings.
8. Do not throw any objects inside or outside the bus. This could obstruct the view of an oncoming vehicle and result in an accident or cause the driver to have to stop very suddenly, causing injury to passengers. This includes spitting.
9. Food or beverages may not be sold or consumed on the bus. Loose papers or food may cause a slippery hazard, or possible choking. This includes gum or candy.
10. Bus driver or monitor has the responsibility to correct any student on the bus for riding in a dangerous manner.
11. Students must have special permission (in advance) from an elementary principal for alternate transportation for school activities.
12. Students can be denied permission to ride a bus to and from school if they choose not to cooperate with the driver.
13. Fighting, abusive language/gestures, damaging school equipment, failure to cooperate with school personnel, and possession and/or use of drugs, alcohol, weapons, etc. are major violations that will result in automatic bus suspension. Parents must assume responsibility for the behavior of their children while riding the bus.
14. When bus riding privileges are suspended, the parent or legal guardian is responsible for transporting their child to and from school.
15. Bus suspension must be served in the consecutive days stated.
16. Drivers or monitors have the authority to enforce all bus rules.
17. Any student refusing to obey these rules will be reported to school authorities and may lose his/her riding privilege.

**Any complaints should be reported promptly to Transportation Services (918-689-0496).**

Students residing more than 1 mile from their home school are eligible to ride a bus.

**Cell Phones:**

We acknowledge some parents allow their children to use cell phones. Elementary students may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Students found to be using any electronic communications devices 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.

EPS is not responsible for theft, damages or loss of individual electronic devices. \*Refer to Wireless Telecommunications Devices.

**Offense**

1. Loss of phone privileges for the rest of the year and parent conference with Administrator
2. Up to 3 days In School Placement
3. Out of School Suspension

**Discipline/Behavior Expectations:**

Respectful communication, and cooperation between school and home is vital in developing self-discipline and appropriate behavior in students. Typically students are expected to behave in a manner that is consistent with societal standards. Please review the discipline plan as a family. Together we can create a safe learning environment for all students.

**Student Expectations:**

- Accepts consequences for own actions
- Avoids profanity and abusive language
- Creates a determination to do your best work until it is completed well
- Practices good manners
- Displays a sense of cooperation and respect for your classmates, teachers and school property
- Does not try to intimidate others (bullying) either by words or physical confrontation
- Exhibits self-control
- Manages time
- Resolves conflict without physical contact
- Sets and achieves goals
- Learn and obey rules for classrooms, playground, and bus
- Line up immediately when the bell rings
- Learn to listen when others are speaking

**Inappropriate behaviors will be addressed by the administration and teachers.**

Students who are unable to follow "Student Expectations" could receive various forms of consequences. Any form of consequence given is intended to help students gain personal boundaries and self-discipline. Students could receive, but are not limited to, the following consequences. Determination of consequence will rest with the teachers and/or principal.

1. Email, letter, phone call from teachers
2. Conference with parent
3. Referral to School Counselor
4. Noon detention (in teacher's classroom not going to recess)
5. In School Placement – school day separate environment
6. Excluded from extracurricular activities and field trips
7. Restriction of privileges
8. Corporal punishment (with agreement of both parent and principal)
9. Suspension
10. Referring students to appropriate social agency
11. Involvement of local authorities
12. Saturday School
13. Other disciplinary actions deemed appropriate by the principal

**Severe Behavior Problems:**

EPS considers certain behaviors to be severe disruptions to the teaching/learning process. Our students and teachers MUST feel safe at school. Disruptive behavior, including threats of violence, may be cause for disciplinary actions which will most likely include suspension. Therefore, these offenses will be dealt with at the discretion of the building principal.

1. Biting

2. Physical assault or fighting (hitting/ roughing)
3. Possession of a dangerous weapon
4. The use, possession, or sale of alcoholic substances, narcotics, or other drugs
5. Stealing
6. Destruction of property
7. Truancy (leaving school grounds without permission)
8. Assault/battery against school personnel
9. Continuous disruptive behavior

**Disciplinary Reports:**

When students get into trouble at school or at school-sponsored activities, a disciplinary report will be filled out on the student or students. These reports will be kept on file in the principal's office.

**Gun-Free Student Suspension Policy:** It is the policy of the Eufaula School District that any student who is determined to have brought a weapon to school under the jurisdiction of the school district shall be suspended from school for a period of not less than one year. Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the school district. Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities. It is the policy of this school district to refer to the appropriate criminal justice juvenile delinquency system for any student who has violated this policy.

**Knives:** No knives of any kind or size are allowed on the school campus.

**Racial/Ethnic Incidents:** The use of terms, signs, or signals that are inappropriate racial or ethnic usage, determined by the school, will be considered as such and will be dealt with in a disciplinary action.

**Indecent Actions:** Any acts, expressions, comments, or other actions, either written or expressed, that are considered indecent, threatening, and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

**Disciplinary Action for Possession of Drugs or Alcohol:** The first offense for possession or use of a dangerous controlled substance as defined by the Oklahoma statutes shall include a conference, called by the principal and a levying of a ten school day suspension if this action is deemed justified by the principal or his/her designee. When circumstances allow, the conference will involve the principal, a parent or guardian, and the student's counselor. The second offense shall involve the same procedure as described above with a 20 school day suspension. The third offense shall involve the same procedure as described above with a suspension for the remainder of the current semester and the succeeding semester. The same shall apply to being under the influence of such substance while on school campus or at school activities, even though it may have been consumed or used off campus. The amount of suspension an offense as mentioned above related to alcoholic beverages can be half that for controlled substances.

**Disciplinary Action for Distribution:** Any student guilty of actually distributing contraband will be suspended for the maximum allowed by law (2 semesters) and reports to the JSU, police, district attorney, and any other appropriate law enforcement agency will be made and charges filed. Students who possess, try to distribute, or distribute contraband materials (even though it may not actually be such) may face a penalty half that for an offense that actually involves contraband (controlled dangerous substances).

**Disciplinary Action with Intent to Distribute:** Intent to distribute will be determined by the quantity of contraband in

a student's possession. Generally, if a student has in his/her possession more contraband than that student could normally be expected to use, the intent to distribute will be assumed by the school. The first offense for intent to distribute will be punishable by suspension from school for 90 school days or for the remainder of the current semester, whichever is greater, and the loss of all school credits being earned during the current semester and during the ensuing semester if the suspension carries over to the ensuing semester.

**Education Plan for Suspended Students:** Students who receive out-of-school suspension for more than 5 days will receive an education plan for core subjects the student is enrolled in. The work will be consistent with *State Adopted* objectives for successful completion of competency in the core area.

**Student Suspension:** The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out of school" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and all other offenses. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein. Any student subjected to an out-of-school suspension may also be referred to the First Offenders Program of the McIntosh County Juvenile Services Unit, or their counseling program. Reference to "parent" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

**Behavior or Conduct which may result in Student Suspension:** Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the district for: violation of a school regulation; immorality; adjudication as a delinquent for an offense that is not a violent offense; possession of an intoxicating beverage, low-point beer; possession of missing or stolen property; possession of a dangerous weapon or a controlled dangerous substance; possession of a firearm. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requires an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma School Law regarding student suspension and applicable Oklahoma Criminal Law distinguishing between violent and nonviolent offenses.

**District's Obligation:** Before the district, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. Students identified as disabled under the Individuals With Disabilities Education Act or Sec. 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom require additional procedural considerations.

**Pre-Out-of-School Suspension Conferences:** When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal shall conduct an informal conference with the student. At the conference with the student, the principal shall discuss the conduct of the student which is a violation of the policy, rule, or regulation. The student shall be given a full opportunity to explain and discuss his/her conduct. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension. The principal shall attempt to notify the parent by phone and will notify in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent unless their presence disrupts the safe environment of the school.

**Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:** A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, school property, or a continued substantial disruption of the educational process. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

**Out-of-School Suspension:** An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of 10 school days. A short-term out-of-school suspension shall be a period of ten or fewer school days. In no event will an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the school district's Gun Free School Policy. Out-of-school suspensions should have a definite commencement and ending date. Out-of-school suspensions shall include an Individualized Plan for out-of-school suspension, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The Plan shall provide for the core units in which the student was enrolled. A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into the school.

**Records and Reports:** The principal will keep written records of each out-of-school suspension. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the plan.

**In-School Placement:** In-school placement will be used as an alternative method of discipline for certain offenses at the discretion of the principal. When a student is placed in in-school placement, he/she will: report to the placement room immediately after arriving at school; take their breaks at different times from those regularly scheduled and only when permission has been obtained; eat lunch at a time different from the rest of the student body; study or work on assignments sent to the student by his/her regular teacher; remain in the suspension room until released by the principal after the dismissal bell in the afternoon; not be allowed to attend or participate in extracurricular activities. Defacing or damaging school property while in ISP will result in out-of-school suspension. Any misbehavior, talking, or failure to do assigned work will result in strict disciplinary action. Failure to complete in-school placement or follow regulations of such will result in out-of-school suspension. Students in ISP will receive credit for any work in the regular classroom completed, but students on OSS will not receive credit for any work during the duration of the suspension. Suspended students may not be on school property or attending school activities until readmitted to class.

**Short-Term Out-of-School Suspensions:** The Board of Education recognizes that student out-of-school suspensions of ten or fewer school days (short-term) involve less stigma and require less formal due process procedures than are required for out-of-school suspensions greater than ten days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved for the district's discretion.

**Right of Appeal:** A student who has been suspended out-of-school for a period of ten or fewer school days is entitled to all pre-appeal rights presently accorded by school district policy

to students who have been suspended for a period of greater than ten school days. A student who has been given a short-term out-of-school suspension and that student's parents have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting the appeal.

**Method of Appeal to a Committee:** An appeal can be presented by completing and returning an appeal request form (available in the superintendent's office) to the superintendent within two school days after receiving the out-of-school suspension decision of the principal. If a completed appeal request form is not received in two school days after the principal's decision is received by the parent or student, the principal's decision will be final. Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

**Hearing the Appeal:** The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday. Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools. The decision of the committee shall be final and non-appealable.

**Long-Term Out-Of-School Suspensions in Excess of Ten Days:** *Right of Appeal:* A parent or the student may appeal the out-of-school suspension decision of the principal to a committee of school persons and the Board of Education. At the student and/or parent or guardian's option, the appeal may be made directly to the Board of Education.

**Method of Appeal to a Committee:** An appeal to a committee can be requested by letter to the superintendent, which must be received within two days after the principal's out-of-school suspension decision is received by the student, or by his/her parents.

The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee can be authorized. If the superintendent determines that the period of out-of-school suspension is greater than 10 school days, the procedures applicable to long-term out-of-school suspensions must be followed. Out-of-school suspensions shall include an Individualized Plan for Out-of-School Suspension, which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plans shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The Plan shall provide for the core units in which the student is enrolled. A copy of the Plan shall be provided to the student or parent/guardian. The parent/guardian shall be responsible for provision of a supervised, structured environment in

which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

**Hearing the Appeal:** The Superintendent of Schools shall appoint a review committee of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee.

No administrator, counselor, or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in class for the current school term. The superintendent shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday.

Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing.

The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party 24 hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student.

The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the superintendent. When a committee hears an appeal for a long-term suspension, the student and parent or guardian may appeal an adverse decision to the Board of Education. If no appeal is received within two calendar days after the committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

**Method of Appeal to the Board of Education:** An appeal can be requested by letter to the superintendent or to the clerk of the Board of Education. If no appeal is received within two days after the decision of the committee is received by the parent or student, the decision of the committee will be final. A direct appeal to the Board of Education required the student and parent/guardian to file a written request for appeal within two days of the principal's decision.

**Hearing the Appeal:** The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents.

**Procedure for Student Out-of-School Suspension Review Hearing Before the Board of Education:** The Board President should: Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating his/her name. Ask whether the parents/student wish the hearing to be open to the public or executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/students request a closed hearing, a motion to go into executive session per their request should be made and voted on. The Board President should advise the parents/student that they are entitled to legal counsel, if they desire it; that the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given the opportunity to cross-examine; that the parents/student will be given an opportunity to call any relevant witnesses and present any relevant evidence that they may wish, subject to cross-examination by legal counsel for the administration; that the Board will consider the evidence and documents and reach a decision that will

be recorded by vote in open session; and that the parents/student may ask any questions about the procedure. Following the presentation of above, all administration witnesses and documents should be presented subject to cross-examination. Parents/students may call any witnesses and present any documents subject to cross-examination. After each witness is presented, school board members may ask the witness any questions. Parents/student's closing statement. Administration's closing statement. Deliberation in private. Return to the open session and vote. After adopting a motion making certain findings of fact, the Board must make a motion to affirm or revoke the out-of-school suspension.

**Out-of-School Suspension or Disciplinary Removal of Children with Disabilities:** This policy applies to the out-of-school suspension or other disciplinary removal from the classroom of a child with a disability. Disciplinary removal refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the school district for a prescribed course of education. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in Section 202 of the Controlled Substances Act 21 U.S.C. 812(c). Illegal drug means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health professional, or any other authority under the Controlled Substances Act or any other provision of federal law. Substantial evidence means beyond a preponderance of the evidence. Weapon means a dangerous weapon as defined by 18 U.S.C.930(g)(2), specifically, a weapon, device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

**Short Term:** The school district may suspend out-of-school or implement a disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability. The school district will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The school district will notify the child's parents of the disciplinary action and all applicable procedural safeguards under state and federal law, and school district policy as soon as possible after the decision to take disciplinary action is taken.

**Long Term:** The school district may implement the disciplinary removal of a child with a disability to an interim alternative setting for a period of 45 calendar days or less if the child: (a). Carries a weapon to school or to a school function under the school's jurisdiction; or (b). Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the school district's jurisdiction. The child's individualized education plan or accommodation plan team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the school district places the child will: (a). Be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current I.E.P., that will enable the child to meet his/her I.E.P. goals; and (b). Include services and modifications designed to address the behavior that led to the placement change so that the behavior does not recur. The school district will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and school district policy as soon as possible after the decision to take disciplinary action is made.

**Process for Implementing a Long-Term Out-of-School Suspension or Disciplinary Removal:**

No more than ten days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten school days or when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten school days during the school year, the school district will convene a meeting of the student's I.E.P. team. The team will: (a). Conduct a functional behavioral assessment of the child and decide if a behavioral intervention plan is necessary, or (b). If the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior, and (c). Make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

**Making a Manifestation Determination:** If the I.E.P. team determines that the behavior subject to disciplinary action is a manifestation of the child's disability, then the school district cannot suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the I.E.P. team determines that the behavior subject to disciplinary action is not a manifestation of the child's disability, then the school district may suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior. The I.E.P. team may determine that the child's behavior was not a manifestation of his/her disability only if the team: First considers as to the behavior subject to disciplinary action, all relevant information, including evaluation and diagnostic results, including results or other relevant information supplied by the child's parents; observations of the child; and the child's I.E.P. placement, and then determines that: as to the behavior subject to disciplinary action, the child's I.E.P. placement was appropriate; the special education services, supplementary aids and services, and behavior intervention strategies were provided in compliance with the child's I.E.P.; the child's disability did not impair his/her ability to understand the impact and consequences of the behavior subject to disciplinary action; and the child's disability did not impair his/her ability to control the behavior subject to disciplinary action. If the I.E.P. team determines that the child cannot be suspended out-of-school or a disciplinary removal implemented as discipline for the behavior, it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons. School district personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

**Continuing Educational Services:** The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with a disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability. The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his/her disability. The child's I.E.P. team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the school district's policy and procedures for out-of-school suspension of children with disabilities.

**Stay Put:** If a child's parent disagrees with the I.E.P. placement team's determination that the child's behavior was not a manifestation of his/her disability or with any decision regarding placement, the parent may request a due process hearing. The school district will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the school district has demonstrated that the child's behavior was not a manifestation of his/her disability. When a parent requests a due process hearing regarding the school district's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense, an interim alternative education setting imposed by a hearing officer, or the team's manifestation determination, the child will remain in the interim alternative setting pending the hearing officer's decision or until the expiration of the time period identified for that placement (up to 45 calendar days), whichever occurs first, unless the parent and the school district agree otherwise. If a child is placed by the school district in an interim alternative educational setting for a drug or weapon offense or imposed by a hearing officer and school district personnel propose to change the child's placement after expiration of the placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement, unless the following exemption applies: if the school district personnel maintain that it is dangerous for the child to be in current placement during the pendency of the due process proceedings, the school district may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative setting or in another appropriate placement, the hearing officer will use the standard identified in Section 9.

**Emergency Disciplinary Removal:** The school district may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days.

To enter such an order, the hearing officer must determine that the school district has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in an injury to the child or others, and will also: (a). Consider the appropriateness of the child's current placement; (b). Consider whether the school district has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and services; and (c). Determine that the interim alternative educational setting meets the standards identified in Section 4.

#### **Dress Code:**

To maintain a setting that is conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner which is appropriate for school and school activities. We certainly want any visitor to our campus to leave with a good impression of our school. When school officials feel a student is not dressed in an appropriate manner, the parents will be contacted to pick up the child and correct the situation.

The principal will have the responsibility of determining what is or is not appropriate dress for the school setting and his/her decision will be final. Teachers who find a student's mode of dress offensive will send the student to the principal's office.

The following are not permitted as appropriate attire:

1. Sunglasses in the building, unless prescription
2. Caps, hats, or other head covering are not to be worn in the school building during school hours;
3. Shoes are required at all times
4. Clothing that has obscene, vulgar, profane, lewd, or sexually suggested words or gestures, or depictions that sponsor or promote items not permitted on school property.
5. Bare midriff, strapless, or see-thru garments
6. Clothing with holes by design or accident that would draw undue attention, be considered inappropriate or interfere with the educational process
7. Skirts, dresses, shorts, etc. must be of a modest length
8. All clothing will be worn in an appropriate manner, at a level that does not expose undergarments
9. Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate.

#### **Emergency Drills:**

**Fire Drills:** The following procedures are to be followed in case of fire or fire drill. First, wait for instructions from your teacher and then move to the assigned exit. Exits will be posted in each individual classroom. Students are asked to walk, not run, from rooms. Leave books and materials in rooms. All students are to remain with their teacher until the all-clear signal is given. Signals for fire or fire drills will be a series of short rings repeated twice. The all-clear signal will consist of a continuous ringing of the bell for 15 seconds.

**Tornado Drills:** The signal for a tornado drill or alert will consist of a continuous ringing of the bell for at least 30 seconds. Students are to proceed to the safe room in their area in an orderly fashion. Students should remain quiet and attentive in order to listen for any further instructions. All-clear signal will be three short rings.

#### **End of Day Instructions:**

When parents call to change their child's method of travel home, the office staff writes it on the teachers "End of Day Instructions." Teachers will receive their "End of Day Instructions" at 2:00 p.m. each day.

*To ensure the receipt of the correct information, parents/guardians will need to notify the office before 2:00 p.m. of any changes in the child/children's normal routine home.*

**Pre-K through 2nd grade students must have a parent note or phone call to make any changes to their normal method of transportation home.**

**Enrollment:**

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". These requirements are as follows:

1. Pre-K must be 4 on or before Sept. 1 and a kindergarten child must have attained the age of five years on or before September 1<sup>st</sup>.
2. A birth certificate or hospital record must be presented at the time of enrollment.
3. An immunization record.
4. A copy of a social security card.
5. A copy of CDIB (front & back) if a student has one.
6. Proof of residency to insure student lives in the Eufaula School District.
  - i. Lease/deed
  - ii. Utility bill (i.e. electric, water, or gas)
  - iii. Residency affidavit (form located in elementary office that **must be notarized**)

It is the parent's responsibility to be present on enrollment day to sign all enrollment forms and documents.

**Field Trips:**

**Activity Trip Transportation:** Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents/guardians requesting an exception for the return trip must be present at the event and prior to the trip must have checked out their child with the elementary office. The office personnel will provide parents/guardians with a release statement to give teachers at the event.

**Make-Up Work:**

1. Students are required to complete all work missed as the result of any absence.
2. It is the student's/parent's responsibility to ask each teacher (in person or through email) for make-up assignments the first day the student returns from an absence.
3. It is the student's/parent's responsibility to check Google Classroom to access work posted during their absence.
4. Getting make-up work must be done at an appropriate time during the day. Classes should not be interrupted.
5. Students will have the same amount of time as their excused absence to complete and turn in make-up assignments. Assignments not turned in on time will be accepted at the instructor's discretion.

**Homework Request:**

In the event that your child is absent from school you can call the office for a homework request. If you call the office before 10:00 a.m. requesting homework, the teachers will do their best to have it ready for you in the office by 3:00 p.m. If you call the office to request homework after 10:00 a.m., please visit the office on the next school day to pick up missed work.

**Inclement Weather:**

In the event it becomes necessary to cancel school for hazardous weather conditions or other reasons, the closing

will be announced on the following television, radio stations, E Notes, elementary Facebook page and our automated calling system.

Tulsa Television Channels

KJRH – CHANNEL 2      KOTV – CHANNEL      KTUL – CHANNEL 8

Area Radio Station

KCES 102.5 FM EUFAULA

### **Library Media Center Policy:**

The library media center is on a flexible schedule that allows students to come in at any time during the school day to check out and return books. The media center will also be open before school.

Kindergarten through first grade students may check out one book at a time. Second through fifth grade students may check out two books and a periodical (magazine). This allows each student to have an Accelerated Reader book and a book of their choice at all times.

Each book and periodical may be checked out for two weeks. After this time, the material becomes overdue. Students may bring a book to the library for renewal when it becomes overdue. Renewal will only be possible if the book is not on hold for another patron.

There will be no fine charged for overdue books, however, a student may not check out another book or periodical until the overdue book is returned.

Any student who loses a book or magazine must pay to replace the material. If a book is damaged, yet can be repaired and still used, the student will pay half the price of the material as a fine. If the material is damaged beyond repair, the student must pay to replace it. The media center cannot return damaged materials to students who pay for them.

All library holdings are school property. The cost is for replacing the material.

Books in the media center are selected by our Board approved "Selection Policy". The media center supports the right to read and has an obligation to ensure equal access to information for all students.

### **Immunizations:**

Students are required to have received 5 doses of DTP/DTaP/Td (unless the fourth dose of DTP/DTaP was received after the fourth birthday); 4 doses of polio vaccine (unless the third dose was received after the fourth birthday); 3 Hepatitis B; 2 MMR; 2 Hepatitis A; and 1 Varicella (chickenpox) or a parent's statement of a history of this disease.

### **Medications/Illness:**

If possible, all medications should be given at home. The school nurse and/or designated school staff can administer medications when this is not possible. However, to ensure the safety of all students, the following requirements must be followed:

1. A *Medication Request and Release* form must be completed and signed by the parent/guardian on any medication, prescription or over-the-counter (OTC). This form is available in the Nurse's Office, and on the school's website. This form will be kept on file in the student's health file. Medications will not be administered without this form. One form for each medication/treatment given is required. This form is to be renewed each school year.
2. A written record will be kept with the student's name, name of medication, and date and time medication is taken.
3. For all students' safety, it is required that the parent/guardian bring and pick up medications.

#### ***No medications will be sent home with the student.***

4. Prescription medications must be brought to school in the original pharmacy container properly labeled with the student's name, name of medication, dosage and special instructions, and date and time the medication is to be administered. Parents may request that the pharmacist dispense a separate labeled container for the school.

5. Over-the-counter (OTC) medications must be in a new, unopened, container. Any OTC

Medication, which is not designated on the label as appropriate for the child's age will not be given without written physician approval.

6. Medications **will not** be accepted in envelopes, plastic bags, or any other form not listed above.
7. Students requiring self-administration of medications for anaphylaxis (life-threatening allergies), asthma and/or diabetes may be allowed to do so according to the following requirements:
  - a. *Medication Request and Release Form* completed by parent and physician.
  - b. Parent acknowledges the student is capable of, and has been instructed in the proper method of self-administration of medication and/or treatment.
  - c. Student will inform a teacher, school nurse, principal, coach, or other designated school personnel when such medication and/or treatment are used while at school.
  - d. Students will not share their medications with other students.
  - e. The Eufaula Public Schools and its employees shall incur no liability as a result of any injury arising from the self-administrations of medication and/or treatment.
8. The parent/guardian will provide medication and supplies used for administering medication/treatment at their own expense.
9. The parent/guardian will notify the school of any change in the administration of medication and will provide the school with a new prescription bottle and complete a new *Medication Request and Release form*.
10. At the end of the school year, any remaining medication must be picked up by the parent/guardian or it will be destroyed.

***The Eufaula Public Schools and its employees will not be liable (to student or parent/guardian of the student) for civil damages (for any personal injuries) to the student, which results from acts or omissions of the school nurse or designated employee in administering any medication.***

If a child becomes ill at school, he/she will be brought to the office where we will try to determine the nature and severity of the illness. The child's temperature will be taken and if the student cannot, in our judgment, remain at school, we will contact the parents or the emergency phone listed.

Children may be sent home if they have an active case of head lice, scabies, pink eye, or any other contagious illness.

**Children should be fever free for 24 hours without fever reducing medication before returning to school. Diarrhea, nausea, or vomiting should be symptom free for 24 hours before returning to school.**

**310:520-1-4 Diseases for which children should be excluded:**

- A. When school officials have reasonable doubt as to the contagiousness of any person who has been excluded from school for an infectious disease, they may require a written statement from the county health department director, county superintendent of health, school nurse, or a private physician before the person is permitted to enter school.
- B. The superintendent, teacher or other official in charge of any school may exclude any child suffering from or exhibiting the following symptoms:
  - a. Fever alone, 100 degrees Fahrenheit
  - b. Sore throat with fever and swollen glands
  - c. Any eruption of the skin, or rash
  - d. Any nasal discharge accompanied by fever
  - e. A persistent, nagging or deep cough
  - f. Any inflammation or discharge from the eye
- C. The decision to close school in times of epidemics should be made by the school authorities in consultation with public health officials. In times of epidemics, the teachers should be unusually alert for signs of illness and report any symptoms of illness to the proper authorities.

**Meningococcal Meningitis Notification:** Meningitis is rare but when it strikes, this potentially fatal bacterial disease

can lead to swelling of fluid surrounding the brain and spinal column. It can cause severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death. Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items like utensils, cigarettes and drinking glasses. Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy and confusion. If any of these symptoms are present and are unusually sudden and severe, call a physician. Do not wait. Meningitis can be prevented.. A safe and effective vaccine is available at your local health department to protect against four of the five most common strains of the disease. For students under 18, the vaccine is free of charge. The vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and infrequent, consisting primarily of redness and pain at the injection site and rarely a fever.

### **Mommy Line:**

Parents will only be allowed to walk their children to their classroom until the end of the first full week of school. Due to recent occurrences at sites in other school districts, this has prompted us to tighten security before we incur any problems similar to theirs. In keeping with our attempts to provide the safest environment possible for our students, we have suspended the practice of parents or guardians accompanying their students to their classroom door. Although we understand the importance of this ritual to our students and parents, continuance of the practice prohibits us from being able to control the movement of adults throughout the elementary building. This has led to a situation where adults have been found wandering through areas of the elementary where they had absolutely no legitimate reason to be present.

Should a parent need to speak with their child's teacher first thing in the morning due to an urgent matter, the teacher will be called to the office. (if they are not on duty)

Parents needing to speak to their child's teacher are encouraged to call the elementary office or email the teacher via the school website and schedule a parent-teacher conference.

### **Party Policies:**

Eufaula Elementary does not allow individual birthday parties at school. Pre-K and Kindergarten grade levels may elect to have group birthday celebrations at the end of each month. Cupcakes and other snack items are not allowed to be sent to school for individual birthday celebrations.

Only healthy snacks are allowed at school.

There will only be 2 scheduled parties during the school year. This includes Fall and Valentines.

### **Personal Property:**

Even though the school provides desks and storage areas, the responsibility for personal items remains with the owner. The school cannot be responsible for any personal items at school.

### **Petitions:**

Circulation of petitions or distribution of other non-curricular publications by students shall be subjected to time, manner and place restrictions as follows:

- No distribution or circulation shall be made to students while such students are attending or in a class, lab, assembly, or other curricular-related function.
- No distribution or circulation shall be made in hallways during class changes.
- No attempt shall be made to have a student sign a petition or receive a publication against the will of that student.
- Distribution or circulation that materially and substantially interferes with school operations shall cease and any planned distribution or circulation may be prevented if there are reasonable grounds to fear such distribution or circulation will materially and substantially interfere with school operations.
- The building principals are held responsible for all activities that take place in their respective buildings. It is,

therefore, required that a copy of any publication or petition be presented to the principal prior to circulation. If the principal determines that the material is likely to cause a disruption, the principal may deny the distribution or circulation.

### **Physical Education (PE):**

Students not participating in PE are to have a written statement from a doctor stating the reason. A doctor's statement will also be requested before an injured student will be allowed to resume physical activity. Please dress children appropriately on PE days, i.e. tennis shoes, no sandals or no flip-flops.

### **Promotion/Retention:**

The student and the parent must be made aware of the possibility of the student's impending retention. Any student in danger of being retained shall be notified prior to the end of the school year that his/her performance is insufficient, and the student's parents will be notified in writing. The school staff will make every effort to help the student improve their academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the superintendent, and the relevant principal.

Any parent may request reconsideration of a retention decision by taking the following steps:

1<sup>st</sup> level of appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within 5 days of the parent's receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

2<sup>nd</sup> level of appeal: The parent may request review of the principal's decision by letter to the superintendent. If no request is received within 5 days of the parent's receipt of the principal's written notification, the principal's decision will be final and non-appealable.

Final level of appeal: The parent may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five days of the parent's receipt of the superintendent's written notification of his/her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed.

The Board's decision will be final and non-appealable. If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative records.

**Beginning with the 2017-2018 school year, students who do not meet the performance criteria established by the Commission of Educational Quality and Accountability on the reading portion of the statewide third grade assessment administered pursuant to the Section 1210.508 of this title, who are not subject to a good cause exemption as provided in subsection L, and who do not qualify for promotion or probationary promotion, shall be retained in the third grade and provided intensive reading instructional services and supports.**

(Based on the Oklahoma Stat. Tit. 70, 1210.508 C (K), (L) and (M) and SBE Rule 210:15-27-2, Good Cause Exemptions for Promotion under the Reading Sufficiency Act.)

Third grade students who do not meet the performance criteria established by the Commission of Educational Quality and Accountability on the reading portion of the statewide third grade assessment will have the opportunity to be given the Stanford Achievement Test, 10th ed. (SAT 10) prior to the start of the next academic year. The student must score at or above the 45th percentile to be promoted to the 4th grade.

Students who demonstrate mastery of third grade reading level through a district/state approved screening instrument (**Overall Ability Index score of 243**) and do not meet the requirements of a Reading Sufficiency Plan, shall not be subject to the retention policy. The district shall provide notification to the parent and/or guardian of the student, that the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

A student that is subject to the retention policy of the Reading Sufficiency Act, scores unsatisfactory on the Reading portion of the third grade CRT, and does not qualify for a good cause exemption under the Reading Sufficiency Act may be evaluated for “probationary promotion” by a Student Reading Proficiency Team. This team is composed of:

- A) The parent and/or guardian of the student
- B) the teacher assigned to the student (teacher who had responsibility for reading instruction in that academic year)
- C) a teacher in Reading who teaches in the subsequent grade level
- D) the school principal
- E) a certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the school district superintendent and the superintendent approves the recommendation that: promotion is the best option for the student. If a student is allowed a “probationary promotion”, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a district/state approved screening instrument.

**Kindergarten must demonstrate an Overall Reading Ability Index score of 201 on the RSA approved testing instrument and reach goals on the report card to be promoted to first grade.**

**1<sup>st</sup> grade must demonstrate an Overall Reading Ability Index score of 218 on the RSA approved testing instrument and must reach goals on the report card to be promoted to second grade.**

**2<sup>nd</sup> grade must demonstrate an Overall Reading Ability Index of 231 on the RSA approved testing instrument to be promoted to third grade.**

**3<sup>rd</sup> grade must meet the performance criteria established by the Commission of Educational Quality and Accountability on the reading portion of the statewide third grade assessment administered pursuant to the Section 1210.508 of this title, or be subject to a good cause exemption as provided in subsection L, or qualify for probationary promotion for promotion to 4<sup>th</sup> grade or must demonstrate an Overall Reading Ability Index of 243 on the RSA approved testing instrument.**

**4<sup>th</sup> grade and 5<sup>th</sup> grade must pass 3 out of 4 subjects to be promoted to the next grade.**

The same procedures listed previously for appeal of student retention are in place and the Board of Education will make the final decision.

#### **Report Cards/Academic Progress:**

##### **Grading:**

Pre-Kindergarten, Kindergarten, and First grade student grades are based on mastery of skills noted on the grade sheet.

Second through Fifth Grades evaluation scale is as follows: A (90 – 100); B (80 – 89); C (70 –79); D (60 – 69); F (Below 60).

Grades will be entered in the teacher’s grade book as numerical values and then converted into letter grades at the end of each grading period.

**Progress Reports:** Progress reports are sent at the fifth week of each quarter. The purpose of this report is to

inform the parents of the progress their child is making. Parents are encouraged to schedule a conference to discuss any areas of need.

**Report Cards:** Report Cards will be distributed on Wednesday of the week following the 9th week of each grading period.

**Parent-Teacher Conferences:** Two conference dates are scheduled each year during the months of September and February. Alternative conference times are available for those parents who are unable to attend the designated conference times.

**Honor Rolls:** Superintendent's and Principal's Honor Rolls will be recognized at the end of each semester. In order for a student to be named to the Superintendent's Honor Roll, a letter grade of "A" in every course must be earned. In order for a student to be named to the Principal's Honor Roll, no grade below a "B" must be earned.

### ***Student Eligibility during a Semester***

1. **Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.**
2. **A student must be passing all subjects enrolled in during a semester. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, the student will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student who lost eligibility under the provision must be passing all subjects to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period.**
3. **Passing Grade means work of such character that credit would be entered on the permanent record were the semester to close that day.**

**Eligibility requirements pertain to all Eufaula School activities, regardless of whether or not they are competitive or local performances.**

### **Proficiency Promotion and Placement of students enrolling for the first time in Eufaula School District:**

During the week preceding the start of class and the week following the close of class, students have the opportunity to earn credit by taking a proficiency test and scoring 90% or better.

**Placement:** Students entering grades 1 through 8 shall be placed according to, but not limited to, one or all of the following:

- (A). Results of criterion referenced testing, 60% mastery or district average, whichever is lower, in basic skills in grades 1 through 8.
- (B). Proficiency testing-All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated. The rule applies to, but is not limited to, credit earned by: proficiency examination, admission examination from private non-accredited schools, admission examinations for enrolling students who have been home schooled.
- (C). Reviewing of student record-documentation from non-accredited schools which may include coursework, textbooks, or other curriculum related material.
- (D). Standardized achievement test results.

(E). an assessment prepared by Eufaula Public Schools.

Students enrolling with appropriately documented special education needs will be placed according to the recommendation of the Eufaula Public Schools Individual Education Plan placement team. These students will be required to satisfy the admission criteria which are appropriate for their ability. In all cases the building principal's decision will be final and unappealable.

## **POLICIES**

**Asbestos Inspection:** All of the buildings of Eufaula Public Schools were inspected for asbestos-containing building materials. A report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA Management Plan. A copy of the AHERA Management Plan for each organizational unit is on file in the office of the principal of that unit, and the master AHERA Management Plan is on file in the office of the superintendent. These AHERA Management Plans are available for the public to review upon request to the building principal or superintendent. These documents are made available to enable the public to determine if the AHERA Management Plan has been satisfactorily implemented. Eufaula Elementary School is an asbestos free building.

**CHILD FIND NOTICE:** This notice is to inform you that Eufaula Public Schools is maintaining an ongoing Child Find search to locate, identify, and evaluate any child age 3- 21 with an established or suspected disability. Child Find efforts include all individuals aged 3-21 not enrolled in school, as well as those who attend public and private school, head start, state institutions, and other child care or treatment facilities. Children must reside in the boundaries of Eufaula Public school to be included in the Child Find efforts. Eufaula Public School has established and maintains a comprehensive screening and multidisciplinary referral, evaluation, and eligibility process for the identification of children with suspected disabilities. Child Find activities contain a mandate for public awareness of contact, location, and established screening procedures. Information regarding evaluation procedures is available at no cost to parent/guardian upon request by contacting Eufaula Public Schools at Special Services office 1705 West J.M Bailey HWY Eufaula, OK 74432. Phone contact is available at 918-689- 2682 ext. 1325 All services are confidential and without charge.

### **FERPA — Family Educational Rights under FERPA for Elementary and Secondary Institutions**

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 educational records. They are:

- The right to inspect and review the student's educational 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.

- The right to request the amendment of the student's education record the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

- Parents or eligible students may ask the District to amend a record they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights.

- 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.

- 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.

- The Eufaula Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information" and it will disclose that information without prior written consent. (As permitted by P.L. 99-31):

1. The student's name
2. The student's grade level (I.e., kindergarten or tenth)
3. The student's participation in officially recognized extracurricular activities.
4. The student's achievement awards and honors.
5. The student's weight and height, if a member of an athletic team.
6. The student's photograph

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

Upon request, the Eufaula Public School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.)

Parents have the right to file a complaint with the United States 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 is: Family Policy Compliance Office, United State Department of Education 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

· Within the first three weeks of each school year, the Eufaula School District will be published in the Indian Journal the above list, or a revised list of items it proposes as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two (2) weeks to advise the school district in writing (a letter to the school superintendent's office) of their desire for the directory information not to be released.

**Counseling:** Eufaula Elementary School provides the services of one full time counselor. The counselor provides individual counseling, group counseling, testing services and assists students with any problems they may have. Parents are encouraged to visit with the counselor, Shasti James, about their children. Please call the school office for more information.

**Student Immunizations:** State Statute 1210.191 (70O.S.1991) as amended, states "NO minor child shall be admitted to any public, private, or parochial school operating in this state, unless such child can present to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubella-rubella), mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease.

It shall be the policy of the Eufaula Schools, therefore, that parents or guardians of all children entering the Eufaula Public Schools present a certificate of required immunizations upon school entry or present evidence that the immunization process is in progress.

The law provides three kinds of exemptions to these immunizations. These are as follows:

*Medical Contradictions:* A signed statement, using ODH Form 216-A from a licensed physician, stating that the

immunization would endanger the life or health of the child;

*Religious Objection:* A signed statement, using ODH Form 216-A from the parent or guardian, stating immunizations are contrary to the teachings of their religion;

*Parental Objection:* A signed statement using ODH Form 216-A from a parent or guardian objecting to the required immunizations on philosophical grounds.

According to this legislation, it is the duty of the school authorities to enforce this law by admitting only those students who have completed all immunizations required or are in the process of completing them. Failure of school officials to adhere to this law constitutes a misdemeanor and is punishable by law. No grace period.

**Legal Notice:** The Eufaula School District hereby agrees that it will comply with Title IX, VI, and Sec. 504 of the Education Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal Financial Assistance. The Eufaula District I-001 is an Equal Opportunity Employer. It is therefore, the non-discriminatory policy of the Eufaula Independent School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions to all general educational classes, advanced courses, and all vocational education classes, as well as any educational service, financial aid, and employment. Inquiries concerning the application of this policy may be referred to the Special Education Coordinator of Eufaula Public Schools. Phone 918-689-3938.

**Parent Volunteers:** An active parent volunteer program is encouraged at the elementary school. We would appreciate your services and your time. If you are interested in becoming a volunteer, please contact your child's teacher. A Background Check will be required if you are assisting or supervising students.

**Meningococcal Meningitis Notification:** Meningitis is rare but when it strikes, this potentially fatal bacterial disease can lead to swelling of fluid surrounding the brain and spinal column. It can cause severe and permanent disabilities, such as hearing loss, brain damage, seizures, limb amputation and even death. Meningococcal meningitis is spread through the air via respiratory secretions or close contact with an infected person. This can include coughing, sneezing, kissing or sharing items like utensils, cigarettes and drinking glasses. Symptoms of meningococcal meningitis often resemble the flu and can include high fever, severe headache, stiff neck, rash, nausea, vomiting, lethargy and confusion. If any of these symptoms are present and are unusually sudden and severe, call a physician. Do not wait. Meningitis can be prevented.. A safe and effective vaccine is available at your local health department to protect against four of the five most common strains of the disease. For students under 18, the vaccine is free of charge. The vaccine provides protection for approximately three to five years. Adverse reactions to the meningitis vaccine are mild and infrequent, consisting primarily of redness and pain at the injection site and rarely a fever.

## **ATTENDANCE**

The Eufaula Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes possible. Realizing that some absences may be beyond a student's control, the board had adopted a policy requiring all students to have a maximum of **seven absences per semester** per class period each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

Students are encouraged not to miss school unless it is absolutely necessary. The school discourages any absence except for personal illness, death in the family, or a dental or medical appointment. Special situations may be excused by the principal on a case-by-case basis, if brought to the principal's attention prior to the absence.

Documented medical, funeral or court ordered student absences will not count against the students seven absences per semester.

1. Doctor's Statement. This must be presented within five days of the absence or it won't be accepted.
2. Funeral Attendance. This must be approved by the principal in advance of the absence. A program from the funeral should be presented to the attendance secretary upon return to school.
3. Court Ordered/Legal Documentation
4. All other documentation must be approved by the principal.

It is the parent/guardian responsibility to notify the school about an absence. When a student is absent and no parent/guardian call or note is received, the student will be considered truant until the school is notified.

**Upon students returning to school, the parent/guardian has two days to report absences in order to keep their students from being considered truant.**

A lengthy illness shall be five (5) or more consecutive absences. However, a combination of absences due to illness, truancy, parental excuse, or excused absence may result in failure.

Parents/guardians of students with health problems that cause lengthy or excessive absences from school must meet with the principal to determine what arrangements may be made to best serve the student.

**After 4 unexcused absences, Juvenile Services will be notified.**

· Section 10-106 of Title 70 of the Oklahoma Statute requires that the school officials keep attendance records and report excessive absences to the district attorney's office for filing of misdemeanor charges.

· Section 10-105 of Title 70 provides that a parent may be charged with misdemeanor offense of REFUSING AND NEGLECTING TO CAUSE A CHILD UNDER THE AGE OF EIGHTEEN (18) TO ATTEND SCHOOL if:

1. A child is absent without valid excuse four (4) or more days or parts of days within a 4 week period.
2. If a child is absent without a valid excuse for ten (10) or more or parts of days within a semester.

A parent or guardian may be fined up to \$100.00 per count for each unexcused absence of their child upon conviction of this offense. School officials will report if your child has missed either four (4) days or parts of days without valid reason within a 4 week period, or ten (10) or more days or parts of days without a valid reason within a semester.

**TRUANCY**

Any student who leaves without permission or who is absent without the office, teacher, parent/guardian's knowledge and or approval is considered truant and will be subject to disciplinary action. A student will receive no credit for missed work while truant. Punishment for truancy will be one day of ISP for each hour truant.

**ABSENCE/CHECK OUT**

The late bell rings at 8:15 AM

Students must be signed in by an adult after 9:00 AM and are counted AM ½ day absent.

Students checked out after 12:00 PM are counted PM ½ day absent.

Pre-K students are not allowed to be checked into school after 11:30 AM.

**TARDIES/Early Outs**

Students are tardy if they are not in their classroom when the tardy bell rings. Students are marked an "early out" in attendance if they are checked out of school before 3:00 PM.

Student tardiness or early check-outs is not permitted and will result in a consequence. Students who are excessively tardy or early check out **WITHOUT** good reason may be assigned a discipline. Four or more combined in a semester are deemed excessive.

Students have sufficient time to change classes without being tardy and students are expected to be to school on time. Students are tardy if they are not in their class when the tardy bell rings. Students will be assigned noon detention on their 3rd tardy of each semester and an additional noon detention per subsequent tardy. Students who are excessively tardy or early check-out without good reason may be assigned further discipline. Excessive tardies are considered four or more combined in a semester.

## **FLAGS**

It is the policy of the Eufaula Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

The school day will begin with a flag salute. However, any students not wishing to recite the pledge will not be requested to salute the flag. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

## **INTERNET SAFETY POLICY**

The Eufaula Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.

B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; uploading a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

C. Do not assume that a sender of email is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her email address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

D. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

### **Privacy at School**

The Board of Education expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interest of the students and staff in mind.

To (a) ensure compliance with state and federal privacy laws, (b) reduce the risk of stifling the free exchange of ideas, (c) shield young people from potential embarrassment, and (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of conversations or activities occurring in the classroom, office or commons area during the regular school day without prior written consent of a direct administrator. Any person who believes that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

### **WIRELESS TELECOMMUNICATION DEVICES**

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize 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. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

### **Title I Parent Rights**

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.

2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
  - A. the right to opt out of a sex education curriculum if one is provided by the school district.
  - B. open enrollment rights.
  - C. the right to opt out of assignments.
  - D. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
  - E. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
  - F. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
  - G. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
  - H. the right to review test results,
  - I. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
  - J. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
  - K. the right to receive a school report card,
  - L. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
  - M. the right to public review of courses of
  - N. the right to be excused from school attendance for religious purposes,

- O. policies related to parental involvement pursuant to this section,
- P. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- Q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

### **STUDENT SEARCH**

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) 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 or 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 may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item 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, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have 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 of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer 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 paragraph 1 above - shall include, but not be limited to, any item, object, 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.

### **SECLUSION WITH SPECIAL EDUCATION STUDENTS**

Seclusion shall not be used to manage behavior. It may only be used under for the following emergency circumstances and only if these elements exist:

1. A student's actions pose an imminent risk of harm to him/herself or others
2. Positive behavior intervention strategies and less restrictive measures appropriate to the behavior exhibited by the student and specified in the student's IEP or BIP, and are currently being implemented but are not currently de-escalating the risk of injury and the seclusion lasts only as long as necessary to resolve the risk of danger or harm or while waiting for the arrival of law enforcement or crisis intervention personnel such as when the student has possessed a weapon or committed a crime.

Only Eufaula School Personnel who have been trained in conflict de-escalation, the crisis cycle and interventions at each state, possible effects of seclusion, appropriate use of seclusion rooms, including escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while in seclusion. Eufaula School Personnel will be trained and have annual recertification in the nonviolent crisis prevention program CPI to fulfill these requirements.

Any student who is placed in seclusion based upon the previously established criteria will be:

1. Continuously monitored visually and aurally by a school employee.
2. The student must be allowed to go to the restroom upon request.
3. The student must be permitted water to drink upon request.
4. Immediate action must be taken if the student displays any signs of medical distress.

Parents will be informed immediately following each seclusion incident, and provided a copy of all documentation.

A building administrator will be informed immediately of any incident of seclusion and if unavailable, must be informed as soon as possible following each incident.

At least one witness who is not involved in the seclusion will be available. Each incident of seclusion will be documented on Special Education forms and include; name of student, school personnel involved, date and time of incident, location of seclusion room, description of seclusion incident and description of behavior before and after incident.

A copy of documentation will be placed in the student's confidential file and provided to parents. A debriefing meeting will occur within two school days after each seclusion, and prior to any extended breaks. The meeting will include all individuals involved, building administrator, the parent/guardian of the student, the student (if student is able to participate) and at least one staff member who was not involved in seclusion.

### **PHYSICAL RESTRAINT POLICY FOR SPECIAL EDUCATION STUDENTS**

School Personnel may only use physical restraint under following emergency circumstances and only if these elements exist:

1. The student's actions pose an **imminent risk of harm** to him/herself or others. Imminent risk of harm is defined as the immediate and impending threat of a person causing serious bodily injury to self or others.
2. Less restrictive measures appropriate to the behavior exhibited by the student have not effectively de-escalated the risk of injury.

3. The physical restraint lasts only as long as necessary to resolve the risk of danger or and the degree of limitation or restriction of another person's freedom of movement is applied may not exceed what is necessary to protect the student or other persons from imminent bodily injury.
4. Physical restraint shall not be used for the purposes of discipline or as a punishment. It shall not be used to force compliance, as a convenience for staff or to prevent property damage.

Only Eufaula School personnel who have training in conflict de-escalation, crisis cycle and interventions at each stage, possible effects of physical restraint, first aid, CPR and methods of monitoring a student's well being during and following a restraint. These personnel will become certified in the nonviolent crisis intervention of CPI to meet the state mandated criteria.

At least one witness who is not involved in the physical restraint will be present. The building administrator will be informed immediately of any incident of physical restraint. If the building administrator is unavailable, the administrator must be informed as soon as possible following each incident.

The following restraints will be prohibited:

1. prone restraints
2. any maneuver that places pressure on weight on the chest, sternum, lungs, diaphragm, neck, throat or back.
3. any restraint that prevents a student from speaking or breathing
4. chemical restraint
5. mechanical restraint

Parents will be notified immediately following each incident of physical restraint. Parents will be provided a copy of all documentation and documentation will be placed in the student's confidential file. A documented debriefing meeting will occur within two school days following each physical restraint incident and prior to any extended breaks from school. This meeting will include all individuals involved in the incident, building administrator, parent/guardian of student with disability, the student (if able to participate) and the witness who was not involved in the physical restraint.

### **INTERFERENCE WITH THE PEACEFUL CONDUCT OF SCHOOL DISTRICT ACTIVITIES**

The superintendent of schools or anyone designated by the superintendent or the board of education to maintain order in the district shall have the authority and power to direct any person to leave district property who is not a student, officer or employee thereof, and who:

- 196736752. Interferes with the peaceful conduct of activities on district property
- 196736753. Commits an act that interferes with the peaceful conduct of activities on district property
- 196736754. Enters district property for the purpose of committing an act that may interfere with the peaceful conduct of activities on district property.

For purposes of this policy, the term "interferes with the peaceful conduct" includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities or any lawful activity occurring on school property; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the district; or direct interference with administration, maintenance or security of property belonging to the district.

Any person to whom this policy applies, who fails to leave district property as directed or returns within six (6) months thereafter, without first obtaining written permission from the superintendent or anyone designated by the superintendent or the board of education, shall be guilty of a misdemeanor.

### **TESTING PROGRAM-STUDENT SURVEYS**

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers.
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

- Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.
- Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools and the approval of the board of education as to content and purpose.
- The results of such approved surveys must be shared with the board of education.
- Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.
- Overall survey results following decisions must be shared with all parties who request such information.
- Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parents/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:
- Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal

information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:

- A. College or other postsecondary education recruitment, or military recruitment;
  - B. Book clubs, magazines, and programs providing access to low-cost literary products;
  - C. Curriculum and instructional materials used in schools;
  - D. Tests and assessments;
  - E. Student recognition programs; and
  - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
  3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

#### Definitions

- The term “survey” includes an evaluation.
- The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- The term “personal information” means individually identifiable information; include a student’s or parent’s name, address, telephone number, or social security number.
- The term “instructional material” means instructional content that is provided to a student, regardless of format. It does not include tests or academic assessments.
- These terms do not include ordinary classroom activities or teaching techniques.

These rights transfer from the parent to a student who is eighteen (18) years of age or an emancipated minor.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202-8520