

Student Handbook

For

**Central Elementary
Northwest Elementary
Southside Elementary**

Coweta Public Schools

ADMINISTRATION

Mr. Sean McDaniel, Superintendent
Mr. Jeff Holmes, Assistant Superintendent
Mr. Brad Tackett, Chief Financial Officer
Mr. Richard Lock, Principal...Northwest Elementary School
Mrs. Sherri Cook, Principal...Central Elementary School
Mr. Doug Flanary, Principal...Southside Elementary School
Mrs. Carolyn Rowe, Principal...Intermediate Grade Center
Mr. Mike Lingo, Principal...Jr. High School
Mr. Randy Craven, Principal...High School

BOARD OF EDUCATION

Mr. Brett Brown
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Coweta, OK 74429
Telephone 486-2130

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26954 East 131st Street
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15297 S. Hwy 72
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Grades 1-4: 8:30 A.M. – 3:05 P.M.

Pre-K and Kindergarten:
8:30 - 11:00 (A.M. Session)
12:30 - 3:00 (P.M. Session)

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ARRIVAL AND DISMISSAL TIMES

Students should arrive no earlier than 8:05 a.m. Afternoon Pre-K and Kindergarten should arrive no earlier than 12:25 p.m. All students will be dismissed at 3:05 p.m.

ATTENDANCE

Oklahoma public schools are in session a minimum of 175 days. Parents, by law, are accountable for their child's attendance. Children may be excused from school because of illness, a death in the family, or dental and doctor appointments that cannot be scheduled outside school time. Students are responsible for making up work missed because of an absence. Please notify us if your child has to be absent from school. If this is not possible, please send a note explaining the absence when your child returns to school.

In case of extended illness, 3 days or more, please allow the teacher one day to gather material for makeup assignments. If a teacher gathers work for the student, the makeup work is due when the child returns to school. If the child waits until his/her return to school to pick up the makeup work, he/she will have the number of days absent plus one day to turn in all makeup work.

Students should not be absent from class anymore than is absolutely necessary. Absences of more than 10 days per semester are considered excessive. A student is considered in attendance when under the direction and supervision of a regular member of the faculty when participating in scheduled school activities.

Coweta Public Schools will excuse a student from attending school for the purpose of observing religious holy days, if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence.

Perfect attendance is determined by the Registrar. Students must be in attendance a minimum of two hours in the morning or two hours in the afternoon to be counted present for one-half day. Students check in and out of the office, so attendance records can be kept accurately.

TRUANCY AND ATTENDANCE POLICY

In accordance with the policy of the Board of Education, the following regulations shall govern truancy and attendance in the Coweta School District.

1. If a student is absent from school four or more days or parts of days (tardies) within a four-week period without a valid excuse, the principal will inform the parents, using Form I which is attached to this policy, that they are not in compliance with the Oklahoma Statutes, Title 70, Section 10-101, et seq. If compliance is not achieved within five days, the attendance officer will make proper referral to the Court Related and

Community Services (CRCS) division of the Department of Human Services and the District Attorney's office using Form II which is attached to this policy.

2. If a student is absent from school without a valid excuse for 15 days or more or parts of days, within a four-week period, the attendance officer shall report such absence to the district attorney.

Disciplinary Action for Truancy: Elementary Schools (K-6)

When the school becomes aware of a student's truancy, the parent(s) will be notified. Students will be required to make up time missed. This could be done in the following manner:

- A. Placement in before-or-after school detention;
- B. Placed on in-school suspension, or
- C. Loss of certain classroom privileges for a period of time.

Court Related and Community Services (CRCS) will be informed of students with recurrent truancies. These students shall be subject to more serious disciplinary action including suspension from school.

Court Related and Community Services (CRCS) will be informed of students with recurrent truancies. These students shall be subject to more serious disciplinary action, including suspension from school, according to Coweta Schools Discipline Policy.

TARDIES

Late attendance to class (tardies) by students affects the climate of learning for both students and teacher. Class presentation and discussion are often interrupted by late arrivals who monopolize teacher's time with individual lengthy explanations or unnecessary discussion. It is the student's responsibility to be prompt for class.

Class officially begins at 8:30 A.M. For tardies the following program will be in effect:

1. First (1st) Tardy: Teachers are responsible for the warning and a record made on an attendance sheet.
2. Second (2nd) Tardy: Teacher contacts parent and document tardy on attendance sheet.
3. Third (3rd) Tardy: Teacher documents tardy on attendance sheet, assigns student to one (1) day noon detention.

**ADMISSIONS, RESIDENCY
AND STUDENT WITHDRAWALS**

It is the policy of the Coweta Board of Education that the residence of any child for school purpose shall be legal residence of the parents, legal guardian, or person or institution having care and legal custody of such child except a therapeutic foster home as defined in 70 O.S. 1-113©. Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further that any child who is self-supporting shall be considered a resident of

the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined in accordance with Oklahoma law codified in Oklahoma Statutes, Title 70, Section 1-113. All other questions of residence shall be referred to the state superintendent of schools.

Children under the age of 5 may be admitted to the first grade if such children attended kindergarten the previous year.

The superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student. The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes.
2. Title to residential property in the district, or a valid un-expired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides.
3. Proof of provisions of utilities.
4. A valid, un-expired motor vehicle operator's permit or motor vehicle registration.
5. Maintenance of voter registration.
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. 1-114).

The school district designates the Superintendent or his/her designee as residency officer.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody (hereafter parent) of the student, may request a review of the decision of the residency officer's decision. Such request for review shall be in writing and must be received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information which may justify the admittance of the child to the school district.

Upon receipt of the written request for review, the residency officer will render a decision and notify the parent of the decision within three days of the receipt of the request for review.

If a parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted on behalf of the district and the student and render a decision at the next board meeting. The board's decision shall be final.

WITHDRAWALS

Parents who wish to withdraw their children must follow these steps:

1. Inform the office or teacher at least one day prior to leaving.
2. Make sure all charges are paid to the cafeteria and school property and library books are returned.
3. Sign withdrawal and release form at the front desk.

ASBESTOS NOTIFICATION

As a result of our recent building survey concerning asbestos, we are pleased to announce that the asbestos containing materials poses no health risk.

BICYCLES

Students are to follow the "safe bike riding procedures" if they ride their bikes to school. Teacher assistants will direct bike riders in safe exiting procedures for our school. Bicycles will be locked to the bike rack upon arrival and remain there until dismissal.

BUILDING AND GROUNDS

We are very proud of our school facilities, and we work continuously to improve them. We expect everyone to take the same interest in our building and be extra careful to help keep our school clean and serviceable for many years.

BULLYING

Coweta Public Schools is committed to creating and maintaining a learning environment that is free from harassment, intimidation, and bullying.

Harassment, intimidation, and bullying will not be tolerated anywhere in Coweta Public Schools. This includes school facilities, premises, school transportation, designated school bus stops, and non-school property if the student is at a school sponsored, school-approved or school related activity, event or function (i.e. field trips or competitive athletic events) where students are under the supervision of staff.

For the purpose of this policy, harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in

reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written or verbal statement or physical act.

Coweta Public Schools staff will strive to maintain confidentiality of any student target or bystander who reports bullying. The school staff will also respect the confidentiality of the student accused of bullying. Any disclosure of reported information, including the identity of a student, will be made only to individuals involved in the school's response to the incident.

Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees.

Each school site will confer with the Safe School Committee in place at each building and develop age-appropriate rules and regulations to complement this policy.

CAFETERIA

Students bringing lunch money may give it to the cafeteria cashier before school or at the teacher's request. Students who bring their lunches may purchase milk or juice.

For safety reasons, we request that children do not bring beverages in glass containers.

You may apply for free or reduced price lunches by filling out an application and returning it as soon as possible. If you have any questions about our school lunch program, contact the Food Service Director at 279-1581. Our school receives additional state and federal monies based on the number of students we have on free and reduced lunches, so it helps our school for you to fill out the paperwork, if you can qualify. All of this information is kept strictly confidential, and the students' benefits are all the same.

Prices:

\$1.25	Adult Breakfast
\$3.00	Adult Lunch
.85	Student Breakfast
\$1.75	Student Lunch
.30	Extra Milk
.25	Juice

Reduced Prices:

.30	Breakfast
.40	Lunch

CARE OF TEXTBOOKS, LIBRARY BOOKS, ETC.

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

DISCIPLINE POLICY

The Coweta Board of Education believes the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. The teacher of a child attending public school shall have the same rights as a parent or guardian to control and discipline that child while the child is in attendance, or in transit to or from the school, or while attending or participating in any school function authorized by the school district.

Without discipline, there is little learning in the classroom. The classroom teacher is responsible for the maintenance of discipline in the classrooms, hallways, gymnasiums, restrooms, lunchrooms, and other places where students will be during the day. Discipline should be a positive factor in the classroom and much may be accomplished in this area if the teacher provides pleasurable classroom experiences and is consistent in insisting on student behavior patterns that are congenial to learning. Carefully planned learning situations are real safeguards against disciplinary problems.

The school principal's major responsibilities concerning student discipline are for the development, coordination, and supervision of disciplinary procedures and policies for the school. Classroom teachers should handle their own discipline problems except in rare instances when the principal's help may be needed. The classroom teacher should make sure the principal is fully informed before sending students to the office.

Corporal punishment should be used only as a last resort. If a teacher finds it necessary to use corporal punishment, it is recommended that the punishment be administered in the office of the principal with the principal or another teacher as a witness. In no case should corporal punishment be administered in the classrooms before other students or without a witness.

Teacher assistants, substitute teachers, student teachers, or other non-teaching personnel do not have the authority to administer punishment. Problems of this type should be referred immediately to the teacher or the principal.

The Board of Education of Independent School District I-17 of Wagoner County, Oklahoma, declares that the following offenses may be punishable by suspension or expulsion.

1. Truancy
2. Theft
3. Vandalism
4. Use of profane or obscene language on school property or at any school function.
5. Physical or verbal abuse, including threats or harassment, to members of the faculty, staff, or other students on school property or at any school function.
6. Possession or use of tobacco on school property or at any school function.
7. Failure to serve detentions prescribed by teachers unless duly excused.

8. Gambling on school property.
 9. Illegal use or possession of illicit drugs or drug paraphernalia.
 10. Flagrant abuse of dress regulations prescribed by the proper administrative authority on school property or at any school function.
 11. Drinking or possession of any alcoholic beverage on school property or at any school function.
 12. Possession of dangerous weapons, as described in Oklahoma Statutes, on school property or at a school function.
 13. Improper, violent, or unruly conduct on school property or at a school function.
 14. Deliberate refusal to obey an order of a member of the faculty or administrative staff duly given concerning matter or incident thereto.
 15. Improper use of motor vehicles on school property.
 16. Deliberate refusal to attempt reasonable academic achievement.
 17. Without limiting the foregoing acts, any persistent violations of regulations or duly constituted school authority and any conduct on school property or at school functions or violations of the generally accepted moral standards of the community.
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In the event that a student is found in possession of a dangerous weapon or dangerous substances the principal will immediately notify the parent, local law enforcement and the school superintendent. The superintendent or, principal, teacher, or security personnel in the Coweta Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, nonintoxicating beverages, as defined by section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices, or for missing or stolen property, if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex.

The extent of any search conducted shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substance, intoxicating beverages, nonintoxicating beverages, electronic paging devices, or missing or stolen property that might be in their possession, including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxication beverages, nonintoxicating beverages, electronic paging devices, or missing or stolen property.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, nonintoxicating beverages, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester. Any such suspension may be appealed to the Board of Education of the school district by any pupil suspended.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (70-14-102)

Any student who is suspended from Coweta Schools shall have ten (10) days, from the date of notification of the suspension to register an appeal with the Superintendent and Board of Education.

Each building will have specific procedures for discipline. The discipline procedures will vary from building to building. Discipline procedures and policies will be developed in accordance with the age and social development of the child. When an offense is serious, any number of steps may be bypassed.

ELEMENTARY DISCIPLINE PLAN

GENERAL RULES:

1. Students will show respect for others and their possessions.
2. Students will keep hands, feet, and objects to themselves.
3. Swearing, teasing, rude gestures, putdowns, loud noises, biting, or aggressive behavior will not be tolerated.
4. Students will not do anything to prevent the teacher from teaching and other students from learning.
5. Personal items and toys must be left at home.
6. Follow all directions given by school personnel, including teacher assistants, secretaries, custodians, substitutes, volunteer helpers, cafeteria workers, and bus drivers.

THE FOLLOWING CONSEQUENCES ARE AVAILABLE FOR STUDENTS WHO CHOOSE NOT TO FOLLOW EXPECTATIONS:

1. Teachers may assign reasonable consequences within the classroom for minor infraction.
2. Written reprimand—verbal warning—(documented by issuing teacher and given to the homeroom teacher who maintains a student file and sends copies to the parent and principal)

3. Loss of recess (issuing teacher gives report to homeroom teacher who documents incident in student file and sends copies of the report to the parent and the principal) Noon detention. (Documentation will be sent to the parent and the principal by the homeroom teacher, and the student will be required to secure the parent/guardian's signature on the disciplinary slip and return it to the homeroom teacher the following day.)

Noon detention consists of a student being isolated away from the other students and spending recess completing an assigned activity.

Detention can be any of the following:

- a. Room confinement and a required assignment
- b. Cleaning the playground
- c. Cleaning the cafeteria
- d. Cleaning the building

(All of the above situations will be administered with adult supervision.)

4. Corporal punishment, suspension, or expulsion based on the principal's discretion and the nature of the problem.

Parental notification will be given, and parent involvement and support will be encouraged, in all aspects of the discipline plan.

Corporal punishment may be administered only by a certified employee with a certified employee as a witness in the principal's office. However, due to conflicting opinions on the appropriateness of corporal punishment, it will only be administered with the written consent of the parent/guardian.

The principal has the authority to deal with all severe offenses in accordance with the discipline plan, especially those offenses listed under the criteria for suspension and/or expulsion that were approved by the Coweta Board of Education. The principal has the discretion to evaluate the situation and proceed with discipline in accordance with the Coweta Public Schools Discipline Policy.

DRESS CODE-COWETA PUBLIC SCHOOLS

Good grooming promotes pride and good behavior and is a very important part of the general training of young people. The training is a cooperative effort of the school, parents, and students. It is the intent of the student dress code to permit students to dress according to fashion, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. Our primary concern is to provide for the health, safety, and welfare of all students.

Students at Coweta Public Schools are expected to dress properly and be well groomed during such times as they are at school or representing the school. The appearance of Coweta students is a direct reflection on the school, and all students are asked to keep this utmost in mind in their selection of apparel to be worn at school and school activities.

In order to allow students to dress comfortably, tastefully, and within the dictates of fashion, the following guidelines are to be utilized in the student's selection of school attire and are SUBJECT TO THE PRINCIPAL'S DISCRETION:

1. Dress as clean and neat as possible.
2. Dress in clothing of proper size for you. (For example, sleeve lengths, waist size, leg lengths and widths of all trousers, jeans, etc. – No sagging.)
3. Dress in clothing that does not contain offensive logos/pictures.
4. Wearing shirts as jackets is acceptable, as long as the garment fits, is clean and neat, and shirt length is neither a distraction nor hazardous.
5. Other minimum requirements are given as follows to provide for student safety, comfort, and to minimize possible student distraction or embarrassment:
 - A. Blouses, shirts, tops of any kind, if too revealing, are not acceptable as school apparel. Tank tops, fishnet tops, or any clothing exposing the midriff are prohibited at school. Also avoid exaggerated sleeve openings that may prove too uncomfortable or too revealing. (Top of sleeves should come to the point of the shoulder; sleeve openings need to fit under the arm.)
 - B. Students must wear shoes while at school. Most street shoes are acceptable. Athletic shoes with cleats are prohibited in all buildings. Roller-skate tennis shoes are not allowed.
 - C. Skirts and dresses: The skirt or dress shall not be conspicuous or indecent.
 - D. Shorts: Shorts, including bicycle shorts, must be no shorter than mid-thigh in length. No bicycle shorts, unless long shorts or skirts are worn over them. Longer, knee-length shorts are more appropriate for school.
 - E. Pants: Sweats are not acceptable school wear. Form-fitting stretch materials, such as in tights and leggings, may be worn only under other garments which meet the provisions of the dress code. Pants which have holes or are frayed are not acceptable for school wear.
 - F. No hats, caps, long or large coats, or sunglasses will be worn inside the building.
 - G. No distracting hair color, face or body painting, body piercing (other than normal pierced earrings in the ear), and clothing or jewelry which interrupts the atmosphere of learning will be tolerated. Earrings may be worn only in the ear and at a length that is not dangerous or a distraction.
 - H. Signs, slogans, and jewelry that are obscene or promote violent or illicit behavior are prohibited at school activities. Patches or monograms having one or more meanings, one of which is obscene or of an illicit nature, are also prohibited. Included are T-shirts which advertise tobacco products, alcohol, controlled drugs or drug paraphernalia, or any other generally unacceptable material. Gang attire will not be worn at school or school related activities.

- I. Wallet chains are not permitted at school. (Neck chains which are heavy and thick and could cause injury are also not permitted at school.)
- J. For health reasons, students will not exchange jackets or hats. It would be helpful to have some form of identification on students' personal items, especially expensive jackets and hats, so the items may be returned to the rightful owners.
- K. Enforcement of the dress code: Students who fail to comply with the dress code will not be permitted to attend class until proper dress is acquired. No make-up work for this absence will be allowed. Provisions of the dress code are applicable to the school day and to school related activities. Exception and modifications of a provision of the dress code may be authorized by the building Principal or Assistant Principal for a specific school related activity.

EARLY DEPARTURE

If it becomes necessary for you to pick up your child before regular school dismissal, go to the office and sign your child out. No student will be dismissed from the classroom unless the teacher is notified from the front office. This is a protective measure for your child and school personnel. Only persons listed on the child's enrollment card may check out students at the office. If during the year a child needs to change the procedure for going home, a note from the parent is required.

EMERGENCY INFORMATION

It is very important that the school office has the correct information for each child. If your home address, home telephone number, place of employment, or work telephone number changes, please notify the office so records may be corrected. We would also appreciate having the name and telephone of a relative or friend to contact in an emergency if the parent or guardian cannot be reached.

EQUAL OPPORTUNITY ACT

This institution is in compliance with Title VI of the Civil Rights Act of 1964. Title IX of the Education Amendment of 1974 and Section 504 of the Rehabilitation Act of 1973 does not discriminate on the basis of race, ethnicity, religion, national origin, handicap, age, or sex in any of its policies, practices, or procedures. These equal opportunity provisions are included but not limited to admissions, employment, financial aid, and student services.

EVALUATION OF STUDENT ACADEMIC PROGRESS

The school year is divided into two semester grading periods for which a report card is sent to parents/guardians. Special reports may be sent when a teacher feels that a student is making unusually slow progress in a particular subject.

The following is a grading scale used by teachers in most grading situations. Some subjects in certain grade levels are graded “S” for Satisfactory or “U” for Unsatisfactory.

90-100	A	Superior
80-89	B	Above Average
70-79	C	Average
60-69	D	Below Average
59- Below	F	Unsatisfactory

FAMILY EDUCATION RIGHTS & PRIVACY

Under the Family Education Rights and Privacy Act PL93-380 of 1974 each parent has a right to:

Inspect and review the student’s education records including those records relating to their children which are collected, maintained, or used to implement Part B of the Education of the Handicapped Act;

Request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;

Consent to disclosure of personally identifiable information contained in the student’s educational records, except to the extent that the Act and the regulations in this part authorize disclosure without consent;

File with the U.S. Department of Education a complaint under 99.63 and 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part. Documentation of the action resulting from the protest will become part of the record and be kept in the student’s files;

Obtain a copy of this policy adopted under 99.6;

Be provided translation if primary or home language is other than English;

Copies of the policy in its entirety will be available for parents and eligible students to review in the principal’s office of each school building and at the superintendent’s office.

FEDERAL LAW 504

All children are entitled to a free appropriate public education i.e., regular or special education and related aids and services that are designed to meet the child’s individual educational needs (even if the child is not eligible under P.L.94-142 for special education).

FIELD TRIPS

To attend school sponsored field trips, a student must have a signed permission slip before being allowed to attend. These slips will be sent home with the student. Parents attending as chaperones are asked not to bring other children. Chaperones are responsible for their own transportation. Parents transporting their children from the field trip must sign out with their teacher. Students will not be allowed to ride home with parents other than their own parents.

FIRE, TORNADO AND LOCK DOWN

Coweta Public Schools comply with the state law regarding fire, tornado, and lock down drills.

FLAG SALUTE AND MOMENT OF SILENCE

Students are authorized to recite, at the beginning of each school day, the pledge of allegiance to the flag of the United States of America. Students not wishing to participate in the pledge shall not be required to do so.

All Oklahoma public schools are required to observe approximately one minute of silence daily. The moment of silence is for the express purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

FUND RAISING

Projects to raise money must be approved by the superintendent and all requests need to go through the principal's office. **STUDENTS ARE NOT TO SELL ITEMS AT SCHOOL OR EXCHANGE MONEY FOR ITEMS.**

HEALTH INFORMATION

Parents are encouraged to provide their children the opportunity for proper nutrition, sufficient rest, and adequate personal hygiene.

Also, please watch for some of the symptoms that precede and accompany the childhood diseases: headache, sore throat, and stiffness and/or pain in the neck and jaw. When children are ill and have a fever, please do not send your child to school until the fever is broken. Any contagious or unknown rashes should be **CLEARED UP** before the child is sent back to school.

FIRST AID/EMERGENCY PROCEDURE

If there is an accident or sudden illness at school, first aid will be administered by school personnel to the best of their abilities and training. Parents will be informed of any serious illness or injuries that require the child to leave school. In the case of head

injuries, parents will be notified in all instances. It is important that parents provide the school with a number to call in case of an emergency.

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school secretary so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school while their disease is contagious. These diseases include the following:

chicken pox	measles (Rubeola)	salmonellosis
diphtheria	German measles (Rubella)	scabies
fever (100 or greater)	meningitis, bacterial	shigellosis
gastroenteritis, viral	meningitis, viral	streptococcal sore throat/
head lice (pediculosis)	mumps	scarlet fever
hepatitis, viral, type A	pink eye (conjunctivitis)	tuberculosis pulmonary
impetigo	poliomyelitis (polio)	whooping cough (pertussis)
influenza	ringworm	

HEAD LICE

In the event that a child in the school is found to have head lice, a designated person may check all other children in the classroom. Many times an entire level or school may need to be checked.

Students found to have lice and/or nits are required to go home, use the appropriate shampoo, and may not return to class until they are determined to be free of lice by the health department or a physician. A signed note from either of these representatives must be presented to the school office before a student may return to class.

IMMUNIZATION

Parents of kindergarteners and students entering an Oklahoma school for the first time must show an Oklahoma Certificate of Immunization. Oklahoma law requires that all students be immunized against diphtheria, whooping cough, tetanus, polio, mumps, measles, and rubella.

MEDICATION POLICY

It is strongly recommended that any medication be delivered to the school office by a parent or guardian. Oklahoma law states that the administrator or other designated school employee shall not be liable to the student, parent or guardian for civil damages, or personal injuries to students which result from omission of the administrator or other designated school employee in administering any medicine pursuant to the provisions of the law except for acts or omissions constituting gross, willful, or wanton negligence. Medication will be given to a student only with the written permission of a parent, legal guardian, or person responsible for the students care. *Over the counter medications must be in the original packages with printed dosages appropriate for age or weight. Prescription medication must be in a currently dated prescription vial or properly labeled container,* which correctly states the student's name, the name of the physician or dentist, and directions for administering the medication. Aspirin may be administered with written permission of the physician or the dentist. *A new authorization form must be*

renewed each school year. Medication that is not reclaimed by the last official school day will be destroyed. Medications will be kept in the school office. Students may not carry prescriptive or nonprescriptive medications on their person. (Exceptions SB 0343).

MEDICATION (SELF-ADMINISTRATION)

Coweta Public Schools permits self-administration of asthma medication by students. In accordance with SB 0343, policy shall require:

1. Parent or guardian of the student to authorize in writing the student's self-administration of medication;
2. Parent or guardian of the student to provide the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of medication;
3. Parent or guardian of the student to provide the school an emergency supply of the student's medication to be administered;
4. The school district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
5. Parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

HOMEBOUND

Homebound is a service that provides academic instruction in the home three hours per week by a certified teacher. To be eligible, a physician must certify that a student is unable to attend school for a long period of time due to an illness, or is recovering from an accident or hospitalization.

INCLEMENT WEATHER

Local TV and radio stations will be notified only if school is cancelled. No news means that school will meet as usual. School days missed due to bad weather must be made up and will be added to the tentative closing date.

INTERNET

Upon enrollment students will be required to complete an "Internet Access Conduct Agreement." This agreement will allow the student to access the Internet under the supervision of instructional staff. Violation of the Internet/Computer Network Acceptable Use Policy will result in forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action.

OKLAHOMA OPEN RECORDS ACT – POLICY STATEMENT

The Board of Education of the Coweta School District adopts this Policy Statement in connection with the Oklahoma Open Records Act (the “Act”), effective November 1, 1985.

The School District, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operations. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this School District desires to exemplify to its students.

In order to achieve these goals, the Board of Education hereby states that all records of the School District, except those records designated as confidential in this Policy Statement, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the School District shall be accorded prompt access to these records.

PARENT-TEACHER CONFERENCES

Coweta Public Schools has scheduled Parent-Teacher conferences each semester. Additional conferences may be set by calling the school. Please call in advance for a conference. A convenient time needs to be arranged when the teacher is not on duty or in the classroom.

“PARENTS’ RIGHT TO KNOW”

According to the federal law, schools must notify parents that they have the right to request information concerning the professional qualifications of their child’s teacher.

PARTIES

Only December and February parties, sponsored by the P.T.O., will be included on the calendar. The principal must approve all other parties.

Please do not have your child pass out personal party invitations to students during school hours. This will save many hurt feelings.

PERSONAL ITEMS

Soccer balls, baseballs, softballs, footballs, roller skates, skateboards, knives of any kind, toys, including baseball/football collections, electronic games, radios, cameras, and any other expensive items are not to be brought to school. Students are not permitted to buy or sell from each other at school, nor trade personal items.

Any dangerous objects found on a student will become the teacher’s/principal’s property until a parent conference can be held to discuss the matter.

Please put names on clothing, lunch pails, and personal items brought to school. Taking some time to do this before school begins may save the cost of buying replacements. The school cannot be responsible for things brought to school. **Students should be responsible for caring for their personal items.**

PET POLICY

For the health and safety of all our students, it is not desirable to have pets at school. You are welcome to bring pictures, posters, or a video of your pet to share with your class. If special circumstances exist, students need the principal's prior permission before any pet can be brought to school.

PHYSICAL EDUCATION

All elementary students are urged to attend P.E. classes. Only those students with medical exemptions written by a doctor will be omitted from P.E.

PLAYGROUND / RECESS

Students are expected to have recess outside if the temperature is above 32 degrees. Children will participate in a modified recess at the duty teacher's discretion if the wind chill is below 32 degrees, or temperature or heat index is above 100 degrees.

These rules will help students to be safe during recess or other times they are outdoors on the playground. The list is not intended to cover every situation. Common sense and safety considerations must be used at all times. All playground equipment is to be used in the way for which it was designed. Students are to take turns on playground equipment. Children who choose not to follow recess safety procedure will lose recess privileges.

- Rough play: no games or play will be permitted that involves rough body contact. This includes but is not limited to tackle football, chase/tag, play fighting, hitting and kicking.
- Rocks, sticks, etc. are to be left on the ground and out of hands.
- Children must have permission from the duty teacher if they need to leave the playground.
- Profanity or inappropriate language: Students are not to use profanity at any time. Students are expected to use language that is not offensive to other students; name calling, rude gestures, and cruel teasing are not permitted.
- Rights of others: Students are expected to display courtesy and respect each other at all times.
- Whistles: When the whistles are blown the children are expected to stop what they are doing and line up immediately. When in line, students are to be orderly and quiet before they enter the building and when they are in the hallways.

A “stay-in note” signed by a parent is required for any student who is to remain in the building during recess. We encourage all students to get outside for a fresh air break when weather permits.

POSTERS

Posters or any publicly displayed material must be approved by the principal before posting.

PROCEDURES FOR PARENT CONCERNS

When you have concerns or questions regarding your child’s educational experience, please use the following procedures in communicating your concerns:

1. Contact the teacher first and schedule an appointment. Please call 24 hours in advance and give an indication of what the conference is about.
2. If further discussion is desired, please schedule an appointment with the principal.

PROFICIENCY BASED PROMOTION

Proficiency Based Promotion as set forth in HB 1017, Section 6, allows students to progress in their educational endeavors by subject, course, and/or grade level based upon mastery of the Oklahoma Learner Outcomes, not upon time spent in classes, completion of assignment or pre-requisites. All legally enrolled Coweta Public School students in grades K-12 are eligible for proficiency based promotion. Students who can demonstrate content knowledge in lieu of instruction can progress under proficiency based promotion. Students shall have the opportunity to demonstrate proficiency in the following areas:

Social Studies Language Arts Language Mathematics Science Arts

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% on the Oklahoma Proficiency Test developed by Riverside Publishing Company or other appropriate assessments as approved by the Superintendent of Schools.

Students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Failure to demonstrate proficiency will not be noted on the transcript.

Grades K-6: If proficiency is demonstrated through testing, the school principal will confer with parents in making promotion/acceleration decisions. Social and mental growth shall be considered. If the parents or guardians request promotion/acceleration contrary to the recommendation of the school principal, the parents or guardians shall sign a written statement to that effect. This statement shall be included in the permanent record of the student. If a child is promoted to the next level of study, a notation of P/Numerical Percentage will be placed on the student’s permanent record.

Testing Dates/Registration: Coweta Public Schools shall provide students with the opportunity for proficiency assessments twice per school year, the third Saturday following the first day of school and the first Saturday in May.

Students are required to move through a curriculum area in a sequential manner, but may register for multiple assessments.

Exceptions to standard assessment may be approved by the district test administrator for students with disabling conditions.

To ensure proper testing conditions, students are required to register two weeks prior to the testing session.

PROMOTION AND RETENTION OF STUDENTS

The Coweta Board of Education is dedicated to the best total and continuous development of each student in the Coweta Public School System. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. In evaluating student achievement, each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, attendance, and teacher observation of student performance. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the school authorities.

The principal shall direct and aid the teachers in their evaluations and review of grade assignments in order to ensure uniformity of evaluation standards. In the event that a parent or guardian is in disagreement with the principal's decision, the parent or guardian must go through a formalized district process in which the decision of the school board is final according to HB 1056 passed in July 1995.

REPORTING CHILD ABUSE

Child abuse is not something school employees can ignore. Non-accidental injury, sexual molestation, abuse, and neglect are required by law to be reported to Child Protective Services.

SAFE AND DRUG-FREE SCHOOL

Coweta Public Schools are participants in the Safe and Drug-Free School and Communities Program. An advisory council oversees the program and disseminates information about drug and violence prevention programs, projects, and activities.

Our school has a Safe School Committee that makes recommendations to the administration regarding unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that prohibit the maintenance of a safe school.

SCHOOL VOLUNTEERS

If you are interested in becoming a school volunteer, please call the principal. Your interest and involvement is always appreciated.

SEXUAL HARASSMENT

State and Federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Coweta Public Schools. This policy will set forth the rules and regulations to be followed by all students, employees, and Board members of the School District with regard to the issue of sexual harassment:

“Student” means any person who is enrolled in any school or program in the School District.

In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, request for sexual favors, and other unwelcome verbal and physical conduct of a sexual nature by any person towards a student.

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any students, employees, or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits, and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context, and gravity of such activities or incidents.

Any student engaging in sexual harassment is subject to any and all disciplinary action, which may be imposed under the School District’s Student Discipline Code. Any employee or student who is or has been subject to sexual harassment, or knows of any student or employee who is or has been subjected to sexual harassment, shall report all such incidents to the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above designated persons. All such reports should state the name of the student, employee, or applicant involved, the nature, context, and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter.

STUDENT INSURANCE

Student insurance is available at each school through a private agency. The insurance is optional.

STUDENT OF THE MONTH/ TIGER CUB OF THE MONTH

Two 4th grade students will be chosen monthly as Student of the Month. Students exhibiting outstanding behavior will be awarded.

Tiger Cub of the Month is awarded to students who have behaved exceptionally well for the month. Classroom, recess, cafeteria, bus behavior, and attitude are considered for this recognition.

STUDENT SCHOOL EXPENSES

Textbooks are free; however, some expenses may be incurred for classroom supplies for personal use in subjects. Other expenses the student may incur are paying for lost or damaged textbooks, library fines, school pictures, field trips, and other items of similar nature where appropriate.

Each teacher will provide a personal supply list for necessary items to be purchased for classroom work.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher when the regular teacher is ill, or on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately through the use of the discipline plan.

TELEPHONES

The school phone is for business purposes only. Students and teachers will not be called out of class to answer calls except in cases of emergency. Students will not be allowed to use the phone to retrieve forgotten homework, lunch money, etc.

TESTING

Coweta Public Schools participates in a standardized achievement-testing program for designated grades. The testing points out various strengths and weaknesses a student might have. In an effort to better educate our students, we are asking you to make a “special effort” to see that your child is prepared and properly rested during the test week. The school will notify you when the test dates are set. This testing is usually scheduled in the spring of the school year.

TITLE VII/JOM

The office of the Indian Education may provide money to public school districts under Part A of the Indian Education Act. The district uses this money to meet the special educational needs of Indian children.

TRANSPORTATION

Coweta School provides transportation for students who live 1½ miles from school. Transportation for kindergarten children who meet criteria may ride to school during the A.M. session or at the close of the session during the P.M. class. Parents, day cares, or designees responsible for transportation need to make every effort to have students arrive on time and promptly picked up at the close of the session. If a student's regular transportation arrangements are to change for the school day, that information must be in written form by the parent or guardian. Phone calls during the day disrupt classes and unless an emergency occurs, we ask you not to call with transportation change requests. Please call before 2:00 P.M. unless there is an emergency situation.

BUS PROCEDURES

Permission of any pupil to ride on a bus is conditional on his/her behavior and observance of the following bus procedures. Any student who refuses to follow these bus procedures can be denied permission to ride a bus to and from school.

DON'T LOSE YOUR RIDING PRIVILEGE FOLLOW THESE BUS PROCEDURES

1. Follow directions the first time they are given.
2. Be courteous, quiet, and do not use profane language.
3. Do not eat or drink on the bus, without permission of the driver.
4. Do not litter.
5. No tobacco, alcohol, drugs, or weapons are allowed.
6. Do not be destructive. Damage to bus seats will be paid for by the student or students responsible.
7. Stay in your assigned seat.
8. Keep head, hands, and feet inside the bus and to yourself.
9. Always be on time at your stop.
10. Always obey all safety procedures.
11. Any form of physical or verbal abuse toward the bus driver will not be tolerated and will be dealt with severely.
12. The driver may confiscate any item from a student he/she deems is a threat to the safety of other riders.

In addition, please protect yourself by following these safety procedures:

1. Watch for dangerous clothing that can get caught in handrails, doors, or other areas such as: jackets or sweatshirts with drawstrings, backpack straps, and scarves or other loose clothing.
2. Stay away from Danger Zones around the bus.
3. If you drop something near the bus, don't pick it up. The driver may not see you. Tell the driver and follow his/her directions.
4. Remember that motorists don't always stop for the school bus. Use extreme caution when getting on or off of the bus.

Inquiries about bus routes may be made through the office; however, specific problems should be addressed to the Transportation Department at 486-5005. If during the year a child needs to change the procedure for going home, a note from the parent/s or guardian must be sent to the Principal's office for signature and approval. Students are not allowed on a different bus without the Principal's permission

USE OF ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, AND DRUGS

The Coweta School District complies with certification as required by Section 5145 of the Drug-Free Schools and Communities Act of 1989. The drinking of alcoholic beverages or use of drugs including tobacco is strictly against school rules. Any student caught smoking or found under the influence of or in possession of any of these products while attending a school function, whether on or off school grounds, will be subject to possible suspension.

The Coweta Board of Education and the State of Oklahoma recognize that tobacco smoking has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children.

Therefore, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

The Coweta Schools statement to students is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Coweta Schools' curriculum includes Dogs Against Drugs, D.A.R.E., Operation Aware, and other related programs.

VISITORS

We ask all visitors to our building to check in at the office, and we will call students to the office as needed. Visitors will sign in and wear a nametag while in the building for an extended period. Parents visiting school must clear through the principal's office.

WIRELESS TELECOMMUNICATION DEVICES **(BOARD POLICY 4145)**

It is the policy of the Board of Education that students shall be allowed to possess a wireless telecommunication 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 provided that the device is turned off during the school day except that a student may use a wireless telecommunication device during the school day upon prior written consent of the student's parent or guardian, and the superintendent or the superintendent's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reason as determined by the superintendent or superintendent's designee.

Students found to be using a wireless telecommunication device in violation of the rules shall be subject to the provisions of 70 O.S. 24-101.3 detailing student suspensions.

WITHDRAWALS

Parents who wish to withdraw their children must follow these steps:

1. Inform the office or teacher at least one day prior to leaving.
2. Make sure all charges are paid to the cafeteria. School property and library books must be returned.
3. Sign withdrawal and release form at the front desk.

YEARBOOKS

Elementary P.T.O. will publish a yearbook annually. Early notice is given for advance sales.
