

Sayre Elementary School

“Building a Community of Lifelong Learners”



Student Handbook 2023-2024

www.sayre.k12.ok.us

Elementary School Parent Handbook Review Confirmation

This student handbook is composed of most of the expectations and regulations that students will need to know to experience success while attending Sayre Elementary School. However, it does not include every regulation set forth by the State Department of Education or the local Board of Education. This would make an extraordinarily thick and lengthy volume. Parents and/or students wishing to review the policies and standards for the district may contact your student's respective building principal or the school superintendent.

Our staff will make every effort to keep students informed about their responsibilities as students of Sayre Elementary School, and we ask for your support as we look forward to a new and exciting school year. If you have any questions, please call the office at 928-2013.

Please take the time to review this handbook with your child to verify that both of you have read through the handbook and that you both understand the expectations, regulations and discipline policy at Sayre Elementary School.

The parent AND the student must sign and date the confirmation form below and return it to the principal's office.

Thank you,
Krista Holland (Early Childhood Principal)
Brook Plummer (Upper Elementary Principal)

(Return to School by **August 25, 2023**)

Student Name (Print) _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

SAYRE ELEMENTARY STUDENT HANDBOOK
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Sayre Elementary School
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2023-2024

Professional Day	August 14
Professional Day	August 15
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First Day of School	August 17
Labor Day/School Dismissed	September 4
Constitution Day	September 17
Parent-Teacher Conferences (5:00-7:30 p.m.)	October 5
Parent-Teacher Confs (8:00-11:00 a.m.) students dismissed	October 6
End of 1st Quarter	October 6
Report Cards sent home	October 6
Fire Prevention Week	October 2-6
Fall Break	October 9-13
Unity Day-Bully Prevention (wear orange)	October 18
Red Ribbon Week	October 23-27
Progress Reports Sent Home (2-5th grade)	November 17
Thanksgiving Break	November 20-24
End of 1st Semester	December 15
Christmas Break	December 18-January 2
Professional Day/Students Dismissed	January 2
Second Semester Begins	January 3
First Semester Report Cards Sent Home	January 5
Professional Day/Students Dismissed	January 29
Valentine's Day Parties (2:15 p.m.)	February 14
Parent-Teacher Conferences (5:00-7:30 p.m.)	March 14
Parent-Teacher Confs (8:00-11:00 a.m.) students dismissed	March 15
End of 3rd Quarter	March 10
Spring Break	March 18-22
Report Cards sent home	March 28
Snow Days	March 29 & April 1
Children's Book Week	May 2-8
Snow Day	May 10
Awards Assembly Early Childhood 9:15 a.m.	May 15
Awards Assembly Upper Elementary 12:45 p.m.	May 15
Kindergarten Graduation (2:00 p.m.)	May 16
End of 2nd Semester	May 17
Parents pick up report cards @ office	May 20 & 21

SAYRE ELEMENTARY SCHOOL

(Pre-K-Grade 5)

Dear Parents and Students:

Welcome to Sayre Elementary School. Whether this is your first year with us or you have been here in past years, we want you to know we are glad to have you. We hope to work with both parents and students to achieve the most significant degree of understanding and education possible. To help achieve these goals, we have prepared the following information as a guide for all of us.

SAYRE ELEMENTARY VISION STATEMENT

THE VISION OF SAYRE UPPER ELEMENTARY AND SAYRE EARLY CHILDHOOD IS TO PREPARE OUR STUDENTS FOR THE FUTURE BY INSTILLING IN THEM A LOVE FOR LEARNING, INCLUDING CRITICAL THINKING SKILLS AND A RESPECT FOR VALUES OF INTEGRITY, PERSEVERANCE, RESILIENCY, EMPATHY, AND KINDNESS (EAGLE STANDARDS). OUR STUDENTS WILL EXPERIENCE SUCCESS TODAY AND BE PREPARED FOR TOMORROW.

BELIEF STATEMENTS

WE BELIEVE THAT.....

- Children can learn regardless of ethnic origin, gender, income level, and family structure.
- We nurture children's natural curiosity about the world around them.
- Teachers, parents, and students as a team work together to instill the desire for lifelong learning.
- We accept the individuality of each student. High expectations lead to high performance.
- Students succeed in a positive environment where they actively contribute to their educational process.
- Our school community achieves a positive self-image and develops respect for others.

SAYRE ELEMENTARY MISSION STATEMENT

Our team's mission is to build a community of lifelong learners.

SCHOOL CREED

I am the future of America. I accept the challenge to respect myself, others, and Sayre Elementary School. Yesterday is behind me; today's successes are before me. There is no limit to what I can achieve. I will make today the best day of all. I accept the responsibility for my behavior and its result. I do not have the right to interfere with the learning and well-being of others. With the help of my family and teachers, I will determine what I will become, for the education I receive today will make me a leader of tomorrow.

ACCIDENTS

If your child becomes ill during school, they will be cared for temporarily by the office staff, and you will be notified. The office staff will render simple first aid only. If an emergency arises or your child needs emergency medical attention, your family doctor will be called, or your child will be taken to the local hospital's emergency room unless you have given instructions to the contrary. **WHEN ENROLLING YOUR CHILD GIVE THE NAME OF A LOCAL DOCTOR.**

AIDS EDUCATION

The Sayre Board of Education recognizes that Acquired Immune Deficiency Syndrome (AIDS) prevention education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas. Students shall receive aids prevention education a minimum of once during the period from grade five through grade six. The district's AIDS education program must address, at minimum, the disease's nature, transmission, prevention, and effects. All staff teaching the AIDS education program are properly certified and adequately prepared to teach the material.

The district will make the curriculum and materials used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in the time frame to deal only with factual medical information for AIDS prevention. At least one month before teaching AIDS prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation. (S. B.P. EHAI)

ANIMALS IN SCHOOL

Students are not allowed to bring animals onto school premises except in connection with an organized and approved school activity or as authorized by the building principal. Written permission must be obtained from the building principal before animals are brought to school or any school activity.

Authorized animals must be adequately housed and cared for while on school grounds. A parent or guardian must be available to remove the animal from school grounds immediately following the event's conclusion. Only the teacher, or students designated by the teacher, can handle the animal.

If an animal has bitten a staff member or student and the skin has been pierced, the incident will be reported immediately to the school office. The principal will notify public health authorities and cause the animal to be impounded for observation. Public health authorities will determine the animal's appropriate term of confinement and observation method. (S.B.P. EMG)

ANNOUNCEMENTS

All materials for distribution or display on Sayre Elementary School property must be approved by the principal. Petitions may not be circulated without the approval of the superintendent.

Student and personnel publications, including the school newspaper and other school-sponsored materials that represent the district, are to be submitted to the principal for review for accuracy and compliance with district policies before publication.

ASBESTOS

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school.

The management plan may be reviewed at your child's school during normal working hours.

ASSAULTS UPON SCHOOL EMPLOYEES/STUDENTS

It is the policy of the Sayre Board of Education to encourage the prosecution of any person who commits assault, battery, or assault and battery upon the person of a school employee or student or threatens and places an employee or student of the public schools in immediate fear of bodily harm while the employee or student is in the performance of their duties as a school employee or student. (S.B.P. CKHA/21 O.S. 650.7)

ATTENDANCE

Ninety Percent Attendance Rule

Oklahoma school law requires students to be in attendance at school a minimum of 90% of the semester/year to earn a grade and receive credit. This includes excused and unexcused absences. Any student absent more than 10% of the current semester will be retained in the existing grade. The principal will decide retention. Parents may contest the retention and state their reasons for contesting retention. Ten percent (10%) will be interpreted as nine (9) days per semester. Not being in class due to school-sponsored activities shall not be considered an absence and will not be counted against the 90% mandatory attendance policy.

Reporting Requirements

A student who is absent without a valid excuse for four (4) or more days or parts of days within four weeks or is absent without a valid excuse for nine (9) or more days or parts of days within a semester will be reported to the student's parent(s)/guardian(s) and the Beckham County District Attorney. The Elementary Principal will also notify in writing the Department of Human Services of the name of any student who is absent over ten percent (10%) of the semester without a valid excuse. (70 O.S.24-120)

Absence Procedure for Parents

If a student stays home from school, their parent or legal guardian must contact the school office before 9:00 a.m. on each day the child is ill/absent. Notes from home will be accepted to excuse the student if they are signed and dated by the parent or guardian. When a parent or guardian takes the proper steps to inform the school office that their child is ill, the student *will be granted an excused absence and allowed to make up their school work for full credit.*

If a parent fails to contact the school properly, the student is *unexcused for the day and will not be allowed to make up for their work.*

All decisions regarding attendance will be left to the discretion of the principal.

Types of Absences

All absences fall under two categories:

- Excused Absence:

State law allows students to receive excused absences from school for the following reasons only:

- a. Medical appointments
- b. Personal or family illness
- c. Legal matters
- d. Extenuating circumstances deemed necessary by the principal,
- e. Observance of holidays required by students' religious affiliation

- Unexcused Absence:

Students who are absent due to the following: suspension, truancy (skipping), students sent home to change inappropriate clothing, students missing without the knowledge of their parent or guardian, or when the parent or guardian does not notify the Principal's office. (Slips from professionals may be accepted in the office.)

Tardies:

Tardy is defined as arriving after 8:05 a.m. A tardy becomes a half-day absence after 8:30 am. Three tardies in the same class period will equal one unexcused absence unless otherwise indicated by the teacher or principal. Any student who exceeds the 10% limit may appeal to the Board of Education for credit reinstatement. Consideration will be given to the reason for the absences and to the attempts by parents to minimize the absenteeism. (S.B.P. FDC-R2/70 O.S. 10-105-106)

Compulsory Attendance

Senate Bill 1597 amends the law related to compulsory school attendance. The bill becomes effective July 1, 2006. The bill is summarized below:

- The amendment allows the court to determine if the parent or legal guardian has made substantial and reasonable efforts to comply with the compulsory attendance requirements.
- If the court determines that the parent or legal guardian has an affirmative defense, the complaint against the parent or legal guardian may be dismissed, and the child shall be referred to the district attorney for the filing of a Child in Need of Supervision petition against the child.
- Parents or legal guardians convicted of violating the compulsory attendance requirements will face much higher fines and the possibility of imprisonment.
- The court may order the parent or legal guardian to perform community service instead of the fine or imprisonment.
- The court may order as a condition of a deferred sentence or a condition of sentence upon conviction of the parent, guardian, or other person having custody of the child any conditions the court considers necessary to comply with school attendance requirements. The conditions may include, but are not limited to, the following:
 1. Verifying attendance of the child with the school;
 2. Attending meetings with school officials;
 3. Taking the child to school;
 4. Taking the child to the bus stop;
 5. Attending school with the child;

6. Undergoing an evaluation for drug, alcohol, or other substance abuse and following the recommendations of the evaluator; and
7. Taking the child for drug, alcohol, or other substance abuse evaluation and following the recommendations of the evaluator, unless excused by the court.

BEHAVIOR AT SCHOOL-SPONSORED ACTIVITIES

When attending a school-sponsored activity, elementary-age students must be accompanied by a parent, guardian, or older brother/sister with a valid driver's license. Students will be held to the same code of conduct expected during the regular school day. Repeated misbehavior may result in them being banned from attending ball games. (S.B.P. CKHA/21 O.S. 650.7)

To maintain order, school officials have the authority to remove any person(s) from a school-sponsored activity who are interfering with the peaceful conduct of that event, including, but not limited to:

1. Projecting in any manner an object which could cause bodily harm to another person;
2. Entering the physical boundaries designated for the conduct of a sanctioned athletic event for materially and substantially disrupting or interfering with the event.
3. Threatening to kill or do bodily harm to any person with apparent ability to carry out that threat during the period of a sanctioned event;
4. Using violent, obscene, indecent, or profane language in a manner which materially and substantially interferes with the peaceful conduct of a sanctioned event; or
5. Any other activity that school officials feel is interfering with the event.

BICYCLES

Only 4th and 5th grade students may ride bicycles to school. Students should not leave on a bicycle during dismissal until the buses and traffic have cleared the parking lot. The bicycles must be parked in the designated area and not used again until school is dismissed. The school is not responsible for the safekeeping of the bicycles. Students should be aware of and observe the traffic regulations for bicycles. Other rules that should be observed include riding in a single file, riding one person per bicycle, and keeping to the right side of the street near the curb. Remember, pedestrians have the right-of-way. Skateboards, rollerblades, and scooters are not allowed on school grounds.

BIRTHDAYS

Birthdays will be recognized in the classroom, i.e., birthday hat, class sings the birthday song. We do not host birthday parties in the classroom. However, if you wish to send invitations for your student's birthday party, please send enough for each student. Invitations will not be handed out if a classmate is excluded.

If a parent wishes to send cupcakes/treats with their child on their birthday, please get the teacher's approval first. Only store-bought items are allowed; please, no home-baked goods.

BUS RULES

The provision of school bus transportation is not a right of students but is a privilege extended by the Board of Education. Students who ride the bus to and/or from school or on school activity trips must observe the following rules. (70 O.S. 9-101 et seq.)

1. Be on time.

2. Observe safety practices (check traffic both ways before boarding or departing the bus).
3. When unloading to cross the street or road, always walk to the front of the bus, and wait for the driver to motion you across.
4. Keep hands inside the bus.
5. Be seated immediately and stay seated at all times.
6. Place trash in the proper place.
7. No loud, disruptive, or bullying behavior. Students will receive a warning for the first offense. Parents will be contacted for the second offense. If the behavior continues, the student will be suspended from the bus. The duration of the suspension will be decided by the principal and communicated to the parents and bus driver.
8. Do not leave items on the bus. The driver is not responsible for lost or stolen items.
9. Do not throw objects on or out of the bus.
10. In case of an emergency, remain on the bus unless the driver instructs you otherwise.
11. Be courteous.
12. Any passenger who defaces or vandalizes a school bus in any way will be immediately suspended from riding the bus. The first bus suspension will be at the discretion of the principal; the second bus suspension will be no less than 5 days. No suspended student will be permitted to resume riding the bus until the damages for which the student was responsible are paid. Parent(s) will be notified of the suspension.
13. Students will only be allowed to board the bus at designated locations, both on and off-campus. (S.B.P. FFFF-R)

Early Childhood Bus Policy

According to Oklahoma Department of Human Services, children under the age of six cannot be left home alone. If your child is in prek or kindergarten and no one is home when the bus is dropping them off, the following steps will occur,

- a. Parents will be contacted, if not able to reach parent or guardian.
- b. The school resource officer and/or police department will be contacted.

CAFETERIA

Breakfast will be served from 7:30 - 8:00 a.m. each morning. Students planning to eat breakfast should be at school no later than 7:45 a.m. Lunch schedules will vary according to grade levels. These schedules and the menus will be available through the office. Free and reduced meal applications are available and will be sent home with all students during the first week of school. A NEW FORM MUST BE FILLED OUT EACH YEAR TO BE ELIGIBLE. The forms must be completed and returned to school as soon as possible. Lunch charges will not be allowed for more than two weeks unless parents have made prior arrangements with the school.

If a student is allergic to milk or any other food, a note from a physician should be sent to the school office and a copy given to cafeteria director. In the event special dietary considerations occur that prohibit cow's milk consumption, soy milk will be served.

MEAL PRICES, LUNCH		BREAKFAST
Elementary Students	\$2.00	\$1.60
Adults	\$3.50	\$2.75
Extra Milk	\$0.40	\$0.40

To make the food service program a learning situation, the following policies have been established:

1. Students will be asked to use their quiet voices so all will have time to enjoy and finish their meal.
 2. On-duty staff will encourage good eating habits, i.e. eating dessert last, trying new items.
 3. Teachers will ask students to leave their tables and surrounding areas clean.
 4. Teachers will ask students to avoid disruptive behavior.
 5. Carbonated beverages, including pop cans, will not be allowed in the lunchroom.
- *If students cannot follow the above rules will get a warning then it will result in disciplinary action, i.e. walk during recess, help clean tables, parent contacted, assigned seat, etc.

If you would like to eat with your child during lunch please check in @ the front office. Pk-3 parents will eat with their child in the alternative seating area (not with the grade level at long tables) However, we ask that you plan on eating lunch **with your child only**. This will aid in minimizing disruptions and avoiding hurt feelings.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school immediately if there is a change in address, telephone number, babysitter, or person to contact in an emergency. This information is very important in case your child becomes ill or is injured.

CHECKING OUT OF SCHOOL FOR THE DAY

If you need to pick up your child from school during the school day, the parent or guardian must come into the school office to officially sign out the student. Unless other arrangements are made with school officials, only the parent(s)/guardian whose name(s) appears on the school enrollment card has permission to take a child from campus. These procedures will be enforced for the welfare of the child. *Please do not interrupt classes by going directly to the room.*

CHILD ABUSE

"Every person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter promptly to the Department of Human Services." 10A O.S. 1-6-102. Reports shall be made to the state toll-free hotline at 1-800-522-3511

CHILD CUSTODY

If legal custody of a child has been awarded to one parent or a third party, the school must be notified. A copy of the court order establishing custody should be on file in the school office. To avoid placing the school in the position of mediator between two parties, the school will honor only a court order.

CITIZENSHIP

All students are expected to exemplify the behavior and attitudes conducive to promoting a good school atmosphere. Fighting, being disrespectful, running in the halls, and being disruptive in the classrooms, cafeteria, playground, and restrooms will not be permitted. If a

student's conduct interferes with the rights of others, it is bad conduct. Students who do not abide by the school rules will be subject to disciplinary action.

All students are expected to follow all local, state, and federal laws as well as regulations and policies of the district. (S.B.P. FNC-R)

We believe that it is important that the home and school work together in dealing with problems students may encounter and ask that you contact the school if we can be of assistance.

CLASS PARTIES

School-wide parties (i.e., Fall Party, Winter Party, Valentine's Day Party, Easter Party) held during the year will begin at 2:15 p.m., unless otherwise indicated by your child's teacher. As a safety precaution, only pre-packaged foods will be allowed at class parties. Please contact the elementary office prior to the scheduled party date if a parent(s)/guardians have any questions regarding this policy.

CLOSING SCHOOL (BAD WEATHER)

Announcements regarding school closings and delayed opening times due to bad weather will be made on local radio and television stations and on the School Messenger program.

CLUBS AND ORGANIZATIONS

Sayre Elementary offers the following clubs and organizations:

Student Senate- The mission is to enable students to participate in student body decisions and learn leadership skills. The Student Senate advisor is TBD.

Talented and Gifted-The mission is to enhance and enrich the student's educational experience. Talented and Gifted advisor is Melissa Lewman.

Basketball- The mission is to allow students to perform in a competitive atmosphere. Basketball advisors are Stacy Wilson, Patton Pugh, and Michaelanne Nelson. (H.B. 1826)

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; receive school progress reports; visit the child briefly at school, and participate in parent and teacher conferences (not necessarily in the same conference). (B.P. FFGA)

DEVIATIONS OR EXCEPTIONS

The Principal must approve any deviation or exception from these policies. Guidelines to the above policies, which are in the best interest of Sayre Elementary students, may be added by addendum and distributed. Students must conform to laws, rules, and regulations as prescribed by statute and local board policy. These are available upon request.

DIABETIC MANAGEMENT PLAN

A student with diabetes will have a medical management plan while at school and while participating in activities. *Board policy: FFACC*

DISCIPLINE & CONTROL POLICY

Sayre Elementary believes that the school's primary goal is to educate, not discipline.

However, education includes establishing norms of social behavior and assisting students in

understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is an isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive, and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in a teacher's or administrator's judgment, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness in class
3. Cutting class
4. Leaving school without permission
5. Refusing detention or any other teacher-assigned consequence
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination, including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor

17. Sexual Harassment
18. Gang-related activity or action

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention (morning or lunch detention)
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges, i.e., recess, class party, assembly, school store.
11. Corporal punishment-**Sayre Elementary School will honor special education law and not administer corporal punishment to students receiving special services.**
12. Suspension
13. Involvement of local authorities
14. Referring student to appropriate social agency, i.e., Graduated Sanctions
15. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by this policy statement and the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time, and no reason shall be necessary for such a search. Student property may be searched with reasonable suspicion.

The teacher, Counselor, or Administrative team may record or take a picture of specific problematic behaviors a student is displaying. The pictures and/or videos will then become a part of the student's educational record and be filed in their cumulative folder.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions. (S.B.P. FO)

CONTROL AND DISCIPLINE POLICY SCHEDULE

The board of education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school. A student who has been suspended for a violent offense directed toward a teacher shall not be allowed to return to that teacher’s classroom without the approval of that teacher.

Oklahoma Law, Title 70, Section 6-114, provides teachers with the same rights as parents to control and discipline school children in accordance with local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior that is not included in the following schedule may warrant appropriate disciplinary measures. The following schedule shall not be used in determining discipline for any child on an IEP or Section 504 plan until such time as the student’s IEP team has determined that the infraction is in no way a manifestation of that student’s disability.

<u>Infractions</u>	<u>Minimum Action <</u>		<u>> Maximum Action</u>
1.Unexcused tardiness	---- Refer to Attendance Policy ----		
2.Disruption of class or assembly	School Conference	Parent Conference	Suspension
3.Lunchroom misconduct	School Conference	Parent Conference	Suspension
4.Bus/playground misconduct	---- Refer to Bus Conduct Policy ----		
5.Negligence in completing classwork	School Conference	Parent Conference	Suspension
6.Cutting class	---- Refer to Attendance Policy ----		
7.Leaving school without permission	---- Refer to Leaving School Grounds (Closed Campus) Policy ---		
8.Truancy	---- Refer to Attendance Policy ----		
9.Tobacco on school grounds	School Conference	Parent Conference	Suspension ¹
10.Drugs or Alcohol possession	Parent Conference		Suspension ^{1, 2}
11.Gambling	School Conference	Parent Conference	Suspension
12.Theft	Parent Conference		Suspension ^{1, 2}
13.Assault-physical or verbal	Parent Conference		Suspension ^{1, 2}
14.Fighting	Parent Conference		Suspension
15.Destruction of property, vandalism	Parent Conference		Suspension ^{1, 2}
16.Threats/Harassment	School Conference/counselor referral	Parent Conference	Suspension ²
17.Extortion	School Conference		Suspension ^{1, 2}
18.Refusal to obey school staff/rules	School Conference	Parent Conference	Suspension
19.Possession of weapons or other items with the potential to cause harm			Suspension ²

- 1. May require counseling and rehabilitative efforts before reinstated in school programs
- 2. May require notification of legal authorities

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

Suspension alternatives may include in-house suspension or out-of-school suspension. Refer to the Suspension Policy (see policy FOD) for requirements for short-term suspensions (1-10 days) and long term suspensions (11 or more days). (S.B.P. FO-R1)

DISCIPLINE FORMS

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

A. Discipline Slips

Discipline slips are given as a consequence of inappropriate behavior. Discipline slips will be sent to parents/guardians through the mail or take-home binder (Pk-2)

B. Probation

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

C. Recess Detention

Recess detention may be assigned by the teacher or principal for classroom level infractions or to complete missed work.

D. After-School Detention

After-school detention may be assigned by the teacher or principal for classroom level infractions or to complete missed work. After-school detention will be held in a designated classroom from 3:10-3:40 p.m. Parents will be notified in advance and will be responsible for transportation.

If a student fails to attend an assigned detention period, an additional day will be added. Refusal to attend detention will result in full day of in-school detention.

E. In-School Detention

In-school placement is an alternative to out-of-school suspension. In-school detention will be imposed by the student's principal. The placement will not be considered suspension. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the discipline appeals committee. ISD is during the regular school day and will be held in a supervised, structured environment. Detention must be served on consecutive school days. The student will lose all privileges for the day and complete daily work in isolation. Assignments completed by a student in ISD will be graded as in the regular classroom. Participation in extra-curricular activities will be at the discretion of the building principal based on the severity of the infraction.

- ISD Rules
1. Remain in assigned seat.
 2. No talking/communicating with others.

3. No sleeping.
4. Work on assignments.
5. Students will take drink/restroom breaks and lunch on a regular schedule that prohibits contact with students in the regular educational setting.

F. Out-Of-School Suspension

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

G. Other Methods Of Discipline

Conferences with the principal, student, teacher, and parent.

Loss of privileges.

Financial restitution.

*Additionally, administrators and teachers shall have the authority to enforce other reasonable actions which they find warranted by a situation not covered in the discipline policy. **Board Policies FO, FO-R1, FO-R4.** A copy of the district's policies is located in central office to view.

DISCIPLINE APPELLATE PROCESS

Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:
 - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
 - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

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

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

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

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

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

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

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

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

NOTE: 70 O.S. §24-101.3 (E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another

state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

DRESS CODE

Student dress should be moderate and should not be a detriment to the educational climate of the school. Students' dress and grooming will not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student's safety or to the safety of others. All policies pertain to school hours or activities and apply to all students at Sayre Elementary.

The following are examples of apparel which should not be worn to school:

1. "Short" Shorts and Skirts ****Hemlines should be within hands width of the top of the knee.***
2. Shirts or blouses which reveal a bare midriff.
3. "See through" clothing of any kind.
4. Garments intended as undergarments worn as an outer garment.
5. Clothing, accessories, or hair styles which promote (directly or indirectly) alcohol, chemical abuse, criminal behavior, gang colors or symbols
6. No hats, caps, bandanas, or headgear worn inside the building during school hours. (With the exception of recess or school dress up days)
7. Spaghetti strap shirts, tube tops, one strap shirts, halter tops, backless tops will not be permitted.
8. Any clothing that exposes undergarments.
9. Sunglasses are not allowed in the building (with the exception of dress up days)
10. Shorts are not allowed when the forecasted temperature is below 55 degrees fahrenheit.
11. Any type of body piercing deemed to be a distraction to the educational process.
12. Unbuttoned shirts that expose bare skin.
13. Any other clothing and/or method of grooming which teachers or administrators feel are a distraction.

If a student is reported to the office for not following dress code their parents will be contacted to bring them a change of clothes or check them out to go change. Continued referral will result in parental conference and/or suspension from school.

The dress code is subject to immediate revision by the administration at any time during the school year. (S.B.P. FNCA-R)

DRUG FREE SCHOOLS

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote health, safety, and welfare of employees, students, and the community as a whole, Sayre Elementary will provide a drug free school in compliance with the Drug Free Schools and Community Act Amendments of 1989 (P.L. 101-226). The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, alcoholic beverage, or illicit drug is

prohibited anywhere on school premises or as part of any activities. Use or possession of any tobacco products by students is prohibited. Use of any tobacco products by employees is prohibited on school premises. (S.B.P. FNCF/70 O.S. 1210.221 et seq.)

EMERGENCY DRILLS

Fire Alarm. Continuous blast from hall horn

Storm AlarmShort blasts on intercom bell

Do not take possessions with you. Exit in an orderly and quiet manner and follow teacher's instructions. Each class will be accompanied by the teacher and roll will be called after evacuation is complete. Follow the exit routes posted in every room in the building. Drills at prescribed intervals are required by law.

Dangerous Intruder Alarm. . . .An announcement will be announced over the intercom. Teachers will immediately lock their outer doors and move students to a section of the room where they are out of the line-of-sight. Students will remain seated until the all clear is signaled. (S.B.P. CKC,CKC-R,CKC-R2,CKAD; S.B. 0103)

ELECTRONIC COMMUNICATION DEVICES

We are implementing a **cell phone (electronic communication devices) free space** in all our classrooms, hallways, and restrooms. Electronic communication devices include **cell phones, smartwatches, and airpods/earbuds**. Electronic Communication Devices must be turned off and **store in a backpack** throughout the school day. Electronic devices are not to be carried in students' pockets or other articles of clothing.

During class, students may NOT use their cell phones for calculators, checking time, music, reading a book, checking their grades, or for any other reason. If there is a medical reason to use a cell phone, that may be allowed per 504 or health plan, with prior approval. Parents can call the office to relay messages to students.

Sayre Public Schools are not responsible for a lost or stolen electronic communication device. Upon reasonable suspicion, the superintendent, principal, teacher or security personnel shall have the authority to detain and search, or authorized the search of, any student or property in the possession of the student for unauthorized electronic communication devices. Students found to be using any electronic communication device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. **Confiscated electronic communication devices will be released only to a parent or guardian.** Students violating this rule will be disallowed from carrying any electronic communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a electronic communication device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, suspension, or a combination thereof. Disciplinary action will be left to the discretion of the principal. Where appropriate, police authorities may be contacted.

The building principal will administer discipline in the following order:
(Discipline is up to the discretion of the principal and depending on the circumstances of each specific incident may progress more quickly)

First Offense: Warning and parent call

Second Offense: Phone confiscated (parent will have to pick device up in office)/Parent Phone Call/Conference / Detention (Miss Recess)

Third Offense: Student meets with School Resource Officer/Phone confiscated/Parent conference and Phone released to parent/

Fourth Offense: Out of School Suspension/Phone turned over to Resource Officer

ENROLLMENT REQUIREMENTS

To gain admission to Sayre Public Schools a student must be a legal resident of this district or a legal transfer. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Sayre Board of Education. Sayre Public Schools will request student records from the previous school attended. Students can start school once educational records from previous school.

Age Requirements

A. A child entering the 4-year old program must have attained the age of 4 years on or before September 1.

B. A child entering kindergarten must have attained the age of 5 years on or before September 1.

A birth certificate, proof of residency (utility bill), social security card, and immunization record must be presented at the time of enrollment.

EXCEPTIONAL EAGLE AWARD

Starting in September, each homeroom teacher will nominate one student for the Exceptional Eagle Award. **Upper Elementary teachers will each select one student from the grade they teach. Students deserving of this award are hard working, polite, kind, and a role model their peers can look up to. Students will be recognized during an assembly once a month (through April). Exceptional Eagle parents are invited to attend the assembly in the auditorium.**

EXTRACURRICULAR ACTIVITIES

Extracurricular activities such as intramural athletics are available only to those students who are performing acceptable work in all other school-related areas. While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. The student must maintain a passing average in all subjects in which enrolled.
2. The student must meet the school's attendance policy.
3. The student must be in good standing within the rules of the activity.

(S.B.P. FMA/FMA-R1)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the students education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditors medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

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

1. The student's name
2. The student's extracurricular participation

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

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

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

(S.B.P. FL-R)

FEES

No fees are charged to students for school facility use. Fees may be charged for overdue library books, damaged textbooks, classroom materials, etc. If a book is lost or damaged, the student must pay the cost of the book before another book can be issued and/or before semester grades are received. (S.B.P. FP-R)

FIELD TRIPS

Elementary classes will take field trips throughout the school year. Field trips are deemed privileges. Eligibility will be determined by the classroom teacher and the principal. Eligibility requirements will include completed schoolwork, attendance, and behavior. Parent(s)/guardian will be notified in advance if their child is in jeopardy of being unable to attend a scheduled field trip.

FLAGS

It is the policy of the Sayre 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, foreign exchange students, students formally associated with a religious group whose tenets are not in accord with this practice, and any other 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.

FOOD ON CAMPUS

All snacks must be store bought, not homemade.

GRIEVANCE PROCEDURE: STUDENTS/PARENTS

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

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

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal. (S.B.P. GFB)

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

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

HARASSMENT/BULLYING

The bullying policy is found at FNCD, FNCD-R, FNCD-P, and FNCD-E in the school district's policy manual. You are entitled to a copy of the policy. If you would like to receive a **complete** copy of the policy, please contact the Superintendent of Schools at 580-928-5531. We have also listed the policy on our school website at www.sayre.k12.ok.us/.

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "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 or written, verbal, or physical act. Such behavior is specifically prohibited.

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

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

(S.B.P. FNCD)

HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

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

Definitions

1. "Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

"Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

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

1. The student should see the **building counselor** to fill out a bully harassment form. If the bullying involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal.
2. Upon receipt of a written report, the building counselor shall contact the principal and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information. (SBP FNCD-P)

HAZING

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

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

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

or other forced physical activity which could adversely affect the physical health or safety of the individual.

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

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

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

HEAD LICE/SCABIES/IMPETIGO POLICY

HEAD LICE

The building principal and/or designated building personnel will assume the responsibility for enforcing the following steps:

1. Identify and temporarily exclude only those students with live lice and/or nits.
2. Contact the student's parents with a letter or phone call and explain the recommended treatment guidelines.
3. Students must be adequately treated and re-admittance to school requires a clearance slip from the City-County Health Department or a physician stating “The student has been adequately treated and appears to be free of all live lice *and* nits.”

Impetigo and scabies are highly contagious. Students should not attend school with these infections. Students will be sent home for treatment and may not return until all sores and scabs are healed. (S.B.P. FFA/70 O.S. 5-177, 10-105, 11-103, 1210.194)

NOTE: An absence due to head lice, scabies, or impetigo is an unexcused absence unless a physician’s note is received in the office.

HIGHLY QUALIFIED TEACHER

According to **Section 111 (6) (A)**-The parents of any child attending Sayre Public School may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

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

HOMEBOUND INSTRUCTION

Sayre Elementary is aware of the need to provide instruction for students who, for medical reasons, are not able to attend school. Therefore, the district will provide homebound instruction for students who are unable to attend school. The disability must be certified by a medical doctor. Grades awarded by homebound teachers will be of the same value as the grades awarded by other teachers. Requests for homebound instruction will be made to the principal. If the request is approved, a teacher will visit the student at home or in the hospital in accordance with the Director of Special Education's procedures for homebound instruction.

When, in the opinion of the principal, the homebound student is not observing the requirement of actually being restricted to the home, homebound instruction will be terminated and the student will be required to return to school. Homebound services customarily require three hours per week in three one-hour periods. Adjustments may be recommended by the principal for special cases. (S.B.P. EHBF, EHBF-R)

HONOR ROLL

Honor rolls will be announced for grades 2-5 following the close of the first quarter, first semester, third quarter, and second semester. Grades from physical education, music and other classes will have letter grades rather than numeric grades recorded on transcripts and will not be used in the calculation of grade point averages.

Principal's Honor Roll

Students who receive no grade below "B" will be named to the Principal's honor roll.

Superintendent's Honor Roll

Students who receive no grade below "A" will be named to the Superintendent's honor roll.

IMMUNIZATION

No student shall be allowed to enter Sayre Elementary School until certification is presented to the principal or designee that the student has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, hemophilus influenza type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

A meningococcal vaccine is recommended for all children at their routine preadolescent visit (11-12 years of age). **See Appendix A**

If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication.

If the student's religious beliefs conflict with the requirement that the student be immunized, the parent must present a signed statement that states the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

INFECTIOUS DISEASES/ILLNESS POLICY

Students should not come to school when they are sick. Students will be **sent home** if they develop symptoms of illness, including vomiting, diarrhea, and/or a temperature of 100 degrees or higher to prevent the spread of sickness to others. Strong efforts are made to provide a safe and healthy place for students to come to school. Please assist us by keeping your child at home until they have been fever/symptom free for **24 hours** without the use of anti-fever medications (S.B.P. FFA/70 O.S. 5-177, 10-105, 11-103, 1210.194).

Students with pink eye or pink eye like symptoms need a doctor's note upon return. In the event of a rash, skin bumps or skin irritation the principal can request a doctor's note upon return to prevent the spread of contagious illnesses.

INSURANCE

It is the policy of the Board of Education to select a reputable company through which patrons may purchase accident insurance for their children at a minimum cost. The purchase of the insurance is not compulsory but entirely at the discretion of parents. At no time will Sayre Public School be responsible for the cost of an injury to students. Student insurance application forms may be obtained during the enrollment or at any time from the principal's office.

LIBRARY

Library procedures and policy are under the direction of the media specialist. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students will be liable for destroying or failure to return library materials. (21 O.S. 1739)

LOST AND FOUND

All articles found will be placed in a lost and found box in the faculty work room. Students should check the box when they have lost something. Articles not claimed by the end of the school year, will be placed in the Clothes Closet maintained at the elementary school for needy families.

Please use name labels or some form of identification on items of clothing to assist the school in finding the rightful owner.

MAKE-UP WORK POLICY

1. Any student absent shall have the opportunity to make-up work missed.
2. Students absent due to school sponsored activities will not be counted absent and will be allowed to make-up work missed for full credit.
3. Students with excused absences will be allowed to make-up all work missed for full credit.
4. It will be the student's responsibility to ask the teacher for his/her makeup work.
5. Work assigned the day prior to the absence must be turned in at the beginning of the class period when that class is first met following the absence.
6. Students will be allowed a minimum of a day-for-a-day to turn in make-up work when the student was absent from school with permission

7. The teacher may allow work to be turned in after a due date for legitimate reasons as determined by the teacher and principal. However, no work may be turned in for credit purposes after the final school day for each 9-week grading period.
8. Late work for students in grades 2-5 will be graded according to the policy below.
- | | |
|-----------------|----------------------------------|
| One day late | 10% |
| Two days late | 20% |
| Three days late | 30% |
| After day three | No more than 50% maximum credit. |

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT

School officials must report any *suspected* incidents of child abuse or neglect to the proper legal authorities. (S.B.P. FFG/25 O.S. 846 A(1)(c))

MEDICATION ADMINISTRATION TO STUDENTS

It is the policy of the Sayre Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

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

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

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

A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

MOMENT OF SILENCE

Each morning during Rise & Shine exercises or in the classroom, the student body and faculty will observe approximately one minute of silence for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. On mornings when Rise & Shine ceremonies are not held, teachers will be responsible for allowing students a moment of silence in their respective classrooms. (S.B.P. EMI/70 O.S. 11-101.1, 11-101.2)

MONEY

When it is necessary to send money to school, please put it in an envelope with the child's name, the amount enclosed, and what the money is for. Send exact change, if possible.

NON-DISCRIMINATION POLICY

Sayre Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its activities, programs or services and provides equal access to the Boy

Scouts and other designated youth groups. Inquiries concerning this policy may be directed to the superintendent at 716 NE Hwy. 66, Sayre, Oklahoma, 73662. Telephone (580) 928-2013

OFF CAMPUS CONDUCT

Disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has adverse effect upon the school. Therefore, any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the building principal, has an adverse impact on the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g., school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teacher or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities. (S.B.P. FODD/70 O.S. 6-114)

OKLAHOMA SCHOOL TESTING PROGRAM

The Oklahoma School Testing Program (OSTP) mandates that math and reading criterion-referenced tests be administered to all students in grade 3 & 4 to measure mastery of the Oklahoma Academic Standards (OAS). In addition grade 5 will be assessed in all mandated subjects to measure mastery of OAS.

Information concerning OSTP can be obtained from the building principal and/or designated building test coordinator. (S.B.P. EK, EK-R1)

ONLINE INSTRUCTION (ADVANCED ACADEMICS)

The online instruction policy is found at EHDF in the school district's policy manual. If you would like to receive a complete copy of the policy, please contact Mr. Danny Crabb, Superintendent of Schools at 580-928-5531.

OUTSIDE AGENCY STUDENT INTERVIEWS

In the event that an outside agency (*DHS, Child Welfare, etc.*) requests to interview a child during school hours, the following guidelines have been established to minimize the disruption to the student, while still protecting the student from any potential abusive situations outside the school setting:

- The principal will inquire of the agency representative whether it is necessary to interview the student during the school day on school grounds, and request that the interviewing be done outside of the school day if possible.
- All outside agency representatives (DHS, Child Welfare, Law Enforcement, etc.) seeking authority to interview a student at school must receive authorization to do so from the building principal, or designee.
- If a child abuse report is received while the student is in school, the principal/designee will allow agency representatives access to the student.
- Identification will be requested from the person seeking to interview the student at school from any person unknown to the principal/designee. If the principal/designee is uncomfortable with the person seeking to interview the student, or that person's

credentials, or if the principal/designee perceives that conditions or circumstances are not in the student's best interest, access to the student will be denied until further information or clarification can be obtained.

- It is not required that the parents be notified prior to allowing the agency representative access to the student, however the principal/designee may determine that it is in the best interest of the child to do so. If an agency representative produces a court order to interview the student, the principal/designee must comply without notifying the parent. The court order relieves the school district, its officials and employees, from any legal responsibility.
- For the safety of the student, the principal or designated personnel will be present during the interview. If the principal/designee feels the interview has become detrimental to the student, the interview will be terminated immediately.
- An agency representative may not physically remove a student from the school without a court order or prior notification of the parents. (S.B.P. FFGB/10 O.S 7102-7106)

PERMANENT WITHDRAWAL

Parents who wish to withdraw their child from school must follow the steps listed below

1. Notice must be given to the school one day before withdrawing a student.
2. Make sure all charges are paid to the cafeteria and all school property is returned.
3. A withdrawal form must be filled out and signed by the teacher, office staff, librarian, cafeteria, and the parent when a student checks out. This form will be helpful when in another school until permanent records are requested by the receiving school.
4. Leave a forwarding address. (S.B.P. FEXX/ HB 2692 (47 O.S. 6-107.3))

PROFICIENCY BASED PROMOTION

Registration for these tests will be required twenty-one (21) days in advance of the assessment date. The spring test may not be taken for a course currently in progress. (S.B.P. EIAE.)

PROHIBITED ITEMS

Personal items such as trading cards, slime, fidget spinners, toys (without teacher approval), radios/CD players, balls, electronic games, and bats will not be permitted at school. ***For the safety of all students, toy guns are prohibited at school. No replicas of any weapon should be brought on school grounds.*** Students/Parents will also not be allowed to hand out birthday party invitations on school grounds. Unauthorized items shall be confiscated. (S.B.P. FNH)

PROMOTION AND RETENTION

Grade level placement in the elementary school will be based upon the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year. Elementary students must achieve a grade average of 60% or higher in at

least three major courses of study to be promoted to the next higher grade. The major courses of study are math, ELA, science, and social studies.

A placement committee consisting of the principal, counselor, and the child's teacher shall determine if a student is to be assigned to the next higher grade level. The parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board. (S.B.P. EIA, EIA-R4/Section 1- Amendatory 70 O.S. 1991, Section 24-114.1)

Probationary Promotion Policies

If a third-grade student does not meet RSA criteria on his/her OSTP reading test, or qualify for any pathways to exemption (as outlined on the OSDE parent RSA resource page), a team made up of parents, administrators, and current and future teachers will meet to determine if the student qualifies for the promotion. If the team decides to promote the student the student will continue to be progress monitored and receive extra 30-45 minutes of reading remediation in 4th grade. Once the student receives a 40% on the Star Reading or another state approved benchmark assessment they will no longer be on probation. If a student does not meet the criteria by the end of 4th grade the team will meet again and retention will be considered.

READING SUFFICIENCY

The reading goal for Oklahoma public schools is as follows: By July 1, 2008, and each year thereafter, one hundred percent (100%) or more of all third-grade students, excluding those students who have individualized education programs in an area related to reading, pursuant to the Individuals with Disabilities Education Act (IDEA), limited English proficiency, or for whom English is a second language, will read at or above grade level by the end of their third-grade year.

READING SUFFICIENCY TESTING

Every student enrolled in kindergarten, first, second, and third grades will be assessed throughout the year and at year-end for the acquisition of reading skills for the grade level in which they are enrolled. Any student found not to be reading at the appropriate grade level will be provided a reading assessment plan. This will include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. The plan will also include, but not be limited to:

1. Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student;
2. Tutorial instruction as needed after regular school hours, on Saturdays, and during the summer, however, such instruction may not be counted toward the 180-day school year required by law;
3. The six essential elements of reading instruction: phonemic awareness, phonics, spelling, reading fluency, vocabulary, and comprehension.

The program will be continued until the student is determined not to be in need of remediation. (S.B.P. EKBA/70 O.S. 1210.508)

Due to RSA law, if the student's reading deficiency is not remedied by the end of grade 3, as demonstrated by scoring at the Limited Knowledge level or higher on the state annual accountability assessment in reading for grade 3, the student must be retained. The child will not be promoted to grade 4 unless he or she has met one of the exemptions or has demonstrated the ability to read at grade level. (S.B.P. 346)

If a student is found not to be reading at the appropriate grade level and teachers, in collaboration with others, are concerned that undiagnosed health problems may affect the ability of the student to read, the school district may make a recommendation to the parents or legal guardians for a medical evaluation without being liable for the cost of the evaluation or any associated costs. (70 O.S. 1210.508C)

Except for students on an individual education plan, any third-grade student not reading on grade level by the end of the school year will be required to attend a Summer Reading Academy or fulfill requirements set by the school. Parents will be notified at the end of the first semester if the student is below grade level.

REPORT CARDS, ONLINE GRADING SYSTEM, PARENT CONFERENCES

Notice of Concern

Teachers will send a notice to parent(s)/guardians any time during the school term when a student is failing a subject area or is not working to their potential. The notice will state possible causes and means of improvement as seen by their individual teachers.

Progress Reports

Progress reports for **2nd-5th graders** will be sent home during the fifth week of each nine-week period. Progress reports are to be signed by parent(s)/guardians and returned to school by Friday of the same week they are sent home.

Report Cards

Report cards go home at the end of each nine-week period.

Online Grading System

Beginning with students in second grade, parent(s)/guardian(s) will have the opportunity to view their child's academic progress through the district's online grade system. Parent(s)/Guardian(s) will be given a login and password in September. This login and password allows the parent(s)/guardian(s) to view their student's assignments and grades for any class in which he or she is enrolled.

Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the first- and third-nine weeks. For the convenience of parent(s)/guardians, conferences will be scheduled in advance by the school.

Any time a parent(s)/guardian has a question or concern about any phase of their child's educational program, he/she should feel free to call and arrange a conference before school,

after school, or during the teacher's conference period. Working together we can offer our children the best possible education. (S.B.P. EIAB)

RIGHTS OF STUDENT VICTIMS

The victims of certain felony offenses by other students have the right to be kept separated from the student offender both at school and during school transportation. This also applies to the siblings of the student victims. (H.B. 1051)

SAFE AND HEALTHY SCHOOL COMMITTEE

Due to the growing concern in public schools regarding issues that affect the health and well-being of children including concerns about health and nutrition, physical activity, security and safety, violence and youth suicide, it is the intent of the Legislature that public schools, families and communities work together to ensure that the school's curriculum, instruction and after-school programs reflect community values.. Therefore, beginning October 1, 2004 and every year thereafter, Sayre Elementary will establish a Safe and Healthy School Advisory Committee of teachers, a Bullying Prevention Officer, parents, students, health care professionals, law enforcement and community representatives.

The Safe and Healthy School Committee will study and make recommendations to the principal regarding: Unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;

1. Student harassment, intimidation, and bullying at school;
2. Professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying;
3. Health education;
4. Physical education and physical activity;
5. Nutrition and health services
6. Parental involvement
7. Instruction to prevent the use of tobacco;
8. Youth injury and suicide prevention; and
9. Methods to encourage the involvement of the community and students, the development of individual relationships between students and school staff, and the use of problem-solving teams that include the school counselor.

SAFETY RULES

WALKING TO SCHOOL:

1. Walk on the sidewalk when possible.
2. Walk near curb when walking in the street.
3. Always cross at corners.
4. Never dart out into traffic suddenly.
5. Look both ways before crossing the street.

MOTORISTS:

1. Motorists have the responsibility to exercise extreme caution while driving in a school

- zone, or when approaching a school bus.
2. Motorists shall not pass a stopped school bus.
 3. Motorists should observe all one-way streets as well as all speed limits.

SCHEDULE

The school building will be opened each morning at 7:30 a.m. ***Students should not enter the buildings before that time.*** Students will not be allowed to linger in the halls, restrooms, etc. Classes begin at 8:05 a.m. and school will dismiss at 3:05 p.m. for Pk, 3:08 p.m. for grades K-2, and 3:10 p.m. for 3 - 5th grade.

For the safety of our students and staff, all exterior doors but the front door will be locked each morning at . The front doors will be locked after the tardy bell. Anyone wishing to enter the building after 8:05 a.m. will have to be buzzed in at the front office.

SCHOOL PROTECTION ACT

It is a misdemeanor for anyone 18 or over to intentionally make a false accusation of criminal activity against a school employee to law enforcement officials or school district officials.

It authorizes the Court to impose sanctions on any student between 7 and 17 years of age who act with specific intent in making a false accusation of criminal activity against an education employee to law enforcement or school officials. (H.B. 1598)

SEARCH OF STUDENTS

Sayre Elementary believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, and teacher shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

The superintendent, principal, or teacher may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event 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 or 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 whenever the student consents to such a search.
Consent will not be obtained through threats or coercion.
4. Authorized personnel conducting a search shall have the authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather garments will be removed before or during a search.
7. Items that may be seized during a lawful search - in addition to those mentioned in section 1 above - shall include, but not be limited to, any item, objects, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.
9. A student suspended as a result of this regulation may appeal the suspension.
(S.B.P. FNF-R/70 O.S. 24-102)

SEXUAL HARASSMENT POLICY

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

SPECIAL EDUCATION

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

STAFF-STUDENT COMMUNICATION

School personnel shall refrain from communicating with students outside the school setting. An exception will apply if the school administration receives written consent from a student's parents or guardian, which will outline the nature and method of Staff-Student Communications. All **Pk-5** grade students eligible for extra-curricular activities will need to complete a permission form (**for learning purposes**). (S.B.P. DHAB)

STUDENT SENATE REQUIREMENTS

Offices of the Student Senate will be composed of a president (5th grader), 1st Vice-President (5th grader), 2nd Vice-President (4th grader), Chaplain (4th or 5th grader), Secretary (4th or 5th grader), and two Sergeant-At-Arms (4th or 5th grader). These officers will be elected each September for the coming year. Class representatives will be chosen after officers have been elected. The purpose of the Student Senate is to serve the Student Body by securing participation in the exercise of leadership, cooperation, welfare, and the success of Sayre Elementary School. A Student Senate Advisor is appointed by the building principal to provide guidance throughout the year.

Candidates must have a minimum 3.00 GPA (on a 4 pt. scale) with no grade below a C from their prior school year before they are eligible to run for office. The Senate serves pursuant to rules promulgated by the Senate, subject to administrative approval.

TELEPHONE USE AT SCHOOL

The school phone must be kept open for school business. Students will not be allowed to use the phone except for emergencies or when given specific permission by the principal or school secretary. Emergencies would include an illness or inclement weather. Permission to visit a friend, calling for homework or a musical instrument, or other forgotten items does not constitute an emergency. Long distance calls on the telephone may be made only when approved by the principal. A parent or guardian who needs to get a message to a student may call the office and have the message delivered to the student during the next class break. (S.B.P. CPAC-R)

THREATENING BEHAVIOR

Threatening behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed, including suicidal threats.

Any student exhibiting threatening behavior either verbally, in written form, or by gesture while under school supervision shall be subject to the following

1. The student will be referred immediately to the building principal.
2. The building administrator will gather and evaluate incident information and either
 - (a) document the incident and place the student on a 10 day probationary period, where behaviors are monitored and at least 2 check-ins with the counselor, **or**
 - (b) implement the following intervention procedure:
 - A.**
 - B. The student's parent(s)/guardian will be notified.
 - C. The School Resource Officer and/or local Police Department will be notified.
 - D. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary.

- E. At the principal's discretion, the student may be subject to an immediate suspension from school.
- F. The student must attend mandatory counseling with an appropriate counseling agency as determined by the school. The counseling agency will make recommendations to the school concerning the student's entry to school.
- F. A conference shall be held with the school counselor, building principal, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be re-evaluated at a later date as determined by the school.

Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester. (S.B.P. FO-R4/70 O.S. 24-100.2)

TOBACCO & TOBACCO PRODUCTS

Possession of tobacco or tobacco related products by students are prohibited at school or school sponsored activities pursuant to Oklahoma Law. (21 O.S. Section 21-1241, 1242) Prohibited tobacco products and paraphernalia include, but is not limited to: cigarettes, cigarette lighters, cigarette paper, cigars, snuff, chewing tobacco, cigarette holders, tobacco, tobacco related containers and packages, etc. Any minor in possession of the above materials being asked by a police officer or teacher where and from whom such materials were obtained, who shall refuse to furnish such information shall be guilty of a misdemeanor. (S.B.P. FNCD)

TRAVEL PLANS

For the safety and well-being of students, no child will be allowed to alter their normal travel plans without signed written consent from a parent(s) or guardian or a phone call to the elementary school office. A bus or car note will then be issued by the office and delivered at the end of the school day. (S.B.P. FFFF-R)

TRUANCY

Attendance warning letters will be issued after the 4th unexcused absence in a semester, if attendance does not improve after that then the School Resource Officer may issue a truancy citation.

Beginning with the school year, it shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years, unless such child has been screened as not to be ready for kindergarten, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session.

TUTORING

Students placed on a *Individualized Reading Sufficiency Plan* or who have failed to achieve satisfactory progress on their classroom work will be asked to participate in the after-school

tutoring program. Tutoring will be immediately after school until 4:15 p.m. Parents will be responsible for transportation.

Students will be assigned to a tutor on the basis of the academic subject in which he/she is having difficulty with.

VETERAN'S DAY

The legislature of the state of Oklahoma has designated the date of November 11 as "Veterans Day" and the week in which November 11 falls is designated "Celebrate Freedom Week" in and for the public schools of Oklahoma. If the date of November 11 falls on a Saturday or Sunday or if classes are not in regular session, Veterans Day will be observed on the preceding school day.

Sayre Elementary will conduct and observe an appropriate program of at least one class period to remember and honor American veterans. (S.B.P. EMDA/70 O.S. 24-152/H.B. 2103)

VISION SCREENING

Vision screening will be provided to each student enrolled in first and third grades within thirty days of the beginning of the school year. Kindergarteners will be screened within the school year. Students failing the vision screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist. A report of the comprehensive eye examination will be forwarded to the student's parent or guardian, school, and primary health care provider and shall include recommended educational adjustments.

VISITORS/VOLUNTEERS

All visitors (including parents/legal guardians) must check-in at the front office. Secretary will issue them a visitor's pass upon entering the building. If during morning drop off a parent needs to speak to a teacher they must check in at the front office or with a principal before walking down the hall.

Students must receive prior permission from the principal *and* their respective homeroom teacher before inviting a guest to school.

Agents or other persons shall not visit teachers during school hours for the purpose of selling books or other articles without written consent from the superintendent.

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

Any person who is requested to leave the premises shall be unable to return to the premises without the written permission of the administration for a period of six months. A grievance or an appeal may be filed by the individual as per district policy GJ-P. (S.B.P. GJ)

Volunteers- if you or someone you know is interested in volunteering at the elementary please contact the school principal. All volunteers must complete the necessary paperwork to begin

volunteering. Volunteer duties include but are not limited to, small group or individual tutoring, assisting teachers with making copies, assisting with lunch duty.

WEAPONS

The possession or use of any weapon during the time a student is in attendance at Sayre Elementary School, or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

A weapon includes, but is not limited to: guns, rifles, pistols, shotguns; daggers, knives (**knives of any type or length are strictly prohibited), razors, clubs, slap jacks, night sticks; any device which throws, discharges or fires objects, bullets or shells; explosive and incendiary devices; hand chains; artificial knuckles; or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy. A student who violates this weapon policy shall be subject to: Out-of-school suspension for the remainder of the semester in which the violation occurred and the succeeding semester per the circumstances. (S.B.P. FNCGA/18 U.S.C. 921, 21 O.S. 1280.1)

WEB PAGE

The Sayre Public School Web Site may be accessed at www.sayre.k12.ok.us

Each grade level will have its own web page, which will feature upcoming events, daily schedules, school supply lists, and a number of educational web links that will provide students with fun and exciting activities. (S.B.P. EFBCC)

WELLNESS POLICY

Students may bring or otherwise provide their own lunch. Milk or other beverages may be purchased in the lunchroom, as desired. All foods of minimal nutritional value, including those that are provided by the child's parent, are prohibited from being consumed during student meal services in the food service area where USDA reimbursable meals are served or eaten. Students will be asked to sit in a different area.

The entire Wellness Policy is available on the school's website.

Appendix A- **Meningitis Public Health Sheet**

What is meningitis?

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

What are the symptoms of meningitis?

Symptoms of meningitis may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. These symptoms are often difficult to identify in infants, who, when suffering from viral meningitis may become irritable, lethargic, inconsolable, or refuse to

eat. Since viral and bacterial meningitis often have similar symptoms, it is important to see a healthcare provider immediately if you or your child has these symptoms.

What causes meningitis and how is it spread?

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

How is meningitis diagnosed and treated?

In cases of severe illness, meningitis can be confirmed through laboratory tests performed on spinal fluid. There is no specific treatment for viral meningitis, most patients will completely recover on their own with bed rest and plenty of fluids, however health care providers often will recommend medicine to relieve fever and headache. Antibiotics specific for the bacterial cause are used to treat bacterial meningitis.

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

Antibiotics are only recommended as a preventative measure for those persons exposed to a case of meningitis caused by the bacteria *Neisseria meningitidis*. A public health nurse will work with the family of the case to identify all family, friends, and contacts that need antibiotics. Only people who have been in close contact with saliva or respiratory secretions such as household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, and day care center playmates are recommended to obtain a prescription for a special antibiotic (either rifampin, ciprofloxacin, or ceftriaxone) from their physician. Casual contacts including classmates, co-workers, or those in a workplace setting are not at an increased risk of disease and do not need treatment with the antibiotic.

How do you prevent meningitis?

Hand hygiene is the single most important action to prevent the spread of infection to others and to you. Wash visibly soiled hands with soap and water, after using the toilet, after changing diapers, and before preparing and eating food. Use alcohol based hand gels when hands are not visibly soiled. In institutions, such as child care centers, washing objects and surfaces with a diluted bleach solution is recommended. For hard surfaces such as diaper-changing areas and bathrooms, use a 1:10 dilution of bleach (mix one cup of bleach with one gallon of water). For other objects such as toys and eating utensils, use a weaker form of bleach solution (mix one tablespoon of bleach with one gallon of water).

The routine recommended childhood vaccines protect children from some of the common causes of meningitis such as *Haemophilus influenzae* type b (Hib) and *Streptococcus pneumoniae*. These and other vaccines are available and are recommended for certain people at increased risk of complications from a bacterial infection such as elderly or immunocompromised persons or people living in certain group settings. For more information on vaccines, contact your local county health department or family physician.

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