

# Ardmore City Schools

*2010-2011*

## Elementary Student Handbook PK - 5<sup>th</sup> Grade



### **Mission Statement**

**In partnership with parents and the community, our mission is:**

*To educate all students through an unconditional  
Commitment to quality & high standards.*

# Ardmore Elementary Schools

---

The Ardmore School District I-19 adheres to the equal opportunity provisions of Federal Civil Rights laws and regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973); age (Age Discrimination Act of 1975); or disability, if qualified (Americans with Disabilities Act of 1990); in the pursuit of educational goals and objectives and in the administration of personnel policies and procedures.

All class offerings, courses, clubs, and extracurricular activities offered at any Ardmore Elementary School are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.

---

To report a student absence, schedule an appointment with a teacher, talk to the principals, etc..., please call the appropriate school as shown below:

**Charles Evans Elementary** (Grades 1-5)-----**223-2472**  
*Principal – Mrs. Kristie Jessop* [kjessop@ardmore.k12.ok.us](mailto:kjessop@ardmore.k12.ok.us)  
*Assistant – Mr. Jake Falvey* [jfalvey@ardmore.k12.ok.us](mailto:jfalvey@ardmore.k12.ok.us)  
1906 Harris

**Jefferson Elementary** (Grades 1-5) -----**223-2474**  
*Principal - Mr. Chris McMurry* [cmcmurry@ardmore.k12.ok.us](mailto:cmcmurry@ardmore.k12.ok.us) 333 Carter SE

**Lincoln Elementary** (Grade 1-5)-----**223-2477**  
*Principal - Mrs. Jill Day* [jday@ardmore.k12.ok.us](mailto:jday@ardmore.k12.ok.us)  
615 Stanley

**Will Rogers Elementary** (Grades PK – Trans 1<sup>st</sup>) -----**223-2482**  
*Principal - Mrs. Cindy Hunter* [chunter@ardmore.k12.ok.us](mailto:chunter@ardmore.k12.ok.us)  
*Assistant – Mrs. Eva Wells* [ewells@ardmore.k12.ok.us](mailto:ewells@ardmore.k12.ok.us)  
1441 N. Washington

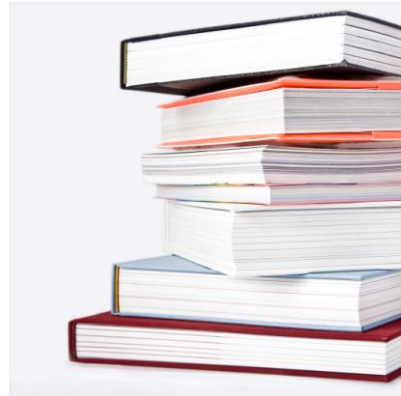
## **School to Parent Communication**

To ensure a successful school year, it is important to implement good communication between the school and parent. Tools used by the school to inform parents of important announcement such as dates, times and locations of special events are:

- Weekly newsletters sent home with students on Thursdays
- Channel 17
- Ardmore Schools district website: [www.ardmoreschools.org](http://www.ardmoreschools.org) (click on appropriate school's tab)
- Power School parent portal – Internet access allows parents to view their child's attendance, grades, and school bulletin board information. (Power School website, login, and password information is available in the office at each site).

## **Belief Statements**

- ❖ We believe that all students can learn and succeed.
- ❖ We believe that all students deserve capable, caring, professional, well-trained and dedicated teachers who have high expectations for their learning success.
- ❖ We believe all students are entitled to a learning environment in which they experience security, acceptance, and dignity as individuals.
- ❖ We believe that the cultural and ethnic diversity of our system is an asset and enriches the overall learning experience.
- ❖ We believe that instruction is structured and sequential in nature and must focus on skills and curriculum content that are considered essential and that are assessed and most valued.
- ❖ We believe that higher academic and behavioral standards will challenge students to reach their full potential.
- ❖ We believe that educationally appropriate and well-kept facilities foster a productive learning environment.
- ❖ We believe that an understanding of information technology is essential to the success of students and staff.
- ❖ We believe that all teachers must be provided with appropriate up-to-date classroom materials and teaching tools.
- ❖ We believe that teachers and principals should be empowered to implement innovative programs and techniques.



As outlined in the Great Expectations methodology, teachers and students will practice these expectations. The mission of Great Expectations® is to motivate, inspire, and challenge individuals to achieve excellence in earning and living.

## **Eight Expectations for Living**

**Educators helping students achieve excellence guide them in adhering to the following expectations.**

We will value one another as unique and special individuals.

We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.

We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.

We will cheer each other to success.

We will help one another whenever possible.

We will recognize every effort and applaud it.

We will encourage each other to do our best.

We will practice virtuous living, using the Life Principles.



## Arrival

- *Classes are from 8:15 a.m., to 3:30 p.m., for Charles Evans, Jefferson & Lincoln.* Parents should not bring students to school before 7:45 a.m.
- *Classes at Will Rogers are from 8:10 a.m. to 3:20 p.m.*
- Students will not be allowed to enter the building before 7:45 a.m., at which time supervision will be provided.



## Assemblies

Students should observe the following procedures for assemblies:

- Students will sit in groups assigned by the teacher or principal;
- All students will enter and leave promptly and quietly. Students will be seated and refrain from unnecessary noise throughout the assembly;
- Hand clapping is the only acceptable form of applause; whistling, booing, yelling, etc., will not be allowed;
- Courtesy and proper conduct must be maintained so as not to lose assembly privileges.

## Attendance

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the state Board of Education.

In grades K-8, a student must be present 93% of the quarter. Except for suspensions and school activity absences, religious holy days and confirmed illnesses, all absences will be counted. **If a student is absent more than 7% of the quarter (3 absences), an “F” will be recorded if that was the grade earned; if the student would have earned a passing grade, an “NC” will be recorded.** Note: PK students are also required to adhere to attendance requirement. In case of extenuating circumstances, the principal or designee will make the final decision.

### 1. Compulsory School Attendance Laws

Oklahoma Statute 70 O.S. §10-105 (quoted in part): *It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, 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 or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section.*

City of Ardmore Ordinance Sec. 19-1.1 (quoted in part): *It shall be unlawful for any child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means, for the full term the schools of the district are in session.*

### 2. Guideline for Determining Truancy

10 O.S. §1101 defines “child in need of supervision” and “deprived child” as one who, among other things, “Being subject to compulsory school attendance, the child is willfully and voluntarily absent from school for fifteen (15) or more days or parts of days within a semester or four (4) or more days or parts of days within a four-week period without a valid excuse, as defined by the local school boards.

3. Enforcement

70 O.S. §10-101 (quoted in part): *“The board of education of each independent school district shall appoint and affix the compensation of and attendance officer (principal) and such assistants as may be necessary, who shall serve under the authority and supervision of the board of education and the district superintendent of schools.”*

70 O.S. §10-105 (quoted in part): *“It shall be the duty of the attendance officer to enforce the provisions of O.S. 70-10-105.”*

### Definitions

1. Excused Absence

School attendance officers may excuse absences for students who are absent because of accident or injury, death in family, emergency situations, or other extenuating circumstances.

<ul style="list-style-type: none"><li>• Illness</li><li>• Accident or Injury</li><li>• Medical &amp; Dental Appointments</li><li>• Death in Family</li></ul>	<ul style="list-style-type: none"><li>• Religious Holy Days</li><li>• Participation in a Military Funeral Honors Ceremony</li><li>• Emergency Situations</li><li>• Suspensions</li></ul>
--	--

2. Unexcused Absence

An unexcused absence is defined to be any absence in which a student is absent from class without approval of the school attendance officer.

3. Policy Absence

Policy absences are all absences (excused and unexcused) other than suspension, school activity absences, religious holy days, and confirmed illnesses. **Policy absences are used to determine loss of grade/credit.**

**A confirmed absence is defined as any absence where a student has been to the doctor and the doctor has provided something in writing verifying such absence and/or when the attendance officer has caused the student to be sent home due to illness or suspension.**

4. Exceptions to the attendance requirement are the following:

- a. Mentally or physically disabled. This determination is to be made by the Board of Education after the child’s condition has been certified by a physician.
- b. Excused by the principal for an emergency at the request of the parent(s). The definition of an emergency is left to the discretion of the principal.
- c. If a child has reached age sixteen (16), he/she may be excused from further attendance by joint written agreement between the parent(s), guardian, or custodian of the child and the school administrator of the school district where the child attends.
- d. Excused at the written request of the parent, guardian or person having custody or control of the student for the purpose of observing religious holy days and for the days which the student must travel to and from the site where the student will observe the holy days. *The written request must be presented prior to the absence of the student.* (Reference 70 O.S. §10-105)

## Responsibilities Pertaining to Student Attendance Requirements

Responsibilities of students and their parent, guardian, custodian or person having control of a child concerning attendance:

1. Each child who has reached the age of five (5) years or is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled.
2. In the event of a student's absence, the absence will be considered to be accruing toward truancy as defined in the above mentioned Oklahoma Statutes. **It is the responsibility of the parent(s) to notify the school when a student is absent.**
3. The school administration neither encourages nor condones students missing school for family vacations. However, the reality exists that parents do take their children out of school for such trips. When this occurs, the student will not be considered truant (unexcused absence) if the following procedures are used:
  - a) The parent(s) will contact the attendance officer in advance.
  - b) The parent(s) and the attendance officer will discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). (The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.)
  - c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.
4. In grades K-8, students will make up assignments missed during any absence.

## Attendance Procedures for Excessive Absences

It shall be the responsibility of the site attendance officer to implement the following attendance procedures for excessive absences:

- 1) The attendance secretary will make a daily report to the site attendance officer regarding students who have questionable or excessive absences.
- 2) A letter will be sent from the site attendance officer to the parent upon the 3<sup>rd</sup> unexcused absence in a four week period. The letter will state the number of excused absences and the number of unexcused absences and will inform the parent that he/she must contact the school concerning these absences or return the signed Affidavit of Understanding. (Affidavit and form letter follow this section.) A copy of this letter will be sent to the appropriate authorities.
- 3) The parent may be requested to provide a physician's statement validating the student's illness if absences continue to occur.
- 4) If the parent does not contact the school or does not sign and return the Affidavit of Understanding, the site attendance officer will contact the appropriate authorities.
- 5) If an additional unexcused absence occurs, the site attendance officer will contact the appropriate authorities.
- 6) If an attendance officer is made aware of a child who should be in school but is not attending anywhere or if a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, this information is to be sent to the

district attendance officer(Assistant Superintendent for Business/Operations) who may turn the information over to the District Court or designee immediately without written notice. (Reference: 70 O.S. §10-106)

**NOTE: PERFECT ATTENDANCE**

**In order to qualify for “perfect attendance” at the elementary level, the student must be in attendance all day each day. All absences, including excused and early or late arrivals count when identifying Perfect Attendance recipients.**

**Benchmark Test Schedule**

- 1<sup>st</sup> Quarter: November 8-10, 2010
- 2<sup>nd</sup> Quarter: January 24-26, 2011
- 3<sup>rd</sup> Quarter: March 28-30, 2011

**Bicycles**

All bicycles are to be parked in the bicycle racks. Students are not allowed to ride their bicycles on the school grounds during school time. Those students riding bicycles home in the afternoon must leave the school grounds immediately upon dismissal.

**Breakfast & Lunch Programs**

Students may purchase breakfast in the cafeteria for \$1.10, lunch for \$1.80, and an extra milk for 30¢. Reduced prices are 30¢ for breakfast and 40¢ for lunch.

**Breakfast is served from 7:45 – 8:10 a.m.**

You are invited to have lunch with your child on any day. Visitor prices are \$1.50 for breakfast and \$3.00 for lunch. Please notify the school by 9 a.m., if you plan to have lunch at the school.



*“All meal prices are subject to change”*

**Care of Facilities**

The buildings and grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is needed and encouraged. Each student should feel an individual responsibility to keep the school neat and clean. Any defacing or marring of property will be considered a breach of conduct and will require disciplinary action, as well as proper financial payment for the damage incurred.

**Channel 17**

Cable Channel 17 is dedicated to Ardmore City Schools. Be sure to tune in often for the latest news and events.

**Child Abuse**

It is required by Oklahoma law that any teacher or other school employee having reason to believe that any child has had physical injury or injuries inflicted upon them other than by accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter to the Department of Human Services.

The employees of Ardmore City Schools believe in the welfare of all students and are committed to their safety and well-being.

### **Contagious Diseases**

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice (including nits) or the contagious disease or that the disease is no longer contagious. *Any child prohibited from school due to head lice (to include nits) shall present to the principal certification from a health professional or an authorized representative of the State Department of Health that the child is no longer afflicted and may return to school.* A school nurse is available and is contacted when students are experiencing symptoms of illness.

### **School Dismissal**

#### ▪ **Regular Dismissal**

- Students in grades 1-5 will be dismissed each day at 3:30 p.m.
- All children should be picked up by 3:45 p.m.
- Children not picked by 3:45 p.m. will be taken to the office.
- Phone calls to parents or other contact numbers will be made. At that time, parents must come to the office to pick up their child.

Students at Will Rogers will be dismissed at 3:20 p.m.

Students should always utilize the crosswalk areas when crossing the street. Students must report home before returning to play on school grounds.

Please notify the office in advance and/or advise the teacher if there is to be a change in the transportation of your child. If notification is not received, your child will follow his/her regular method of getting home.

#### ▪ **Early Departures**

**Early departures reduce teaching/learning time and will count as a tardy.** Parents should schedule doctor, dental and other obligations around school hours. For your child's safety, please come to the office first to check out your child.

### **Dress Code**

Students are encouraged to dress comfortably, healthily, and cleanly. Shoes must be worn at all times. Any clothing or apparel that disrupts the learning process will be prohibited to include: Tank tops, spaghetti straps, and crop tops which show a portion of the midriff or underarms. "Sagging" is also prohibited. Please make sure that shirts and tops with "sayings" printed on them are in good taste. The principal shall make the final decision concerning any question referring to the appropriateness of dress. Shoe skates are prohibited. Hats, caps and bandannas are also prohibited inside of the building.



### **Drills (Fire & Tornado)**

Fire and tornado drills are necessary for the safety of students, staff, and faculty. Students will receive specific directions for reaching a point of safety from those areas of the school building in which they may be. Lock-down or evacuation drills may also be practiced.

### **Family Education Rights & Privacy Act (FERPA)**

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian or legal guardian.

#### **Statement of Rights**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

2. The right to exercise a limited control over the other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

***The information provided above is a condensed version of the Board Policy. For a complete copy of the policy, contact your principal or the superintendent's office.***

### **Food Allergies**

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.
7. Review guidelines/procedures with the core team members as soon as possible following a reaction.

### **Student Responsibility**

It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.
5. Wear a medic-alert bracelet at all times.

## **Grading Scales for Grades 1-5**

A	92 – 100
B	83 – 91
C	74 – 82
D	65 – 73
F	0 - 64

Note: Will Rogers Early Childhood Center provides parents with progress reports each nine weeks as well as performance measures on student assessments.

## **Parent Concerns & Grievance Procedure**

The Ardmore School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. However, it is also recognized that there must be an orderly procedure for addressing these concerns. If a parent's concern is directed toward a teacher, the parent should make an appointment with the teacher. After the initial meeting, if the concern is not settled, the parent should discuss the problem with the principal. If the issue is not resolved, an appointment should be made with the assistant superintendent for personnel.

Another option is for a parent to complete a "Complaint Form". This form can be obtained from the principal's office or from the office of the superintendent. The "Complaint Form" will be submitted to the appropriate level for resolution.

After exhausting all of these available channels, the parents may appeal to the Board of Education following Policy BB-D.1. The Board's action shall be a final determination of the grievance.

## **Honor Roll**

First and second semester honor rolls will be submitted to the Daily Ardmoreite for publication for grades 1-5. Students who have a "B" average with no grade lower than a "C" in all courses, will be named to the Principal's Honor Roll. Students who have no grade lower than an "A" will be named to the Superintendent's Honor Roll.

## **Ill Children**

If your child is not feeling well or has a fever, please do not send him/her to school until they are fever free for at least 24 hours. If your child becomes seriously ill at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information that you provided. Students have as many days to make up missed work as the number of days they were out of school due to absences.

It is your responsibility to keep the school office current on changes of address and phone numbers. Please remember that we cannot keep seriously ill children at school.



## **Inclement Weather**

If poor weather conditions deem it necessary to close school, the decision to do so will be made by the Superintendent of Schools. Notification will be sent to the following news media:

- KTEN-TV Channel 10
- KXII-TV Channel 12
- KWTW-TV Channel 9 – OKC
- KFOR-TV Channel 4 – OKC
- KOCO-TV Channel 5 – OKC
- KKAJ 95.7 FM Radio Station
- KYNZ 107.1 FM Radio Station
- KTRX 92.7 FM Radio Station
- KICM 97.7 FM Radio Station
- KVSQ 1240 AM Radio Station

### **Library**

Library books are checked out for two weeks and magazines for two days, with the right to recheck the material. If students have overdue material, they must wait one week to check out additional books. A classroom assignment will be the only exception, at which time the student would have access to the library. When material is damaged or not returned after due notice, the material must be paid for by the student.

### **Lost & Found**

Students finding lost articles should take them to the office. Students losing items should check with the office.

### **Medication: Administering to Students**

It is the policy of the Ardmore 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 for 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 information. 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 or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
- e. Definitions:
  - 1) **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
  - 2) **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

3. Non-prescription medication may only be administered for a specific short-term illness and only for the duration of the illness (i.e., cough, cold, tooth ache). The medication will be administered in accordance with label directions or written instructions from the student's physician.

The medication must be delivered to the principal's office in person by the parent or guardian of the student. 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) termination date for administering the medication, and
- d) other appropriate information requested by the principal or the principal's designee.

***The school will not keep a supply of non-prescription medications for the purpose of dispensing at a parents' request.***

The administrator, or administrator's designee, will:

- a) Inform appropriate school personnel of the medication being administered
- b) Keep an accurate record of the administration of the medication
- c) Keep all medication in a locked cabinet except medication retained by a student per physician's orders
- d) Return unused prescription to the parent or guardian only

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

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**Notice by Publication**

You are hereby notified that Ardmore City Schools has designated the following information as student directory information for release and open for public inspection and copying:

*Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized extra-curricular activities, weight and height of members of athletic teams, date of attendance, achievement awards and honors degrees, and the school or school district the student attended before he or she enrolled in the school district.*

Parents or students 18 years of age or over are allowed a reasonable period of time, not to exceed 45 days after such notice has been given, to inform the Board of Education that any or all the information designated should not be released without the consent of the parent or guardian of the student himself/herself if the student is 18 years of age or older.

Any parent or student informing the Board of Education that such designated information should not be released shall do so in writing to:

Superintendent of Schools  
Ardmore City Schools  
PO Box 1709  
Ardmore, OK 73402

### **Parties**

In the interest of keeping academic focus, parties and celebrations will be limited as to the occasion and frequency. Private party invitations to be passed out at school should be for all students or all boys or all girls. Parties or celebrations at school should take place during the last 30 minutes of the day or at times declared appropriate by the site administrator. Foods of minimal nutritional value are not allowed except on special occasions defined as two events per semester determined by the site administrator and teacher committee. Food items provided by parents must meet the suggested healthy snack option and must be commercially prepared.

### **Parent/Teacher Conferences**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Regularly scheduled conferences will be held during the school year. Please feel free to schedule a conference before that time if desired. Staff members are available before school, after school, and during their planning times. Please contact the office for an appointment during regular school hours, 8 a.m. to 4 p.m.

### **Parent/Teacher Organizations**

The Parent/Teacher Organization (PTO) is designed to assist teachers in providing educational experiences for the students through the purchase of additional materials and supplies for classroom and school use.

The PTO is also committed to providing extracurricular activities for the students to enhance their learning experiences through field trips and class holiday activities.

The PTO strives to provide programs and opportunities for parents to be involved in their child's education.

Please feel free to contact your PTO president or any officer if you wish to help with any activities or assist with homeroom duties.

### **Personal Property**

Personal items are the responsibility of the student. It is suggested that items be marked with the student's full name. Students are not to bring toys, radios, excessive money, or valuables to school. ***The school is not responsible for personal items.***

Students have no expectation of privacy concerning lockers, desks, or other school property. Trading of articles is not to take place at school. The exchanging of personal jewelry, articles of clothing, money, playing cards, collector cards, etc., will not be permitted. In addition, students are not to bring electronic machines to school (MP3 players, iPods, headphone sets or any electronic games, etc)

***Knives or any other objects that are considered potentially dangerous or hazardous are not allowed at school. See the “Weapons-Free Schools” section of this handbook.***

### **Playground Rules**

For the well-being and safety of everyone, students are to obey the adults on duty regarding the rules below, as well as any additional ones that may arise.



- Students should remain on the playground during recess times. They should not re-enter the building without permission from the teacher on duty.
- Throwing rocks and other dangerous objects is not permitted.
- Students are to use safety rules when playing on the playground equipment:
  - Sit on the slide; do not stand at the top;
  - Only one person should be on the slide at a time;
  - Do not stand on swings or the top of the hand walkers;
  - Games and activities involving balls should be played away from the equipment.
- Skateboards and baseballs are not allowed on the playground.
- Only “touch” football will be allowed. If students are observed “tackling”, football will not be permitted.
- Kicking, wrestling, “playing karate”, etc., will not be tolerated.
- “Dodge Ball” and “Wall Ball” will not be played during recess.
- The use of profanity or obscene gestures will not be tolerated.

### **Procedures**

To enhance the learning climate and to ensure safe and orderly environments, each school site has developed all-school procedures that include but are not limited to hallway passage, playground rules, lunchroom, restroom, assemblies, arrival and dismissal. These procedures will be provided by classroom teachers, reviewed with students and posted in each building.

### **Public Complaints**

The Ardmore Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

### **Progress Reports**

Progress Reports will be sent home as follows:

- 1<sup>st</sup> Quarter – October 8, 2010
- 2<sup>nd</sup> Quarter – December 9, 2010
- 3<sup>rd</sup> Quarter – February 24, 2011
- 4<sup>th</sup> Quarter – May 5, 2011

### **Report Cards**

Report cards will be issued quarterly as follows:

- 1<sup>st</sup> Quarter – November 11, 2010
- 2<sup>nd</sup> Quarter – January 27, 2011
- 3<sup>rd</sup> Quarter – April 7, 2011
- 4<sup>th</sup> Quarter – May 26, 2011

Attendance will also be recorded on the report card. Report cards must be signed by a parent or guardian and returned to the classroom teacher the following day.

### **Staff-Student Communications**

It is the intent of the Ardmore Board of Education to make students, parents, and guardians aware of allowable communications between students and staff.

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.

If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent/guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.

### **Telephone Usage**

The primary use of the school telephone is for school business. Student use of the office telephone will be restricted to necessary calls approved by the teachers or the principal. **All plans concerning after school activities should be arranged by the parent and child before coming to school.**

Students will not be called to the telephone unless it is an emergency. If it is necessary that a child receive a message, the office staff will deliver the message.

### **Textbooks & Library Books**

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded and receipted by the school secretary and deposited. If a lost book is found and is in good condition, any money paid will be refunded.

### **Tobacco, Drugs & Alcohol**

The Ardmore Board of Education recognizes that the use of tobacco has been shown to be linked to illnesses and disabilities and that federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children.

Therefore, effective September 1, 2005, smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property any time; 24 hours a day, 7 days a week.



### **Classroom Visitation**

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Ardmore Board of Education to restrict classroom visitation to a minimum.

Any person who needs to visit a classroom or other school facility must obtain permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The building principal is directed to establish appropriate procedures to ensure compliance with this policy. Such procedures will include posting notices at the entrance to each school building. The notices will require visitors to report to the principal's office before visiting any classroom or other facility.

The principal is authorized discretion in permitting visitation, and the board of education declares its support of any decision made by a principal in denying visitation to any person.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds.

To maintain a safe and orderly learning environment, everyone must register through the office and receive a visitor's pass.

### **Web Site**

Be sure to visit the Ardmore City Schools web site. The address is [www.ardmoreschools.org](http://www.ardmoreschools.org).

### **Wireless Telecommunication Devices**

Students are extended the privilege of possessing a cell phone on school grounds; however, this use is limited to non-school days or after the end of the school day. Students are not extended the privilege of possessing any other wireless telecommunication device, including but not limited to beepers and pagers.



Whenever school is in session, whether or not the student has class, cell phones may not be used. These devices must be in the "off" position, not be visible, nor used before the end of the school day on school days (this includes before school).

This rule is also in effect after school and on non-school days where a quiet atmosphere is necessary such as detention, Saturday School, and performances, etc. Failure to follow the above procedures will result in consequences.

### **Disciplinary actions that could be taken include:**

- Short-term confiscation of the device;
- Long-term confiscation of the device;
- Parental conference;
- Loss of privilege to possess and/or use;
- Detention and/or in-school suspension;
- Short-term suspension;
- Long-term suspension;
- Other disciplinary action as deemed appropriate by the school principal.

The use of cell phones for cheating or the taking and displaying of inappropriate photos will not be tolerated. Possession of and/or the use of a cell phone for any clandestine or illegal activity is prohibited by both state and federal law as well as district policy. Students who use a cell phone for cheating, taking/displaying of inappropriate photos or any clandestine or illegal activity will result in the most restrictive, stringent consequences as well as the notification of the legal authorities.

Theft or loss of a cell phone is the sole responsibility of the owner and is not the responsibility of the school site or school district, unless the cell phone has been confiscated for improper usage and is in the possession of the school.

## **Internet & Other Computer Networks Acceptable Use & Internet Safety Policy**

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

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

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

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

### **Personal Responsibility**

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

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

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

### **Acceptable Uses**

#### **1. Educational Purposes Only**

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

2. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- a) Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
- b) Uses that cause harm to other or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- c) Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- d) Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the use or others, including credit card numbers and social security numbers.

3. Netiquette

All users must abide by rules of network etiquette, which include the following:

- a) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b) Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c) Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objections.
- d) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.

- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or MySpace (other other social-networking) accounts that targets another student or other person(s).
- Sharing face or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Ardmore City Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

### Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and other Illegal Activities.** It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directly information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using McAfee's Smart Filter BESS Edition for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### Privacy

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

#### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event the school’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district’s network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

---

---

**Classroom Social Skills**

<ul style="list-style-type: none"><li>➤ Following instructions</li><li>➤ Accepting criticism or a consequence</li><li>➤ Accepting “no” for an answer</li><li>➤ Greeting others</li><li>➤ Getting the teacher’s attention</li><li>➤ Making a request</li><li>➤ Disagreeing appropriately</li><li>➤ Giving criticism</li></ul>	<ul style="list-style-type: none"><li>➤ Resisting peer pressure</li><li>➤ Making an apology</li><li>➤ Talking with others</li><li>➤ Giving compliments</li><li>➤ Accepting compliments</li><li>➤ Volunteering</li><li>➤ Reporting other youths’ behavior</li><li>➤ Introducing yourself</li></ul>
--	---

©1995, Father Flanagan’s Boys & Girls Home



**Annual Asbestos Notice**

This is to inform you that the Ardmore City Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.

## Discipline/Behavior Guidelines

### Discipline

The Ardmore Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. 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

*"Discipline is the teaching a child receives in order to avoid wrong doing." Great Expectations.*

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 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 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 the judgment of a teacher or administrator, 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 to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
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 or origin and directed toward another student, an employee, or a visitor.
17. Sexual harassment
18. Gang related activity or action
19. Verbal or written language which demeans another student, employee or visitor on the basis of age, gender, sexual orientation or disability

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

In considering alternative 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 parent
3. Assign to AIMS
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

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 means of this policy statement and by 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 search. Student property may be searched with reasonable suspicion.

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.

### **Student Conduct Code**

On enrollment days, parents are given the Ardmore City Schools Student Conduct Code. This code has been adopted prescribing the rules and regulations for the control, discipline and suspension of students. These rules and regulations are intended to promote an atmosphere within the school which is conducive to learning, as well as to ensure the protection of the rights of students. Self-respect and respect for others are major goals of the code. Students have the right to avail themselves of a free public education; however, students have a responsibility to not interfere with the education of other students. A complete copy of the Code is available in the principal's office.

### **Controlled Dangerous Substances**

A student shall be considered in possession of any dangerous substance as described in Section 7 of the School Code Prohibiting Serious Student Misconduct. A student shall be considered in possession of a dangerous substance as described, regardless of the amount, if such substance is found on or near the student's person, in his/her purse, backpack, portfolio, in the student's desk, locker, vehicle, or other property of the student while on the school premises or attending a school sponsored function, activity, or event.

### **Harassment**

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. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

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, sexual orientation, 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, 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, a gesture or written, verbal, or physical act, or electronic communications. 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, achievement, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

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

**If you feel that your child is being harassed, intimidated or bullied, please contact your principal immediately. Report the incident(s) and have them provide you with a Harassment/Bullying Complaint form. In order for complaints to be investigated, a form must be submitted to the principal or superintendent.**

### **Gang Activity**

The board recognizes that the harm done by the presence and activities of gangs in public schools exceed the immediate consequences of activities including violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of educational processes and school activities. Therefore, gangs and gang activities are prohibited in this school district. For more information, see Board Policy FD-E or Administrative Procedure FD-E.1

### **Weapons-Free Schools**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

*"... any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."*

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

### **Hazing**

It is the policy of the Ardmore City Schools 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 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 would 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 which may include expulsion for students and employment termination for employees.

### **Civility - (Conduct of Parents, Visitors and District Employees)**

It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

#### **Expected Level of Behavior**

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

#### **Unacceptable/Disruptive Behavior**

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians, and the general

public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.

2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email or voice mail messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.

For more information or for a complete copy of the Civility Policy, see your principal or contact the office of the superintendent.

### **Suspension Policy for Out of School Placement**

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

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

1. Any student may be suspended for:

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

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Board Policy FD-C)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty. (See Board Policy FD-AA)

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

### **Procedural Steps to Suspension**

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

1. Probation. A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the suspension appeals committee.

3. Out-of-school suspension.

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

B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan. If a student is suspended for more than five (5) days and is found guilty of acts as described above, the school administration shall provide the student with an educational 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.

### **Suspension Appeals Committee**

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

### **Appellate Procedures**

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

- A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day 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 hearing officer shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, 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 one school day (defined as 24 hours, unless a weekend is involved) of the decision.
  - E. The decision of the suspension appeals committee is final and no further appeal to the Board of Education shall be allowed.
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 in writing within three (3) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving written 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 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. Section 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.**