

OILTON ELEMENTARY SCHOOL STUDENT HANDBOOK 2016-17

Oilton Elementary School
306 East Peterson Street
Oilton, Oklahoma 74052
(918)862-3215

WELCOME

It is a pleasure for the entire staff of Timothy C. Arnold Elementary School to welcome you.

The administration and the Board of Education have spent many hours this past summer continuing to improve the facility and make it more attractive.

You, the student, can show your appreciation by taking extremely good care of this facility. You will be expected to help the staff do this, since it belongs to all of us; and we would like to keep it in very good condition for you and for our succeeding students.

The policies and procedures you have are the result of a concerted effort on the part of the faculty, the administration, parents, and students. This information has been carefully prepared and presented so that you will know what is expected of you. It is hoped that it will be of great value in helping you adjust to our school and become an integral part of it.

If you are a new student to Oilton, our school welcomes you to its ranks. We hope that you and our returning students will always be conscious of our traditions and requirements. This school will be whatever you, our students, make it. Let us always have the spirit to do the things that will make it outstanding.

Good communication between home, school and parents is essential for your child's educational welfare. Please feel free to contact us if you have any questions, comments, or concerns about your child's education and his/her physical and emotional well being.

In an effort to better serve your child, please keep us informed if your child has any particular problems, medical, or otherwise, that may affect his/her performance. This information will help to ensure a healthy frame of mind for your child and enable his/her teacher to serve your child in a more effective and personal manner. We consider it a privilege to serve your child during this important and exciting time in life and welcome each new day as an opportunity to promote growth and happiness.

Sincerely,

Daniel McEntire
Principal

OILTON PUBLIC SCHOOLS BOARD OF EDUCATION

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Timothy C. Arnold Elementary School Staff

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MISSION OF OILTON ELEMENTARY SCHOOL

Education is the main priority of teachers as well as students, and our goal is to provide opportunities for each child to develop his/her individual potential to the fullest extent. Our goal includes assisting each child to stand confidently, participate fully, learn continually, and to mature into responsible young adults capable of contributing to the world around them in a meaningful way. Oilton Elementary School continually strives to develop and maintain open communication between parents, students, and teachers.

Our school is committed to :

- Mastery of subject matter and skills
- The belief and expectation that all children are capable of learning
- Providing a safe, pleasant, and orderly atmosphere with teacher-directed activities.
- Maintaining consistency while interacting with and instructing students

- High expectations for parents, students, and teachers

**Oilton Elementary School shall provide an atmosphere
which enables each student:**

1. To develop principles which reflect continuous growth of empathetic and honest relationships.
2. To acquire self-motivation, a lifelong love for learning, and the development of his/her own potential in a continuous learning process.
3. To express himself/herself creatively.
4. To develop a sense of awareness and appreciation for self and others.
5. To develop cognitive, communication, and physical skills that will enable him/her to function effectively in his/her environment.

STUDENT ENROLLMENT

Certain requirements for enrollment at all schools in Oklahoma are set forth by the legislature and recorded in the "School Laws of Oklahoma". These requirements include:

1. A Kindergarten child must be five years old on or before September 1st.
2. All students must provide proof of residency within the Oilton Public Schools district. The student's legal guardian must reside in the district.
3. A birth certificate and/or hospital certificate and a record of immunizations must be on file and presented at the time of enrollment.
4. If the immunization record indicates that immunization has been started but not completed, the child may be provisionally admitted, but a completion date must be set.
5. If the agreed date is not met, the child will be dropped from the records and will not attend classes.

HEALTH SERVICES

Students who become ill during the school day must report to the principal's office.

If it is necessary for a student to go home, the principal will inform the parent; and the student will be released from school. If this procedure is not followed and the student leaves without permission, the student will be given an unexcused absence from the classes missed.

Procedures for dispensation of prescription and nonprescription medication at school are as follows:

- a. All medication, prescription and nonprescription, must be checked in to the office and dispensed from the office.
- b. Dispensing of medication must be done by the school nurse, the principal, or by a designated employee.
- c. A "Parental Authorization to Administer Medicine" form must be on file in the principal's office.
- d. A parent or guardian of the student must bring the necessary medication to the principal. The medicine must be in its original container. The student's name and specific directions for use must be on the container.
- e. Students who must self-administer medication must get prior approval from the office.
- f. The district retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

Ladina Justus serves as school nurse for the Oilton Public Schools. Any student who would like to talk to her may make arrangements through the principal's office.

INSURANCE

The school system assumes no financial responsibility for the medical cost of any accident occurring to a student while participating in a sport or any other school activity. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the insurance company. We have selected an insurance company that provides student accident insurance through approximately 400 school districts in Oklahoma.

LOCKERS

Each middle school student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students should not block the lock open for easy access.

Since lockers are a permanent part of the building, students are expected to keep them in good usable condition. Lockers are the property of the school and may be randomly searched or individually searched by administrators as deemed necessary.

ATTENDANCE

School attendance and participation are important components of the educational process. Students must attend school regularly in order to benefit fully from the educational experience. Students are encouraged to attend school and be prompt as much as possible. While we encourage regular school attendance, children should never be sent to school when running fever, broken out with an infectious disease, having a skin or gum infection, or for any reason be sent to school in poor health. School attendance is the responsibility of parents and students and it is our hope that you share in this commitment.

The Oilton Board of Education has set forth an attendance policy that allows five(5) days per semester for absentees. If a student is absent more than the five(5) days allowed, they automatically fail the semester. Students who arrive late to class without a note that a teacher or staff detained them will be considered tardy. Every three(3) tardies will accumulate into one(1) day of being absent. This will be added to any other absent the student may have.

Absences due to illness or personal injury, medical or dental appointments, court appearances, religious holidays, death in the immediate family, and documented emergencies are considered excused absences. Approved prearranged absences are considered excused absences.

No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent may be considered acceptable by the principal; however, the principal reserves the right to require physical documentation (i.e., a doctor's note).

If your child is absent from school, please notify the office staff so that it may be documented as the reason why your child was absent from school. Students that have excessive absentees without any form of documentation will be reported to the Creek County District Attorney's office as a non-attending student.

STATE ATTENDANCE LAWS

SECTION 10-105 states "It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of seven (7) 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 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; and it shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years and who has not finished four (4) years of high school work, or received an education by other means for the full term the schools of the district are in session."

SECTION OK 70 10-106 states "It shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child. After investigation of facts relating to the absence of any child or children from school, the attendance office shall, if justified by the circumstances, promptly give written notice...that the attendance of such child is required in some public, private or other school. If within five (5) days thereafter, such parent, guardian or custodian does not comply, then such attendance officer will make complaint against the parent, guardian or custodian of such student in a court having competent jurisdiction for such violation.

ATTENDANCE AND EXTRACURRICULAR ACTIVITIES

The State Board of Education Standards for Accreditation state that the maximum number of absences for activities, whether sponsored by the school or by an outside agency/organization, which removes any student from the classroom shall be ten for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete.

Students must be in attendance at least one-half (1/2) day before they will be eligible to participate in any school-sponsored activity that same evening or night. Any one-half (1/2) day absence must be excused for participation.

LEAVING SCHOOL DURING THE DAY

If a student knows in advance that it will be necessary to leave school during the day, he/she must have his/her parents write a note or phone the principal's office to explain the reason for the request. Students who leave the campus (for any reason) during the school day must check out through the office.

If the parents of a student are divorced, the non-custodial parent has no right to remove the child from school property without the consent of the custodial parent. Students may not be removed by anyone other than legal parents or guardians without specific authority.

In the event students need to leave school due to an illness or other emergency, a school official will contact a parent or authorized contact person before the student is allowed to leave the school.

TRUANCIES

Students who do not attend school when their parents/guardians believe they are in attendance or students who are purposefully and for no legitimate reason absent will be considered truant. Also, failure to report to an assigned area constitutes truancy. Students who are truant are subject to detention, in school intervention, or home suspension.

DISCIPLINE

One of the most important lessons young children will learn in education is discipline. While discipline does not appear to be a subject, it is an underlying factor in educational structure. It is the training that develops self-control, positive self-esteem, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for self and others

Discipline is also of great importance to the total operation of our school and without it, school becomes disorganized and is a risk for failure. Parents are the most important role models for students when developing self-discipline. Oilton Public Schools share in the responsibility of initiating, maintaining, and reinforcing good discipline habits in students.

Infractions of classroom or school rules or policies warrant consequences that includes: rebuke by the teacher, principal, or authorized school personnel, counseling, detention, or suspension.

The Board of Education is committed to creating a learning atmosphere at all school sites. The board is also appreciative of the cooperative attitude of the vast majority of students. It is important that our school-learning atmosphere includes maintenance of order necessitating regulations relating to school discipline.

The following are specific examples of unacceptable behaviors that are subject to disciplinary action, including suspension or expulsion:

- (1) Arson
- (2) Cheating
- (3) Conduct that threatens or jeopardizes the safety of others
- (4) Cutting class or sleeping, eating or refusing to work in class
- (5) Disruption of the educational process or operation of the school
- (6) Extortion
- (7) Failure to attend assigned detention, intervention or other disciplinary assignment without approval
- (8) Failure to comply with state immunization records
- (9) False reports or false calls
- (10) Fighting
- (11) Assault upon student or school personnel
- (12) Forgery
- (13) Gambling
- (14) Hazing (initiation) in connection with any school activity
- (15) Immorality
- (16) Inappropriate public behavior or gestures
- (17) Indecent exposure
- (18) Obscene, profane or vulgar language
- (19) Physical or verbal abuse or threats

- (20) Possession of a caustic substance
- (21) Possession of obscene material
- (22) Inappropriate use of a wireless telecommunication device
- (23) Possession of a laser pointer
- (24) Possession, threat or use of a dangerous weapon or explosives, including firecrackers, and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.)
- (25) Possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances or possession of drug paraphernalia
- (26) Sexual or other harassment of individuals including, but not limited to, students, school employees, and volunteers
- (27) Theft
- (28) Clothing or accessories with profane, vulgar or repulsive words or pictures or unacceptable attire dealing with beer, alcohol, drugs or tobacco
- (29) Possession or use of tobacco in any form
- (30) Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, from a school employee or from the school
- (31) Using racial, ethnic or sexual epithets
- (32) Vandalism
- (33) Inappropriate use of technology
- (34) Willful disobedience of a directive of any school official
- (35) Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
- (36) Misinformation—Willfully giving misinformation by commission (misinforming by lying) or by omission (misinforming by remaining silent)
- (37) Any behavior deemed inappropriate by the administration

BUS DISCIPLINE POLICY

A student's behavior on the bus directly impacts the safety of all other students on the bus. To safely transport students, the bus driver must be able to concentrate on driving the bus without distractions from students who are misbehaving; unacceptable behavior will not be tolerated and could result in the loss of bus riding privileges. In addition, the quality of the ride and the atmosphere inside the bus affect the student's ability to learn and his/her attitude for the whole day. Therefore, it is important that other disruptive students not be allowed to negatively impact a child's school day. Students who disrupt the bus will not be allowed to ride the bus.

Parents should also be aware that the inside of a bus is a confined space where students are sitting very close together, usually with several age groups mixed together. This creates an atmosphere where even minor misbehavior can be annoying to other students and the driver. Also, since so many students are together at the same time, peer pressure can cause students to act out when under other circumstances they may not.

Because of these factors which are unique to the bus, students may not exhibit the same behavior on the bus that they do in the classroom, at home, or in a less stressful environment. Parents are requested to instruct their children in appropriate bus behavior and tolerance. Please help reinforce the teacher's authority in the classroom. This is a total team effort.

DRESS CODE

Students are required to be appropriately dressed for school and all school activities. Developing a clean, neat, and well-groomed appearance should be a goal set by each student. Students who present an appearance that seems to be a health problem or affects the orderly process of instruction in the classroom will be removed from the class until proper correction is made.

Students who violate the following guidelines will be given the option to correct the infraction on the first offense. Repeat offenses and consequences will be handled at the discretion of the building level administrator.

1. Students are to wear their hair well-groomed and clean at all times. Hair with unnatural colors is inappropriate.
2. The following shirts or blouses are considered inappropriate school dress:
 - Bare midriff tops
 - Backless tops
 - Tank tops or muscle shirts
 - Halter tops
 - See-through tops
 - Revealing tops or low cut tops
 - Spandex tops
3. Shorts, skirts, and dresses should not be any shorter than the tops of the fingers. When standing straight with your hands at your side with the fingers stretched downward.
4. Hazardous earrings should not be worn. (long dangling, large hoops, etc.) Any piercings other than the ears will not be allowed.
5. Clothing and accessories that illustrates, advertises or promotes alcoholic beverages, illegal drugs or tobacco products or that illustrates, implies or suggests sex, immoral behavior, profanity or obscenity will not be allowed.
6. Hats, sunglasses and chains may not be worn to school or school sponsored events, without special permission from the administration.
7. Extremely baggy or sagging jeans will not be allowed.
8. Pants or trousers with holes are not acceptable school wear.
9. Appearance that is disruptive to the teaching process or that attracts undue attention will not be allowed.
10. House shoes and pajamas are not permitted.
11. Wheeled shoes are NOT permitted.

PROGRESS REPORTS-TESTING

Progress reports containing your child's current averages in his/her classes will be available at your convenience online. Parents may obtain a user name and password by contacting the high school office. This report will provide you with the student's current average in each of his/her classes that they are currently enrolled in.

Report card will be distributed at the end of each nine weeks period and the end of both semesters.

Standardized tests are given in the spring of each school year. Grades 3, 4, 5, 6, 7, and 8 will be administered standardized tests each year in the spring. Standardized test results will be sent home with the student's report cards at the end of the school year.

ELIGIBILITY

Rules of eligibility begin when a student enters the 5th grade and continues through the 12th grade. Students must remain eligible according to OSSAA guidelines and policy set forth by the Oilton Board of Education meaning that a student may not participate in any extra-curricular activity with a failing grade (F) in any class in which they are currently enrolled in.

Scholastic eligibility for students will be checked at the end of the third week of the first and second semesters and on each succeeding week thereafter. A student must be passing all subjects in which he/she is enrolled. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible during the next one-week period. The ineligible period will begin on Monday and end on Sunday. If the student is placed onto the eligibility list as failing a class for two consecutive weeks, they are ineligible and may not participate or attend any extra-curricular event sponsored by the school. Students that are placed on "Probation" may attend and participate in extra-curricular events sponsored by the school.

Eligibility reports are turned into the office each Friday by noon. A letter will be provided to the parent notifying them that their child is failing a subject area(s) the last school day of each week. The eligibility letters will be given to the student at the end of the school day to be delivered home to the parent.

RETENTION

The Oilton Board of Education has a standing policy regarding retention of a student. Students performing below grade level may be retained. It is the responsibility of the teacher to conference with the parents a minimum of two (2) times about retaining the child. Notifications may be made by personal letter from the classroom teacher, e-mail contacts between the teacher and parent, and personal conferences between the teacher and parent. The teacher shall also be responsible for documentation of the student's performance in the classroom using a portfolio of information from multiple screenings and monthly oral documentation from each month of the school year. The decision of the teacher and administrator is final. The parent may appeal to the Board of Education after a review of all findings has been presented to the student's parent.

PARENT/TEACHER CONFERENCES AND COMMUNICATIONS

Parents may arrange a conference with a teacher by telephone or written message. Please specify the time and date you prefer to meet.

If for any reason you cannot attend at the date and time arranged, please notify the office so we can reschedule for you. If possible, we ask that conferences be held before or after school; however, we will accommodate you in any way possible.

Two scheduled conferences will be set up for each parent on the following dates:

OCTOBER 15th - 4:00 P.M. - 7:00 P.M

OCTOBER 16th - 4:00 P.M. - 7:00 P.M.....1ST CONFERENCE

MARCH 12TH - 4:00 P.M. - 7:00 P.M2nd CONFERENCE

MARCH 14th - 4:00 P.M. - 7:00 P.M

GUESTS

Parents are always welcome at Oilton Elementary School, but because we are concerned for your child's safety and well-being, we ask that parents NOT go directly to the classrooms upon entering the building. If you need to leave or pick-up something for your child, please come by the office and allow us to assist you. Class time is highly valued by teachers, as well as students, and handling situations in this manner will allow us to save you time as well as the class time. **Because of the confusion that results, friends or relatives of students will not be allowed to attend class with them.**

LOST AND FOUND

PLEASE WRITE THE NAME OF YOUR CHILD ON ALL PERSONAL PROPERTY. At the end of each day, unclaimed articles are placed in lost and found.

Please check the lost and found box if your child has lost something. Many articles go unclaimed and are given to charitable organizations or to the school nurse for students in need at the end of each semester.

The school does not assume responsibility for lost, stolen, or misplaced items under any conditions.

TOYS, CANDY, AND OTHER PERSONAL PROPERTY

All toys, trader cards, skateboards, sports equipment, any wireless communications, radios, cassette/CD players, ect. are prohibited at school. Gum and candy should also be left at home and reserved for special teacher approved activities.

HEAD LICE

House Bill 1550 of the State of Oklahoma prohibits children with head lice from attending school unless they can present certification from a health official stating that they are free from infestation. Our school nurse does this screening free of charge or you may use your personal physician. In either case, students will not be permitted to return back to school without a written statement from a doctor/school or county official stating the child has been treated and is free of nits. The Oilton Board of Education has established a **no nit** policy and students must be free of nits upon returning back to school. (Head lice is **not an excuse for excessive student absences**. Treatment and removal of nits should be done in a timely manner. Students should not miss more than 1 or 2 days of school due to head lice.)

Children who appear to have an infestation of head lice will be sent home immediately upon detection and other children in the classroom will be checked at this time. **Building wide checks will be done randomly throughout the school year and at other times deemed necessary by school officials.**

TELEPHONE

Because of our large enrollment, limitations must be placed on the use of the telephone. Permission to go to a friend's house or a forgotten assignment are not considered to be an emergency and phone usage will not be allowed. Please make arrangements each day as to where your child is to go after school, especially if it is out of their ordinary routine. This will keep us from having to relay messages from you to your child at school. The office will not accept any phone messages after 2:00 p.m. unless it is deemed a personal emergency.

EMERGENCY DRILLS

Oilton Elementary School will conduct fire and tornado drills to comply with the school laws of Oklahoma. Evacuation plans will be posted in each classroom.

HOMEWORK POLICY

The administration and staff at Oilton School believe that responsibility is one of the most important factors in developing successful students. Developing a strong sense of responsibility is very important to develop at a young age and prevent students from developing bad habits that follow them through their educational experiences. The Board of Education and the administration have developed a homework policy for all students, grades K-8 that promotes responsibility, promptness, and prevents procrastination.

The homework policy states that assignments are due at the end of the class period in which it was assigned the following school day. Students are instructed to turn all homework into areas within the classroom designated by the individual classroom teacher.

It is the responsibility of the student to get all assignments from their classroom teachers if they have been absent from school. Students are allowed one day for each day they were absent plus one additional day. For example, if a student missed two (2) days of school, they will be allowed three (3) days to complete and hand in the missing work that they missed while being absent. Two (2) days for the days absent plus the one (1) additional day for a total of three days.

If a student fails to turn in any assignment when it is due, the teacher will not accept the assignment and a grade of zero (0) will be recorded in the grade book for that assignment.

BOMB THREAT

Any student found guilty of delivering a bomb threat in any form to the school will receive a long-term suspension. The duration of the suspension may be for the remainder of the semester plus one additional semester.

DANGEROUS WEAPONS

No one may be in possession of a dangerous weapon as defined by law or any item that may be interpreted as a weapon by school officials while on school property, at any school sponsored activity, or on a school bus or vehicle. This includes replicas or facsimiles of dangerous weapons. This applies to any item utilized with the intent to do harm—physical, emotional, or mental.

For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon (1) on his/her person; (2) in his/her locker; (3) in his/her vehicle; (4) held by another person for his/her benefit; or (5) at any place on school property, on a school bus or vehicle, or at a school activity with such person's knowledge of the weapon's location.

Any student guilty of this offense may receive a long-term suspension; and, if appropriate, charges will be filed with law enforcement officials. The duration of the suspension may be for one (1) full calendar year.

DRUGS/ALCOHOL

A student may not sell, possess or use a narcotic or dangerous drug, including but not limited to marijuana, LSD, PCP, barbiturates, heroin, or non-narcotic intoxicants such as glue, nonprescription cough medicine, or gasoline, while on school premises, on a school bus, or while participating in or attending a school-sponsored activity.

A student may not have a beverage containing alcohol in his/her possession or be under its influence in school, on school premises, on a school bus, or at a school-sponsored function.

Any student found to be in possession of or under the influence of drugs or alcohol or in possession of drug paraphernalia will receive a long-term out-of-school suspension. The duration of the suspension may be for the remainder of the term (semester) plus one additional term (semester). Student violation of this rule, which also constitutes illegal conduct, will be reported to law enforcement authorities.

DETENTION

Students may be assigned before school, after school, lunchtime, or Saturday detention for disciplinary reasons at the discretion of the principal. Failure to complete the assigned detention according to the guidelines established by the person in charge will result in further disciplinary action that may include off-campus suspension.

IN SCHOOL INTERVENTION PROGRAM (ISIP)

Students may be assigned ISIP for disciplinary reasons at the discretion of the principal. Students who misbehave while in ISIP will be suspended or sent home with an unexcused

absence recorded. Students must successfully complete their time in ISIP prior to reentering the regular classroom.

THREATENING AND BULLYING BEHAVIOR

Threatening behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed. 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, gesture or written, verbal or physical act. Such behavior is specifically prohibited by board policy.

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

1. The student will be referred immediately to a site administrator or their designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period, or (b) implement the following intervention procedure:
 - A. The student will be subject to an immediate suspension from school for a minimum of three days.
 - B. The student's parents or guardian will be notified.
 - C. The Oilton Police Department shall be notified.
 - D. A mandatory conference will be held with the parent/guardian, student, school officials, and others as deemed necessary.
 - E. 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 re-entry to school.
 - F. A conference shall be held with school officials 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.

A site administrator shall file a report on any student disciplined under this policy and send the report to the Superintendent.

STUDENT SEARCH POLICY

No school property will be used to store objects or materials that violate school regulations or state and local ordinances. School administrators may open and examine student lockers and all school property assigned to students at any time. The school principal or his/her designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under the authority of the school, for any item possession of which by the student is illegal or prohibited by school rules or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to guidelines set by the school.

Refusal of a student to cooperate will result in off-campus suspension that may be long term.

MOMENT OF SILENCE

It shall be the policy of the Oilton Board of Education that no sectarian or religious doctrine shall be taught or inculcated into the curriculum or activities of the school. However, those students who wish to do so may participate in voluntary prayer so long as it is during non-instructional times and does not interfere with the rights of other students.

Each school site within the district shall observe one minute of silence each day for the purpose of allowing each student to meditate, pray, or engage in any other silent activity that does not interfere with distract, or impeded other students in the exercise of their choice. All school personnel are to afford these options to all students, who will individually make the selection as to which of these behaviors they will engage in during the moment of silence.

The minute of silence will be held.

The minute of silence will begin with the ringing of the school bell at the appointed time.

If the district or a school employee is sued for providing a moment of silence to students, the district must notify the Attorney General within five (5) days. The Attorney General will provide legal representation to the district or employee named as a defendant in an action related to this statutory requirement.

IMMUNIZATION REQUIREMENTS

The Oklahoma Board of Health requires that parents of all students, Kindergarten through twelfth grade, admitted for the first time to the Oilton Public School system, present to the school an immunization record which indicates the student has a minimum of **5-DPT, 4 Polio, 2 MMR's, 3 Hepatitis B, 2 Hepatitis A, and 1 Varicella (Chicken Pox).**

The immunization may be recorded on the health card by the enrolling physician and the date the immunizations were given, or keep the immunization record until the school can record the information.

If the certificate indicates the immunization procedure has currently been started, but not completed, the child may be admitted to school, only if a completion date is agreed upon. If the agreed date is not met, the student will be dropped from the school records.

The principal's responsibility in enforcing the state requirements for immunization against specific diseases is as follows:

The principal should be made aware of all students who have not met the immunization requirements. Any irregularities in complying with state law shall be reported to the Superintendent, School Health Department, and/or to the City/County Health Department.

PUBLIC OFFICIALS/DHS

School personnel (teachers/administrators) are required by law to cooperate with Department of Human Services investigations. These investigations may require Department of Human Services' officers to question students while at school. **It is the responsibility of the Department of Human Services to contact parents concerning any investigations.**

ASBESTOS POLICY

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document compliance. A copy of the plan for your school is available at the principal's office if your parent/guardian desires to see the plan. Any asbestos-related activities will be announced

through the local paper and/or written notification to all required individuals. This complies with 763.93 (g) (4) and 763.93 (e) (10) of the AHERA standards.

BLOOD BORNE PATHOGENS

Oilton Public Schools adhere to all regulations concerning blood borne pathogens. Extreme caution will be exercised in all areas where there is exposure to blood. There is written policy concerning the handling of this in the offices of all departments of the school. Faculty and staff have been trained and will be ready to meet the needs of the students and staff if and when the need arises.

PROCEDURE TO INSPECT EDUCATION RECORDS

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

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of student rights. 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, misleading or in violation of student rights. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student participating in a school service program or 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 education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education 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 the address of the office that administers FERPA are:

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

SEXUAL HARASSMENT

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Oilton School District.

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

Any student engaging in sexual harassment is subject to any and all disciplinary action that may be imposed under the school district’s school discipline code.

Any employee or student who is or has been subjected to sexual harassment or who knows of any student or employee who is or has been subjected to sexual harassment shall report all incidents to the principal.

EQUAL OPPORTUNITY

Oilton Public Schools does not discriminate in employment practices or in the treatment of employees or students on the basis of race, color, national origin, sex, or disability. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Any student who believes that the school district has violated Title IX is encouraged to file a discrimination complaint using the district's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints.

DAILY TIME SCHEDULE

Middle School

Breakfast	7:30-8:00
First Period	8:10-9:00
Second Period	9:03-9:53
Third Period	9:56-10:46
Lunch	10:46-11:16
Fourth Period	11:19-12:09
Fifth Period	12:13-1:03
Sixth Period	1:06-1:56
Seventh Period	1:59-2:49
Eighth Period	2:52-3:40

Elementary

Breakfast	7:30-8:00
School Starts	8:10
K-1-2 Lunch	11:05-11:40
3-4 Lunch	11:20-11:55
Lunch	10:46-11:16
Dismissal	3:40

EXCEPTIONS

The administration reserves the right to alter any of the policies stated in this handbook which they deem is in the best interest of the school or students.

Timothy C. Arnold Elementary School



**Student Handbook
2016-17**