

# **Seminole Elementary Schools**

Parents, Students, Staff

Working Together For Better Education

Betty L. Smith Early  
Childhood Center

Wilson Elementary School

Northwood Elementary School

Seminole, Oklahoma



Student – Parent Handbook

# **SEMINOLE ELEMENTARY SCHOOLS**

## **STUDENT—PARENT HANDBOOK**

Betty L. Smith Early Childhood Center .....	382-5962
Wilson Elementary .....	382-1431
Northwood Elementary .....	382-5800
Seminole Middle School.....	382-5065
Seminole High School .....	382-1415
Seminole Administration Office.....	382-5085

## INTRODUCTION

*Welcome to Seminole Public Schools.* It is hoped that each student will have an exciting and successful school year, as well as enjoy the best possible educational experiences.

This handbook is a guide to provide students and parents familiarization with school policies and procedures and to give a general perspective of our school system.

### **Mission Statement:**

In a partnership with parents and community, Seminole Public Schools will nurture and guide students to achieve their full potential academically, socially, and emotionally.

It is hoped that this handbook offers the essential information for the exciting process students will experience in public education. Education can be accomplished best through mutual partnership between home and school. We look forward to a worthwhile relationship between school and home.

## TABLE OF CONTENTS

Asthma & Anaphylaxis Medication .....	31
Accident Insurance .....	9
Attendance .....	3
Bullying, Hazing, and Harassment Policy.....	31
Bus Riders.....	26
Camera and Video Surveillance .....	27
Detention Hall.....	25
Dismissal During the School Day.....	4
Distribution of Materials .....	41
Dress Code.....	29
Educational Facts.....	42
Emergency Plans .....	28
Emergency School Closings.....	30
Enrollment/Admission of Students.....	4
Family Educational Rights and Privacy.....	11
Title IX.....	10
Family Rights and Privacy.....	11
Food Service Program.....	9
Freedom Includes Responsibility.....	14
Fundraising .....	35
General Information.....	34
Gifted Education Plan.....	36
Guidance Program .....	7
Homework.....	7
Honor Rolls (Northwood School).....	38
Illness and Injury During School.....	30
Instructional Program.....	6
Instructional School Day.....	5
Internet Policy .....	41
Legal Aspects.....	10
Library Services.....	7
Online Courses .....	41
Parental Involvement Policy.....	13
Parental Responsibility .....	14
Proficiency Based Promotion Testing .....	36
Progress Reports .....	6
Promotion and Retention .....	35
Reading Intervention and Remediation.....	37
School Health Program.....	8
School Safety Information.....	28
School Volunteers.....	31
Search of a Student, Student Property and Student Lockers .....	19
Special School Programs and Activities .....	37
Student Discipline.....	15

Student's Daily Responsibility .....	15
Substance Use by Students.....	21
Supplemental Online Courses .....	39
Suspension of Students .....	18
Telephone.....	30
Testing Program.....	8
24/7 Tobacco Policy.....	22
Underage Policy .....	36
Visitors .....	39
Visitor Parking.....	5
Wireless Telecommunication Devices.....	24

*Revised August 2014*

## 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. Each child who has reached the age of five (5) years by September 1 or who is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled (Article X, Section 229)

A good attendance record is an important factor in achieving and maintaining a successful school experience. A student who misses one clock hour in any ½ day is officially absent from school. Students who are not in attendance at least 80% of the school year may be recommended for possible retention. The school will attempt to notify parents of students who are not in attendance and have not been excused. Any student who is absent four (4) days or more without a valid excuse may be reported to the Seminole County Truancy Board. A student who is absent from school will have the same number of days to complete make-up work as the number of days he/she is absent.

There are two kinds of absences: Excused and Unexcused—the kind will be determined by the school authorities.

Excused—Legal absences verified by parent or guardian such as illness, doctor or dental appointments, emergencies, or unavoidable circumstances. It is the responsibility of the parent to notify school authorities when a student is absent. A doctor's note may be requested by school authorities.

Unexcused-Unexcused absences are those absences including, but not limited to, missing without the knowledge of parent or guardian, leaving school without having officially checked out through the office, staying away from school without notifying the school and truancy.

Both excused and unexcused absences affect attendance awards. Perfect attendance is based on state attendance laws. A student who misses two hours in ½ day is officially absent from school regardless of excused or unexcused absences. Excessive tardies can affect perfect attendance. A student is expected to report to class on time. A student is tardy when reporting to class after it has begun. A student misses beneficial classroom instruction when tardy.

Students will be allowed three (3) tardies each nine week period. On the fourth tardy of a nine week period students will be assigned a day of after school detention. Each tardy thereafter is one day of after school detention.

## **DISMISSAL DURING THE SCHOOL DAY**

Students are expected to remain in school the entire day. If it is absolutely necessary to pick up a student before the school day ends, parents are to come through the school office instead of going to the classroom. This will cause less disturbance of important instruction time. Students will not be released to any person other than the parent/guardian or designated contact adult. Excessive amount of time missed at the end of the school day can also affect perfect attendance.

Please call the school if your child will be absent.

## **ENROLLMENT/ADMISSION OF STUDENTS**

All children who reside in the Seminole School District I001 between ages 5 on or before September 1 and 21 on or before September 1 are entitled to attend school according to school law, grades K-12.

Students entering public school for the first time must present their birth certificates. Children will be enrolled under their legal last name in all cases . In addition, students entering the Pre K and Kindergarten program must have the following:

### ***Immunizations for Early Childhood and Kindergarten:***

#### **4 YEAR OLDS:**

4 DTP            3 HEPATITIS B  
3 OPV            2 HEPATITIS A  
1 MMR  
1 VARIACELLA OR CONFIRMATION FROM PARENT  
CHILD HAS HAD DISEASE (CHICKEN POX) Needs to give  
approximate month and year child had disease.

#### **5 YEAR OLD KINDERGARTEN:**

5 DTP            3 HEPATITIS B  
4 OPV            2 HEPATITIS A  
2 MMR  
1 VARIACELLA OR CONFIRMATION FROM PARENT  
CHILD HAS HAD DISEASE (CHICKEN POX). Needs to give  
approximate month and year child had disease.

Immunization requirements are determined according to what grade your child will be entering. For further information, please contact the school office.

Students enrolling in Seminole Elementary School by transfer from another district will be placed according to the recommendation of the sending district.

## INSTRUCTIONAL SCHOOL DAY

4 Year Old	8:15-3:05
Kindergarten	8:15-3:05
Grades 1-3	8:15-3:05
Northwood 4-6	8:15-3:05

Students do not need to arrive at school before 8:00 a.m., unless they ride a bus. The school is concerned about the safety and welfare of each student; however, the school cannot be responsible for the safety and welfare of unsupervised students until 7:45 a.m.

At **BLS**, students should be delivered at the front of the building or personally walked into the building by a parent or guardian. A BLS staff member will assist students exiting vehicles at the car drop off spot near the front entrance. Please observe all No Parking signs and the Right Turn Only signs at the corner of Harber Court and Timmons. In the afternoon all bus riders will be dismissed prior to students who are picked up. Parents may wait in the commons area of BLS until the bus students are cleared. Once the bus riders have cleared, parents will sign out their child with the classroom teacher. Any changes to pick up plans need to be conveyed to the office prior to 2:00 p.m.

At **Wilson Elementary**, the transportation loop on the north side of the building is for **BUSES ONLY IN THE MORNING**. All other traffic is prohibited. Students should be delivered to the south entrance. Single lane traffic should be followed in the morning and afternoon to ensure student safety. In the afternoon, students will exit to two designated pick up areas determined by school personnel. If you have any questions, please call the school office for assistance.

Students at **Northwood Elementary** should be delivered and picked up at the west entrance, the parking area near the track and basketball goals. The buses load in the front, and teachers' parking is in the back since east loading is definitely a traffic hazard. For the safety of our students, parents are **urged** to use the west park entrance before and after school. **Students should not use the front entrance (north) until 8:20 a.m.**

## VISITOR PARKING

Parking for parents and other visitors at **BLS** is available on the east side of the building and the parking lot located south of the building. The west loop is reserved for bus loading and unloading. Please observe the No Parking signs posted at the front of the building.

Parking for parents and other visitors at **Wilson** is available on the south side of the building and also on the east side of the building. Parents are urged to comply with the state law which prohibits the passing (in either direction) of school buses when the red loading lights are flashing.



Parking for parents and other visitors at **Northwood** is available in the front (north) parking lot. However, this parking area is reserved for bus unloading and loading from 7:45 a.m.-8:10 a.m. and from 2:45 p.m. – 3:15 p.m. Parents are urged to comply with the state law which prohibits the passing (in either direction) of school buses when the red loading lights are flashing.

## **INSTRUCTIONAL PROGRAM**

The instructional program is designed to impart knowledge and skills; assist students in learning the process of inquiry; and develop attitudes, interests, and values essential to the successful functioning of an individual in a democratic society. Instruction is based on the selection and implementation of activities which enable each student to achieve the educational goals and objectives. The State Department of Education's Priority Academic Student Skills (P.A.S.S.) and the Common Core State Standards are included in classroom instructional activities.

Fine Arts grades are based on practice and performance. Participation is required. Students will participate in performances scheduled during the school year. These performances may include Veteran's Day, holidays and other seasonal programs.

## **PROGRESS REPORTS**

Parent-Teacher conferences are scheduled twice a year.

The kindergarten classes use a portfolio assessment method of reporting student progress to parents. The portfolio includes samples of the student's work as well as a performance checklist. Student progress is reported by report card once every nine weeks. The cards are distributed at parent-teacher conference time immediately following the first and third nine weeks.

The following grade scale will be used for students in grade 1-6:

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	59 and below

Parent-teacher conferences are held once each semester, however, parent-teacher conferences can be scheduled at anytime when either the parent or teacher sees the need arise.

## **HOMEWORK**

A certain amount of homework is necessary for all children to form good study habits. There is limited homework in grades K – 2, with more beginning in grade 3.

Because students work at different rates, some homework is due to the fact that assignments have not been finished within the time allowed in the classroom. Parents are encouraged to consult the teacher if there are questions about homework.

Parents can help students develop a positive attitude about homework and establish effective study habits in the following ways:

1. Provide a quiet place to study.
2. Schedule a regular homework time each day and stick to it, but be equally careful to provide for playtime after school.
3. Remember that homework is assigned to the student, not the parent, although parent guidance is encouraged.
4. Encourage the student to do his/her very best.
5. Encourage the student to read books at home, and in turn read to him/her.
6. Make sure children have study materials available, such as pencils, paper, and erasers.
7. Show the student that school and homework are important

## **GUIDANCE PROGRAM**

1. Guidance at the elementary level is provided by the school counselor for all students. The guidance program is based on the needs of the individual student and is concerned with the development of the total individual.

Guidance services are provided to give personal support to each student and to help the student learn to cope with school and personal problems. The counselors work closely with students, parents, teachers, administrators, specialists, and community agencies in an effort to provide the student with the best help possible.

2. The major services of the guidance program include classroom guidance, individual counseling, small group guidance, consultations with parents and staff, coordination of testing program, and referrals to other agencies.

## **LIBRARY SERVICES**

BLS Early Childhood Center has a parent lending library which will provide materials to use with students at home, as well as materials to assist with parenting skills.

BLS Early Childhood Center, Wilson, and Northwood Schools provide a library of varied materials to assist students and staff with class projects, independent study and pleasure reading. The library staff helps the students locate and learn to use materials. Materials available in the library include books, magazines, newspapers, filmstrips, videos, slides, transparencies and recordings.

The Library Media Center provides a wide variety of opportunities for student activities—leisure reading, study research, instruction in library skills, and listening and viewing of audio-visual media. There is available a computerized encyclopedia program which adds audio-visual information along with the computerized search. Students enter the Library Media Center with classes or individually with passes from classroom teachers.

Students are expected to use care in handling materials and must pay for damaged or lost materials in the library. The librarian or school personnel are to be informed of any damaged materials in the library.

### **TESTING PROGRAM**

According to Oklahoma law (HB 1628), every kindergarten student must be screened to determine readiness for first grade. The screening must contain the following components:

1. Physical health (vision, hearing, immunization)
2. Parent questionnaire
3. Developmental information

Criterion-references tests are administered in the spring of the year in grades third through sixth. Benchmark assessments will be administered to first and second grade students throughout the school year. In addition, aptitude tests are given to second and fourth graders. Test results are used for diagnostic and evaluation purposes along with teacher observation of student performance. A parent report on test results will be made available.

Information from screenings and tests shall be collected and maintained in accordance with the Family Education Rights and Privacy Act. (FERPA).

### **SCHOOL HEALTH PROGRAM**

State law requires that students found to have live head lice or live nits must stay out of school until proper medicated shampoo has been applied. To be readmitted to school, proof of treatment must be one of the following:

1. A note from a representative of the public health department which declares the child to be lice and nit free.
2. A note from the child's medical provider which declares the child to be lice and nit free.

School personnel are not allowed to administer any medication without written parental permission. All medication (including Tylenol or similar medications) is to be supplied by the parent. Written instructions from the physician or the prescription label instructions are necessary. Students are to bring any medication to the school office for safe storage unless the physician's requirement specifies otherwise. The school office personnel will be responsible for keeping a medication log in regard to the dispensing of medicine.

Children who have certain communicable diseases should remain at home until a physician gives permission to return to school. Chicken pox, measles, mumps, scarlet fever, strep throat, and flu are among the communicable diseases for which students will be excluded from school to promote the well-being of the student, as well as the school population in general. Children who have pink eye, scabies, impetigo, and ringworm may return to school when medication for the condition has been started. Students who have fever must be "fever free" 24 hours before returning to school. A temperature of 100 degrees or higher is considered fever.

### **SCHOOL ACCIDENT INSURANCE**

All students participating in athletics shall be required to carry student accident insurance or provide the principal with a signed statement that indicates the parent has proper insurance coverage through other sources. Non-athletic injuries shall be reported to the principal by the supervising teacher. It is the student and parents' responsibility to file claims and report injuries

### **FOOD SERVICE PROGRAM**

Both breakfast and lunch meals may be purchased at Seminole Elementary Schools. Parents are encouraged to pay for meals on Mondays.

As a service to our students and their families, students will be allowed to charge lunches until the total amount owed reaches \$50.00.

If money is left in a student's account at the end of the year, it will be placed in the student's account for the next school year. Refunds of excess account money will be made upon request.

When students leave the district without requesting a refund, any amount over \$3.00 will be forwarded to the last known address. Amounts less than \$3.00 and money returned through failed attempts, will be considered donations to the Child Nutrition Fund.

Students may bring lunches from home. If they do, milk is available for purchase. Napkins, silverware, straws, etc., are not provided for those bringing lunches. Please see that all necessary items are packed for your child. For safety, cleanliness, and nutritional reasons, it is suggested that no carbonated beverages be sent in lunches.

Families may apply in the school office for free or reduced meals. Parents may purchase a meal ticket and eat with their children if desired. (Due to the nature of the cafeteria, parents will need to give the school 1 day advance notice at BLS only.)

The following cafeteria rules must be followed:

1. Wait quietly in line when entering the cafeteria.
2. Go directly to a table and remain there until dismissed by the teacher on duty.
3. Do not trade or throw food.
4. Empty tray correctly when dismissed by teacher to go outside or back to the classroom.
5. Leave table and floor clean.
6. Use a quiet voice.

## LEGAL ASPECTS

*A child's legal name will be used for all school records.*

School records for a student being legally adopted or for students who have legal name changes will be changed upon a presentation of a legal document indicating such action has been taken.

If one parent has legal custody of a student who is not to be released to the non-custodial parent, the school must be supplied with a copy of the proper custody papers or restraining orders.

This is a great help to the school in the protection of students. School staff members should not be put into the position of mediating custodial problems.

Seminole Public Schools in compliance with Title IX regulations at 34 C.F.R. Section 106.9 do not discriminate on the basis of sex in the education programs or activities it operates or in admission to or employment in its education programs or activities. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to OCR. Jeff Pritchard is the Title IX coordinator and can be reached at 617 N. Timmons, Seminole, OK 74868 or 405-382-5085.

## **FAMILY RIGHTS AND PRIVACY**

The Seminole School District will comply with requirements for “directory information disclosures” for each student.

The following is considered “directory information”.

1. The student’s name.
2. The student’s address.
3. The student’s telephone listing.
4. The student’s date and place of birth.
5. The student’s major field of study.
6. The student’s participation in officially recognized activities and sports.
7. The student’s achievement awards or honors or degrees.
8. The student’s weight and height if a member of an athletic team.
9. The student’s dates of attendance.
10. The student’s most recent previous educational institution attended.

The Seminole School District can, by law disclose the above information without prior written consent unless there is on file in the student’s permanent folder a document forbidding such information.

If parents DO NOT want Seminole School District disclosing “directory information” on their child, they are to come by the office to sign the necessary form as soon as possible. If there are questions, parents are to call the school office.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

In the course of a child’s education, the school district will keep records as deemed necessary to provide programs to meet the students’ needs and interests.

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

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 students 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 is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe

is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

## **PARENTAL INVOLVEMENT POLICY**

We realize that the parent is the child's first and most important teacher, and that the parent's continued involvement is essential for the success of the parent-school partnership. To support the parent-school partnership, the following policies were designed with meaningful consultation from parents.

- I. At the beginning of each school year, a school parent compact developed through parent and staff input, will be distributed asking parents and student to commit to a partnership with the school.
- II. An annual Title I meeting will be held at the district level to which parents of all students will be invited. The content of the annual meeting will consist of information pertaining to the program and activities provided with Title I funds. This meeting will also serve as an opportunity for parents to become informed, in a timely way, about how the program will be designed, operated and evaluated.
- III. Parental involvement activities will be provided. When needed, transportation and childcare can be provided. The purpose and content of parental involvement activities will be:
  - To make parents aware of the importance of parental involvement requirements and other relevant provisions of the program and to receive input from the parents concerning the manner in which the school and parents can work together to achieve the program's objectives;
  - To provide accessibility for parents to teachers, Title I staff, and other educational personnel;
  - To provide information regarding the school curriculum and to welcome parents to observe the total school program;
  - To provide opportunities for parent-teacher conferences to discuss the student's progress, placement, and methods the parent can use to complement the child's instruction;
  - To discuss ways the school staff can best provide information, programs; and activities in a language and form the parents can understand.
  - To provide support to parents through training and services;
  - To provide information concerning the Oklahoma Criterion-Referenced Test (OCRT), the state mandated assessment process; and
  - To provide information on the Literacy First Process utilized by Oklahoma teachers.
- IV. Appropriate training will be provided to all staff members to increase the effectiveness of the partnership between home and school. The training will be in the form of workshops, professional development sessions, and conferences.
- V. The Title I staff will coordinate parent activities with other groups such as Extended School and the Family Resource Center.



- VI. Parents will be provided with ongoing communication through quarterly progress reports.

The district-wide Parental Involvement Policy has been developed jointly with parents of children participating in Title I, Part A programs.

This policy was adopted by the Seminole Public School District on May 8, 2006, and will be in effect indefinitely with annual updates and revisions. The school district will distribute this policy to all parents of participating Title I, part A children.

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

### **PARENTAL RESPONSIBILITY**

- ✓ Assume major responsibility for helping their children develop good habits of behavior.
- ✓ Recognize and help their children understand that the teacher assumes the role of the parent while their children are at school.
- ✓ Teach their children respect for property and the rights of others.
- ✓ Speak positively about the school and education in front of their children.
- ✓ Assist their children to come to school well-groomed and appropriately dressed.
- ✓ Send their children to school regularly and on time.
- ✓ Explain any necessary absences promptly to the appropriate school office.
- ✓ Provide necessary school supplies for their children to be able to perform classroom work.
- ✓ Discuss daily work assignments and report cards with their children in a constructive manner.
- ✓ Keep in close contact with the school to ensure good communication.
- ✓ Attend requested conferences.

### **FREEDOM INCLUDES RESPONSIBILITY**

Students are allowed by the school as much freedom as possible without hindering the freedom of other individuals. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their own actions. Students whose disruptive actions hinder another student's rights to a good

education in a safe environment must be penalized for their misbehavior. Self-defense cannot be used as an excuse when fighting is a mutual altercation. This understanding is essential in order for students to learn to function as responsible citizens.

### **STUDENT'S DAILY RESPONSIBILITY**

- ✓ Be at school every day, on time.
- ✓ Come to school well-groomed and appropriately dressed.
- ✓ Bring school supplies as required for classroom work.
- ✓ Listen to the teacher, following directions and answering questions as required.
- ✓ Do all assigned work.
- ✓ Treat all students and teachers with respect, kindness, and fairness.
- ✓ Try very hard to do the best he/she can do.
- ✓ Obey all school and classroom rules of behavior.

### **STUDENT DISCIPLINE**

The master key to achievement is self-discipline. With it students have the strength and perseverance to pursue and achieve many goals. Self-discipline grows from within and enhances self-esteem.

School personnel and parents play an important role in helping students develop self-discipline. High expectations must be held for all students and those expectations are to be communicated to the students.

To enhance self-discipline, classrooms are to be well-organized, instruction carefully managed, creativity encouraged, rules made clear and consistent, and learning must be a top priority for everyone in the school at all times.

It is not fair for the misbehavior of some students to destroy the learning environment and the development of self-discipline for others. Therefore, a behavioral management plan can assist students in developing positive, responsible conduct.

It encourages consistency in handling unacceptable behavior.

In order to grow educationally, socially, and emotionally students need to be in an environment in which firm, consistent, and positive limits are set, while warmth and support are provided for appropriate behavior. Maintaining acceptable school conduct is the responsibility of the students, parents, and the entire school staff.

Listed below are student conduct misbehaviors, though the list is not necessarily intended to be inclusive of all possible actions of misbehavior.

Misbehavior:

- Copying the work of another student
- Dress code violations
- Excessive littering
- Excessive or loud talking in class
- Failure to do assigned class work.
- Failure to turn in student's activity money, pay school debts
- Hazing
- Inappropriate display of affection on campus
- Leaving school grounds without permission
- Loitering/trespassing
- Sitting on desks
- Profanity, offensive language
- Running in the halls
- Smoking/tobacco products
- Throwing objects
- Cheating
- Inappropriate bathroom behavior
- Wearing of any gang or gang related apparel
- Altering or destroying records
- Boycotts, walkouts, and protests
- Defacing school property
- Defiance of authority of school personnel
- Disruption on school bus or leased bus
- Fighting
- Forgery
- Harassment of students or school personnel
- Immoral conduct
- Insubordination
- Obscene material – Possession, exhibition, or use
- Reckless conduct
- Truancy
- Unexcused absences or excessive tardies
- Arson
- Alcohol and/or drug use and possession
- Assault and/or battery of another student
- Assault and/or battery of Seminole School's personnel
- Blackmail
- Extortion, coercion
- False fire alarms and/or bomb threats
- Possession of weapons and/or replicas

- Robbery, theft, or larceny of another person's property, Sex violations
- Tampering with fire alarms and equipment
- Vandalism

Consequences for misbehavior listed will be assessed according to the type of offense, as well as the frequency of the misbehavior.

Possible consequences:

- In-class disciplinary action
- Notes home or phone calls to parents
- Student/teacher conference;
- Student/teacher/principal conference;
- Student/counselor conference
- Withholding of privileges during school day
- Parent/teacher conferences;
- Parent/principal conferences;
- Parent/teacher/principal conferences;
- Delayed isolated lunch time
- In-house removal from classroom to another room as designated by the principal
- Detention
- Grade of zero (for copying)
- Exclusion from extra-curricular activities
- Assigned school duties other than class tasks
- Hall pass revocation
- Financial restitution
- Invoke penalties in policy for tardies and unexcused absences
- Student probation contract
- Suspension from bus
- In-school suspension
- Parent sits with student in class for designated time
- Referral for psychological services
- Law enforcement
- Suspension with home study
- Suspension up to ten (10) days
  - A. With make-up work
  - B. Without make-up work
- Suspension until psychological services, as determined by a Behavioral Management Team, are in progress
- Referral to Seminole County Alternative School
- Suspension for remainder of semester or remainder of semester plus following semester
- Any other action deemed appropriate

When a student is continually disruptive or is verbally and/or physically abusive, teachers may request the convening of a Behavior Management Team consisting of the site administrator(s), a teacher(s), a counselor(s), and other professionals to determine an appropriate plan of action. The administrator will carry out the proposed plan unless new information becomes available that affects its implementation. At that time, the team will reconvene to determine an alternative plan. Once the team has a plan to propose, a meeting will take place with the parent(s) to present the plan of action.

The Behavioral Management Team may make referral to one of the following agencies with whom Seminole Schools has a contract; Seminole County Health Department, Youth and Family Services, Department of Mental Health; Student and parent(s) will be required to attend the initial intake meeting, as well as any evaluation and testing required for the student. In addition, the student and parents(s) shall be required to attend their appointments for as long as the agency professional involved deems it appropriate. Should the Behavioral Management Team find that the student and parent(s) are not meeting requirements of the agency to which they were referred, the Superintendent can enforce long-term suspension until the student and parent(s) are involved with the agency on a regular basis.

#### Suspension of Students

A student may be suspended from the Seminole Schools for any of the following reasons:

- 1) Alcohol and/or drug use and possession
- 2) Assault and/or battery of another student
- 3) Assault and/or battery of Seminole School's personnel
- 4) Blackmail
- 5) Extortion, coercion
- 6) False fire alarms and/or bomb threats
- 7) Possession or use of fireworks
- 8) Robbery, theft, or larceny of another person's property or school property
- 9) Immoral or indecent conduct
- 10) Tampering with fire alarms and school equipment
- 11) Arson
- 12) Vandalism, destroying and/or defacing school property
- 13) Possessing, using, or exhibiting dangerous weapons
- 14) Open disrespect or disobedience to school personnel
- 15) Gang related activities posing danger to others
- 16) Violent outbursts of temper and/or abusive language
- 17) Displaying any conduct that is disruptive to the educational process
- 18) Continual disrespect or disregard for school rules
- 19) Commission of any act which would be a felony or crime of moral turpitude under state or federal law if committed by an adult.

## SUSPENSION PLAN

- Students suspended from 1-5 days will be provided school work. The students' parents may pick up assignments by the end of the next school day. Work completed will be given credit according to the suspension. 1<sup>st</sup> offense – 100%, 2<sup>nd</sup> offense – 85%, subsequent – 70%.
- Students suspended for more than five (5) days (other than weapons or drug related suspension) will be provided an education plan. This plan will cover the core subjects in which the student is currently enrolled. The student's parent(s) or guardian will be responsible for providing the student with a supervised structured environment, and will monitor the students' educational progress during the suspension.
- Students suspended for more than five (5) days will receive a maximum of 70% on completed work.
- Students who are suspended will not be eligible to participate in extra-curricular activities and will not be allowed to attend any school sponsored activity, home or away.

## **SEARCH OF A STUDENT, STUDENT PROPERTY, AND STUDENT LOCKERS**

A search of a student, student property or lockers shall be conducted only for the purposes of safeguarding the educational process, maintaining discipline and order, promoting the safety and security of persons and their property, or recovering of stolen property. A search of a student may be conducted when a student is on district property, in transit to, or attending any function sponsored or authorized by the district.

Object of Search – A search may be conducted when there is reasonable cause to believe that the person, personal property, or locker of a student contains one or more of the following:

- A. Dangerous weapons;
- B. Drugs, marijuana, and other substances which are controlled, dangerous substances as defined in the Dangerous Substances Act;
- C. Stolen property (including money)

Persons Authorized to Conduct Searches – Only the principal, Assistant Principal, appropriate director or Superintendent may authorize a search of a student or student property.

A search of a student, student property or student locker should be conducted only when there is reasonable cause to believe a student possesses one of the prohibited items. The determination of reasonable cause could be made by careful consideration of the following factors:

- A. What is the relative danger to the students and educational process posed by the possession of prohibited item?

- B. What is the student's record of behavior?
- C. What is the urgency of the search?
- D. If the basis for a search is information received by a confidential source, the official should determine if the source is of known reliability by taking into account who the source is and the person's credibility.

Reasonable cause can have factual basis in a student's apparent nervousness, uneasiness, fear, anxiety, furtive suspicious movements and apprehensive expression; by the student placing an item in his/her pocket when an administrator approaches, and by the distinct appearance or smell of a prohibited item, i.e. the smell of marijuana. Student lockers are district property. Use of the lockers is a privilege, and students should have been advised that lockers are subject to search.

When necessary the administrator may request the student to remove only shoes, socks, hats, gloves, coats, sweaters, and jackets. The student may be requested to empty pockets and turn them inside out. The search of a student will only be conducted with a witness present. When circumstances allow an effort will be made to contact one of the student's parents/guardians and notify him or her of the pending search.

### **SUBSTANCE USE BY STUDENTS**

Use, possession, consumption, being under the influence of, or distribution of any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic substance, opiate, inhalant, counterfeit drug, any other controlled or non-controlled substance having a potential for abuse associated with a stimulate or depressive effect on the central nervous system or any representation of a substance to be any of the substances set forth above.

This policy shall apply to all students before, during, and after school hours at school, in any school building, and on any school premises; in any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event, or function; or during any period of time when students are subject to the authority of school personnel; or activities which occur off of school property, but which have impact on the school.

Students in violation of this policy shall be subject to disciplinary action in accordance with these provisions.

#### Disciplinary procedure

#### **I. USE/POSSESSION**

Using, being under the influence of or in possession of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma Law, i.e. 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school sponsored event. The term "illicit drugs: includes steroids, and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not

being used in compliance with the prescription of directions for use, are not being used to treat a current health condition of the student, or are not being used in accordance with school medication procedures (Board Policy 8.24)

“Mood-altering substances” include paint, glue, aerosol sprays and similar substances.

FIRST OFFENSE: Parents will be contacted immediately upon verification of the violation. The Seminole Police Department will be notified if the student is in possession of a prohibited substance. The student will serve in-school suspension for twenty (20) days. The building administrator may reduce the suspension if;

- 1) The student and family agree to see a certified alcohol and drug counselor approved by the district, and
- 2) The student and family complete an assessment of the student’s alcohol/drug involvement provided by a certified Alcohol and Drug counselor approved by the district and follow his/her recommendations satisfactorily. This may include, but is not limited to outpatient counseling and/or other forms of treatment as deemed appropriate.

## II. DISTRIBUTION OF SUBSTANCES OTHER THAN ILLEGAL SUBSTANCES

Offenses involving the sale, transfer, distribution, or exchange of any of the other prohibited substances. Follow procedure as described under Section 1 of this regulation.

## III. DISTRIBUTION OF ILLEGAL SUBSTANCES

Offenses involving the sale, transfer, distribution or exchange of an illegal substance

Parents and Seminole Police will be contacted immediately upon verification of violation. Student will be suspended for the remainder of current semester and succeeding semester. Student and family will receive information pertaining to evaluation and intervention resources for help within the community/area.

## MEDICAL EMERGENCY

Because of the potential dangers to the student presented by his/her acute intoxication with alcohol or other drugs, parents will be contacted immediately to obtain medical services if a student is exhibiting signs of acute intoxication, incapacitation, or drug overdose. If parents are unavailable, emergency procedures may be initiated as deemed necessary for the student’s safety. Following the student’s return to school appropriate discipline procedures of this regulation will be implemented.



## **TOBACCO POLICY**

The use and/or possession of tobacco or tobacco products is prohibited. This policy shall apply to all students before, during, and after school hours at school, in any school building, and on any school premise; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event, or function; or during any period of time when students are subject to the authority of school personnel.

The penalty for the violation of this policy shall be:

First Offense-----Three (3) days in-school suspension  
Second Offense-----Five (5) days suspension out of school  
Third Offense-----Ten (10) days suspension out of school  
Fourth Offense-----Suspension for the remainder of the semester

Minimum time suspended is at the discretion of the school principal, however, the principal shall not suspend a student in excess of two weeks – ten (10) days – without first consulting the Superintendent of Schools. A student may be suspended for the remainder of the school year if the administration deems it advisable and in the best interest of the school as a whole.

Suspended students may have the right to appeal to the Board of Education.

Students, if suspended for whatever the cause shall be afforded the due process clause of the Fourteenth (14<sup>th</sup>) Amendment to the United States Constitution. Specifically, students shall be given oral or written notice of the charge. Parents will be notified if a student is suspended.

## **24/7 TOBACCO POLICY**

The Board hereby prohibits the use of all tobacco products (including but not limited to cigarettes, cigars, pipes, snuff, and other smokeless tobacco) by students, staff, visitors or guests in all school district buildings on the grounds, on all school property and school vehicles. This regulation also applies to all public school functions (ballgames, concerts, plays, etc.) and any outside agency using the district's facilities, including stadiums.

## **IMMEDIATE REMOVAL**

A student whose presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process may be immediately removed from school.

### **Gang Related Behavior**

It is the policy of this school district that membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations are prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

The superintendent may provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and activities as an alternative.

### **Weapons**

Possession and/or carrying of dangerous weapons or replicas while on district property, at a school sponsored activity, or on a school bus will result in an immediate long-term suspension, unless involved personnel discover circumstances that prove the action to be inappropriate. A long-term suspension may extend to the remainder of the semester or to the end of the next succeeding semester. Law enforcement officials will be called immediately when firearms are involved (i.e., powder, air powered, gas powered weapons). Law enforcement officials will be called immediately in regard to all other weapons if school personnel determine that the situation poses a threat to students or personnel. The Seminole School district reserves the right to invoke school discipline independent from legal action.

Dangerous weapons include an automatic or semi-automatic weapon, rifle, shotgun, any pistol, revolver, BB gun, pellet gun, or any imitation firearm, dagger, bowie knife, dirk knife, switchblade knife, spring type knife, sword, any 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, multi-fingered rings, loaded cane, billy hand chain, metal knuckles, or any weapon capable of inflicting a serious bodily harm.

Police will be allowed to carry weapons in the performance of their duties. Parents are reminded that students in violation of the weapons policy are subject to a long-term suspension.

It is a violation of federal law to bring a firearm on or within 1,000 feet of school property. Violators are subject to imprisonment for up to five (5) years, a \$5,000.00 fine or both fine and imprisonment. Violators will be prosecuted to the fullest extent allowed by law. (Gun-Free School Zones Act of 1990)

Gun-Free School Policy – Seminole Public Schools requires the expulsion from school for a period of not less than one (1) year of any student who brings a firearm to school with the exception that the Chief Administrative Officer may modify the expulsion requirements on a case-by-case basis; however, for a student with disabilities, the procedures which appear on pages 80-83 of the Policy and Procedures for Special Education in Oklahoma must still be followed regarding the suspension of any such student.

#### School Sponsored Activities

Students who attend school sponsored activities at home or away are subject to school discipline policies.

### **WIRELESS TELECOMMUNICATION DEVICES**

Students will be allowed to possess cell phones. The devices must be kept turned off and shall not be displayed between the hours of 8:15 A.M. and 3:10 P.M. All other types of telecommunication devices and electronic devices are prohibited. This includes but is not limited to beepers/pagers, portable games or toys, MP3 players or ipods, headphones, cameras or camcorders, or any other electronic device.

Upon reasonable suspicion, the superintendent, principal, teacher, safety and compliance officer or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized use of wireless telecommunication devices. Students found to be using any electronic

communication device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

A student or teacher may request permission for exceptions to this policy based upon medical emergency or specific educational purpose. Such permission may be granted in writing by the administration for a specified period of time based upon the nature of the request. Exceptions will only be granted if it is deemed necessary by the administration.

The penalty for the violation of this policy shall be:

**First Offense:** The electronic device will be seized. Said device will be returned to the student at the end of the school day.

**Second Offense:** The electronic device will be seized, and the student may be assigned to detention for two days.

**Third Offense & Subsequent Offense:** The electronic device will be seized, and the student may be assigned to detention for one week. The parent of the student will be contacted and a conference scheduled.

**Repeated Cell Phone Violations:** Student will be required to turn in device daily for a period of time to be determined by the school principal."

## **DETENTION HALL**

Detention hall may be assigned for an infraction of school rules. Detention time will be served after school from 3:10 to 3:45 p.m. NO EXCEPTION will be made unless approved by the principal before the assigned time.

### **DETENTION HALL RULES**

- 1) Students will study in the Detention Room from 3:10 – 3:45. Any student who does not report when assigned will be determined unexcused. For consideration as an excused absence, the absence must be reported by the parent to the principal. For each unexcused absence, one extra day will be added.
- 2) No one may leave the room.
- 3) There will be no talking or sleeping at any time.
- 4) Any violation of detention rules will result in extra detention time. Extra time will be added for the following:
  - Talking – 1 day
  - Not bringing materials to class – 1 day
  - Being late – 1 day
- 5) Failure to successfully complete detention may result in suspension.
- 6) Transportation arrangements become the responsibility of the student and parents. Detention results in the loss of the privilege of riding the bus.

## **BUS RIDERS**

A large percentage of students are transported by bus. The School Board has set boundary lines for each school site as to which students are eligible or ineligible to ride a bus. Those students residing outside each school's boundary lines may ride a bus, while those residing within the boundary lines cannot.

There are load limits for our buses. Therefore, students cannot transfer to other buses except in extreme emergency cases, such as a parent in the hospital, etc.

Each student is assigned to a particular bus stop and a specific bus. The buses are color-coded to help the younger students locate the correct bus. No change relating to the stop or the bus is to be made without the approval of the Director of Transportation. If there is a legitimate need for a change, please make a personal contact with the principal via a visit, a phone call, or a signed note to ensure correct delivery and safety of students.

Students are to follow all safety rules while riding the bus. Continual extreme misbehaviors on the bus will be reported to the principal.

## **BUS RIDING SAFETY RULES**

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading:

- 1) Be on time at the designated school bus stops in order to keep the bus on schedule.
- 2) Stay off the road at all times while waiting for the bus.
- 3) Wait until the bus comes to a complete stop before attempting to enter.
- 4) Approach the bus stop with caution.
- 5) Respect people and their property while waiting for the bus.
- 6) Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

- 1) Keep all parts of the body inside the bus.
- 2) Refrain from eating and drinking on the bus.
- 3) Refrain from the use of any form of tobacco, alcohol, or drugs.
- 4) Assist in keeping the bus safe and clean at all times.
- 5) Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- 6) Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid for by the offender.

- 7) Never tamper with the bus or any of the bus equipment.
- 8) Help look after the safety and comfort of small children.
- 9) Maintain possession of books, lunches, and other articles to keep the aisle clear.
- 10) Do not throw objects in or out of the bus.
- 11) Remain in your seat while the bus is in motion.
- 12) Refrain from horseplay and fighting on the school bus.
- 13) Be courteous to fellow students, bus driver, and assistants.
- 14) Remain quiet when approaching a railroad crossing stop.
- 15) Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

- 1) If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
- 2) Go home immediately, staying clear of traffic.
- 3) Help look after the safety and comfort of small children.
- 4) **If you drop anything near the bus at the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.**

Extracurricular trips:

- 1) The above rules apply to all trips under school sponsorship.
- 2) Sponsors will be appointed by school officials.

A violation of rules may result in the following actions:

- 1) First Offense – five day bus suspension
- 2) Second Offense – fifteen day bus suspension
- 3) Third Offense – bus suspension for the remainder of the school year.

Any of these bus disciplinary actions may be subject to change at the discretion of the site principal/Transportation Director. Suspensions from the bus will be related to the regular school bus route. Suspension from other school related transportation will be at the discretion of the site principal.

## **CAMERA SURVEILLANCE VIDEOS**

The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other area except locker rooms and bathrooms.

Surveillance videos are **NOT** considered to be educational records of students and are not subject to the right of inspection by parents specified in the Family Educational Rights and Privacy Act (FERPS) or subject to disclosure under the Oklahoma Open Records

Act. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

### **SCHOOL SAFETY INFORMATION**

The school is concerned for the safety of every student. Students are cautioned about staying out of the roadway while walking to and from school, as well as following proper bus safety procedures. Students do **not** ride bicycles to and from Betty L. Smith Early Childhood, and Wilson Schools because of their young age and the traffic congestion around the school buildings.

When picking up students from **Betty L. Smith Early Childhood**, it will be necessary for the adult to go inside the building for the students as a safety precaution.

The traffic pattern around **Wilson School** is one way, entering from Van Drive and proceeding south to Harding Street. Observance of this traffic pattern during the school day is in the best interest of student safety.

Several fire and tornado drills are held during the school year to familiarize students with the safety procedures to follow in case of an actual fire or tornado.

Every effort is made to protect students at school. Parents' assistance with safety procedures is needed. Students should be shown the route to and from school. Students need to know their address and phone number, as well as the name and phone number of someone who can be contacted.

Parents should discuss what to do when things will be different than usual at the end of the school day. Parents must notify the teacher by written note or phone call if there is a change in the student's daily routine for transportation.

Students should be cautioned never to leave the school grounds without permission and certainly not to leave or ride with strangers. Most outside doors to the school building will be kept locked to help ensure student safety.

A student accident insurance policy is available to each student. A choice can be made between at-school coverage and 24-hour coverage. This insurance covers a portion of the medical expenses resulting from accidental injury that might occur for the student.

### **EMERGENCY PLANS – FIRE DRILLS AND LOCKDOWN**

The principal and faculty members of each school building in Seminole Public Schools will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. Teachers are to instruct students in emergency and fire drill procedures and practice those procedures with their students in each class. These

procedures will be developed to ensure the complete safety of children and other school personnel.

Fire, emergency and lockdown drills will be practiced in accordance to state law.

Each drill shall be documented in writing at each school site. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshall or his designee upon request.

## **DRESS CODE**

The Seminole Public School District takes pride in the appearance of its students. This District's dress code and grooming standards have been established to teach grooming and hygiene, to prevent disruption, and to minimize safety hazards at school or school-related functions. All students shall wear clothing that is neat, appropriate, and modest to the gender of that student. There is a close relationship between high standards of dignity, pride, and proper grooming which contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire shall be clean and inoffensive. The student and parent shall share the responsibility for proper grooming of the student; however, the campus administrator has the final authority concerning the propriety of clothes, hairstyle and jewelry. The school campus, like a workplace, promotes a productive, businesslike atmosphere that is conducive to learning. Students should familiarize themselves with these standards as the dictates of popular fashions may be inconsistent with the following guidelines:

1. Skirts/dresses/shorts shall not be shorter than mid-thigh. The length must not be shorter than the student's longest finger when arms are relaxed and to the side. This includes clothing worn over leggings/tights. No spandex, bike or boxer shorts/pants shall be worn;
2. Shoulder straps shall be a minimum of three (3) inches (halter tops, backless clothing, and attire with over-sized arm openings that expose undergarments or upper body areas are not allowed);
3. No low-cut tops; midriff must be covered; no see-through clothing including pants, shorts, etc. with holes, rips, or tears above the pant inseam are allowed;
4. No clothing or tattoos with reference to alcohol, drugs, sex, tobacco, vulgar language, violence, gang related affiliation, or other symbols that detract from the learning environment are allowed;
5. No hats, caps or other headwear shall be worn in buildings;
6. No visible body piercing jewelry, except for earrings, shall be allowed;
7. In order to ensure that students are on task and learning is taking place, both male and female students must wear their hair so that the entire eye is visible;
8. No gang related attire (colors, bandanas, shoe laces, symbols) are allowed;
9. No chains which have the potential to be used as a weapon are allowed;



10. No collars intended for use on animals, including spike collars/wristbands are allowed;
11. Hair which is not clean shall be unacceptable;
12. Students shall wear shoes at all times. Flip-flops (thongs) shall not be permitted; and
13. No pajama pants or house shoes are permitted.

If a student is sent home because of a dress code violation, it is not an expulsion or suspension, but a disciplinary measure to correct the violation. The student should return immediately to school because while a student is absent, he/she is unexcused during that time away from school. A student who checks out for dress code issues will be assigned detention if checked out for more than 15 minutes. Unexcused absence violations will result in the student serving one day detention for each hour missed.

It is the responsibility of the Principal to ensure that this policy is enforced; however, other personnel may assist in the enforcement of this policy and are encouraged to do so.

### **EMERGENCY SCHOOL CLOSING**

Snow and ice conditions or other kinds of emergencies affecting our school system will be made known through the School Messenger system and over radio stations, KIRC and KWSH, as well as on TV channels, 4, 5, and 9. If possible, school closing information will be given the night before or by 7:00 a.m.

If school must be dismissed during the school day, each school site will follow its own emergency dismissal plan.

### **ILLNESS OR INJURY DURING SCHOOL**

A student who is too ill to remain in class is to report to the office. The teacher will advise the office as to the extent of the illness. If school officials suspect the child is contagious or needs medical attention, parents will be notified to pick up the student. When a student is injured at school, the student will be given first aid and the parent will be notified immediately.

### **TELEPHONE**

Students are limited as to their use of the school phone. Parents can help by making sure that the students have their books, materials, and lunches when they leave home each day.

In addition, parents need to instruct students as to after-school plans before they leave home. Dismissal time is a very hectic part of the school day, and if parents call around that time, it cannot be guaranteed that the message can always be delivered.

## **SCHOOL VOLUNTEERS**

Volunteers are strongly encouraged to participate in school activities. Volunteers are used in a variety of ways, and information about volunteering is available in the school office. For student safety, volunteers may be asked to sign in and out or wear an identification badge to be returned to the school office when leaving.

### **Student Self-administration of Inhaled Asthma or Anaphylaxis Medications (s)**

Students are authorized to carry and administer their own inhaled asthma or anaphylaxis medications(s) provided that the following conditions are met:

1. The parent or guardian of the student authorizes annually in writing the student's self-administration and possession of the medication;
2. The parent or guardian of the student provides to the school a written statement from the physician treating the student that the student has asthma and/or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. The parent or guardian of the student provides to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1-116.2 of Title 70 of the Oklahoma Statutes;
4. The parent or guardian acknowledges the following statement:
  - a. "Seminole Public Schools, its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student."
5. The student signs a statement that he/she will not knowingly allow another student to use the inhaler or anaphylaxis.

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

### **Harassment, Intimidation, Bullying and Hazing and Investigating Reported Incidents**

No student in Seminole Public Schools will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment,

intimidation and bullying by students at school and/or by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

This policy will be included in the student handbook that is distributed to each student each year.

### Harassment, Intimidation, and Bullying

“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 education mission or the education of any student. This type of conduct includes, but is not limited to, gestures, written or verbal physical acts or electronic communication.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

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

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

### Investigating Reported Incidents of Harassment, Intimidation, Bullying or Threatening Behavior.

1. The following conduct, as defined and specified above, by any person or persons and directed toward any person or persons or the property thereof is specifically prohibited by the district:
  - a. Harassment
  - b. Intimidation
  - c. Bullying

The above prohibitions apply to such conduct at school and/or by electronic communication and whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

2. Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principals. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.
3. Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.
  - a. The alleged incident shall be documented in writing by the principal.
  - b. The investigation shall be made in a timely fashion.
  - c. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documentary or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.
  - d. Consideration shall be given to recommendations made by the Safe School committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters.
4. When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying.
  - a. Sanctions and various options for control and discipline of student which may be considered and/or implemented are set forth in the school's disciplinary policy (See policies VIII, 8.8-8.12).
  - b. In addition, the district may recommend that available community mental health care options be provided to the student, if appropriate.
  - c. Students subject to sanctions under this policy shall have due process and appeal rights as stated in the school's disciplinary policy (See policies VIII, 8.8-8.12).
5. At its discretion, the district may request disclosure of any information concerning students who have received mental health care relating to acts of bullying, harassment and intimidation.

6. In administering discipline, consideration will be given to alternative methods of punishment to insure 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.

### **GENERAL INFORMATION**

- 1) Parents are not to phone students during school hours unless there is an emergency. Students are not allowed to use the phone unless there is a justifiable reason.
- 2) Students are not to bring dangerous or distracting articles to school such as guns, knives, water guns, toys, gigi pet, radios, tape players/recorders, sport or other trading cards, “pogs” or playing cards. (Some items may be allowed on special occasions with permission from the teacher).
- 3) Students are also not to bring expensive items such as jewelry, toys, etc. or money. The school will not be responsible for these items.
- 4) Names should be placed on all articles of outer clothing-coats, gloves, hats, caps, or raincoats.
- 5) Students are not to converse with a stranger and are never to get into a car with a stranger.
- 6) Students are not to leave the school grounds during hours without parental permission.
- 7) Each student is responsible for the proper care and return of all books and equipment which have been received from the school. Payment must be made for lost or damaged books and equipment.
- 8) Students are not to pass out birthday invitations or treats in individual classrooms unless every student is to receive one. Holiday gift exchange between students is not allowed. This will eliminate hurt feelings and disruption of classroom learning. No flowers or gift deliveries for students on Valentines Day.
- 9) Students are not to bring pre-school children, friends or relatives to visit school. However, we do encourage parents to visit the school at anytime. For student safety, visitors may be asked to sign in and out or wear an identification badge to be returned to the school office when leaving. All visitors are to report to the office before going to a classroom.
- 10) Students withdrawing from school are to return all library books and other school property before leaving.

- 11) During the school year, fundraising projects will be held to help purchase supplies and equipment. Students are never required to participate. Participation is only on a voluntary basis.
- 12) Selected school parties are held each year. Parents may be asked to assist by providing refreshments or by making calls. If parents want to send or bring refreshments at any other time, prior arrangements must be made with the classroom teacher.
- 13) At Northwood, heavy coats such as Starter Jackets must be kept in student lockers during class time.
- 14) It is the responsibility of the parent to notify school personnel of any medical conditions of your child.
- 15) Academic instructions will not be interrupted to look for lost cell phones.

### **PARTICIPATION OF STUDENTS IN FUND-RAISING DRIVES**

The participation of the Seminole Public Schools' students in fundraising drives shall be limited to school sponsored activities with the approval of the principal.

### **PROMOTION AND RETENTION**

In general, students will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice students will spend one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when:

- A. A child is in grades K-3, or, on very rare occasions, when the child is in grades 4-8.
- B. The child is achieving significantly below ability and grade level.
- C. Retention would not cause an undue social and emotional adjustment.
- D. Retention would have a reasonable chance of benefitting the child totally.

The following will be procedure for deciding retention or promotion:

- A. The student's parent or teacher may request that the student be retained. The request should be made in a letter stating purposes and objectives on the request.
- B. A committee consisting of the student's teacher, one counselor, one administrator, and the child's parents will review the student's progress and consider the request.
- C. The approval committee will be guided by the following factors:
  1. Chronological age
  2. Social maturity
  3. Emotional maturity
  4. Physical development

- 5. Work and study habits
- 6. Attendance record
- D. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the principal for a final decision. That decision will be forwarded to the superintendent for his or her information and review.
- E. Although the final decision should be a mutual decision of the parents and the school officials, the final decision of promotion or retention shall rest with the school authorities.
- F. Only in unusual circumstances should a child be retained more than once.
- G. Appeals to the decision of the principal may be brought to the Board through the superintendent.
- H. Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s), for disagreeing with the decision of the board (70-24-114.1),
- I. Senate Bill 346, designed to limit social promotion after third grade, requires students entering first grade in the 2011-2012 school year to master grade-appropriate reading skills by the end of third grade in order to be promoted to the fourth grade.

### **GIFTED EDUCATION PLAN**

Copies of the Gifted Education Plan for the Seminole Schools and the Wilson and Northwood Gifted Education Site Plans are available for parents and students in the school office.

### **PROFICIENCY BASED PROMOTION TESTING**

Proficiency Based Promotion must be initiated by the student/parent through the counselor's office. A single date of testing for each semester will be announced by each school site.

### **UNDERAGE POLICY**

Underage children residing in the Seminole District not enrolled in a state-approved early childhood or Kindergarten program may be admitted to a Kindergarten program in the school district in which he or she resides. Parents must submit a written request for early admittance by September 1 to the building principal. Any request after this date will be denied. Underage admittance to Pre-K is not allowed.

After Labor Day, the testing procedure will begin.

Test Battery will be administered by certified school personnel. Test Battery will include:

- Gesell Screening
- Early Screening Profiles Test
- Peabody Picture Vocabulary Test
- Expressive One Word Picture Vocabulary

The child must meet or exceed all of the following test score requirements:

- Gesell – Developmental Age – Five (5) years
- Early Screening Profiles Test – Ninety percent (90%)
- Peabody Picture Vocabulary Test – Ninety percent (90%)
- Expressive One Word Picture Vocabulary – Ninety percent (90%)

A conference with parents will be scheduled prior to admittance to review test results.

Admittance will be effective between September 15 and October 1 only, providing that current enrollment is not at ninety percent (90%) capacity.

Once early admittance becomes effective, attendance becomes mandatory.

### **SPECIAL SCHOOL PROGRAMS AND ACTIVITIES**

Students who attend any pull-out program, lab or school sponsored day event are not required to make up the regular classroom assignments, nor are they penalized in any way.

### **READING INTERVENTION AND REMEDIATION K-6**

Research shows that small group instruction is indicated in 20-40 minutes three to five times per week to maximize student success. On average, the small groups consist of 3-5 students. The goal is that there is no more than 5 students per small group. Each elementary site has a team of trained paraprofessionals to assist in reading intervention.

This team of reading assistants, trained by Angela Willmetts, receives ongoing, pull-out reading intervention training which includes intense, high quality, college level explicit reading intervention content. To achieve the vision, each site will use specific data as indicators of the following:

- At Betty L. Smith Early Childhood Center (BLS), all assistants have been trained in phonological awareness and early phonics for kindergarten students. Four assistants pull students daily and work on skill gaps identified based on data. Highly trained reading assistants benefit all students in our classrooms daily.
- At Wilson Elementary School, six trained assistants and a number of trained volunteers assist teachers in providing small group remediation and intervention. All remediation is based on data (phonological awareness surveys, decoding surveys, NWEA benchmark data) and is tailored to student need.
- At Northwood Elementary School, we have two trained reading assistants and a reading specialist to assist teachers by providing small group, student specific, data-based reading remediation and intervention. Phonological awareness surveys, decoding surveys, and NWEA benchmark data are used to collect data to drive



instruction. Remediation instructional tools include West Virginia Phonics Lessons, and Florida Center for Reading Research.

Any student that demonstrates a need based on the Oklahoma Core Curriculum Tests (state tests given in the Spring), Northwest Evaluation Assessment (benchmark assessments given three times each school year), decoding surveys and classroom performance will be eligible to participate in skill specific intervention. Students will be pulled during the school day. The reading intervention team will determine the most appropriate time to deliver skill specific intervention to the students in small groups. This will take place during the learning block throughout the day or activity time. The scheduling will be dynamic, meaning what the student needs will drive the planning.

Seminole Public Schools believe we have the program in place which meets the requirements that research shows to be necessary for maximum growth of struggling readers. The small group, data driven, explicit, skill-based intervention is the start of momentum towards greater levels of excellence.

The cornerstone of this program is using reading data to document the progress of each reader. Frequent grade level data meetings are held which include a team of literacy assistants and teachers. The literacy assistants communicate with our teachers as to the identified weaknesses and the areas of the instruction given. Collaboration and communication is a key component to the program.

### **HONOR ROLLS (NORTHWOOD SCHOOL)**

Honor rolls for grades 4-6 are prepared through the school year to give recognition for academic achievement each semester.

The superintendent's honor roll requires a student to have a 3.8 grade average.  
(Example: 4 A's and 1 B or 5 A's)

The principal's honor roll requires a 3.0 grade average and a student may have no more than 1 'C' in attaining this average.  
(Example: 5 B's or 1 A, 3 B's and 1 C)

An example of ineligible grades would be 3 A's and 2 C's-this would average 3.0, but does not meet criteria because of the 2 C's.

In addition to scale, this average will be determined using the report card's semester grades only.

The scale follows:

A = 4 points

B = 3 points

C = 2 points  
D or F = no points

Seminole Public Schools can provide access to student records via the Internet. In order to protect the confidentiality of student records, all parent/guardians who want to use this service are required to complete an Infinite Campus Access Request Form available at their child's school site. Please bring a photo ID with you when you return the form to sign up for this service.

### **VISITORS**

Parents and patrons of the district are encouraged to visit the district and to observe the activities of the district. Except as otherwise provided, all visitors to the district shall report to the school office upon entering the building, shall sign the visitors register, and shall request appropriate authorization to visit the school from the district official in charge of each building. When parents, patrons, and friends have been invited to a school for a particular activity or program, it shall not be necessary to sign the visitor's register or request any additional authorization to visit the school.

As authorized by law, the district has the authority and owner to direct any person to leave district property who is not a student, officer, or employee and who interferes with the peaceful conduct of activities, or enters the institution for the purpose of committing an act which may interfere with the peaceful conduct of activities.

### **SUPPLEMENTAL ONLINE COURSES**

#### **Definitions:**

**Supplemental courses:** Courses which are not offered by Seminole Public Schools, and are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

**Educationally appropriate:** Courses which are academically well suited for an individual student's current academic standing and the learning expectations of the district and State. The determination of educationally appropriate will be made at the site level.

**Online:** uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

## Guidelines

1. School district policies governing grading scales and credits earned shall be applied to supplemental online courses in the same manner as any other course offered by the district.
2. Only students enrolled in the district will be granted access to supplemental online courses.
3. Requests for enrollment in supplemental online courses shall be as follows:
  - a. Interested students will submit a completed Supplemental Online Request Form.
  - b. The principal or designee will evaluate the application and determine whether the course(s) is educationally appropriate.
  - c. If the course(s) is not deemed educationally appropriate, notification will be provided to the student in writing as to the reasons the determination was made. The student will be afforded the opportunity to appeal the decision to the site Supplemental Online Course Appeal Committee. The decision of the site committee with regard to whether a course is educationally appropriate is final and non-appealable.
4. Students enrolled in supplemental online courses will have a fifteen (15) day grace period to withdraw from the course without academic penalty.
5. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation shall be monitored in accordance with district policies. The student may be counted “present” or “in attendance” when the supplemental online course provider supplies evidence of student/teacher/course interaction that demonstrates student progress and regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the school district reports which reflect daily attendance/participation, progress reports, and grades. Such reports shall be provided via electronic format on a weekly basis.
6. Instructors of supplemental online courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher learning, possessing the specific content expertise necessary to teach the course.
7. Students who participate in supplemental online courses will be responsible for providing their own equipment and online access.

## **ONLINE COURSES**

Occasionally, due to a scheduling conflict or extenuating circumstances, a student may be enrolled in one or more online courses, which may duplicate district course offerings. The determination will be at the sole discretion of the site administration. Students earning credit by means of online courses shall participate in all state-level academic assessments in the same manner as other regularly enrolled students.

## **INTERNET POLICY**

Prior to internet use the student and parent must have on file the signed Terms and Condition for Use of Internet.

## **DISTRIBUTION OF MATERIALS POLICY**

The Seminole Board of Education recognizes that the educational mission of the Seminole Public Schools involves exposing students to a broad variety of views, opinions, and beliefs and providing students with a broad spectrum of knowledge. The Board hereby creates a limited open forum in which private persons or entities may utilize District facilities for the distribution of written materials according to the procedures and criteria set forth below.

3.14.1 Materials Not Allowed To Be Distributed: The District shall not allow the distributions of materials which:

- A. depict tobacco products, alcohol products (including beer), drugs, or drug-related paraphernalia or products;
- B. depict sex or sexual activity, or which are lewd, indecent, vulgar, obscene, or pornographic as defined by prevailing community standards related to minors;
- C. attack ethnic, religious, or racial groups (i.e., "hate" material);
- D. promote hostility, disorder, or violence;
- E. promote, endorse, or oppose any political candidate, beliefs, party, or issues;
- F. violate any applicable copyright laws;
- G. invade the privacy of others;
- H. promote illegal activities for minors;
- I. are defamatory, libelous, misleading, or false; and
- J. are not age-appropriate.

3.14.2 Distribution Procedure: All materials sought to be distributed to students shall be submitted to the Site Principal for review. The Principal shall be responsible for reviewing materials to be distributed and for making a determination of whether the materials are in compliance with this policy and the criteria established herein. The Principal shall render a decision as to the appropriateness of the material taking into consideration the criteria established by the policy and shall notify the decision to the person or entity seeking to distribute materials and the Superintendent. If the Principal determines to deny the distribution of materials, the person or entity seeking to distribute

the materials may appeal the decision to the Superintendent within ten (10) days of receipt of the Principals decision. The Superintendent shall review the material and otherwise investigate the matter. The Superintendent shall render a decision as to the appropriateness of the proposed distribution which decision shall be final.

When a request for distribution of material is received and approved, material shall be distributed on a table to be set up in a hallway or other common area on the designated day. The person or entity distributing the material shall be responsible for delivering the material to be distributed. Persons who deliver and/or place the material for distribution shall not communicate with any person while on school property for the purpose of soliciting, encouraging, or pressuring such person to take such materials and shall refrain from commenting about or discussing with students the material being distributed. Teachers, principals, or other school employees or agents shall neither be involved in the distribution of material nor communicate with any person on school property for the purpose of soliciting, encouraging, or pressuring any person to take such materials. The District shall not make any announcements or provide any publicity as to the distribution.

3.14.3 Violation of Policy: Any person who violates the provisions of this policy may be prohibited from further distribution, and the District may prohibit the distribution of materials sought to be distributed by any person who violates this provision.

3.14.4 Disclaimer Sign Required: Any material distribution point shall contain a statement, which provides as follows:  
These materials are neither sponsored by nor endorsed by the Seminole Public School District, the Seminole Board of Education, its agents, or its employees. The views and the information contained in the materials do not reflect the approval or disapproval of the Board or the School District and its administration.

3.14.5 Donation of Educational Materials: This policy shall not apply to library and educational materials, which are offered for donation and accepted by the District's administration for instructional use.

## **EDUCATIONAL FACTS**

- 1. Students differ in their rate of growth and development.**
- 2. Reading, like walking, must be learned step by step and at the time each student is ready for it.**
- 3. Students whose parents are interested and supportive usually do better in school, and have a better attitude.**
- 4. How a student feels about him/herself affects school achievement.**

- 5. Students are more likely to learn to enjoy books if they see their parents and teachers reading for enjoyment.**
- 6. The higher expectation of the principal and teachers; the higher the achievement level will be.**
- 7. Solutions for most problems: excellence, honesty, responsibility, high morals, good values, good study habits, kindness, caring, cooperation, and respect.**