

2023-2024
ELEMENTARY STUDENT HANDBOOK

Administrators
Mickey Edwards
Tyanne Taylor

Superintendent 405-453-7247
Elementary Principal 405-453-7104

POLICIES & PROCEDURES

ABSENCES - Prompt and regular attendance is extremely important for all students and is a parental obligation. No other single factor does more to aid a student's progress than regular attendance. However, children should not be sent to school when ill, with a temperature, if they are still broken out from a contagious disease, have head lice, or for any other reason deemed improper for public school.

The school should be contacted when a student is not going to attend. In the event that the school has not been contacted a school representative will follow up to clarify attendance.

A letter will be sent to the family when the student has been absent eight days. If a student is absent more than eight days in a semester, unless the student has a prolonged illness or is under a doctor's care he/she will have to come before a review committee to evaluate the absences whether the student should receive credit for the semester.

Any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the Grady County District Attorney per 70 O.S. 10-1-5.

3 tardies per class = 1 absence

6 tardies per class = 2 absences

ASBESTOS - The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office.

Verden Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities, planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

EQUAL OPPORTUNITY EMPLOYER - It is Verden Public School's policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.

TITLE I - PARENTS RIGHT-TO-KNOW – *Section 1111(h)(6)*

(A) **QUALIFICATIONS** - At the beginning of each school year, Verden Public Schools receives funds from the Federal Title I program and is required to notify parents of each student attending this District that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following;

- (i) Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(A) ADDITIONAL INFORMATION - In addition to the information that parents may request under subparagraph

(A), a school that receives funds under this part shall provide to each individual parent -

- (i) "information on the levels of achievement of the parent's child in each of the state academic assessments as required under this part; and
- (ii) "timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

(B) FORMAT - The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

ELEMENTARY BELL SCHEDULE - The school day will begin at 8:00 A.M. the first bell rings at 7:55 A.M. with school being dismissed at 3:00 p.m

TARDIES - Tardies that are a result of time management prior to and or between classes will be allowed 3 tardies each 9 weeks. The 4th tardy will result in 2 days of lunch detention. The 5th tardy will result in 3 detentions to be served during lunch and or after school. The 6th tardy will result in 4 detentions. The 7th will result in 5 detentions. The 8th tardy will result in 1 day of ISP. The 9th tardy will result in 2 days of ISP. The 10th tardy will result in 3 days of ISP. Students who receive more than 10 tardies will receive ISS or out-of-school suspension.

ARRIVAL & DEPARTURE - Students should be in their classrooms at 8:00 a.m. ready to begin their academic day. Any student not in their classroom at 8:00 a.m. is considered tardy. Three tardies are equal to one absence. School will be dismissed at 3:00 p.m. If your child is not following his/her normal procedure for going home, you will need to notify the school in writing or by phone. **Any calls to the school regarding after school instructions for students must be made before 2:00 P.M.** We do not accept the word of the students on how they are to go home. This is a protective measure for both your child and school personnel. If it becomes necessary to pick up your child early, you must go to the office to check the student out. No students will be dismissed without office approval. Please be sure not to use the school as a babysitting service.

ACTIVITY ABSENCES (10 DAYS) – A student shall not be absent for activities from any one-class period more than 10 days in one school year. The following activities are exempt: State and National levels of school-sponsored competitions which have the approval of the Board, field trips, interscholastic meets, serving as a Page in the State Legislature, and school assemblies.

In order to receive school assignments a student must present an Activity Absence Form to each of their teachers prior to being absent from school for the activity. The student will return the completed form to the Counselor.

A student must sign the 10 day activity absence log immediately upon returning to school from an activity absence before the student will receive an admit to class.

No student may take an activity absence beyond 10 days unless the absence has been pre-approved by the Board. Absences taken beyond the 10 days without Board approval will be unexcused absences. The Board will not approve absences beyond 10 days that have not been taken without prior approval from the Board. (The Board reviews activity absence requests at regular monthly meetings.)

ANNOUNCEMENTS – The Principal or designee must approve all materials for the distribution or display on school property by persons who are not employees or students of Verden Public Schools. Petitions may not be circulated without the approval of the Superintendent.

All messages to students must be delivered to the office. The student will be given the message at the earliest opportunity least disruptive to the educational setting. Student and personal publications, including the school

newspaper and other school-sponsored materials that represent the district, are to be submitted to the Principal to review for accuracy and compliance with district policies.

DISTRIBUTION OF PRINTED MATERIALS – All printed materials to be distributed or displayed in the Elementary School building for the attention of the student body must be approved by the principal or designated representative.

BUS TRANSPORTATION – Students participating in school-sponsored activities off campus must ride to and from the activities in school-provided transportation. Exceptions may be made for students who ride with their parents and have written permission from the Principal or the Superintendent.

BUS RULES –

- (a) Keep hands and head inside the bus at all times.
- (b) Assist in keeping the bus safe and sanitary at all times.
- (c) Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in a serious accident.
- (d) Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- (e) Bus riders should never tamper with the bus or any of its equipment.
- (f) Leave no books, lunches or other articles on the bus.
- (g) Keep books, packages, coats and all other objects out of the aisles.
- (h) Help look after the safety and comfort of small children.
- (i) Do not throw anything out of the bus window.
- (j) Bus riders are not permitted to leave their seats while the bus is in motion.
- (k) Horseplay is not permitted around or on the school bus.
- (l) Bus riders are expected to be courteous to fellow pupils, the bus driver, and the driver’s assistants.
- (m) Keep absolutely quiet when approaching a railroad-crossing stop.
- (n) In case of a road emergency, children are to remain in the bus.

1st Offense – Lunch Detention or ISP.

2nd Offense – 5 Days Suspension from riding the bus to school or any school activities.

Subsequent Offense – Suspension from riding the bus to school or any school activities.

BREAKFAST AND LUNCH PRICES

Breakfast:	Full Price:	\$2.00
7:30 A.M.-7:55 A.M.	Reduced Price:	\$0.30
	Adult Price:	\$2.26

Lunch:	Full Price:	\$3.00
	Reduced:	\$0.40
	Adult Price:	\$4.85

CAFETERIA RULES – Lunch charges will not be allowed for more than 2 weeks unless parents have made prior arrangements with the school. Lunchroom privileges will be terminated for anyone 2 weeks delinquent on payment of lunch charges. All lunch bills must be paid by the 30th of each month. Student behavior in the cafeteria should be based on courtesy and cleanliness. This includes eating and visiting quietly, along with leaving eating areas clean and placing all litter in the trash. Students are not allowed to give “cuts” in line.

CHECKING OUT OF SCHOOL – Students must check out of school through the office. (Failure to do so may result in lunch detention, noon camping or ISP.) Students may only check out of school with the permission of their parent or guardian. Permission must be given in person or on the phone before the student may be approved to leave school.

PICKING UP STUDENTS EARLY – Parents, who pick up their child before the end of the school day, must come to the office and sign their child out. Please do not pick up your child during the school day except at regular dismissal time without notifying the office. Your child will only be allowed to go where you have designated after

school, unless you send a note or call the office specifying otherwise. Students should bring a dated note from home to give to their teacher for the following circumstances:

1. If a child is to ride a bus other than the customary one.
2. If a child is to go somewhere other than where he customarily goes.

CLOSED CAMPUS – Students are to remain on the school grounds each day from 8:10 a.m. until 3:00 p.m. Any child wishing to go home for lunch must be picked up by his/her parent or guardian and signed out in the office.

CLOSING SCHOOL (BAD WEATHER) – Announcements regarding school closings and delayed opening times due to bad weather will be made on local radio and television stations. You should also receive an automated text message from the administration notifying you of closings or delays. If there is a closing or delay and you do not receive the automated notification, please contact the Superintendent’s office to make sure your contact information is correct.

ELIGIBILITY – A student must maintain academic eligibility to participate in any authorized school activity. For academic eligibility purposes, authorized school activities include, but are not limited to: competitive events against other schools, student activities outside the normal school day, and non-classroom activities. A student who is not eligible will not suit up, travel with the team, group, or organization, nor sit on the bench or stand on the sidelines.

Students who are enrolled in a full-time Internet-Based curriculum are NOT eligible to participate in authorized school activities.

ACADEMIC ELIGIBILITY – The student must be passing all courses in which the student is enrolled following the week of academic probation or the student will be academically ineligible to participate in any authorized school activity. The student remains ineligible until the student receives a passing grade in all courses. A student regains academic eligibility on the Monday following the week in which the student receives a passing grade in all courses.

Teachers must turn in eligibility forms by 8:00 a.m. on the first day of each school week beginning on the fifth week of each semester. If any eligibility is not turned in by 8:30 a.m., said students would be eligible in that class (provided they are not on another teacher’s list). Any work to be included in the computation of the student’s grade must be turned in to the teacher no later than 3:30 p.m. on the last day of the school week. The last day of the school week is the last day of the week in which students are scheduled to attend class. Any work turned in after that time will not be counted for eligibility for the following week. No exceptions will be made regarding this policy.

PROBATION – A student must receive a cumulative passing semester grade in all courses at the end of the fourth week of each semester and each week thereafter or the student will be placed on Academic Probation for the following week. A student may participate in authorized school activities during the week the student is on academic probation.

Academic Probation & Ineligibility Outline --

1. Failing any course(s) after the 4th week of the semester = Probation
2. Failing any course(s) for 2 consecutive weeks = Ineligibility
3. Students remain ineligible until the student is passing all subjects for 1 week.
(When the student is again eligible, steps 1 and 2 are repeated if necessary.)

ATTENDANCE ELIGIBILITY – A student must be present for the entire day of classes during a school day to be eligible to participate in a school sponsored activity that day or night (exception is pre-approved by administration).

EMERGENCY DRILLS – Fire Signal: Automated Voice Alert “Fire Has Been Detected.”
Tornado Signal: Automated Voice Alert “Tornado Has Been Detected.”

TORNADO DRILL – A safety plan has been developed for use in the event of a tornado occurring during school hours. The school is equipped with a radio and a National Weather Service monitoring device to keep abreast of local weather conditions.

ENTRANCE REQUIREMENTS – To gain admission to Verden Public Schools a student must be a legal resident of this district or a legal transfer. The student must be residing with the student’s parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Verden Board of Education.

ENROLLMENT REQUIREMENTS – Oklahoma requirements are as follows:

1. A Pre-school child must have attained the age of four years before September 1st of that year.
2. A Kindergarten child must have attained the age of five years before September 1st of that year.
3. All students must present a birth certificate, social security number and an immunization record at the time of enrollment.

REQUIRED IMMUNIZATIONS – are as follows:

All students must have had 4 doses of the polio vaccine, 2 doses MMR and 5 DTP or TD shots. Students entering Kindergarten must have, in addition to the 3 Hepatitis B shots, 2 Hepatitis A shots and have either had Chicken Pox or received the Varicella vaccine.

State Requirements for immunizations will be followed.

WITHDRAWAL FROM SCHOOL – If a student must withdraw from school:

1. A parent/guardian must come to the office and sign the withdrawal form.
2. The student should return all textbooks, library books, athletic equipment and any other items belonging to the school.
3. The withdrawal form must be filled out and signed by each of the student’s teachers, the librarian, and the lunch account supervisor.
4. Records will not be forwarded to the next school if accounts are still open.

FEES – No fees are charged to students for school facility use. Fees may be charged for overdue library books, classroom materials, etc.

GRIEVANCE PROCEDURE FOR STUDENTS & PARENTS --

1. If the issue involves a teacher, the student or parent should address the issue with the teacher. If the issue is not resolved, the issue should be brought before the principal.
2. If the issue involves another student or other school personnel, the parties should address the issue with the principal.
3. If the issue is not resolved, the parties should bring the issue before the superintendent.
4. If the issue is not resolved at this point, the parties may file for a hearing with the Board of Education through the office of the Superintendent at least 7 days prior to the next scheduled Board meeting. The decision of the Board is final.

HOMEWORK – Homework is the assignment of work to be completed by students outside the classroom. It is assigned to insure student growth and development and to reinforce, supplement and complement the learning-taking place in the classroom. Homework may also be the completion of assignments started in school, drill or practice work, individual projects for self-growth, etc. Your child/children will probably have homework assignments on a regular basis. Student’s homework assignments may be given per the teacher’s classroom policy. Students will be allowed a minimum of “a day-for-a-day” to turn in homework when the student has been absent from school (ex. A student who is absent for 2 school days has 2 school days to turn in assignments for the classes missed).

LATE HOMEWORK - Students are expected to turn in assignments on time. During the 1st nine weeks of the fall semester, Verden Elementary students will receive a 20% deduction on all late assignments. Assignments that are more than three days late will not be accepted and a grade of zero (0) will be entered for that assignment.

INSURANCE – Students health and accident insurance is available through the school at the student’s expense.

LIBRARY – Library procedures and policy are under the direction of the librarian. Fees

or fines will be assessed for damaged, lost and overdue books and materials. Student's records (report cards, diplomas, etc.) may have a HOLD placed on them until all books and materials are returned or restitution is made. Students may be liable for destroying or failure to return library materials per 21 O.S. 1739.

LOCKERS & SCHOOL PROPERTY – Lockers are the property of the school and are assigned to the students for school use. Students hold no expectation of privacy in their lockers, nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice and to seize any property prohibited by law or school policy.

PHYSICAL EDUCATION - All students will be expected to participate in Physical Education. Each student will need to provide clothing and shoes as described by the instructor. In the event that a student is ill and parents and/or physicians would prefer that the student not participate in any strenuous activity a note must be sent with the student.

MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT – School officials must report incidents of child abuse or neglect to the proper authorities per 25 O.S. 846A 1C.

CONTAGIOUS DISEASE – Any child afflicted with a contagious disease may be prohibited from attending Verden Public Schools until such time as the student is free from the contagious disease. The school may request a doctor's statement before the student is allowed to enter school upon being absent due to having a contagious disease.

ILLNESS – If a student becomes ill at school and does not feel like staying, the parent will be notified, either at home or work. The main criteria for parental notification are an elevated temperature and/or nausea. If the parent cannot be notified or cannot come for the student promptly, a sick bed is available. The school does not employ a school nurse. The parent should pick up the child, or someone designated by the parent, as quickly as possible. A child who spends most of the day on the sick bed will be counted absent.

MEDICATION – The school does not provide medication of any type (including aspirin and cough drops). Medication provided by the student or parent/guardian of the student shall only be dispensed to the student with written parental/guardian permission and written dispensing instructions. Medications will only be kept in the office.

SELF ADMINISTRATION OF MEDICATION – Any student diagnosed with asthma may self-administer asthma medication if a parent or guardian has provided the following information:

1. Authorization in writing for the student to self-administer medication
2. Provided the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of self-administration of medication
3. Provide an emergency supply of the student's medication to be administered to the school
4. Acknowledge 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
5. Sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student

HEAD LICE –When head lice are believed to be present in the school, school officials do a screening. If there is an active infestation, the student's parent or guardian is asked to come to school and take the student home. House Bill #1550, passed by the Oklahoma Legislature May 7, 1984, provides "any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may return to school, certification from a health professional or an authorized representative of the State Health Department that said child is no longer afflicted with head lice." This means a complete absence of nits (eggs), as well as live lice. The Health Department also requires the parents to bring the child back one week after shampooing the second time. Verden Public Schools requires a health clearance from the Health Department before the child will be allowed to return to school.

NON-DISCRIMINATION – Verden Public School does not discriminate on the basis of sex, race, color, religion, national origin, or handicapping condition.

PROMOTION & RETENTION OF ELEMENTARY STUDENTS – It is the intention of this policy that students will be placed at the most appropriate grade level. This determination is to be based upon documentary evidence as to the student’s ability, level of academic achievement, and social and emotional characteristics. Students will normally spend one year in each grade. It is believed that the utilization of immediate and thoughtful corrective actions will benefit and remediate most deficiencies in achievement. However, there may be those few students who, for unidentifiable reasons, refuse to perform at a level consistent with their ability or due to excessive absences and would benefit by repeating a grade. This measure should be employed as a last resort. Factors to be considered are:

1. Academic achievement
2. Chronological age
3. Social maturity
4. Physical development
5. Work and study habits
6. Attendance record
7. If 16 years of age before 8th grade and prior to 1st day of classes in August student will start alternative school (exception is if regular classroom would be beneficial and Alt Ed is not recommended by the Alt Ed Committee)

TELEPHONE USE AT SCHOOL – Students may only use the telephone designated by the principal or designee for necessary school related business. Students may place local calls. Long distance calls must be made collect or by credit card. Phone messages will be delivered to students at an appropriate time (except in emergencies). Phone usage will be limited to 3 minutes. The school telephone is for business use only. The student will not be called out of class for a call unless it is an emergency. Seeking permission to go home with a friend is not a valid reason to call home. The teacher and the office must approve the use of the phone. Students need to know how they are to go home before they come to school that day except in emergency situations.

TRANSFER STUDENTS – A transfer may be requested at any time during the school year. State law does limit the ability of a student to transfer no more than two(2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. Transferring student has not been disciplined for:
 - a. violation of school regulation
 - b. possession of an intoxicating beverage, low-point beer, missing or stolen property if the property is reasonably suspected to have taken from a student, employee or the school during school activities
 - c. possession of a dangerous weapon or controlled dangerous substance while on or within two thousand feet of public school property, or at a school event
3. The transferring student does not have a history of absences “History of absences” means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S.10-105 or due to illness.

If accepted a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to capacity or for disciplinary reasons or a history of absences. All transfer policies can be found in the Verden Board of Education Policy Book (FE).

TRUANCY – A student who stays out of school on a regular basis without school authorization, or has a high rate of absenteeism, shall be reported to the Grady County District Attorney. The parents/legal guardian of the student may also incur liability regarding their failure to compel the student to attend school.

VISITORS – All visitors (including parents/legal guardians) must check in at the principal’s office immediately upon entering the building and sign the visitor’s log. Students must receive prior permission from the principal before having a guest at school.

ACTIVITIES & ORGANIZATIONS

“Participation in a school sponsored activity during school hours does not excuse the student from completing all class work and assignments.”

CLASSROOM PARTIES – There will be two parties in the classroom each year. These are Christmas, and Valentine’s Day. Parents occasionally ask if they can bring treats to class to celebrate their child’s birthday. This is permitted with certain guidelines:

1. Arrangements must be made with the teacher ahead of time.
2. Only the last 15 minutes of class may be used.
3. There must be enough treats, drinks, napkins and silverware for the entire class.
4. Cookies and cupcakes are more acceptable than cakes, which can make a mess!

PERSONAL INVITATIONS – Personal invitations for birthday party’s etc. are not to be distributed at school unless an invitation is prepared for every child in the classroom. If you do not invite everyone, use some other means of distribution.

CHEERLEADING – Fifth and Sixth grade cheerleading squads are selected each year at open tryouts. Participation is subject to academic and attendance eligibility. Members must comply with squad rules set by the coach and OSSAA as approved by the Verden Board of Education. The school does not provide uniforms.

CLUBS – Junior 4-H club is available for children ages nine and up. The club meets periodically after school for one hour, providing instruction and growth in a wide variety of topics. The school does not sponsor other groups, such as Boy Scouts, Girl Scouts, and Little League but announcements and handouts may be handed out if approved by the school office.

4-H students who desire to be out of school on 4-H activity must have the request submitted by the local 4-H Leader to the Principal for approval. The 4-H Leader must have parents’ permission form attached to the request. The request should be submitted to the appropriate Principal at least one week in advance of such activity.

4-H students are subjected to the same policies as other students who are involved in school activities. This includes eligibility requirements, excused absences for school activities and the ten-day rule.

School personnel will not be allowed to miss school to sponsor 4-H activities, except for the FFA Advisor during approved FFA/4-H Livestock exhibition events.

COURSES & ENROLLMENT

GRADES – No grade above 100 pts. shall be given for a 9 weeks grade. Each 9 weeks grade is final. All grades shall be calculated to the nearest one-hundredth place (ex. 89.999). No grades shall be “rounded-up” (ex. 89.999 = 89.999). No work shall be turned in for credit after the last day of school (3:00 p.m.) for the 9 weeks grading period or the semester grading period. The semester grade is the numerical average of the two 9 weeks grades. Semester grades shall not be rounded-up.

PROGRESS REPORTS – Progress reports will be sent to parents during the 5th week of each nine weeks. Parents may request a progress report at any time. Report cards are distributed at the end of each of the four nine-week grading periods. If parents/guardians have a question about their child’s progress, they may make an appointment for a before-school or after-school parent/guardian teacher conference.

GRADING SCALE –

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

ADVANCED PLACEMENT - Elementary students in 4th, 5th, and 6th grades may participate in advanced placement if they score in the 95 to 100 percentile on Oklahoma Core Curriculum tests and have maintained a 4.0 grade point in the subject area (math, language, reading).. Parental permission will be required.

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

HONORS

PRINCIPAL’S HONOR ROLL –A student must maintain a 3.0 Grade Point Average in all courses for the 9 week grading period to be eligible for the Principal’s Honor Roll. (If the course offers a Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory.)

SUPERINTENDENT’S HONOR ROLL – A student must receive a minimum grade of “A” in all courses for the 9-week grading period. (If the course offers a Pass/Fail or Satisfactory/Unsatisfactory, the student must receive a grade of Pass or Satisfactory to be considered on the Superintendent’s Honor Roll.)

DISCIPLINE POLICY

Form of Discipline

CONDUCT OF STUDENTS – It will be understood that students who are frequent discipline problems are not interested in their own education and are depriving other students of their education. Therefore, such students may be suspended or placed in ISP.

“Horseplay will not be tolerated”. Verden Public Schools has a Bullying Policy. A parent or guardian may request a copy of the policy from the school office.

CORPORAL PUNISHMENT – Corporal punishment may only be given to a student who has a signed “Parental Consent to Administer Corporal Punishment” form on file in the principal’s office. Swats will be given and witnessed by a certified personnel in a school office, room, or other place out of the presence of other students. No more than 3 swats will be given in a school day. The swats will be given with reasonable force by a wooden paddle on the buttocks of the student.

DETENTION – After 5 days Detention all students will have After School Detention (3:00 p.m. – 3:30 p.m.). Parents will be notified to pick up students. After 5 days After School Detention 5 days of In-School Placement will be assigned. If a student has served 5 days of In-School Suspension then Out of School Placement will be assigned.

IN-SCHOOL PLACEMENT (ISP) –ISP is an alternative form of discipline for breach of more serious issues for which the student is removed from the regular educational environment, yet continues to attend school and receive instruction. ISP is during the regular school day in the ISP room. A student must serve the ISP on consecutive school days. A student in ISS may not participate in extracurricular activities that occur outside the regular school day. Teachers shall turn in ISP assignments to the office before 8:15 a.m. on the day the student is to begin ISP. Those assignments will be graded as in the regular classroom. Students are not penalized academically in ISP.

Students assigned ISP must complete the assigned ISP before returning to the regular class. A student who is disruptive may be suspended from school and must finish the assigned ISP before returning to class.

ISP RULES --

1. Remain in the assigned seat.
2. No talking/communicating with others.
3. No sleeping.
4. Work on assignments. The ISP Teacher will give additional assignments if the student completes the regular teachers' assignments.
5. Students will take drink/restroom breaks and lunch on a regular schedule, as directed by the ISP Teacher that prohibits contact with students in the regular educational setting.

Failure to comply with these rules will result in additional ISP or up to 10 days of Out-of-School Placement, per the circumstances.

OUT-OF-SCHOOL PLACEMENT – The Principal has the authority to suspend a student out of school for a period of up to one calendar year. Alternative in-school placement options will be considered and applied if appropriate. The student has the right to appeal the out-of-school placement to an appeal committee designated by the Verden Board of Education. The decision of the Committee is final and cannot be appealed to the Board or any School Official.

A student shall be suspended Out-of-School for serious offenses and/or for multiple infractions of lesser offenses. No student suspended from school shall participate in nor attend extra-curricular activities during the period on consecutive school days.

The student shall remain in the student's home from 8:15 a.m. to 3:10 p.m. during the days of out-of-school suspension (excluding non-school days such as weekends and holidays) or under the direct supervision of the student's parents/legal guardians. A student who violates this policy will be referred to the Grady County District Attorney's office.

Students suspended from school will be given an educational plan. Parents or students will be required to pick up work and return completed work on a daily basis before 8:00 a.m. or between 3:00 p.m. and 3:30 p.m.

A student shall receive an educational plan of the core curriculum (English, Math, Science, Social Studies, and the Arts) for days suspended beyond 5 days. The parent/legal guardians shall bear the responsibility for monitoring the student's progress until the student is readmitted into the school. Students may receive credit for work on the educational plan (70 O.S. 24-101.3).

DISCIPLINE NOTICES – A discipline notice will be mailed or sent home by the school to parents/guardians of students who are involved in disciplinary problems. This notice will indicate the nature of the problem and the action that was taken. Duplicate copies will remain in the principal's office.

APPEALS PROCESS - A student or parent/guardian may appeal any disciplinary action or decision to the Superintendent. The Superintendent has the authority to uphold, modify, or rescind the disciplinary action. Should a parent/guardian not be satisfied with the Superintendent's decision, they may appeal that decision to the School Board. All requests for appeal to the School Board must be done in writing, and should be presented to the Superintendent no later than five (5) working days after the Superintendent has issued his/her decision. All decisions by the School Board are final.

DISCIPLINE POLICY – Elementary (Kindergarten – 7th grade):

The discipline policy will be administered at the discretion of the principal as appropriate for the infraction and the student.

<u>INFRACTION</u>	<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>SUBSEQUENT</u>
Disruptive Behavior	2 Days Lunch Detention or Suspension	3 Days In-School Placement	5 Days ISP
Disobeying / Disrespectful To Teacher	2 Days L.D.	3 Days ISP	5 Days ISP or Suspension
Fighting	3 Days ISP	5 Days ISP	Suspension
Skipping School	3 Days ISP	5 Days ISP	Suspension
<u>INFRACTION</u>	<u>1st OFFENSE</u>	<u>2nd OFFENSE</u>	<u>SUBSEQUENT</u>
Obscene / Inappropriate Language	2 Days L.D.	3 Days ISP or Swats	5 Days ISP or Suspension
Theft or Defacing Property	2 Days ISP and Restitution	5 Days ISP or Swats and Restitution	Suspension and Restitution

***Knives of any type are strictly prohibited at the Elementary School.**

Assault on a School Employee --

Suspension for semester and following semester.

Weapon Use, Possession or Threats –

Students who make threats of bringing weapons, explosives or threats toward Employees shall be subject to out-of-school suspension for the current semester and the following semester.

Chewing Gum or Food – *Gum will not be allowed on school premises.

- 1st Offense – Warning
- 2nd Offense – 1 Day Lunch Detention
- 3rd Offense – 2 Day Lunch Detention
- 4th Offense – 3 Days Lunch Detention

Dress Code –

- 1st Offense – Change Clothes
- 2nd Offense – 3 Days Lunch Detention
- Subsequent Offenses – 3 Days In-School Placement

Tobacco Use or Possession –

- 1st Offense – 5 Days Lunch Detention
- 2nd Offense – 5 Days In-School Placement
- Subsequent Offenses – Suspension

SEVERE CLAUSE –

The resolution of some situations not covered in this document will be Determined by the Principal.

“SUSPENSION” -- is out-of-school placement.

The parents/guardians will be contacted on the above discipline infractions. The proper law enforcement will be notified when necessary.

PLAYGROUND RULES – The playground is for the use and enjoyment of Elementary students only. Students must observe the following safety rules:

1. No Wooden or Aluminum Bats allowed.
2. No throwing of any objects (rocks, dirt, sticks, etc.).
3. No Races on Sidewalks.
4. Proper use of Slide only (no sliding backwards or climbing up the slide).
5. Only one person should use swings at a time (no bailing out).

6. No pushing on the Big Toy/Slides/or Merry Go Round.
7. Only Touch or Flag Football is allowed.
8. No Scooters, Skates or Skateboards, or shoes with rollers.
9. No talking to anyone in cars, without permission of the Playground Supervisor.
10. No Radios, Stereos or Remote-Controlled Cars. CD players with headphones will be allowed. However, sharing of CD's by students will not be permitted.
11. No Baseballs.
12. No Piggyback Rides.
13. No hanging from Basketball Goals.
14. No crossing the street to get a ball, unless the Playground Supervisor gives permission.
15. No jumping or playing Tag on any Equipment.
16. No GUM will be allowed on the playground or in the building at any time.
17. Personal belongings need to stay inside during recess.

TOYS – Toys, cards, video games, etc., will not be allowed because they take away from the overall educational activities of the school.

ALCOHOL & CHEMICAL ABUSE—Attending classes alert and ready to learn is the prime responsibility of students at Verden Public Schools. The inability to function in class may occur because of illness, injury or drug use, prescribed or illegal. A student may be referred to the Principal's Office after demonstrating one or more of the following behaviors:

Sleeping in class, drowsy or listless, slurred speech, poor general health (red eyes, flushed skins, etc.), odor of smoke, abnormal or erratic behavior, inability to concentrate, wearing jewelry or clothing which promotes drugs, alcohol or tobacco use, fighting, possession of an illegal drug, alcohol or tobacco.

A trained employee of Verden Schools may check the student's pupils for neurological function of the student by means of a simple examination of the pupillary reflexes and muscle functions of the eye. This procedure is frequently used in Verden Schools Athletic Programs to determine if the brain functions have been impaired by injury, illness or disease. If neurological dysfunction is suspected, regardless of the cause, the parent/ guardian will be contacted immediately. The above behaviors as well as the neurological examination may be sufficient probable cause to search the students (clothes, lockers, vehicle, book bag, etc.) for illegal drugs, drug paraphernalia, weapons or other contraband. A student found possessing, distributing or using alcohol or drugs or other contraband at school or a school-sponsored activity will receive:

- 1st Offense – Out-of-School Placement up to ten school days.
- 2nd Offense – Out-of-School Suspension for the remainder of the semester and the following semester. Reentry to Verden Schools may be contingent on appointee counseling and/or parental/guardian intervention.

ARSON –

- 1st Offense – Out-of-School Suspension for the remainder of the current semester and the succeeding semester.

ASSAULT & BATTERY –

“Assault”--The intentional creation of a reasonable apprehension in the mind of the victim of imminent bodily harm. Includes “ Verbal Threats”.

- 1st Offense – ISP or Out-of-School Suspension up to ten days, per the circumstances.

Subsequent Offenses – Out-of-School Suspension for a period of time commensurate with the offense. Report to authorities on the first or subsequent offenses where appropriate.

“Battery” – Offensive unconsented touching of another person. Includes fighting and throwing objects.

1st and Subsequent Offenses – Out-of-School Suspension commensurate with the offense, including the current and subsequent semester. Report to authorities where appropriate.

ASSAULT ON A SCHOOL EMPLOYEE – A school employee shall mean any duly appointed person, employed by or employees of a firm contracting with the Verden School system for any purpose, including such personnel not directly related to the teaching process and Board Members during Board meetings. Every person who, without justifiable or excusable cause, knowingly commits any assault, aggravated assault, battery or aggravated battery upon the person of a school employee is punishable by imprisonment and/or fine pursuant to 700S, Sections 9-113.

CHEATING & PLAGIARISM – A grade of zero for all work resulting from the cheating or plagiarism for the student and any student who assisted the student to cheat.

1st Offense – Lunch Detention or ISS.

Subsequent Offense – ISP or Out-of-School Suspension.

DISRUPTIVE BEHAVIOR – Failure to follow classroom rules and/or disrupting the educational environment.

1st Offense – Lunch Detention or ISP.

2nd Offense – ISP or Out-of-School Suspension.

DRESS CODE – Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle, which is contrary to good hygiene or is disruptive to the purpose of conduct of the school, will not be permitted.

The following are dress guidelines –

1. Students will not be permitted to wear clothing with pictures or words that are considered to be objectionable by the administration.
2. Shorts may be worn to school when appropriate (no short shorts will be permitted). Shorts should be fingertips in length. This includes any bottoms(shorts, jeans, skirts, etc..) with holes that might be in a garment must follow beyond fingertip point as well.
3. No hoodies covering the head.
4. Shirts must be buttoned.
5. No halter-tops, tube tops, low-cut shirts or homemade sleeveless shirts. No undershirts, mesh shirts, midriff or string-strap shirts will be permitted.
6. Tank tops will not be permitted without a shirt over them.
7. Shirts and blouses will cover the abdominal area.
8. Students who wear clothing that causes disruption or disturbances in school will be asked to go home and return properly dressed. The Principal or Classroom Teacher will make the determination.
9. Shoes with rollers installed are prohibited.
10. Pajama pants are not allowed at school (with the exception of thematic days such as homecoming)

1st Offense – 3 Days Lunch Detention.

2nd Offense – 3 Days ISP.

Subsequent Offenses – will be dealt with by the Administrator.

COSMETICS AND MAKEUP – As a matter of health and personal safety students will not be allowed to share cosmetics and or makeup products during school hours.

BULLYING – As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, physical acts or electronic communication. Such behavior is specifically prohibited.

INTERNET AND COMPUTER NETWORK ACCESS- A guide to acceptable use of technology is provided in board policy. Parents also complete an internet access agreement form during enrollment. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

CELL PHONES – Cell phones are allowed at school however; they must be turned off and stored with teachers in a pocket organizer or in the students locker if they provide a lock for their locker and the combination to the administration. Students who are turning their phones in, give the phones to teachers at the beginning of each day. Phones are returned at the end of each day to students. Exceptions are allowed upon prior written consent of both the student’s parent or guardian, and the principal or superintendent. Students found in violation of the rules will be subject to disciplinary action under the student discipline policy. In the event of an off campus trip students will be allowed to take their phone if they choose, but it must remain off and in the student’s pocket or backpack. If a student chooses to take their phone on a trip the school is not responsible for any lost, stolen, or damaged phones.

EXTORTION – The taking of money/property by anyone who employs threats or other illegal use of fear or coercion in order to obtain the money/property and whose conduct falls short of the threat to personal safety required for robbery.

1st Offense – Lunch Detention or ISP, or Out-of-School

Suspension, per the circumstances.

Subsequent Offenses – ISS or Out-of- School Suspension, per the circumstances.

FAILURE OR REFUSAL TO SERVE ASSIGNED DISCIPLINE – If the student fails to serve the discipline due to circumstances genuinely beyond the student’s control, the student must make up the discipline. If the student “forgets” to serve the discipline, the discipline is doubled. If the student “refuses” to serve the discipline, the student will receive Out-of-School Suspension. Upon returning from the suspension, the student must serve the original discipline.

HARASSMENT – Harassment includes, but is not limited to, offensive teasing, unwanted communications with another student, taunting, slanderous remarks regarding a student, etc.

1st Offense – Lunch Detention or ISP, per the circumstances.

Subsequent Offenses – ISP or up to 10 days Out-of-School Suspension, per the circumstances.

HAZING – All forms of hazing and/or intimidation are prohibited at school and school sponsored activities (including as a part of admission to a club or organization).

1st Offense – Lunch Detention or ISP, per the circumstances.

Subsequent Offenses – ISP or Out-of-School Suspension, per the circumstances.

INSUBORDINATION – A student found to be disobedient to the authority of school personnel and/or failing to follow the directive of the personnel without just cause as determined by the Principal shall be subject to the following discipline –

1st Offense – Lunch Detention or ISP, per the circumstances.

Subsequent Offenses – ISP or Out-of-School Suspension, per the circumstances.

MISINFORMATION – Willfully giving misinformation by commission (lying), or omission (misinforming by remaining silent).

1st Offense – Lunch Detention or ISP, per the circumstances.

Subsequent Offenses – ISP or Out-of-School Suspension, per the circumstances.

OBSCENITY & PROFANITY – Obscene materials, including but not limited to illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CD’s, videos, etc.) that are commercially or student-produced are prohibited.

Profanity includes, but not limited to gestures, symbols, verbal, written, etc. is prohibited at school and all school sponsored activities.

1st Offense – Lunch Detention or ISP, per the circumstances.

Subsequent Offenses – ISP or Out-of-School Suspension, per the circumstances.

PUBLIC DISPLAY OF AFFECTION (PDA) – Inappropriate physical contact includes, but not limited to, intimate touching, kissing, etc., at school or a school-sponsored activity is prohibited.

1st Offense – Lunch Detention or ISP, per the circumstances.

Subsequent Offenses – ISP or Out-of-School Suspension, per the circumstances.

UNDUE FAMILIARITY – It is assumed that all students have sufficient personal pride that they will observe standards of Ethical Behavior in school. The School Halls, School Grounds and School Buses are public places; therefore, it is expected that students will use discretion in boy-girl relationships. Undue Familiarity is considered in poor taste and will not be condoned. Students who persist in such practices will be referred to the Principal for counseling, conference with parents/guardians and possible Suspension from school.

SEARCH & SEIZURE – Student searches may be made on a reasonable suspicion of a violation of school rules and/or state or federal law by a student. The search shall be made pursuant to the reasonableness, under all the circumstances, of the search. The search of the student shall be justified at its inception, based on reasonable scope in light of the age and sex of the student and the nature of the infraction. Contraband and other property unauthorized to be on school property or school sponsored activities will be seized for evidentiary purposes in a school hearing and/or legal hearing. Return of the property may be made to the parents/guardians of the student.

Hand-held Metal Detector Checks- Prior to searches using hand-held metal detectors, school districts officials shall take the following actions: A principal may decide to conduct a random check on all students who were in the bathroom, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. Before conducting the metal detector checks, the participating administrator will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.

SEXUAL HARASSMENT – Behavior shown toward another person without consent that is personally offensive to that person. It debilitates morale and therefore interferes with the working or learning effectiveness of its victims and their peers. Includes, but is not limited to, gestures, jokes, touching in a sexual way (grabbing, pinching, “brushing up against” another person, etc.), symbolic, verbal and written communications with sexual innuendos, and the dissemination of information (gossip), true or false, about a person.

1st Offense – Lunch Detention, ISP, or Out-of-School Suspension, per the circumstances.

Subsequent Offenses – ISP or Out-of-School Suspension, per the circumstances.

SKIPPING CLASS – Absent from class without authorization, yet otherwise attending school.

1st Offense – Restricted on campus (lunch detention) for a period of time to commensurate with the offense, or ISP, per the circumstances.

Subsequent Offenses – ISP or Out-of-School Suspension, per the circumstances.

SKIPPING SCHOOL – Failing to attend school or leaving school without authorization.

Students must check out through the office prior to leaving school other than at the end of the school day.

1st Offense – Restricted to campus for a period of time commensurate with the offense, or ISP, per the circumstances.

Subsequent Offenses – ISP.

THEFT –

1st Offense – Return of the property, restitution for the property, ISS or Out-of-School Suspension, per the circumstances.

Subsequent Offenses – ISP.

TOBACCO & TOBACCO PRODUCTS – Possession of tobacco or tobacco related products by students are prohibited at school or school-sponsored activities in pursuance to Oklahoma Law (21 O.S. Section 21-1241, 1242). Prohibited tobacco products and paraphernalia include, but are not limited to, cigarettes, cigarette lighters, cigarette papers, cigarette holders, cigars, snuff, chewing tobacco, tobacco, tobacco related containers and packaged, etc. Any minor in possession of the above materials being asked by a Police Officer or Teacher where and from whom such materials were obtained, who shall refuse to furnish such information, shall be guilty of a misdemeanor.

1st Offense – Confiscation of tobacco products and Lunch Detention/Noon or ISP, per the circumstances.

Subsequent Offense – Confiscation of tobacco products and ISP or Out-of-School Suspension, per the circumstances.

VANDALISM &/OR DESTRUCTION OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS ON SCHOOL GROUNDS –

1st Offense – Restitution, Lunch Detention/Noon Campusing, ISS or Out-of-School Suspension, per the circumstances.

2nd Offense – Restitution, ISS or Out-of-School Suspension.

WEAPONS – The possession or use of any weapon during the time a student is in attendance in Verden Public Schools or is in transit to or from school or any school sponsored activity by any form of transportation (including vehicle, walking, etc.) is strictly prohibited.

Weapons includes, but is not limited to, guns, rifles, pistols, shotguns, daggers, knives, razors, clubs, slapjacks, nightsticks, any device which throws, discharges, or fires objects, bullets or shells, explosive and incendiary devices, hand chains, artificial knuckles or any other object that can reasonably be considered a weapon or dangerous instrument. Also prohibited is any facsimile or counterfeit weapon resembling a weapon. Exempt from this policy are any instruments and devices that may be considered a weapon under this policy, but are specifically authorized (prior to being brought to school) by school personnel for use in an approved curricular or extracurricular activity and are used in the appropriate manner. Any student, who knowingly aids, accompanies and/or assists in the violation of the policy shall also be considered in violation of this policy and shall be subject to discipline in the same manner as any student who violates this policy. A student who violates this weapon policy shall be subject to detention, in-school placement, and/or out-of-school placement. The principal shall consider all circumstances and the severity of the situation prior to determining a course of discipline for the infraction. The maximum penalty for being in possession of a weapon is out-of-school placement for the remainder of the semester and the succeeding semester, or one calendar year. All disciplinary actions may be appealed through the regular appeals process.

TEXTBOOKS - Textbooks are the responsibility of the student that has checked them out. If a textbook is damaged or destroyed, it is the responsibility of the student to pay for the textbook. The teacher of that specific class will determine whether a book is damaged to the point that it cannot be issued the next school year.

LOST & FOUND – Personal articles (including articles of clothing) are often turned in at the office. Every effort is made to find the owners, sometimes to no avail. Check with the school office if your child has lost something. The school will not be responsible for student money that is stolen from lockers or out of desks. The lockers have a place for locks. Students may furnish their own locks if they wish. Students should not leave money in unlocked lockers.

MONEY – When it is necessary to send money to school, please send the correct amount by check or money order, if possible, and in an envelope. It is better to send a separate check with each student for school pictures, book orders, etc. One check for all children in the family will suffice for lunch.

SCHOOL SUPPLIES – A list of school supplies for each grade is provided on enrollment. Also a list will be available at Wal-Mart and Staples. Students are not to buy or sell supplies among themselves at school. This applies not only to supplies, but also anything a student might want to buy or sell. The borrowing of pencils, paper, etc., from other students is also discouraged. Be sure your child has proper supplies.

STUDENTS' ABILITIES – All we ask of your child as a student at Verden Public Schools is that he/she performs his/her role as a student to the best of his/her ability. All students have varying levels of ability. If students do their best, and use their abilities to the utmost, they will have succeeded and lived up to the school's expectations.

PARENT'S ROLE – The parents'/guardians' most difficult job is learning to accept their child/children as they are. We are aware that all children do not learn to walk or talk at the same time, nor do they learn to read, spell, work math problems, play ball, sing or adjust to their peers at the same rate. Knowing all these factors to be true, it must be apparent that children should not be pushed beyond their individual capabilities. On the other hand, parents should encourage their children to do their best and strive to excel.

Another parental responsibility is to encourage students to do homework. Provide a time and place for students to study at home each night. It is the responsibility of the parent/guardian of a child to cause or compel the student to attend and comply with the rules of the school. Any parent/guardian convicted of this violation shall be guilty of a misdemeanor and shall be punished by a fine of not more than fifty dollars, or by imprisonment in the county jail for any more than ten days, or by both such fine or imprisonment.

PARENT/GUARDIAN TEACHER CONFERENCES – The Verden Public School District Board of Education, as a part of its efforts to appropriately serve the community, encourages parents/guardians to visit their child/children’s school. During the year, two days have been set-aside for Parent/Guardian Teacher Conferences. It is hoped that every parent/guardian will attend these conferences. According to Oklahoma law, employers are required to give employees time off to attend conferences with the employee’s child’s teacher.

The Verden Public School District recognizes it is important that students and teachers function in an educational environment free from unnecessary, excessive, inappropriate or oppressive interruptions and interferences. Frequent visitations distract students and may take away valuable time from teachers and other service providers, which should be devoted to the students’ needs. Teachers cannot be expected to furnish reports to parents on a daily basis or to accomplish excessive classroom visits by any parent/guardian or other observer.

It is the policy of the Verden Public School District that visitations to the classroom for observation purposes or for meeting with a teacher or other service provider must be scheduled through the Principal twenty-four hours in advance. The Principal has the authority to deem a visitation to be of an emergency nature and release the twenty-four hour advance requirement.

It is the policy of the Verden Public School District that the number of visits to the classroom should be reasonable and should not exceed one per semester. The exception would be in the event the teacher and parent/guardian, with prior approval by the Principal enter into some type of agreement to jointly monitor the behavior or learning environment of a child on a more extensive schedule.

The Verden Public School District believes it necessary to maintain a proper educational environment, and to protect children while in the school building, on the campus or in the classroom. Parents/Guardians and other visitors will not be permitted to go to the classroom unannounced. In the event a parent/guardian makes arrangements to pick up a child at school, such pickups shall be arranged through the Principal.

In the event a Principal and Teacher deem it appropriate for a parent/guardian to accompany a child to a classroom on a regular or temporary basis, the Principal shall furnish the parent/guardian with written permission to enter the building and to go to the classroom without contacting the office of the Principal. The Principal is permitted to adapt this policy if it is deemed appropriate or necessary to do so.

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