

**2022-2023  
Bradley Elementary Handbook  
Drumright Public Schools  
Drumright, Oklahoma**

*“Champions behave like champions before they become Champions.”—BV*

**Board of Education**

Don Kirkland, President                      Mr. William Brimmer, Vice-President  
Mrs. Alicia Richardson, Member        Mr. Chris Reinke, Member  
Mrs. Becky Marrs, Clerk

**Bradley Elementary**

508 S. Skinner Street  
(918)-352-9519

Principal.....Tara Osterhout  
Administrative Assistant.....Shelia Barnett

**Superintendent’s Office**

505 W. 2<sup>nd</sup> Street  
(918)-352-2492

Superintendent..... Angela Avila  
Administrative Assistant..... Liz Dorsey  
Activity Funds and Child Nutrition..... Becky Marrs  
Encumbrance Clerk and Clerk of Board..... Becky Marrs

## Table of Contents

Drumright Board of Education Introduction.....	1
Table of Contents.....	2-3
Elementary Staff.....	4
Dates to Remember.....	5
Philosophy of Drumright Public Schools.....	6
Announcements.....	6
Attendance.....	6
Anti-Bullying/Harassment Act.....	6
Arrival and Dismissal.....	7
Awards.....	8
Bus Transportation.....	8
Cell Phones, Mobile Devices, Electronics.....	8
Child Custody.....	9
Class Parties.....	9
Computer Policy-Internet.....	9
Conduct and Discipline.....	10-12
Counseling and Classroom Guidance.....	12
Daily Schedule.....	13
Dress Code.....	13
Due Process Statement.....	13
Emergency Drills and Storms.....	13
Enrollment and Immunization Requirements.....	14
Equal Opportunity/TitleIX.....	14
FERPA.....	14
Field Trip and Excursions.....	14
Food Service Program.....	15-17
Accelerated Reader and Grading System.....	17
Handouts.....	17
Student Health and Medication.....	18-19
Homework.....	19
In School Detention.....	19
Library.....	20
Meningococcal disease.....	20
Parent Portal.....	20
Parental Involvement Policy.....	20-21
Pre-Kindergarten Program.....	21
Promotion Policy.....	22-23
Safe Call.....	23
Special Education Classes.....	23
Speech/Hearing/Vision.....	24
Suspension.....	24-29

Video Taping .....29

Visitors.....29

Volunteer Program.....29

Weather .....29

Early Care Form.....29

Free and Reduced Lunch form.....30

## Elementary Staff Members

<b>Pre- School</b>		<b>Resource</b>	
	Amy Hammock	<b>Special Ed</b>	Theresa Lackey
		<b>Title I Reading</b>	Barbara Ledgerwood
<b>Kindergarten</b>			
	Rachel Bray		
	Cassandra Camp		
<b>First Grade</b>		<b>Nurse</b>	Becky West
	Ronda Dostal	<b>Custodian</b>	Ms. Erin Brandon
	Kim Smith	<b>Administrative Assistant</b>	Sheila Barnett
<b>Second Grade</b>		<b>School Counselor</b>	Brandy Baugh
	Angela Carroll	<b>Principal</b>	Tara Osterhout
	Kirsten Barnett	<b>Speech</b>	Joelle Galapate
		<b>COOP Class</b>	Blytha Wooton
<b>Third Grade</b>			Teresa Hall
			Becky Johnson
	Cathy Nasalroad		
		<b>ISS</b>	Jayne Bowman
<b>Fourth Grade</b>			
	Bri Schatz		
<b>Fifth Grade</b>			
	Chase Huston		
<b>Physical Education</b>	Jayson Jenkins		

**To email any of the above staff:**

Use their first initial, then last name all lowercase, followed by the following: @drumright.k12.ok.us.

**A full staff directory is also located on the Drumright Public School Web Page**

<http://www.drumright.k12.ok.us/>

## School Calendar 2022-2023

August 11th	Meet the Teacher	6:00-7:30
August 15 <sup>th</sup>	First Day of School	8:25-3:25
September 5 <sup>th</sup>	Labor Day	No School
September 9 <sup>th</sup>	Grandparent's Breakfast	7:15-7:45
October 10 <sup>th</sup> & 11 <sup>th</sup>	Parent Teacher Conferences	4:00-7:00
October 12 <sup>th</sup> -14 <sup>th</sup>	Fall Break	No School
November 21 <sup>st</sup> -25 <sup>th</sup>	Thanksgiving Break	No School
December 21st	Winter Break Begins	No School
January 4 <sup>th</sup>	Professional Day	No School
January 5 <sup>th</sup> -6 <sup>th</sup>	Virtual Day for students	Online School
January 9 <sup>th</sup>	In Person learning resumes	
January 16 <sup>th</sup>	Martin Luther King Jr. Day	No School
February 20th	President's Day	No School
March 7 <sup>th</sup> & 9th	Parent Teacher Conferences	4:00-7:00
March 10 <sup>th</sup>	Virtual Day	Online School
March 13th-17th	Spring Break	No School
April 7 <sup>th</sup> and 10 <sup>th</sup>	Easter Break	No School
May 10 <sup>th</sup>	Last Day of School	
May 11th	Professional Day	No School

### Reports to Parents:

#### Progress Reports:

- September 1<sup>st</sup> & 22<sup>nd</sup>
- October 11<sup>th</sup> & 27<sup>th</sup>
- November 17<sup>th</sup>
- January 19<sup>th</sup>,
- February 9<sup>th</sup>
- March 9<sup>th</sup> & 30<sup>th</sup>
- April 13<sup>th</sup>

#### Semester Report Cards:

- January 12th
- May 10<sup>th</sup>

### **Philosophy of Drumright Public Schools**

The basic purpose of public schools is education; we believe at Drumright Public School that it is our responsibility to create an environment that is conducive to learning. We seek to provide students with experiences inside and outside the classroom that help them prepare for college and/or careers. As well as to help them gain the skills they need to be a productive citizen in the community.

### **Announcements**

Each morning, announcements start at 8:25 and will be led by 5th grade student leaders. In accordance with state law, students will be led in the Pledge of Allegiance to the flag of the United States of America and the Oklahoma flag salute. Students will also quote the school creed, announcements will be made if needed, and then end with a moment of silence. Students must be in class at this time. Any student not in the classroom at this time will be considered tardy. Occasionally, the bus can be delayed. If that is the case, the student will not be considered tardy.

### **Attendance**

Students who are not in class at 8:25 miss quality instruction time, it is imperative that your child is at school on time each day. Additionally, it is important that your child be in attendance until the end of the school day. It is the responsibility of the parent/guardian to establish and maintain regular student attendance. The parent must account for each absence by telephone by calling the elementary office by or before 9:00 A.M. on the day of the absence. If you know prior to the student's absence that they will be gone, you may send a note with your child. Any student leaving during the school day must check out in the office and wait in the office, not outside, to be picked up. Students must miss no more than 8 days per semester. If more than 8 days are missed, the student may be in jeopardy of being retained. Absent work that is posted online can be made up while the student is absent. However, missed work not posted online will be given to the student when they return. It is the responsibility of the student to make up and turn in all work they missed while they were absent.

Documented (excused) absences are considered to be absences verified by a doctor's note, dentist note, or absence deemed by administration to be beyond the control of the student. Excessive absences (unexcused) and/or truancy will result in disciplinary actions from the principal's office and is subject to referral to the district attorney and/or Department of Human Services.

In case of an absence(s), a student is allowed two days the first absence then as many days as they were absent to make up the remainder of the work assigned during that period. For example: 2 days absent = 3 days to make up work

### **Anti- Bullying/Harassment Act**

Bradley Elementary is committed to providing all students, teachers and staff with a safe and supportive school environment. All members of the school environment are expected to treat each other with respect and dignity. As required by the OK Statute Section 14-100.3 of Title 70, commonly known as the anti-bullying act, Bradley Elementary shall oppose and prohibit, without qualification, harassment/bullying based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, or disability at school, or elsewhere that effects school, school activities, or while riding in school transportation.

Harassment/bullying that offends, defames, or belittles an individual can include any unwelcome verbal or written comment, physical conduct, or electronic communication (email, cell phone, text messaging). Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact,

stalking, threatening, extorting, or circulation of written material/pictures, or electronic communication (email, texting, etc).

Reports of harassment/bullying should be made to school personnel or the principal. School personnel who witness harassment, or have incidents reported to them, shall take prompt and appropriate action to stop the harassment and inform the principal. The principal will investigate the report, whether oral or written, and those found to have violated the policy shall be subject to action including, but not limited to, warning, remedial training, education/counseling, detention, in school detention, or suspension from school.

- **1st offense-** warning, remedial training, education/counseling, lunch detention
- **Subsequent offense-** In- School suspension, counseling, out of school suspension up to 10 school days.

It shall be a separate and distinct violation of this policy for one to retaliate against any person who reports alleged harassment, or against anyone who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal. Or harassment and may be resolved through the same procedure as harassment.

#### Arrival and Dismissal

A student drop off/pick-up zone is located immediately along the Southeast front of the building. This is not a parking zone, it is for drop off and pick up only. **Please do not park on the outside of center island and come in to walk your child into the building.** If you want to walk your child to class, you may park in visitor parking on the Northeast front of the building or by the gym. Your child can be dropped off for school at 7:35 am for early care. Call the office for information about Early Care. If your child is a car rider at the end of the day, you have two options depending on your children's age.

- Bradley only students will be picked up entering 2<sup>nd</sup> street. You will then wait until it is your turn to move to pick up lines 1, 2, or 3. We load 3 students at a time. Please **stay in your car and we will** load your child and provide assistance with a car seat or seat belt.
- If you have a student at Bradley as well as at Cooper MS or HS, you will enter 1<sup>st</sup> street and your elementary child will be loaded on that side. Remember MS and HS get out 5 min later than we do, so that line is shorter but sometimes a bit slower.
- You will also have a form to fill out that allows us to make a car sign for each family. If more than one person picks up, we can make multiple signs. This helps us load students more efficiently. Please make sure your sign is visible so that staff loading can have your child or children ready.

Students should arrive at school no earlier than 8:00 a.m unless your child is signed up for Early Care. All 1<sup>st</sup>-5th students will report to their classroom, get breakfast cards and report to the cafeteria for breakfast. K will need to go to the ISS room. Hang bags and coats, they will then report to the cafeteria to get cards from the aides in the cafeteria. All PK students will go to their classroom and will eat breakfast after announcements.

After completion of breakfast students will return to the classroom. All students must report to the classroom by 8:20a.m.

**Classes begin at 8:25 a.m. and dismissal is at 3:25 p.m.**

#### Awards

- Perfect Attendance Award-to persons who have had perfect attendance for the semester. This means they have not been tardy or absent for any reason. This award is presented at the awards assembly in January for 1<sup>st</sup> semester, and May for 2<sup>nd</sup> semester.
- Semester Honor Rolls-awarded to students First-Sixth grade. This award will be awarded twice throughout the year once in January for 1<sup>st</sup> semester and then in May for 2<sup>nd</sup> semester.
- Superintendent's Honor Roll- awarded to students who have earned all A's in every subject for the semester. Awarded twice a year.
- Principal's Honor Roll-awarded to students who have earned no grade lower than a B on report card.
- Reading Certificates- We use the Accelerated Reader program from Renaissance. This program instills a love of reading; develops lifelong learners and critical thinkers; improves test scores; builds model classrooms, libraries and schools.
- Grades K-5<sup>th</sup> Students who have independently read 25 Accelerated Reader books and passed the accompanying AR quiz will receive a State of Oklahoma Reading Certificate.
- AR Point Club: Students will also be awarded a certificate at the end of the year with their point total for the year as long as they receive 5pts or greater.
- AR Goals- Each student is given an AR goal to reach each 9 weeks. If a student reaches his/her goal they will receive a goal certificate. They will also be invited to a celebration/prize at the end of each 9 weeks if they reach their goal.

Individual teachers may have other awards that they choose to honor their students at the end of each semester.

### **Bus Transportation**

Bradley Elementary buses are scheduled to arrive at school at 8:00 a.m. Bus routes are revised each fall and sometimes during the year to accommodate new students and route stops.

Please be advised that riding the school bus is a privilege provided by the school and is not required. Safety demands that the driver have complete authority over those who ride. If your child misbehaves and is to be suspended from the bus, you will be notified by your child's principal.

Students must be on time for bus stops. Drivers are not required to wait on students at stops. Students must ride the bus they usually ride unless they have a written note from the office. Students are allowed to ride two different buses if family circumstances require it. You will be required to fill out a Transportation permission form before your child is allowed on the bus. Bus rules are on the form, go over rules before your child rides the bus.

### **Cell Phones, Mobile Devices, and School Phones**

Cell phones possessed by students must be inoperable (turned off) once a student arrives at school and may not be operable during school hours. Teachers will use their discretion if a cell phone accidentally goes off while a cell phone is properly put away.

Students who violate this policy shall be warned once upon the first violation. If this occurs again after the child being warned, he/she will be sent to the office and a parent called to come into the office for a conference. During the conference, the parent will be given the phone and informed that further violation of the cell phone policy will result in the student experiencing 3 days of In-School suspension or the phone returned to the parent for 5 days without it returning back to school.

This policy affects anywhere on school campus from 7:35 a.m. to 3:25 p.m.

Each teacher has the right to allow the use of mobile devices (eg. Cell phones, laptops. Ipads, ipods, etc...) for educational purposes that support their objective for the day.

School phones are limited and must be reserved for emergency messages and school communication needs. Students will not be allowed to use school phones unless it is an emergency.

### **Child Custody**

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless the court decrees otherwise, either parent or a legal guardian may view education records and attend school functions or meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary custody to provide current copies of the court orders to the school. Child visitation and exchange of custody should not take place during the school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering the school property if their conduct becomes disruptive to the school environment. All concerns regarding custody and visitation should be directed to the principal.

### **Class Parties**

We will not exceed two class parties a school year. This is in compliance with our Wellness Policy. We will have a Christmas Party and Valentine's Day celebration. Students will not bring gifts to exchange at Christmas.

**Valentine's Day- in the interest of the safety of our students, no balloons will be allowed on the bus. If balloons are delivered and your child rides the bus they will need to be a car rider or the balloons will be held in the office until a parent can pick them up.**

**Birthday Parties-** Individual birthday parties will **not** be allowed for 1<sup>st</sup>-5<sup>th</sup> grade students. However, they will be honored twice during their birthday month once at the shine assembly and then again on the first Monday of the month in the cafeteria. In the cafeteria they will be given a cupcake and honored by sitting at a special table for only students with birthdays that month. All months will be celebrated, even summer months. PK and K students if their birthday falls on snack day you may provide a treat for students at that time. Look at the Smart Snack list when considering snacks.

### **Computer Policy-Internet & Student Technology**

Bradley Elementary will provide access to the Internet for our students for research and curriculum enhancements. Students will be required to receive instructions in this usage before being permitted access. Students that use the internet must be aware that some material may not be appropriate and deemed unsuitable by school officials. The district has taken precautions through specialized software to restrict student access to inappropriate materials. IF students violate any of the established guidelines concerning internet usage, they may lose their access privileges and face disciplinary actions. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses. Report security problems to the supervising teacher or system administrator. Violators of this policy shall hold the district, including its employees and agents harmless against any and all causes of action, damages, or other liabilities resulting in the willful or negligent violation of this policy. Students and parents must

sign a computer internet agreement form before a computer will be issued and they have access to the internet.

### **Conduct and Discipline**

The Drumright Board of Education, the administration, and the faculty are deeply committed to creating an atmosphere that promotes learning in all schools. The cooperative attitude of a vast majority of the students is greatly appreciated. It is important that our school's learning atmosphere includes maintenance of order, which permits cooperative students to pursue their education free from disruption or distraction.

Bradley Elementary School Values:

- Cooperation
- High Expectations
- Accountability
- Mindful
- Preparedness
- Integrity
- Optimistic
- Neatness

Bradley Elementary School Rules:

- Follow Directions the first time they are given
- Keep hands, feet, and objects to yourself
- Use materials and equipment properly
- Display self-control in actions and speech

Teachers will also have Classroom Management plans set up for each room that will further help students follow the rules to ensure a quality, peaceful learning environment for all students.

### **Enforcement**

The success of this regulation will depend upon the thoughtfulness, consideration and cooperation of tobacco and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this regulation. All students will receive instruction on avoiding tobacco use. Ultimately, each site administrator will take appropriate steps to enforce the regulation.

### **School Violations**

**Disruptive Behavior-** Failing to follow the classroom rules and/or disrupting the educational environment resulting in being sent to the office.

- **1<sup>st</sup> offense-** Time out in the office to discuss the action, note sent home to parent(s)
- **2<sup>nd</sup> offense-** Time out in the office, parent called, counselor brought in to help
- **3<sup>rd</sup> offense-** Parent called, conference set up with parent, teacher. School counselor, Student sent to ISS for up to 2 days
- **4<sup>th</sup> offense-** ISS or Suspension up to 5 days

### **Insubordination**

A student found to be disobedient to the authority of school personnel, and/or failing the directive of the personnel with just cause as determined by the principal, shall be subject to the following discipline.

- **1<sup>st</sup> offense-** parent called, conference with all stakeholders
- **2<sup>nd</sup> offense-** ISS up to 5 days or out of school suspension

#### **Cheating/Plagiarism**

A grade of Zero for all work resulting from cheating/plagiarism for the student and any student that assisted the student to cheat.

- **1<sup>st</sup> offense-** Parent called
- **2<sup>nd</sup> offense-** Parent called and ISS or out of school suspension up to 5 days

#### **Obscenity/Profanity-**

Obscene materials including, but not limited to: illustrations, and or oral or written materials which are commercially or student produced are prohibited. Distribution, transmission, posting, printing, disseminating or exchanging of any inappropriate images is prohibited and will be reported to the school district's school resource officer.

Profanity including, but not limited to: gestures, symbols, verbal, written, etc..., is prohibited at school or school sponsored activities. The school district's school resource officer will be notified in all instances.

- **1<sup>st</sup> offense-** Time out in the office to discuss the action, note sent home to parent(s)
- **2<sup>nd</sup> offense-** Time out in the office, parent called, counselor brought in to help
- **3<sup>rd</sup> offense-** Parent called, conference set up with parent, teacher. School counselor, ISS for up to 2 days
- **4<sup>th</sup> offense-** ISS or out of school suspension up to 5 days

#### **Food on Campus**

Gum is not allowed on campus. Students can bring water to school if it is approved by the classroom teacher.

- **1<sup>st</sup> offense-** Time out in the office to discuss the action, note sent home to parent(s)
- **2<sup>nd</sup> offense-** Time out in the office, parent called, counselor brought in to help
- **3<sup>rd</sup> offense-** Parent called, conference set up with parent, teacher. School counselor, ISS for up to 2 days
- **4<sup>th</sup> offense-** ISS or out of school suspension up to 5 days

#### **Skipping Class**

Failure to attend class or leaving campus without checking out in the office. This includes hanging out in halls or the bathroom when you should be in class, as well as being late when returning from a special activity such as resource room, band, PE or recess.

- **1<sup>st</sup> offense-** Time out in the office to discuss the action, note sent home to parent(s)
- **2<sup>nd</sup> offense-** Time out in the office, parent called, counselor brought in to help
- **3<sup>rd</sup> offense-** Parent called, conference set up with parent, teacher. School counselor, ISS for up to 2 days.
- **4<sup>th</sup> offense-** ISS or out of school suspension up to 5 days

### Arson

Setting a fire on campus inside or outside the building. The school district's school resource officer will be notified in all instances.

- **1<sup>st</sup> offense**- Suspension for the remainder of the semester

### Vandalism

Maliciously breaking something that belongs to the teacher, school or another student. The school district's school resource officer will be notified in all instances.

- **1<sup>st</sup> offense**-Time out, parent, teacher and principal conference set up, restitution.
- **2<sup>nd</sup> offense**- Time out, parent, teacher and principal conference set up, restitution, ISS for up to 2 days.

### Theft

Taking something that does not belong to you. The school district's school resource officer will be notified in all instances.

- **1<sup>st</sup> offense**-return property or make restitution, parent called
- **2<sup>nd</sup> offense**- return property or make restitution, parent called, ISS or out of school suspension up to 5 days

### Assault and Battery

The definition of assault is the following: to make a physical attack on someone. This includes verbal threats of such an attack. Battery: means offensive, unconsented touching of another person. This includes fighting or throwing objects. Both actions will result in the same offense. This will include peers or staff. The school district's school resource officer will be notified in all instances.

- **1<sup>st</sup> offense**- ISS(In- School Suspension) students are not allowed to interact with peers or teachers for the remainder of the day, parents called.
- **2<sup>nd</sup> offense**- Suspension for up to 5 school days, conference must be held with parent(s)/guardian.

### Weapons

The possession or use of any weapon during the time in attendance at Drumright Public School, or in transit to school, on campus, or any school sponsored activity is strictly prohibited.

A weapon includes, but is not limited to, guns, rifles, pistols, shotguns, stun guns, daggers, knives, razors, razor blades, club, slap jacks, night sticks, any device which throws, discharges or fires objects, bullets or shells. Also anything that looks like a weapon. The school district's school resource officer will be notified in all instances.

- **1<sup>st</sup> offense** – parent called, time out in office or suspension
- **2<sup>nd</sup> offense**- parent called, conference held, student suspended for the remainder of the semester and possibly the next semester per the circumstance.

### Counseling and Classroom Guidance

Drumright Schools operate an elementary guidance and counseling program. The program is developmental in nature- to try to prevent school related problems before they develop. Some common

problems of elementary school age children are **school sickness** (stomach aches, headaches), **making and keeping friends**, **motivation in school work**, and **improvement of self-concept**.

If you feel your child is not adjusting to school life as well as hoped and would like to visit with our school counselor, Mrs. Baugh, please call the Bradley office for an appointment. She will work to help you come better acquainted with your child's teacher and help ensure your child's maximum growth. The counselor's office will be glad to help you with outside referrals or contacts if your child could benefit from counseling/therapy.

#### **Daily Schedule**

8:00 a.m.	Students Arrive to school and go to breakfast or classroom
8:25 a.m.	Students must be in classrooms
8:25 a.m.	Morning Announcements
11:10 a.m.	Kindergarten Lunch (Recess 12:15)
11:25 a.m.	First grade Lunch (Recess 12:00)
11:35 a.m.	Fourth grade Lunch (Recess 11:10)
11:40 a.m.	Third grade Lunch (Recess 12:40)
12:00 p.m.	Second grade Lunch (Recess 1:05)
12:10 p.m.	PK Lunch (Recess 12:15)
12:20 p.m.	Fifth grade Lunch (Recess 2:45)
12:30 p.m.	Sixth grade Lunch (Recess 12:50)
3:25 p.m.	Car riders dismissed to front of the building
3:25 p.m.	Bus riders dismissed by bus name to bus line
3:25p.m.	Walkers dismissed

#### **Dress Code**

Students will be expected to wear suitable and appropriate clothing to school. Clothing that disrupts a class or draws undue attention is not acceptable at any time. This includes but is not limited to, bare midriffs, statements/advertisements referring to alcohol, drugs, marijuana, or tobacco products, obscene or suggestive language, shoes with wheels, hats, unless a special day is designated.

#### **Due Process Statement**

To ensure parents and students receive an appropriate opportunity to be a participant in decisions affecting a student's education, the following process procedure shall be observed. Should a conflict arise, the student/parent shall attempt to resolve the problem at the immediate level of authority at school. In most cases the immediate level of authority is the classroom teacher. Should problems persist, the building principal should be notified. If the problem remains unresolved, the school superintendent should be contacted. The final authority for appeal, within the school, shall rest with the Drumright School Board of Education.

#### **Emergency Drills- Crisis, Fire and Storm**

Safety drills are held periodically throughout the school year. These drills are extremely important and require the assistance and cooperation of students and staff. In accordance with state regulations, Drumright Public Schools conducts emergency drills for all grades, including (2) fire, (2) storm, (2) lockdown, (2) intruder, (2) active shooter, and (2) additional drills of choice. An evacuation plan, showing the path the students are to follow in making a proper exit from the classroom to an area of safety, will be posted in each classroom. Parents are requested to leave children at school until they are dismissed when we are in a crisis situation. However, no parent will be refused permission to take your

child during stormy weather unless we have already taken storm procedures for an immediate threat of a tornado.

### **Enrollment and Immunization Requirements**

Enrollment for students is based on the age of the student at the time of enrollment. PK students must be 4 years of age and Kindergarten students must be 5 on or before September 1 to enter school. Birth certificates and immunization records are required to enroll. All immunization records must be up to date to enter.

Oklahoma law requires children entering Kindergarten to Sixth grade to have received 5 doses of DPT, 4 Polio, 2MMR, 3 Hepatitis B, 2 Hepatitis A and 1 Varicella. PK students must have received 4 DPT, 3 Polio, 1 MMR, 3 Hepatitis B, 2 Hepatitis A, and 1 Varicella.

A student enrolling for the first time may be asked to present proof of residency upon enrollment. This may include, but not limited to, a current utility bill, lease agreement, etc...

### **Equal Opportunity/Title IX**

It is the policy of the Drumright Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability, or veteran status in its educational programs and activities. No person shall on the basis of sex, be excluded from participating in, be denied employment in or benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning applications of this policy may be referred to:

Angela Avila, Superintendent.

### **FERPA**

Drumright Public School observes the Family Educational Rights and Privacy Act (FERPA) and its guidelines in the release of student information records. Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act:

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's access to the student's education record.
3. The right to seek to correct the student's education record in a hearing if necessary.
4. The right to report violations of the FERPA to the U.S. Department of Education.
5. The right to be informed about FERPA rights and obtain a copy of the policy.

All rights and protections given to parents under the FERPA and this policy transfer to the student then becomes an "eligible student." The Drumright School District will not deny parents any rights to copies of records. However, the district reserves the right to make a charge for copies such as records provided to third parties. The fee will be from no cost to 10 cents per page.

SB1941 allows a school to request the disclosure of information concerning students who have received mental health care that indicates an explicit threat to the safety of student or school personnel.

### **Field Trip and Excursions**

Field trips are an integral part of the instructional program, including physical education and fine arts curriculum areas. It is recommended at least one activity is planned for the year around an instructional unit which can include art appreciation, music appreciation, and physical education that takes the student out of the classroom. However, no teacher is required to make any such field trip, when in their judgment such activities have no value. Parents will be notified of trips. Student transportation to the field trip must be with the class on the bus or whatever means of transportation they choose you use. However, the child may be taken home from the trip by the parent/legal guardian or individuals

designated by the parent with pick-up rights in student information. If anyone other than the parent/legal guardian will be picking students up from a field trip that individual must be marked as someone with pick up rights AND the parent/legal guardian must notify the teacher in writing.

Although it is hoped that students will enjoy such experiences, such activities are planned so that they do not consider them a party or picnic. Students who act in such a manner as to bring criticism upon themselves and the school forfeit the right to participate in future field trips while in elementary school. Field trips are earned by appropriate behavior. A student may lose the right to attend a field trip due to daily behavior. Parents will be notified if students are in jeopardy of losing their field trip privileges. Adults may also be asked to assist on the field trip if extra supervision is required. However, parents may not ride the school bus.

### **Food Service Program**

In the interest of our student's health and safety, all students will eat in the school cafeteria. Students may bring their lunch or purchase a meal in the cafeteria. The only exception will be when a student is checked out through the office by his/her own parent or guardian for that day. Students who are checked out to eat with their parents are to check back in through the office before the end of their noon recess period.

PK-5<sup>th</sup> grade: Regular price of breakfast is \$1.50 and lunch is \$2.50

PK-6<sup>th</sup> grade: Reduced price of breakfast is \$.30 and lunch is \$.40

Extra milk or water is \$.50

In the chart on the next page is a pay scale for the month.

(RP)- regular price and (R) – Reduced

Month	Days in school	(RP) Breakfast	(RP) Lunch	(RP) B & L	(R) Breakfast	(R) Lunch	(R) B& L
Aug.	13	\$19.50	\$32.50	\$52.00	\$3.90	\$5.20	\$9.10
Sept.	21	\$31.50	\$52.50	\$84.00	\$6.30	\$8.40	\$14.70
Oct.	18	\$27.00	\$45.00	\$72.00	\$5.40	\$7.20	\$12.60
Nov.	17	\$25.50	\$42.50	\$68.00	\$5.10	\$6.80	\$11.90
Dec.	14	\$18.00	\$35.00	\$56.00	\$4.20	\$5.60	\$9.80
Jan.	16	\$24.00	\$40.00	\$64.00	\$4.80	\$6.40	\$11.20
Feb.	19	\$28.50	\$47.50	\$76.00	\$5.70	\$7.60	\$13.30
March	17	\$25.50	\$42.50	\$68.00	\$5.10	\$6.80	\$11.90
April	18	\$27.00	\$45.00	\$72.00	\$5.40	\$7.20	\$12.60
May	8	\$12.00	\$20.00	\$32.00	\$2.40	\$3.20	\$5.60

We encourage healthy, nutritional choices for those students who choose to bring lunches and drinks from home. Please do not send any glass containers. We also recommend that no foods of minimum nutritional value (FMNV) be brought to Bradley Elementary. A definition of FMNV as well as healthy substitutes are included below. We also ask that students do not share food with other students that is brought from home. We have many students with food allergies. We do not limit those foods from children's lunches that are brought from home but do not allow sharing of food for this reason.

### **Meal Charge Policy**

Breakfast and lunch money must be prepaid into the child's meal account. Students can bring cash or a personal check to the office to pay for meals. At the beginning of the month we will send a lunch calendar home with your child, we will also post the calendar on the Drumright Public School website. *At any time throughout the year you may adjust your child's lunch application if your financial situation changes. See the form in the back of this handbook or see Ms. Shelia in the office.*

**Students are not allowed to have a negative balance of \$20 in their account. If the account is \$20 or more the student will be given an alternate lunch until the account becomes positive. We will send you notices each Thursday of your child's account if they are low. You may also find account information on the school web page under student grades, by accessing the account with child specific username and password.**

Money that is left in a student's account at the end of the year will be rolled over to the following year for his/her account. A parent/guardian may request in writing that the money be reimbursed to them at the end of the school year, or when the student is withdrawn from the district. If not request is made within 10 days following the withdrawal, the money remaining in the student's account will be considered property of the Child Nutrition Program and will not be refunded.

### **Recommended Healthy Snack Options**

The United States Department of Agriculture (USDA) defines food of minimal nutritional value (FMNV) as those foods which provide LESS than 5% of the United States Recommended Daily Allowance (USRDA) for each of the eight specific nutrients per 100 calories and less than 5% of the USDA of each of eight specific nutrients per serving. The four categories of FMNV are sold water/carbonated beverages, water ices, chewing gum, and certain candies.

Bradley Elementary is a Certified Healthy School with an Excellent rating. We work very hard to make sure we not only create lifelong learners, we also want to help students become active and aware of what food is good for their bodies. To do this we need parent support. Our Wellness Policy allows us to have two parties a year. Those parties we do not require snacks to be healthy. However, for our PK and K students that bring snacks we ask that you do your best to bring snacks that are approved by the USDA.

Listed below is a list of approved snacks as well as guidelines that make snacks considered healthy:

- Less than 30 percent or 7 grams of fat per serving (exception for nut and seed mixes)
- Less than 10 percent or 2 grams of saturated fat
- No more than 35 % sugar by weight or 15 grams (exceptions fresh or dried fruits)
- Less than 480 mg sodium

#### **Foods**

Nuts/peanuts  
Dried fruits  
Canned fruits  
Trail mix  
Whole grain cereal bars  
Pretzels  
Baked chips or crackers  
Animal crackers  
Graham crackers  
Baked cereal mix  
Baked fish shaped crackers  
Granola bars

String cheese  
fresh fruits  
raw veggies  
popcorn  
Low-Fat yogurt  
Low fat baked goods  
Low fat crackers  
pudding  
beef jerky  
bagels  
multi grain bars  
fruit snacks

#### **Beverages**

Bottled water  
100% fruit juice  
Tea(unsweetened)  
Skim milk  
1% milk (flavored or unflavored)  
Sport drinks  
Fruit-based (no less than 50% juice)

Whole grain chips

### Accelerated Reader & Grading System

#### **Grading and Point System- Accelerated Reader**

Accelerated Reader (AR) is an individual reading program. The goals of AR are to instill the love of reading; to develop lifelong learners and critical thinkers; and to improve test scores.

#### AR Goals:

**Quality-** Research strongly links students' reading growth to averaging at least 85% on Reading Practice Quizzes. Averages in the 90% range lead to greater growth. Parents should be advised each quarter of the student's reading goal.

**Quantity-** The minimum book level goal encourages students to read within their ZPD, without forcing them to read a certain number of books at different levels within their range. The goals will be set by grade level allowing our students to complete their goal with extra time allowed to encourage the love of reading.

**1<sup>st</sup> grade-**1<sup>st</sup> grade will have a goal of 15 points per quarter with an average of 85% accuracy. These will be scored as "read to, read with, or read independently during the first semester. By the second semester they should be able to read independently and take a quiz.

**2<sup>nd</sup> grade-** Students will also have a goal of 15 points and are expected to take the test independently with 85% accuracy.

**3<sup>rd</sup> grade-** Students will have a goal of 17 points per quarter with 85% accuracy.

**4<sup>th</sup> grade-** Students will have a goal of 17 points per quarter with 85% accuracy. At the end of the semester a student will get 2 grades not to represent more than 5% each reading grade for the semester. One grade will be the percentage of points received and the other will be the percentage of accuracy.

**5<sup>th</sup> grade-** Students will be required to read one chapter book a month; do a report on that book, take an AR test on the book. The book they choose will be in their ZPD. The student will get a score not to count for more than 5% of his/her grade on book report and AR score. 5<sup>th</sup> grade will also have a goal of 20 points per 9 weeks.

**All goals set can be adjusted by the classroom teacher due to students' individual reading ability.**

#### **AR Mystery Trip**

At the end of the school year any students that have the following point totals with 85% or above accuracy will be invited to go on the Mystery Trip. If a student has 10 office referrals, more than 1 ISS or any Out of school suspension they will not be allowed to attend.

1<sup>st</sup> -5<sup>th</sup> Grade                      100 points

#### **Grading Schedule**

<b>PK and K</b>	<b>Attitudes and Behaviors</b>	<b>1<sup>st</sup>,2<sup>nd</sup>,3<sup>rd</sup>,4<sup>th</sup>,5<sup>th</sup></b>
S+ Above Average	E Excellent	A 90-100
S Satisfactory	S Satisfactory	B 80-89
N Needs Improvement	N Needs Improvement	C 70-79
U Unsatisfactory	U Unsatisfactory	D 60-69
		F 59 below is failing

**Music, art, and physical education will use the Satisfactory and Unsatisfactory system of grading in grades K-5th 5<sup>th</sup> grade students in Athletics will not be given a grade for PE.**

### Handouts

Any material sent home with students from outside organizations must be approved through the principal’s office.

**Student Health & Medication**

Oklahoma law states that the school nurse, administrator, or other designated school employee shall not be liable to the students, parent, or guardian of the student for civil damages for any personal injuries to the student which result from omission of the school nurse, administrator or other designated school employee in administering medicine pursuant to the provisions of the law except for acts or omissions constituting gross, willful or wanton negligence.

All medication, prescription and non-prescription, must be provided and delivered to the school by parent/guardian. **Do not send any medication with your child.** Medication will be given to a student only with the written permission of a parent, the legal guardian or person responsible for the student's care.

Designated employees may not administer medications requiring invasive routes and over the counter medications must be in original packaging with printed dosages appropriate for age or weight. Prescription medication must be in a currently dated prescription vial or properly labeled container that correctly states the student’s name, the name of the physician or dentist and directions for administering the medication. Aspirin (acetylsalicylic acid) may only be administered with written permission of the physician or dentist.

A new authorization form must be filled out for each change of medication and renewed each school year. Medication that is not reclaimed by the last official day of school closing will be destroyed, according to policy.

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, shall be prohibited from attending school until receiving certification from a health professional has determined that the child is free of the contagious disease or that the disease is no longer contagious. Reference: 70 O.S. Section 5-117, 10-105, 11-103, 1210.194 60 O.S. Section 1-507

Bradley Elementary will conduct general head lice screenings throughout the school year. A parent/guardian will be promptly notified when their student has been found to have head lice. Circumstances relating to the severity of infestation, parent’s ability to leave work, and the emotional state of the child will be taken into account to determine if the child must be picked up immediately or remain until the end of the school day. Educational materials detailing methods of proper treatment and nit removal will be made available to the parent/guardian. **The student, accompanied by the parent, will be expected to return to school the following day where they will be rechecked for admittance to class.** Depending on the circumstances unique to each situation, screening of close friends, teammates, or the entire classroom may be warranted.

**Returning to school after illness guidelines**

Chicken Pox	All sores are dried and crusted over
Conjunctivitis (Pink Eye)	24 hours after antibiotics are started
Ear Infection	NOT contagious; evaluated pain and discomfort
Fever	24 hours fever free without medication
Gastrointestinal (stomach) illness, influenza	24 hours after vomiting and diarrhea have stopped

Head lice	Can return immediately after treatment with recheck before admittance
Rashes	Covered by clothing or bandage if fluid is present
Shingles	6 days after first appearance of rash
Sprains, Broken limbs	Doctor release for return to activities
Scarlet fever, Scarletina, scarlet rash, Strep	24 hours after antibiotics are started & fever is gone
COVID	Call the office for updated policy

### **HOMEWORK**

Homework is relevant work which is planned, approved, and reviewed by the teacher. Homework varies according to the grade-level, subject area and student ability. If a student is absent from school, the teacher will determine what work needs to be completed. In case of an absence(s), a student is allowed as many days as they were absent plus one day to make up all work assigned during that period or day. Some students in upper grade levels may have unfinished work for the day and this will increase the amount of time spent on homework. If your child is working more than the suggested homework times, please set up a meeting with your child's teacher.

Suggested homework time guidelines are:

Kindergarten Grade 5 – 15 minutes per night

1st & 3rd Grade 15 – 30 minutes per night

4th & 5th Grade 30 – 50 minutes per night

### **IN-SCHOOL SUSPENSION**

#### ***PHILOSOPHY***

When regular attempts at classroom discipline fail, or in the case of serious offenses, the principal may elect to place a student in the In-School Suspension Program (I.S.S.) This placement will usually be immediate, and parents will be notified by phone or in writing as soon as they can be contacted. Placement in I.S.S. is at the sole discretion of the principal or principal designee. A primary goal of the I.S.S. program is to deter inappropriate behavior. Therefore, students should understand the severity of I.S.S. and put forth every effort to comply with the expectations. Failure on the part of the student to make serious efforts to participate and cooperate with the rules and intent of this plan will result in a severe course of action which may include: Out-of-School Suspension, referral to the Juvenile Services, or other referral and enforcement agencies, or expulsion.

#### **Organization of ISS**

Students are assigned work by their subject area teachers and complete all their regular assignments for full credit. Students are not allowed to talk or visit with other students. There is no limit to the number of days a student may serve in I.S.S. Normal stays will consist of ten days or less at a time. If significant effort and improvement is not shown by the student, or if the program proves to be ineffective in changing the student's day to day behavior, the principal will impose more severe consequences.

#### ***IN-SCHOOL Suspension CLASSROOM RULES***

1. Students will arrive on time for class with all necessary materials needed for the day.
2. Students are not allowed to talk or visit with other students.
3. Students will be given two restroom breaks in the morning and two restroom breaks in the afternoon. If the breaks are abused consequences will occur.
4. Students will bring a sack lunch or will purchase a lunch from the cafeteria which will be delivered to them. Each student will eat their lunch in the I.S.S. room.
5. Students may not leave the I.S.S. between arrival and dismissal except during designated breaks.

6. Students will arrive at I.S.S. no later than 8:10 a.m.
8. Students remain in I.S.S. until their days have been served, assignments completed are returned to the classroom teacher for full credit.
9. Students will work diligently to complete all assignments to the best of their ability.
10. Additional days may be recommenced, if the student fails to meet expectations.

### **LIBRARY**

The Bradley library services students in PK /Fifth grade with a variety of fiction, non-fiction and reference materials, as well as paperback editions of many books. Due to the wide range of ages the library serves, there may be books that are not age appropriate for younger students.

Please encourage all students to check books out that are within their reading level, and the appropriate area for their grade. Students may check out two (2) books at a time. With approval from parents see attached form in back of handbook. If they return both books, they may check out two (2) more. If they return one (1) book, only one (1) book may be checked out. No additional books may be checked out if two (2) books are currently checked out. A student may recheck a book one (1) time before it must be returned. Textbooks and library books are the property of the Drumright School District. We encourage your student to give them the best care possible.

The student is responsible for those issued to them. Lost library books or textbooks will be paid for by the student.

### **Meningococcal Disease**

For more information please go to [www.drumright.k12.ok.us](http://www.drumright.k12.ok.us) scroll to the bottom of the home page and click to read more about this disease.

### **PARENT PORTAL**

Drumright Public School District believes that parents/guardians are a child's first and foremost important teacher. It is our goal to provide each parent an avenue to view grades, meal account balances, and other school related information. For access to our Online Gradebook, please contact your child's teacher or the office for a login and password. There is a direct link on our school website ([www.drumright.k12.ok.us](http://www.drumright.k12.ok.us))

Please note that once you have changed username and password we will no longer have a record of it for the next year. So once you have changed it, keep it in a safe place.

### **Parent Involvement Policy**

#### **Statement of Purpose**

The involvement of parents and community members is an essential component of nurturing students. Every effort to invite and consider parent and community input must be made to ensure the success of our students. A team of parents, teachers, and administrators developed the following school/parent/community involvement plan.

#### **Statutory Requirements**

The Drumright Public School District agrees to implement the statutory requirements consistent with section 1118 of the Elementary and Secondary Education Act. Programs, activities, and procedures will be planned and operated with meaning. Convenient consultation with parents. The following strategies were outlined:

The DPS involvement plan is distributed in the Student/Parent Handbook at the beginning of the school year. Parents are asked to read and discuss the policies in the handbook with their

children and sign and return the form in the back appendix of the book. Teachers also go over the handbook with students in class.

In addition, information about school policies and involvement opportunities are communicated through direct parent contact by the following staff: teachers, school counselor, federal program director, administrators, Indian Ed advisors and Title VII director.

Parents and community members were/are involved in the development of the Title I, Part A planning process of the school review and improvement in the following ways:

- o Parent/Teacher Surveys
- o On open forum for parents and community members conducted by the following; principal, federal programs director, chairperson of various committees. This is an ongoing process.
- o Parents/Community members are asked to serve on various committees. This is an ongoing process.

School' and Parents' capacity for strong parental involvement will be built by using technical assistance and professional development opportunities.

- o The district's website has information that can help parents. We have also listed a link on the web page that has Oklahoma Academic Standards for each grade level and subject.
- o Information will be sent home that can be used to add your child to a successful school experience such as newsletters, info on library, upcoming events that parents can attend with students to aid in reinforcing what is taught in the classroom.

Opportunities for parent/community involvement will be integrated and coordinated with other programs such as:

- o Head Start
- o Reading Sufficiency
- o Safe and Healthy School committee
- o PTA
- o Mentoring or Volunteer Program in elementary
- o Parent Teacher Conferences
- o Other Federal Programs

DPS will educate teachers, principals and all staff members on how to work with parents as partners on how to implement and coordinate parent programs. They will develop strong staff development programs such as outside workshops, guest speakers, and teacher observation programs.

An annual evaluation process will be conducted at the end of the school year. The evaluation will look at barriers to parental involvement and strategies to increase involvement.

School-Parent Compact

- o The compact was sent home in the enrollment packet and is located at the back of this handbook. It describes the responsibilities of the school and parents to improve student performance and the means in which to do so. Parents' signatures are strongly encouraged. This parental Involvement policy has been developed jointly with parents of participating Title I programs.

### **Pre-Kindergarten Program**

Bradley Elementary School offers a Pre-Kindergarten program for all students who are four years old on or before Sept. 1<sup>st</sup>. This program fills up very fast and usually has a waiting list. This program is not required of your child but we feel it is very beneficial in preparing your child for the school environment as a Kindergartener. Due to the fact that your child will need to be able to function in a school environment, we require all students attending our Pre-K program to be potty trained. If this is an issue he/she will be required to exit the program until he/she is sufficiently potty trained to return/remain in

the program. We have had cases where a child is not ready for the school environment and behavior is a problem in and outside the classroom. If this happens we will set up meetings with parents/legal guardian, teacher, principal and school counselor to see what steps need to be taken for the best interest of all students involved.

### **PROMOTION POLICY**

Beginning with the 2016-2017 school year, students who do not score at the Proficient level or above on the Reading portion of third grade criterion-referenced test(s) may only be promoted to fourth grade if the student qualifies for a good cause exemption pursuant to 70 O.S. Section 1210.508C. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. Upon demonstrating the proficiency through the screening, the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

For those students who do not meet the academic requirements for promotion, a school district may promote the student for good cause only. Good-cause exemptions for promotion shall be limited to the following:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program.
2. Students with disabilities whose individualized education plan (IEP), consistent with state law, indicates that participation in the statewide criterion-referenced tests administered pursuant to Section 1210.508 of this title is not appropriate
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in pre-k, kindergarten, first grade, second grade, or third Grade.
6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years, but still demonstrate a deficiency in reading and who were previously retained in pre-k, kindergarten, first grade, second grade, or third grade for a total of two (2) years.
7. Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing which prevent the student from being assessed during the testing window.

These must be approved by the Office of Accountability and Assessment.

Any student who is promoted on the basis of a good cause exemption as listed should continue to receive intensive reading instruction and intensive instructional services and support through the continued implementation of an Academic Progress Plan (APP) to remedy the reading deficiency.

### **STAR & Early Literacy Testing**

All students K-5<sup>th</sup> are given a reading assessment. This is a computer based program that shows how the student is doing in reading.

**Kindergarten-** at least 3 times a year

**First Grade-** Starts with Early Literacy test as soon as the student is a proficient reader (715) on Early Literacy test. They are given the STAR test.

Second-Fifth- 5 times a year

Third grade students that score a **980** on this test are not in jeopardy of retention unless teacher and parent feel that retention is best for the child.

### **Mid-year Promotion Policy**

Retained students may only be promoted mid-year prior to November 1 and only upon demonstrating a level proficiency required to score above the unsatisfactory level sufficient to master appropriate fourth-grade-level skills, as determined by the school. A mid-year promotion shall be made only upon agreement of the teacher, parent/guardian, and the school principal.

### **Retention Committee**

In late April, early May of each school year the retention committee will meet concerning promotion to the next grade level. This committee will consist of one teacher from each grade level, grades K-6<sup>th</sup>, resource teachers, and site principal. Parents will be notified no later than the last Parent/Teacher conference in March that their child's educational mastery and deficiencies will be discussed. The parent will have an opportunity before the meeting to send in writing your wishes and concerns about your child and promotion or retention to the next grade level. There are many days of instruction from March to the end of April or 1<sup>st</sup> of May. For our younger learners things sometimes come together at the end of the year and teachers see huge jumps in academic growth. The reasons we notify you early are the following:

1. Prepare and have time to digest information
2. Work with your child at home to help them get the skills they are missing.

After the meeting you will be notified in writing about the decision regarding your child's promotion or retention.

### **Retention Appeal Process**

After written notification from the Principal, parents have 5 days to start the appeal process. You must in writing inform the principal that you would like to appeal the decision. The Drumright Board of Education makes the final decision. No further appeals are available.

### **Safe Call**

Drumright Public Schools support the Confidential School Safety Hotline which is a service of the Oklahoma State Department of Education. Any student(s) that are concerned about their safety or that of their friends, or know of a threat to their school can call Toll Free 1-877-Safe-Call, this is a free call in all 77 counties, Anonymous and Confidential.

### **Special Education Classes**

Drumright Public Schools offers the following special education programs for the benefit of all students who live within the Drumright District and are between the ages of 3 and 21:

1. Labs and classrooms for Intellectual Disabilities, Learning Disabilities, Multiple Disabilities, etc.; Speech Therapy, Occupational Therapy, Physical Therapy, Counseling, Services for Hearing Impaired/Deaf, and Services for Visually Impaired/Blind.

To determine eligibility for these programs under the guidelines of IDEA (Individuals with Disabilities Education Act), we provide the following: Comprehensive education evaluation, psychological evaluation, and Autism Spectrum Disorder evaluation.

Placement in a special education program is determined by a team, consisting of the parent, administrator or counselor, special education teacher, and regular classroom teacher.

If you know of a child with a disability not currently receiving a free appropriate public education, please contact the school district. For more information, contact Theresa Lackey, Director of Special Services at (918)352-9519.

### **Speech, Hearing, and Vision**

Teachers, students or parents of students who feel that students could profit from this special service should contact the speech pathologist.

During the early part of the school year, a screening process will determine those students who need attention in this area of instruction. The Oklahoma State Department of Education has mandated that the parent or guardian of each student enrolled in Kindergarten, 1st, and 3rd grade shall provide certification that the student passed a vision screening within the previous twelve months or during the school year. Due to this mandate every student in Pre-Kindergarten through Fifth grade will be screened for vision difficulties within the 1st few months of school.

Every student in Pre-K through Third grade will be screened for hearing difficulties. If a parent or teacher suspects that a student in fourth or fifth grade has hearing difficulties, that student may be referred for a hearing screening through the building principal. Parents will be contacted by note through Thursday folders or by phone for any student not passing the screenings.

### **Suspension**

Pre-Suspension Informal Conference with Student:

- A. When a student is believed to have committed an offense for which suspension may be imposed, the principal or designee shall conduct an informal conference with the student.
- B. The principal or designee shall inform the student of the policy, rule or regulation the student is charged with or suspected of having violated, the evidence supporting the charges, and the conduct reported to be in violation of the policy, rule, or regulation.
- C. The principal or designee will give the student the opportunity to respond to the charges, the evidence presented by the principal or designee in support of the charges and allow the student the opportunity to provide his/her own information and admit or deny the charges.
- D. If the principal or designee concludes the student committed the offense and suspension is appropriate, the principal or designee shall inform the student of the length of the suspension. In deciding whether to impose a suspension and determining the length of a suspension, a principal or designee may consider the following: seriousness of the offense, the student's attitude, the student's disciplinary history, those adversely affected by the misconduct, those potentially adversely affected by the misconduct, and the number of behavioral offenses associated with the misconduct and current suspension decision.
- E. The principal or designee shall inform the parent of the suspension and that alternative in-school placement or other available disciplinary options were considered. Elementary and middle school students shall not be dismissed on suspension before the end of the school day without advance notice to the parent. High school students shall not be dismissed on suspension before the end of the school day without reasonable efforts by the school administration to contact the parent except in cases where the student poses an immediate threat to the safety and welfare of the student, other students, staff and/or property.
- F. Records and Reports: The principal or designee will record each pre-suspension conference, including the date of the conference, the names of the persons present, and the alternative in-school disciplinary alternatives that were considered. The principal or designee shall maintain

records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

- G. Notification to Parents: The principal or designee will inform the parent or guardian of the suspension as soon as possible after a suspension is imposed, explain the basis for the suspension, inform the parent of the opportunity to have the suspension reviewed by appeal, and provide the parent the time deadlines for submitting an appeal request. The notice required in this section shall be completed with the parent signing and dating the notice or in the form of a letter sent by certified mail, return receipt requested.

Immediate Out-of-School Suspension without a Pre-Suspension Conference:

- A. A student may be suspended without a pre-suspension conference only where a student's conduct reasonably indicates the continued presence of the student poses an immediate danger to the health or safety of the students, employees, or District property, or a continued substantial disruption of the educational process. In this event, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from school.

### **Education Plan**

- I. **Suspensions of Five (5) School Days or Less:** Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):
- A. A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out-of-school suspension for five (5) school days or less.
  - B. The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.
  - C. The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.
- II. **Suspensions in Excess of Five (5) School Days:** Suspensions in excess of five (5) school days shall include a Suspension Education Plan ("Plan") which describes a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal or designee with the assistance of other school employees as warranted.
- A. A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances.
  - B. The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve.
  - C. The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

Attendance at School Pending Appeal Hearing: Pending a properly and timely submitted appeal, the student may attend school under whatever “in-school” restrictions the principal deems proper. Provided, the student shall remain out of school and/or not attend school pending an appeal if the principal determines the misconduct of the student reasonably indicates continued attendance would pose a danger to students, employees, or property, or would substantially interfere with school operations.

Student Privileges While Suspended: Participation in all the extracurricular activities is a privilege and not a right. Accordingly, when a student is suspended the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal or designee determines to impose alternative measures, in-school disciplinary actions or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

“Extracurricular activities” include, but are not limited to, all school-sponsored games/events, school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations. The prohibition includes the restriction from participating in and attending extracurricular and school activities on and/or off school property. Commencement/ graduation is an extracurricular activity.

#### **Appeal of Short-Term Suspensions:**

A student suspended for a period of ten (10) or fewer school days, following an informal pre-suspension conference with the principal or designee, may appeal the suspension as follows:

- A. An appeal to the Site Committee must be requested in writing to and received by the school principal or designee within two (2) calendar days after the principal’s or designee’s suspension decision is received by the student or parent and must specify what part of the out-of-school suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
- B. The suspension decision will become final and unappealable if a request for appeal is not timely submitted.
- C. Upon receipt of the request for an appeal, the Principal shall confirm the suspension falls within the category of suspensions to which an appeal to the Site Committee is authorized. If the Principal or designee determines the period of suspension is greater than (10) school days, or if for any reason, the short-term suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspensions.
- D. The Principal or designee shall appoint a Site Committee to hear the appeal. The Site Committee shall consist of not less than three District employees, who shall be a minimum of two teachers assigned to the school site and an administrator or counselor not involved with the suspension of the student. The Site Committee shall designate a chairperson. No administrator or teacher who witnessed the misconduct or any teacher teaching the student during the current semester shall serve on the Site Committee.
- E. The Principal or designee shall schedule the Site Committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate work schedules of the parent or guardian within that time period, if possible. The

Principal shall attempt to schedule the Site Committee meeting within five (5) calendar days of receiving the parent/student's written or email appeal request. The student and parent will be notified in writing, by email, or by phone of the date, time and place of the hearing. The principal or designee who issued the out-of-school suspension decision shall attend the Site Committee hearing.

- F. The Site Committee will conduct a full investigation of the issues appealed. The principal or designee will outline the student's misconduct; read, refer to, or distribute the policy, rule or regulation which the student's misconduct violated; and make any statements or submit documentary evidence which support the suspension decision. The student or parent will explain the student's position and/or make statements or submit documentary evidence relating to the appealed issues.
- G. Evidence supplied by witnesses shall be submitted to the Site Committee in writing only. For evidence supplied by student witnesses, the Site Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the Site Committee of the information received from students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
- H. The Site Committee meeting is closed to the public.
- I. Legal counsel is permitted at the Site Committee hearing.
- J. At the conclusion of the presentation of the evidence, the Site Committee shall retire to render a decision by a majority vote and such decision is final and not appealable. The Site Committee's decision shall be to uphold, modify, or revoke the suspension decision of the Principal or designee as to the guilt or innocence of the student and/or the reasonableness and length of the out-of-school suspension, depending on the issues appealed. The Site Committee's decision shall be in writing and mailed, e-mailed or delivered to the parent, the principal, and the Superintendent. The decision of the Site Committee is final and non-appealable.

#### Appeal of Long-Term Suspensions:

A parent or the student may appeal the suspension decision for a suspension in excess of ten (10) school days first to a District Review Committee then to the Board as follows:

- A. An appeal must be presented in writing to and received by the school principal, Superintendent or designee within two (2) calendar days after the decision of suspension is received by the parent or student and must specify which part of the suspension decision is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
- B. The suspension decision will become final and unappealable if a request for appeal is not timely submitted.
- C. The Superintendent or designee will schedule a District Review Committee to hear the appeal. The District Review Committee will consist of administrator(s) not involved with the suspension of the student and the Superintendent's designee. No member of the District Review Committee shall have been associated with the case in any manner prior to the appeal hearing. The Superintendent's designee shall serve as the chairperson for all appeals to the District Review Committee.
- D. The chair of the District Review Committee shall notify the student, parents, and school principal of the date, time, and place of the appeal hearing in writing or by e-mail.
- E. The meeting will be electronically recorded and kept on file with the District for two (2) years from the date of the hearing.
- F. The District Review Committee meeting is closed to the public.

- G. Legal counsel is permitted.
- H. The District Review Committee meeting will be held during the regular school hours, Monday through Friday, with reasonable consideration given to accommodate the hours of working parents within this time period, if possible. The District shall attempt to schedule the District Review Committee meeting within five (5) calendar days of receiving the parent/student's written appeal request.
- I. At the meeting, the principal or designee will inform the parent of the policy, rule or regulation the student was found to have violated, outline the student's misconduct, and present any evidence or documents which support the suspension decision. The student and parent will be permitted to explain and present any evidence or documents in support of the specified reasons for the appeal listed in the written notice of appeal requesting the appeal.
- J. Evidence supplied by witnesses shall be submitted to the District Review Committee in writing only. For evidence supplied by student witnesses, the District Review Committee shall have the authority to restrict the identity of the student witnesses. In this case, the principal or designee will inform the District Review Committee of the information received by students and explain why the principal or designee believes the information received is valid and supports the suspension decision.
- K. At the conclusion of the hearing, the District Review Committee will retire to render a decision by a majority vote as to the specified reasons for which an appeal was requested, including the guilt or innocence of the student if that issue was appealed and determine the reasonableness and length of the suspension imposed if that issue was appealed. The District Review Committee's decision shall be to uphold, modify, or revoke the suspension decision of the principal or designee.
- L. The hearing chair shall mail, e-mail, or deliver a copy of the District Committee's decision to the parent/student and site principal. The District Review Committee's written decision shall be mailed to the parent by certified mail, return receipt requested. The parent shall be advised of the right to have the suspension reviewed by the Board as provided by this policy.
- M. An appeal of the decision of the District Review Committee to the Board must be submitted in writing to and received by the Superintendent or designee within five (5) school days after the decision of the District Review Committee is received by the parent or student and must specify the portion of the District Review Committee's decision which is being appealed. The parent/student may appeal one or both of the following:
  - a. The finding of guilt of the charge(s) by the principal or designee for which the student was suspended; and/or
  - b. The reasonableness and length of the suspension.
- N. If no appeal is received within the five (5) school days, the decision of the District Review Committee will be final and unappealable.
- O. Each board member will be provided the evidence and witness statements that were presented to the District Review Committee, an electronic recording of the District Review Committee meeting, and the written statements of the student and administration, if submitted.
- P. Each Board member shall review the information individually.
- Q. At the next available Board meeting, an agenda item shall be placed on the agenda to consider and vote on the appeal of the long-term suspension. Board members may vote on the appeal based on their review of the record.
- R. If, at the meeting, the Board wants to discuss the appeal among each other, it must be discussed in open meeting unless the student or parent(s) requests such discussion to be in executive session.
- S. The Board shall render a decision by voting to uphold, modify, or revoke the decision of the District Review Committee.

- T. As soon as possible after the review and/or hearing, the Clerk of the Board shall provide the decision to the parent, student and principal in writing, setting forth the decision of the Board related to upholding, overturning, or modifying the decision of the District Review Committee. The Board's written decision shall be mailed to the parent by certified mail, return receipt requested. **The decision of the Board shall be final.**

### **Special Education Students**

Suspensions of Special Education Students will be governed by "The Policies and Procedures Manual for Special Education in Oklahoma." Federal law or regulation and Oklahoma State law or regulation pertaining to students with disabilities shall take precedence over Drumright School Board Policy in all matters that are specifically addressed by federal and state law or regulation.

### **Video Taping**

Parental permission for videotaping of classroom instruction shall be implied or assumed, unless the office is notified in writing of parental objection. Videotaping shall not occur in a classroom for student disciplinary purposes.

### **Visitors**

All visitors (including parents) must check in through the office and receive a visitor's pass before entering into the school. We will be glad to ask your child to come to the office to talk with you. Students are not allowed to have friends not enrolled in our school visit them at school "for the day".

### **Volunteer Program**

It is the policy of the Drumright Board of Education to institute and encourage a volunteer program in the school system. The primary purpose of the volunteer program shall be to free teachers from tasks that could be accomplished by others in order for the teachers to spend more time teaching. Activities may include, for example, listening to children read, reinforcing math facts, tutoring, assisting athletic coaches, etc.

Volunteers will be expected to dress appropriately and to be neat and clean in appearance. Volunteers will not be asked to assume playground or lunchroom duties, nor will they be left alone in a classroom except in an emergency situation. Volunteers must be approved by the building principal and superintendent. Before commencing any volunteer activities, may be subject to a background check.

### **Weather**

Should it become necessary for Bradley Elementary to close due to bad weather or for any related reason, such information will be broadcast on Tulsa television stations KJRH– Channel 2, KTUL – Channel 8, and News on 6 – Channel 6. Information may also be broadcast through our Remind APP. Early morning decisions to close or delay opening school will normally be made by 6:30 a.m. If conditions should dictate closing during school hours, that information will be broadcast at least 45 minutes prior to dismissal when possible. Please help to keep school telephone lines open by calling only in emergencies.

**Early Care Form**

Early Care is set up for parents that must be at work before 8:00 and your child can not get on the bus before you must leave the house. Early Care starts at 7:35 am. If you need your child to attend early care please fill out the form below. Students that are dropped off early will be given time to read, and or finish homework. This form needs to be turned into the office so your child can attend Early Care.

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone Number: \_\_\_\_\_