

## Welcome to Cashion Elementary

This handbook was developed to enable us, the student, the parent, and the school, to begin working together in a cooperative effort for educational excellence. Our school is a family working together with care, respect, and trust. We are a Great Expectations School which means that we believe all children can learn and achieve their potential. Our goal is to help our students become productive citizens, effective communicators, critical thinkers, and cooperative contributors to the classroom as well as society. We emphasize citizenship skills and community service as integral components in the educational process. Please read over this handbook carefully and familiarize yourself with the basic guidelines of our school. Your visits, questions, and suggestions are welcomed.

### School Symbols

Mascot	Wildcat
Colors	Maroon and Gold

### WILDCAT WAKEUP ASSEMBLIES

We have regularly scheduled morning assemblies in the auditorium. Students are recognized for special achievements, birthdays, and good citizenship.

**THE AMERICAN CREED** "I believe in the United States of America as a government of the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes."

**PLEDGE OF ALLEGIANCE** "I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

**MOMENT OF SILENCE** Each morning during our morning exercise period, all students will be asked to stand and offer a moment of silence. This will be done so each student may internalize their thoughts and feelings.

### DAILY SCHOOL SCHEDULE

Wildcat Wakeup (Fri.)	8:15
Entry Bell	8:20
Tardy Bell	8:25
Release Bell	3:15

**Students are to be at school no earlier than 8:00. Staff members are not officially on duty until that time.**

### VISITORS

Parents are welcome at school. **All persons visiting the school for personal or business reasons must come to the office first and pick up an identification badge which is to be worn until leaving the school grounds.** If you need to conference with a teacher or visit a class, please call ahead and make an appointment with the teacher. Leave lunch money, sack lunches, paper, books, etc.... at the office so classes are not disturbed. Children or young relatives may not visit school classes with the students. They may come for lunch with the student.

## **GREAT EXPECTATIONS PRACTICES**

1. The teacher models desired behaviors and attitudes such as those set forth in the Life Principles and the Eight Expectations for Living.
2. Students and teachers speak in complete sentences and address one another by name, demonstrating mutual respect and common courtesy.
3. Students are taught as a whole group, thoroughly and to mastery, with intensive and specific modifications ensuring success for all.
4. Lessons are integrated, related to the real world, reviewed consistently, and connected to subsequent curricula.
5. Critical thinking skills are taught.
6. A non-threatening environment, conducive to risk-taking, is evident. Mistakes are okay. Students are taught to learn from their mistakes and to correct them.
7. Memory work, recitations, and/or writing occur daily. These enhance character development and effective communication skills while extending curricula. Recitations are exuberant and full of expression.
8. Enriched vocabulary is evident and is drawn directly from challenging writings and/or wisdom literature. Sources should include classic literature, myths, fables, poetry, proverbs, quotes, and other genres.
9. The Magic Triad, a positive and caring environment, and discipline with dignity and logic are evident.
10. Every student's work is displayed in some form. Teachers provide positive commentary through oral and/or written feedback.
11. Word identification skills are used as a foundation for expanding the use of the English language.
12. Students assume responsibility for their own behavior. Their choices determine consequences.
13. A school, class, or personal creed is recited or reflected upon daily to reaffirm commitment to excellence.
14. All students experience success. The teacher guarantees it by comparing students to their own past performance, not the performance of others. Students are showcased, and past failures are disregarded.
15. The teacher teaches on his/her feet, engages students personally, holds high expectations of students, and does not limit them to grade level or perceived ability.
16. Each classroom has a student who greets visitors and makes them feel welcome and comfortable.
17. Teachers and students celebrate the successes of others.

## **ATTENDANCE**

Regular attendance is necessary to achieve success in the classroom. If it is necessary for a student to be absent, parents must call the office to report the absence and to make arrangements for make-up work. A request for assignments missed, due to absences, may be made by phoning the school office before 10:30 a.m. The homework may be picked up in the office after school. Students have one day for each day of school missed to return work to receive full credit.

An **EXCUSED ABSENCE** must be accompanied with documentation:

- 1) Emergency
- 2) Illness (Students must be fever/diarrhea/vomit free for 24 hours before returning to school.)
- 3) Doctor appointments (Bring written notice of visit upon return to school.)
- 4) Recognized religious holidays
- 5) Bereavement
- 6) School sponsored activities

**Undocumented absences are considered UNEXCUSED.**

**Excessive Absences:** Students in excess of 5 absences with no documentation (dr. note) may be required to start providing documentation in the event additional absences occur. A student must be in attendance for at least two hours before lunch break or two hours after lunch to be recorded as present for that half of the school day.

## **TRUANCY**

After 7 absences, excused or unexcused, the family will receive a letter from the District Attorney of Kingfisher County explaining the state law definition of truancy. The letter will warn of further action if absences continue. At the 10<sup>th</sup> absence, truancy will be filed with the District Attorney of Kingfisher County.

Office attendance record is the determining factor in the number of absences. Students may ask for a Review Board which is comprised of the principal, superintendent, and teacher of current enrollment of the student's choice. The Review Board's decision may be appealed to the Superintendent/Board of Education.

## **LEAVING SCHOOL GROUNDS**

When a student comes to school or boards a school bus, the student is subject to school regulations. Elementary students may not leave the school grounds anytime during the school day except for the following reasons:

- a. A student may be checked out in the office by a parent or an adult designated by the parent. The parent must notify the office if another adult is checking out their students.

Any student who leaves the campus without checking out through the office will receive an unexcused absence and be subject to discipline for truancy.

## **WITHDRAWAL FROM SCHOOL DISTRICT**

If you plan to withdraw your student from school, please notify your student's teacher and the office one week prior to withdrawal. The student's parent/legal guardian must come to the office to sign the school withdrawal form. All school financial obligations must be cleared before a school withdrawal form may be obtained.

## **MEDICINE**

All employees of Cashion Elementary will abide by House Bill 1550 which prohibits school employees from dispensing medicine (non-prescription and prescription medicine) to students unless the parent or guardian of the student requiring the medication has given the school written authorization to

administer the medicine. Authorization forms are available in the principal's office. These forms may be filled out at anytime prior to administering of medicine, and placed on file in the elementary office.

Aspirin and other similar medicines used for minor aches and headaches will not be administered to children by any school employee unless a written authorization form is on file. We request that if possible you adjust your child's schedule to eliminate the need to take medication during the school day. If necessary, please follow this procedure:

1. The parent(s) must complete an authorization form stating the type of medicine to be administered to the child.
2. All medication is to be brought to the office immediately by the parent.
3. The medicine must be in the prescription bottle, labeled as to who it is for, what it contains, directions for taking, and the doctor's name who prescribed it. **Dosages of medicine cannot be changed unless a note from the doctor is on file.**
4. Please inform your child as to what time the medicine is to be taken. (Employees will make a special effort to remind your child of the time schedule.) If a doctor prescribes aspirin, cough syrup, cough drops, or other non-prescription drugs, send it in a plastic bag with the child's name, the authorization form, and directions for dispensing. All such information will be kept in the child's file. (School Laws of Oklahoma 10-170.1)

### **COMMUNICABLE DISEASES**

The Board of Education has concern for the health of student(s) and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable diseases is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well- being of all students and staff. Communicable disease conditions will be evaluated on an individual basis.

### **IMMUNIZATION LAW**

Students entering kindergarten are required to have received 3 doses of hepatitis B vaccine, 2 doses of hepatitis A, and 1 dose of varicella. All entering seventh graders must also meet this requirement. Since completion of the series of 3 doses of hepatitis B Vaccine requires 4 to 6 months, parents need to begin taking their students into the County Health Department to begin their shots. The vaccinations are free at the health departments in Kingfisher and Guthrie.

### **HEAD LICE**

Children with any type of contagious malady, including head lice will be sent home and not admitted back into school until declared free from the ailment. (School Laws of Oklahoma 70-1210.194, and H.B. 1550) The law requires that students be examined by a health professional and documented to be free from lice before returning to school. Students should bring a statement signed by a health professional when he/she returns to school. The Kingfisher and Logan County Health Departments will assist in the treatment of head lice without charge.

### **ACCIDENTS AND INJURIES**

The school staff is committed to the safety of the children while at school or participating in school related functions. In spite of this commitment, accidents and injuries do sometimes happen. For this reason, it is extremely important that you place your doctor's name on your child's enrollment card. In case of serious illness or injury to students while under the school's supervision, we will immediately reach the parent or other emergency contact.

### **SPECIAL HEALTH CONDITIONS**

Parents must inform teachers at the beginning of school of any particular problem which their child has, such as an asthmatic condition, a restroom problem, a heart condition, allergies, diabetes, and other types of special health conditions of which the school needs to be aware.

## **STUDENT PLACEMENT**

Each student is placed by a professional team of educators and approved by the principal. If you have questions concerning this placement, contact the elementary principal.

## **PERMANENT RECORDS**

A student's permanent record is one that we think is of utmost importance and we take every precaution to safeguard it. This record cannot be changed; therefore, it is essential that students always do their best.

The permanent record contains:

- (1) Full name, date of birth, and age.
- (2) All semester grades
- (3) Results of achievement tests.
- (4) Conduct
- (5) Any special achievements

## **CONFERENCES**

Parent/Teacher Conference Days have been scheduled during the school year. The regular school day time schedule has been modified on these days to accommodate parents who need to come after work. Other conferences are encouraged and may be scheduled throughout the school year to discuss academic or disciplinary matters and/or achievement results.

## **PROGRESS REPORTS**

Each semester every student will receive three progress reports and then a semester grade. Parents are encouraged to contact the teacher at any time to check on their student's progress. Grade checks on your student may be requested at any time during the school year by calling the elementary office.

## **GRADING SCALE**

Pre-K-2<sup>nd</sup> Grade:

- X - Introduced
- + - Consistently Successful
- \* - Progressing
- - Having Difficulty

Third, Fourth, and Fifth Grades:

Superior Work "A"	90-100%
Above Average Work "B"	80-89%
Average "C"	70-79%
Less than 70% skill mastered "D"	60-69%
Less than 60% skills mastered "F"	Below 60%

## **CRITERIA FOR ACADEMIC RECOGNITION**

Superintendent's Honor Roll- G.P.A. 4.0 (Straight A's)

Principal's Honor Roll-G.P.A. 3.5 (A's & B's)

\*\*Honor rolls are calculated based upon each of the 9 weeks grades (total of 4)\*\*

## **PROFICIENCY BASED TESTING**

Students who demonstrate mastery of the Oklahoma Academic Standards of a grade and the social, emotional, and developmental maturity to advance to the next level may be promoted through proficiency based testing. Contact the school counselor for details of this testing.

## **DRESS CODE**

The following dress code has been approved and is in effect anytime a student represents Cashion Public Schools.

1. **Students are permitted to wear walking shorts, fingertip length, with sewed leg hem or cuff.** Loose legged nylon shorts and bicycle or running tights, etc. are not permitted as school dress.
2. Halter tops, tank tops, tube tops, crop top shirts, net shirts, or see-through attire and short shirts that bare midriff are prohibited. If bare skin is visible at the waist line when a student raises his or her hand while seated (as they would raise a hand in class to be recognized by the teacher), then the shirt or blouse is considered to be too short and inappropriate for school wear.
3. All garments which advertise or refer to tobacco, alcoholic beverages, drugs, negative, inappropriate words, statements and vulgar connotations which may bear a double standard meaning or any other article of clothing that could create a distraction is prohibited and considered inappropriate for school wear at Cashion Elementary.
4. Any loose clothing or accessories such as bandannas that are "gang-related" or deemed so, will not be allowed.
5. Shoes are to be worn at all times. For safety **flip flop shoes with no back strap should not be worn. Skate shoes are not considered safe footwear. Students are required to wear shoes and socks to P.E.**
6. Hats, caps, or other head dress is considered inappropriate to wear inside the school buildings. This includes all day time and evening events in the gym and auditorium and other buildings on campus or other places when the student is representing Cashion Public School.
7. Hair must be kept clean, neat, and well-groomed.
8. Girls should wear dress and skirt lengths near the knee level (should not be shorter than approximately 2" above the top of the knee cap while standing upright). If the skirt is shorter than this, then shorts must be worn underneath. Since students want to use the playground equipment and be appropriately dressed, it is recommended that shorts be worn under all dresses or skirts. Any clothing deemed inappropriate by the administration will not be worn to school.
9. PLEASE DRESS YOUR CHILD WITH WARM CLOTHING DURING THE COLD WINTER MONTHS. All students will go out at recess when the weather permits.
10. Bus riders may be required by the bus driver to have a warm coat before boarding the bus on cold mornings. This is for the safety and comfort of the student in case of break downs, the bus getting stuck, or any other unexpected delays which may occur before reaching school.
11. **Please label all garments, such as coats, hats, gloves, etc..** This will help with identification of lost garments.
12. **Any garments left at the conclusion of each semester will be donated.**

## **FIELD TRIPS**

Students must have written permission from parents to go on school trips. A permission slip for the current year's field trips is filled out at time of enrollment. Notification with specific details is sent to parents before each field trip.

All students will return to school on the bus. If a student is not returning to school on the bus, **written permission and approval by the principal is required prior to the trip.** According to School Board Policy **only parents** may pick up their child from a field trip.

Many times field trips require extra adult supervision; therefore, **non school age children are not allowed on school sponsored trips.**

Academic eligibility does not apply to educational field trips. However, it does apply to field trips that are reward in nature. Any student can be prevented from a field trip for disciplinary reasons as determined by the building principal.

### **TOYS**

Students are not permitted to bring **toys, collectible cards, electronic items, laser lights, radios, tape players, C.D. players, electronic games, remote control cars, roller skates or skate boards, hard balls, etc. to school as they are not conducive to the educational process.** Any inappropriate item may be confiscated and will be returned only to the parent. The school will not be responsible for any personal items brought to school.

### **MONEY BROUGHT TO SCHOOL**

All money should be sealed in an envelope with the child's name and purpose for which it is sent. At no time will any amount of money be left in the school building overnight by students or faculty and staff members. All school deposits are deposited at the bank on a daily basis.

### **SALE OF ITEMS AT SCHOOL**

Students are not allowed to bring items to sell at school unless it is an approved school fundraiser.

### **LOCKERS**

Each student in 4<sup>th</sup> and 5<sup>th</sup> grade will be assigned an individual hall locker. Lockers are to be kept clean at all times. Defacement, such as stickers and writing, is prohibited both inside and outside the lockers. Students are not permitted to change lockers for any reason. Students must keep their books and other articles in their own lockers. **NO STUDENT IS ALLOWED TO USE ANY LOCKER EXCEPT HIS/HER OWN.** It is the right and responsibility of the administration to conduct locker inspections when deemed necessary.

### **LOST AND FOUND**

1. If you find an article of any value, you are requested to turn it in to the elementary office. It will be placed in the lost and found box. Articles not claimed will be given to a charitable organization at the end of the school year.
2. Please use name labels or some form of identification on all personal belongings.

### **LIBRARY/MEDIA CENTER**

Our library provides a wide selection of materials that are both educational and entertaining. The following library rules should be observed.

1. Books may be checked out for a period of fourteen days with renewals available.
2. Students with an overdue book may not check out another book.
3. Encyclopedias and magazines are not to be taken from the library.
4. Students must not place returned books back on shelf or rack.
5. The loss or abuse of any library book will be paid for by the person having checked out the book at the replacement cost.
6. All library records will be final.

### **CHEATING**

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or test answer by fraudulent means. If cheating occurs, parents will be contacted.

### **VIDEOS/PHOTOGRAPHS OF STUDENTS AT SCHOOL**

Patrons are encouraged to attend school functions and we realize that events will be videoed and photographed. However, our students and staff do have an expectation of privacy and these videos and photographs cannot be uploaded to the internet, social media, or published without consent.

### **WIRELESS TELECOMMUNICATION DEVICES**

It is the policy of the Cashion Board of Education that upon prior written consent of the student, parent or guardian, and the superintendent or the superintendent's designees, a student may possess a wireless telecommunication device while on school premises.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Teachers have the right to ask students to turn off their wireless communication devices and put them away during the school day. Students found to be in possession of a wireless telecommunication device in violation of the rules shall be subject to disciplinary action.

### **TELEPHONE**

Please communicate with your child before he/she leaves for school so that you both will know what they are to do when school is out for the day. Do not call your child at school and ask office personnel to deliver messages unless it is an emergency. Important messages will be delivered. Teachers and students will not be called out of class to the telephone unless it is very urgent. Messages will be taken to make return calls.

### **PARTY INVITATIONS**

Party invitations may be distributed at school **if the entire class** is being invited.

### **MONTHLY CALENDAR**

Upcoming events may be found on the district calendar as well as the elementary website at [www.cashionps.org](http://www.cashionps.org).

### **TEXTBOOKS AND SUPPLIES**

Textbooks are loaned by the Cashion Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Fines are assessed for damaged books.

If a child loses or destroys a school book, he/she is required to pay replacement costs for the book. Please remind your child that school books are only loaned to him/her and that great care should be taken when handling the books.

### **RESTRICTED OR PROHIBITED ITEMS**

Students are also asked to not take any article into the classroom which may cause a distraction from the normal learning atmosphere of the school. Examples of this group may include cologne, perfume, hair spray, mirrors, hair brushes, nail polish, deodorants, etc. Gum and candy are also prohibited unless part of a group activity.



## **BICYCLES**

If you ride a bike to school, park your bicycle in the bike rack when you arrive and leave it parked until after the second bell at 3:20 p.m. Any pupil who rides a bike must observe and obey all traffic regulations.

1. Leave parked bicycles alone. You are not to disturb the other bicycles in any way. Bikes will be treated as private property.
2. Do not ride on school sidewalks. Walk the bike on the sidewalk for the safety of those walking.

## **GUIDANCE AND COUNSELING**

The guidance and counseling program at Cashion Elementary School is designed to serve each student on an individual basis and to maximize the potential of each student. Elementary curriculum and personal problem solving are integral parts of the guidance and counseling experience. Any student wishing to speak to the counselor simply needs to make a request to their teacher or the principal.

## **CAFETERIA PROGRAM**

Parents are invited to eat lunch with students. Students may purchase their lunches or bring a bag lunch and if desired purchase milk. School lunch menus will be posted in advance in each building. Parents may apply for free or reduced lunches. Applications will be made available to each student at the beginning of the school year or when they enter school. Application may be made at any time during the school year when there is a change in income or household number.

### **School Lunch Prices – 2017-2018**

Breakfast: \$2.65

Lunch: \$1.55

Students who choose to eat in the lunch room should pay for meals in advance. It is encouraged to purchase the meal tickets for one week to four weeks at a time.

1. To avoid errors in accounting, it is to your advantage to pay for lunches by check. Also all moneys, whether check or cash, should be sent in an envelope with your child's name written on it. Students are not to be dismissed from class to obtain a lunch charge.
2. Students may not leave campus for lunch unless the parent personally picks the student up at the office and signs them out. Parents must return the student to the office to sign him/her in upon coming back to school.
3. No student will ever be permitted to go to another student's home during lunch break.

The cafeteria will be offering OFFER versus SERVE in grades K - 12. Your child must take the Main Dish (Entree). They may pick between the vegetable, fruit, bread, dessert, and milk.

## **STUDENTS BEING PICKED UP AFTER SCHOOL**

**Any changes to the dismissal plans for a student need to be made by contacting the elementary office by 2:00 P.M.**

Parents must drop off or pick up their student/s at school on the **WEST** side of the building. To ensure the safety of the children cars must stay in single file and pull up to the curb so that their child may enter without going between cars.

**To aid in the flow of traffic there is NO PARKING ON THE WEST CURB FROM 8:00-8:30, 11:00- 12:00, and 3:00-3:30 P.M.** If you need to come into the building, we request that you park in the EAST parking lot. **PARKING IN THE EAST LOOP IS NEVER ALLOWED AT ANY TIME.**

## **TRANSPORTATION - BUS PROCEDURES**

1. Buses will start at such a time that they will arrive at school by 8:15 a.m.
2. All students will load the buses on the east side of the elementary building. Students who do not ride the buses will remain in the building until the buses depart. Under no circumstances will walking students be allowed to leave before the buses.
3. All riders shall conduct themselves as ladies and gentlemen at all times.
4. Buses will only let students off at school and their homes or bus stops.

### **BUS TARDIES AND BUS ABSENCES**

1. No penalty will be assessed against a pupil's record if:
  - a. The school bus is tardy in arriving at school.
  - b. The bus does not make the regular run.
2. In case the school bus does not make its regular run:
  - a. Students will be required to make up the work missed for full credit.
3. In case a pupil fails to catch the bus when the bus makes its regular trip, the conditions governing regular "Excused" or "Unexcused" absences will apply.

### **POLICY ON TRANSPORTATION OF STUDENTS TO AND FROM EXTRA-CURRICULAR CONTESTS**

Students are required to ride the bus or the school furnished transportation to all away extra-curricular and athletic contests. Unless their involvement in another school sponsored activity prevents them from leaving when the bus leaves. In that case provision must be made ahead of time with the sponsor and/or coach for transportation of the student to the other school sponsored activity.

Students are required to ride the bus to and from the athletic and extra-curricular contest unless one of the following provisions have been met:

1. Parent or legal guardians only may take responsibility for the transportation of their children home, after notifying in person the coach, sponsor, or principal, and signing the release form.
2. Realizing there are extenuating circumstances that may occur that would have a bearing on the rules, these (any changes) must be approved by the administration prior to the event.
3. In all other cases students are required to ride the bus home.

These rules are not intended to put a hardship on any student or parent, but are for the sole purpose of ensuring the safety of the student and protecting the liability of the school, coach, administration, and Board of Education.

### **BAD WEATHER**

In case of severe weather, the official announcement for school closing may be heard over the local radio or television stations on the 10 p.m. or 6:30 a.m.-7a.m. news. Please monitor these stations and do not call the school.

Sometimes it is necessary to dismiss school during the school day because of an emergency. At these times we will make every effort to contact the parents. For this and other reasons, we ask that you please keep us, and your child informed of your whereabouts.

You can help us and your child by remembering:

- a. Your child is safe in school or on the bus.
- b. Children may not be released to anyone other than their parents or approved person. Should an emergency arise, please send a note to the office naming the person who is to pick up the child.
- c. Giving rides to other children makes the parent transporting legally liable for the children's safety and welfare.

Students should be sure to know in advance where to go for supervision should it be necessary to dismiss school early. It is impossible for all students to call home and ask for instructions at that time.

### **FIRE AND SEVERE WEATHER DRILLS**

SIGNALS ON THE BELL SYSTEM IN CASE OF EMERGENCIES ARE AS FOLLOWS:

FIRE - One long continuous ringing of bell

SEVERE WEATHER - A series of short rings

Schools are required to conduct fire and severe weather drills to prepare everyone to move to a place of safety in the event of a fire or severe weather emergency.

## **FIRE**

If a fire starts in any part of the school plant, the school will be alerted by a continuous ringing of the bell system. The following procedures are followed during a fire drill:

1. Walk quickly, but DO NOT RUN to the exit nearest your classroom.
2. Leave all books and materials; take only yourself from the building.
3. Be alert for special instructions from the teacher.
4. Teachers will make certain all students are out of the room, then follow the group.
5. Students are to move to an area of safety at least 100 feet away from the building and remain with their teacher.
6. Teachers should take their grade books and take a roll call of students immediately after reaching a place of safety.
7. When an "all clear" signal is given, students will return to their classroom in an orderly manner to resume work.

## **SEVERE WEATHER**

When the school officials have noticed or been alerted to the possibility of severe weather conditions in the area, a severe weather alert consisting of a series of short rings of the bell will be sounded. The following procedures are followed during a severe weather drill:

1. When the signal is given denoting a severe weather drill, students go immediately to an assigned safety area.
2. Students in an area other than a classroom, return to assigned areas as soon as possible.
3. Teachers should take their grade books and take a roll call of students immediately after reaching their designated area of safety.
4. Students wait quietly until the "all clear" signal is given. Upon that signal, the students will return to their classroom in an orderly manner and resume work.

## **STUDENT DISCIPLINE POLICY**

It is the belief of the administration that the most effective discipline is self-discipline. All student behavior in Cashion Elementary School is based on respect and consideration for the feelings and rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in the manner appropriate with good citizenship. A student will not be allowed to prevent a teacher from teaching or a student from learning.

The Board advocates while education is a right of our youth, it is not an absolute right. Every child has the right to an appropriate education. Any student CHOOSING to interfere with that RIGHT by verbal or physical means will be disciplined. The discipline administered to any student is intended to improve the behavior of the student and to PROTECT THE RIGHTS OF OTHERS.

At the beginning of the year each teacher and class will establish classroom guidelines. If a student chooses to fall short of expectations, the teacher will counsel with the child to solve the problem. If the student continues to break rules, one of the following disciplinary consequences may result:

(These are NOT necessarily in the order in which they will be administered.)

- A. Warn students.
- B. Remove from class or group by principal either on a temporary or permanent basis.
- C. Parent conference by phone or in person.
- D. Detention (before, at lunch time, or after school)
- E. Keeping the student/s in at recess (including noon recess) with some type of written work to do.
- F. Having the child stand by the school building during recess and not taking part in playtime.
- G. Spending recess from one day to an indefinite period of days in the principal's office.
- H. Financial restitution-replacement of damaged or stolen property.
- I. Assist in cleaning desks, etc. during recess.
- J. Refer to other social agencies.

#### K. Suspension

1. The authority to suspend a student from a school is delegated to the building principal.
2. Students who attempt to physically harm a person who is employed by Cashion Public Schools will receive consequences in accordance with Cashion Board policy including the possibility of suspension for the remainder of the semester.
4. A full suspension shall not extend beyond a one calendar year period except for violations of the Weapons-Free Schools Act which provides unlimited suspensions.
5. Except under circumstances which require the immediate removal of a student or students, the parent/s or legal guardian/s shall be informed before a student is released from school.
6. Procedural steps to suspension:

Before a student is suspended from school, the principal of that school may consider appropriate alternative in-school assignment options in lieu of an out-of-school suspension. Such assignments can include an alternative school setting, reassignment to another classroom, or in-school restriction. If such alternate assignment is rejected, written justification will be placed in the student's permanent record.

The following steps will be considered: probation, in-school placement, and/or out-of school suspension.

L. Corporal Punishment is not a disciplinary option at Cashion Public Schools.

M. Expulsion (Following Due Process)

N. Any other disciplinary action deemed appropriate under the circumstances

O. Search of student (Personal and school owned property)

P. In-school restriction

**The inappropriate behaviors described in this handbook are not all-inclusive; other misbehaviors may occur which are not specifically cited here. The principal shall use his/her discretion in handling such cases, and will use this handbook as a guideline. Some misbehavior may be so severe as to warrant a more severe punishment than indicated by any guidelines suggested in this handbook. In such cases, the principal shall consult the superintendent before deciding punishment.**

#### **CAFETERIA BEHAVIOR**

Acceptable behavior and good table manners in the cafeteria are expected. A few of these standards of conduct are:

1. Lunchroom conduct begins from the time that students leave their classroom and continues until they are on the playground for recess.
2. Walk quietly to and from the cafeteria.
3. Pushing and cutting in line ahead of others is not allowed.
4. Students will be allowed to converse in a soft toned voice while in the cafeteria.
5. Students who disobey may be asked to go to the back of the line.
6. Always show courtesy to the cooks and others.
7. If you spill something on the floor or table, you are responsible to clean it up.
8. Once seated, remain seated until dismissed.
9. Practice good table manners and polite use of salt, pepper, catsup, salsa, etc. (No Playing)
10. Do not trade or exchange food with other students.
11. After eating, leave the table clean and ready for the next person.

#### **PLAYGROUND RULES**

The following rules are designed to ensure the safety of each person on the playground. In addition, students are encouraged to use good judgment in playing on all playground equipment. The equipment is safe only when used properly.

- 1) The teacher on duty is in charge.
- 2) Students may not come back into the building after going out until the bell rings without permission from the duty teacher.
- 3) Tell the duty teacher when balls go outside the playground boundaries (street, parking lot, etc.)
- 4) Sit in swings and swing forward and backward. No jumping out of swings is allowed.
- 5) Leave other people's property alone.

6) Return all balls and equipment to building after recess.

**NOT ALLOWED:**

- 1) Tackle football
- 2) Slam dunking
- 3) Spitting
- 4) Profanity
- 5) Throwing rocks, dirt, gravel, or snowballs.
- 6) Climbing on fences
- 7) Wall ball
- 8) Fighting
- 9) Penny drops from bars

Students must have notes from parents to remain inside during recess.

**AUDITORIUM BEHAVIOR**

Cashion students are expected to maintain the same level of behavior during assemblies as in the classroom. We must always treat the person or persons in charge and the performers in the same way we would want to be treated. Whistling, booing, and shouting, are never acceptable. Night activities sponsored by Cashion Schools held in the same auditorium require that our students who attend observe the same standards of behavior as that expected during the normal school day. If the performance has started, please be courteous to the performers by waiting for a break in the performance to go in and be seated. Once seated, refrain from any movement or talking during the performance. Any distractions are disrespectful and take away from the enjoyment of most everyone involved. Students are also expected to observe the dress code when participating in evening programs at Cashion Public Schools.

**BUS RULES**

**Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus ride rules.**

**Prior to loading, students must:**

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Receive proper school official authorization to be discharged at places other than the regular bus stop and before riding a different bus.

While on the bus, the students must:

1. Cooperate with the bus driver or any other authority figure. The driver of the bus is the school official and has the same control over students as the teacher in the classroom.
2. Never tamper with the bus or any of its equipment.
3. Disruptive behavior will not be tolerated, i.e., throwing objects, not being in seat, horseplay, fighting, profanity, vulgarity, etc.
4. Keep all parts of the body inside the bus.
5. No drinks or food will be allowed on buses. (Exceptions: school lunches and food for sponsored activity trips.)
6. Be courteous and respectful to people and school and personal property. Damage to seats, etc., must be paid for by the offender.
7. Keep the aisle clear.
8. Remain quiet when approaching a railroad crossing stop.

**After leaving the bus, students must:**

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for bus driver's signal, then cross road.
2. Go home immediately, staying clear of traffic.

**Misconduct** will be reported immediately to the appropriate principal. The following procedures will be followed, under normal circumstances, concerning the student who disobeys the bus riding rules listed above. However, if conditions warrant, more drastic measures may be taken.

- a. First Offense - Student conference with the Principal; Written notice to parent.
- b. Second Offense - Conference with Principal, Parent and Child.
- c. Third Offense - Conference with Principal, Parent, and Student, and possible loss of bus riding privileges for a specified period of time.

Serious infractions may result in immediate loss of bus riding privileges. The infraction, the age of the child, and any other contributing factors will be considered in the disciplining of the student.

### **DETENTION**

Detention is another method of discipline administered by the Cashion Elementary School. The method consists of removal from an activity and placement under the supervision of a teacher while completing school work not finished or other appropriate assignments as required.

### **IN-SCHOOL RESTRICTION**

Students who are assigned in-school restriction will be sent to another classroom or to another area designated by the principal for a time determined by the principal. Students will be required to spend that time working independently.

### **DISCIPLINARY GUIDELINES**

If the following offenses are committed on school property (including any school vehicle) or away from school at school sponsored activities, the child will be disciplined:

1. Fighting - This includes fighting on school property including the school bus while coming to or going home from school, or while in attendance at any and all school functions held at Cashion School or elsewhere.
2. Loud talking and unruly behavior - This includes loud talking and/or unruly behavior everywhere on school grounds or any other place involving a school activity where this type of behavior would be inappropriate.
3. Trading items without permission of parents and/or teachers.
4. Using profanity or vulgar language, gestures, or expressions.
5. Throwing things. (Anywhere the behavior would be inappropriate.)
6. Chewing gum is not allowed.
7. Defacing or destroying other's personal property or school property. (Ours or that of another school's)
10. Possession and/or use of tobacco/alcohol or illegal drugs in any form.
11. Violating the rules and/or regulations of the school persistently.
12. Leaving the school grounds without permission.
13. Unacceptable behavior on the school bus.
14. Willfully and openly showing disrespect for teachers, administrators, or school personnel. Refusing to obey school officials.
15. Students may also be assigned after-school detention for habitually not completing daily assignments.
16. Lunchroom misconduct.
17. Truancy - cutting or skipping classes/ habitual tardiness.
18. Riding or tampering with bicycles during school hours.
19. Harassment or bullying

## **Harassment, Intimidation, Bullying**

State law (OS 70-24-100.3) prohibits harassment, intimidation, or bullying by any student, student organization, or any person associated with any organization sanctioned by the Cashion Board of Education.

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, gestures or written, verbal, or physical act or electronic communications.

If you wish to see the complete policy, check with the high school office or the superintendent's office. Penalties can be as severe as suspension from school, involvement of law officials, mandatory counseling, etc.

## **WEAPONS**

Students should not bring any kind of instrument to school that is likely to be used as a weapon or tool with which to inflict bodily harm, intimidate other students, or deface or vandalize school property. Instruments such as the following may be considered weapons:

1. Knives, sharp or pointed instruments, clubs
2. Firearms (including cap guns, toy guns, or water guns)
3. Explosives
4. Any facsimile of a weapon or explosive

Violations of this policy will result in administrative action ranging from confiscation, detention, and suspension.

## **TOBACCO**

In order to provide a safe, pleasant, clean environment, the entire school district facilities are designated as tobacco free. The use of tobacco in any form on the school grounds is positively forbidden. If students are in possession of tobacco in any form during the school day, it will be subject to confiscation as well as the student facing disciplinary action. Any visitors violating this policy will be asked to refrain from the use of tobacco; failure to do so could result in the party being removed from school property. During extra-curricular activities, visitors may use tobacco products outside the school facility.

## **SUSPICIOUS BEHAVIOR, REPORTING STUDENTS UNDER THE INFLUENCE OR POSSESSING NON INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES.**

It shall be the policy of the Cashion Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or said student has in his /her possession:

1. non-intoxicating beverages
2. alcoholic beverages
3. controlled dangerous substance

As the above are now defined by state law, shall immediately notify the principal or his/ her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. Reference: O.S. Title 70 Section 133.

Any suspension and/or search of said student shall be subject to any applicable school policy state law or student handbook regulation.

Every teacher employed by the Cashion Board of Education, who has reasonable cause to suspect that a student is under the influence of or has in his or her possession non intoxicating beverages, alcoholic

beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. Reference: O.S. Title 70 Section 24-132

"Non intoxicating beverages" means and includes beverages containing more than one-half of one percent (1/2 of 1%) alcohol by volume and not more than three and two-tenth percent HB 1283

1. Requires teachers and principals to notify the superintendent of school and the parent or guardian of a student under the influence of non-intoxicating beverages, alcoholic beverages or a controlled dangerous substance.
2. Every school district must have and deliver to each classroom teacher a written policy. The written policy is to be developed by the local superintendent of schools and adopted by the local board of education.

Students in violation of this law can expect to be disciplined by suspension or loss of privileges. Final determination of disciplinary action will be the responsibility of the administrative staff.

### **ANONYMOUS ALLEGATIONS**

The right of an individual to face his accuser is a basic right on which the principles of democracy were founded. Anonymous written or oral statements violate the rights of those involved. To the ends of the rights of all individuals, all anonymous allegations, written and/or oral, will not receive any consideration by the Administration or Board of Education.

Since public schools are a concern of practically every citizen, they are also a prime target for a great deal of criticism.

Undoubtedly some criticism is justified. However, most criticism stems from a lack of knowledge and understanding of the program of instruction in schools. It is the responsibility of the parents who have children in school to understand the programs and policies so that they may help to eliminate misunderstandings.

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in any school district:

1. Check with the teacher in an effort to find out what is going on and to resolve the conflict.
2. If you feel that you have not gotten any satisfaction from the teacher, you should immediately contact the principal for help in the matter.
3. If you are not completely satisfied with the clarification, justification or resolution of the problem after visiting with the principal, you should contact the superintendent.
4. If you have gone through the above three steps and have not been able to resolve your problem, then it is appropriate to ask the superintendent to be placed on the agenda of the next board meeting and present your concerns to the school board.

If you have questions in regard to some phase of school operation, please check with the school. We shall be pleased to discuss any concern or question with you.

### **NOTICE FOR COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND OKLAHOMA OPEN RECORDS ACT**

This notice is given to inform student's parents and eligible students their rights under the above listed legislation. An eligible student is defined as a student who is at least eighteen years of age.

1. A student's parents or an eligible student may inspect and review that student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.
2. The intent of this school district is to limit the disclosure of information contained in a student's educational records, except: 1) by the prior written consent of the student's parents or the eligible student, 2) as directory information, or 3) under certain limited circumstances as permitted by the FERPA. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);



a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

3. A student's parents or an eligible student has the right to seek to correct parts of the student's educational records which he/she believes to be inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

4. The student's parent or an eligible student has the right to file a complaint with the Department of Health Education and Welfare if the school district violates FERPA. The address and/or telephone number of the proper department for receiving a complaint may be obtained from any administrative office of the school.

5. A student's parents or an eligible student may obtain a copy of the regulations concerning this board policy at the office of any principal of the school district or at the superintendent's office.

### **DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information without prior written consent.

1. The student's name
2. The names of the student's parents
3. The student's date of birth
4. The student's class designation (1st, 2nd, etc.)
5. The student's extracurricular participation
6. The student's achievement awards of honor
7. The student's weight and height if a member of athletic team
8. The student's photograph
9. The school or school district the student before he/she enrolled in this school district.

## Parents Right-to-Know Requirements

### Section 1111(h)(6)

#### Oklahoma State Department of Education

- (A) Qualifications – At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency 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 has been waived.
  - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher.
  - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) 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 level 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.
- (C) 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.

#### **Legal Notice**

**The Cashion School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participating in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Cashion Public Schools District No. I-39 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to title IX Coordinator, Cashion Public Schools, P.O. Box 100, Cashion, OK. 73016 (405) 433-2614.**

**Cashion Schools offer special education classes for its students. If anyone knows of a handicapped child between the ages of 0-21 years of age who is in need of special education services and would like further information, please contact the school office at 433-2614. The law provides that any child between the ages of 0 - 21 is entitled to a free and appropriate public education. Transportation will be provided upon request.**

**HAVE A GREAT YEAR CASHION WILDCATS!!!!!!**

**CASHION WILDCATS**

**PARENTS:**

The 2018-2019 Cashion Elementary Student Handbook is an effort to communicate the basic rules and policies that will affect students during the school year.

All rules and regulations are carefully considered by the faculty, administration, and staff each school year. We encourage parents to read thoroughly and discuss the handbook information with their children. We also ask parents and students to sign this sheet indicating they have seen the 2017-2018 Cashion Elementary School Student Handbook and return it to the student's homeroom teacher.

I understand that the handbook may be found at [www.cashionps.org](http://www.cashionps.org). A limited number of printed copies are available in the elementary office.

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**Parent signature** **Date**

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**Student signature** **Date**