



# Elementary Handbook 2018-2019

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

## **School District Mission Statement**

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

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**NONDISCRIMINATION**

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies \* Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) \* Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 \* Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) \* Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 \* Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 \* Age Act Coordinator (for questions or complaints based on age) \* Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 \* Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: \* Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 \* Outside Assistance may be obtained from: \* U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## **ARRIVAL/DISMISSAL PROCEDURES**

### **Elementary Schedule Grades PreK-5**

- **Arrival:** After students arrive at school they are not permitted to leave school property during school hours, except in the company of the adult guardian. If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to sign out your child. Early dismissals will be counted as a tardy or an absence depending on the time of day. No student will be dismissed from the classroom unless the teacher is called over the intercom from the front office. Only persons listed on the enrollment card will be allowed to pick up a child. This is a protective measure both for your child and school personnel.
- **Punctuality:** It is important for students to arrive at school **on time**, so the class can begin promptly. If children arrive late, they start the day already behind their peers. It is also can be a disruption to the teaching/learning process.
- **Dismissal:** Dismissal procedures are specific to each school site.

## **ATTENDANCE PROCEDURES**

The elementary school day begins at 8:45 a. m. and ends at 3:30 p. m.

Pre-K instructional time is equal to 2.5 hours for the morning and 2.5 hours for the afternoon. Please go to your school's web page for specific starting and ending times.

Regular attendance at school is required by state law and encouraged by the Owasso Public School District. It is important that each student be in attendance in order to ensure a sound educational background and to maximize learning opportunities. The daily experience gained from school attendance is necessary for students to gain mastery of class curriculum. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18.

- If your child is absent from school, please call the attendance number of your child's school to report the absence between 8:00 a.m. and 9:30 a.m. each day he/she is absent.
- **Half-Day:** In order for a student to be credited for a half-day of attendance, a student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day. (Per Accreditation of Oklahoma Schools)
- Any student who is absent is considered unexcused until a parent calls the attendance office.
- Excessive tardiness causes students to miss out on valuable instruction. Excessive tardies may result in consequences.
- Any child running a fever is not permitted to be at school. **Children MUST be fever free for 24 hours without the aid of fever reducing medication before returning to school.**
- Scheduled medical appointments will be viewed as excused tardies with a note showing verification from a professional. **Early dismissal will be considered unexcused unless written documentation is provided from the appointment.**

## **ASSIGNMENTS**

### ***Make-up Work***

1. When a student is absent longer than two (2) days, the parent may call the school to request assignments to be picked up in the office on the third day.
2. When students are absent, they have the number of school days they were absent plus one school day to complete the homework assignment. (Example: If a student is absent 3 days, he has 4 days to complete his homework.) Any assignment turned in after the allotted days will not be accepted.
3. Upon return from the activity, the above policy will apply.
4. We strongly encourage families to take vacations during school breaks and over the summer.
5. If a family must miss days for an activity, work will not be provided in advance.

## **BOOKS**

### ***Textbook/Library***

Each student is responsible for the care of his or her textbooks and/or library books. We do not charge any fines for overdue books, however, lost, damaged or destroyed books will need to be paid for by the end of the nine-week period or check out periods will be suspended. Store-bought replacements will not be accepted because our copies are purchased from companies that specialize in library-bound books.

## **BULLYING**

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

## **CAFETERIA**

### ***Breakfast/Lunch***

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.

3. Parents may sign their children out for lunch, but must also sign them back in when they return.
4. Breakfast/Lunchtimes vary by site.

### ***Lunch Payments/Charges***

Your child will be allowed a total of 3 days of charges; this can be just breakfast or lunch, or a combination of both. At the time they reach 3 charges, they will no longer be able to continue to charge a meal. Instead of the meal choices being offered, students will receive supplemental meal items designated by the Child Nutrition Program, until the account is brought to a positive balance.

As part of your registration process, a free/reduced form was provided. All parents/guardians are encouraged to complete a free/reduced meal application. If you should need one during the school year, forms are available online and at the school offices.

### ***EZ School Pay***

For your convenience, you may pay with a credit/debit card using EZ School Pay (for lunches). There is a \$3 service charge each time EZ School Pay is used. EZ School Pay can be found on the Owasso Public Schools website.

If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034.

### **CANCELLATIONS**

Announcements about school cancellations will be shared via the district's website and will be broadcast on local radio and television stations.

### **DIRECTORY INFORMATION**

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

- Name
- Photo
- Athletic Information
- Honor Roll Status
- Grade Level
- Activities and Clubs
- Degrees, Honors, & Awards

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. Parents or eligible students have two weeks following this publication or notice to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about their student. *POLICY* [5.28](#)

## **DRESS CODE PROTOCOL**

The student policies are determined by the administration. Students will not wear clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia. The following dress code applies at school, while on school vehicles or going to or from or attending school events.

1. Students are **not** permitted to wear tank tops or spaghetti straps on shirts.
2. Wearing pants below the waistline (sagging and bagging clothes) or wearing caps, bandanas, handkerchiefs, shoestrings or items associated with gang related behavior are not permitted.
3. The wearing of shorts of appropriate length is permitted.
4. All students are required to wear shoes. It is recommended for safety reasons that no strapless shoes be worn. Shoes with wheels are not to be worn on school property.
5. White T-shirts, designed for street wear, and school sponsored organization shirts may be worn. Shirts with advertisements of alcoholic beverages or objectionable slogans/pictures may not be worn. Midriffs will be covered at all times.
6. Students will not wear hats, or caps in the building. Exceptions will be made for medical reasons and/or for special events.

The principal will have total authority for the interpretation of the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

## **EMERGENCY PREPAREDNESS**

### ***Fire Drill Procedures***

1. Each building is equipped with its own fire alarm signal and procedure.
2. Students will know and use the proper exit from anywhere in the school building.
3. Students will evacuate the building immediately in a proper manner.
4. Teachers will check roll once clear of danger.
5. Fire Drills are practiced on a regular basis.

### ***Tornado Drill Procedures***

1. Each building is equipped with its own tornado alarm signal and procedure.
2. Students will 'duck and cover' in areas designated by the building principal.
3. Tornado Drills are practiced on a regular basis.

### ***Security Drills***

1. Security drills are practiced on a regular basis.

## **ENROLLMENT and REGISTRATION**

**New Students:** Enrollment information for students new to Owasso is available on the district website.

**Returning Students:** Students with continual enrollment in Owasso schools must go through an annual registration process at their school site in order to verify residency.

## **FERPA**

### **FERPA NOTICE**

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

## **GRADES**

### ***Progress Reports***

- Our Owasso schools want to have strong communication with parents about their child's academic progress. We take that responsibility seriously.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- The electronic grade book is available to parents on-line, 24 hours a day, to accommodate a variety of schedules.
  - A parent will be able to see individual grades for each assignment as well as their child's average in each subject.
  - We encourage our teachers to take two grades a week in each subject, but shorter weeks, holidays, or special projects may affect that expectation.
  - If there are challenges in accessing grades on-line, the office staff at their child's school is more than willing to help parents.
- Regular academic reports will be shared with the parents on the following schedule:
  - Report of Progress (End of 1st Nine Weeks)
  - Report Card (End of 1st Semester)
  - Report of Progress (End of 3rd Nine Weeks)
  - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit face-to-face with parents to discuss their child's progress.
- Should communication about grades be needed by either the parent or the teacher, that can happen at any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next day before a grading question is answered.



- A child's academic success is a team effort between home and school. We're serving students together!

### ***Report Cards***

Report cards are sent home each semester.

### ***Parent Access to Grades (Grades 3-5)***

Contact the school office for information to assist in accessing your child's grades on-line.

### **HEALTH SERVICES**

The Health Services Department serves our students and schools in a variety of areas:

- Vision and hearing screenings are conducted yearly to students in grades Prek-5. (contact your school nurse for dates.)
- Obtainment of health history of students during enrollment
- Evaluation of injured or ill students
- Assistance for parents in selecting the most appropriate medical resources
- On-call response for all student emergency procedures
- Establishes Individualized Health Plans for students with chronic health needs
- Assesses students for substance use utilizing the Nurse Assessment
- Completes medical procedures or provides training for skills requiring a professional nurse
- Assist teachers and students to understand the individual with special medical conditions such as diabetes, seizure disorders, respiratory disorders, and physical or mental challenges.
- Train staff in health care of students and in performing the task of administering medication and first aid.
- Referral source for teachers, students, and staff for health education needs.
- Train and certify staff members in CPR.
- 5<sup>th</sup> Grade Growth and Development (your child's school will communicate with you in advance of 5<sup>th</sup> grade Growth and Development)

### **Communicable Diseases**

The Health Services Department supports the identification, containment, and education of communicable diseases. Our nurses serve school sites by:

- Supervising and implementing immunization laws
- Exercising prevention and control of communicable diseases
- Coordinating Hepatitis B immunizations for teachers and staff
- Providing Blood Borne Pathogen training to all school staff and certified personnel
- Coordinating with Tulsa City County Health Department and Roger's County Health Department on communicable disease outbreaks
- Coordinates flu vaccine program for teachers and staff

### **Bed Bugs Guidelines**

While inconvenient and a nuisance, bed bugs do not cause disease and can be effectively eradicated. A diagnosis of bed bug bites or exposure should not disrupt the educational process.

Upon discovering bed bugs, known exposure or a suspected bite, a child's parent should be notified by the nurse and treatment options discussed.

It is not necessary or effective to do school-wide or classroom-wide checks. Anyone that has had known close contact may be checked as well.

The ultimate responsibility for bed bug checks, treatment and control lies with the parents. Children who have known bed bug exposure and/or bites can be checked at the nurse's discretion or if a parent requests.

The school nurse's goals are to facilitate an accurate assessment of the problem, provide appropriate resources for treatment and prevention, and minimize school absence.

References: National Association of School Nurses (NASN); Center for Disease Control (CDC).

### **Head Lice (Pediculosis) Guidelines**

While inconvenient and a nuisance, head lice does not cause disease and can be effectively treated. A diagnosis of head lice should not disrupt the educational process. Students with suspected nits and/or live lice do not need to be sent home early from school.

Upon discovering head lice and/or nits, a child's parent should be notified. Treatment options will be discussed as needed. The ultimate responsibility for head lice checks, treatment, and control, lies with the parents.

It is not necessary or effective to do school-wide or classroom-wide head checks. If the child has an active infestation, the child's siblings may be checked. Anyone that has had known close head to head contact may be checked as well. Studies have shown that mass screenings have not been shown to have a significant effect on the incidence of head lice in a school community.

According to the American Academy of Pediatrics and the National Association of School Nurses a "no nit" policy should not be utilized. Children who have had lice or nits can be checked at the nurse's discretion or per parent request.

In cases where a child has had repeated or chronic infestation, per nurse assessment, the parent may be contacted for treatment information. The school nurse can be contacted by the parent to review treatment of the student & their home environment to eradicate the infestation.

The school nurse's goals are to facilitate an accurate assessment of the problem, minimize infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals, and minimize school absence. It is essential that the student's right to confidentiality be maintained.

References: Center for Disease Control (CDC) updated 9/2/2015; American Academy of Pediatrics (AAP) updated 2015; National Association of School Nurses (NASN) updated 01/2016

Links:

www.nasn.org  
www.cdc.gov  
www.aap.org

### **Meningitis Information**

Below is important information for parents about meningococcal disease and meningococcal vaccines as provided by the Oklahoma State Department of Education and Oklahoma State Department of Health. It is provided to parents of students in grades 6-12 in conjunction and compliance with SB 1467. Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitis*. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood. Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine. College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, those without a spleen and those traveling to parts of the world where the disease is more common. The disease is spread by droplets in the air and direct contact with someone who is infected.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at [www.nmaus.org](http://www.nmaus.org). Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

### **General Health**

1. Any child with an unidentified rash needs to be seen by a physician and will be excluded from school until the rash is cleared or written notification from a physician is provided.
2. Medications to be given three (3) times a day should be given in the morning, after school, and at bedtime unless advised otherwise by the physician.
3. **If your child has special health needs at school, it is the responsibility of the parent to communicate that health need with the nurse.**
4. Please keep your contact information current. We need to be able to contact parents for emergencies and urgent health needs. You may want to have a "permission to treat" form on file at your physician's office.
5. Complete policy for administration of medication to students is available on-line.

### **ADMINISTRATION OF MEDICINE TO STUDENTS**

#### **Purpose**

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

### ***Definitions***

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

### ***Nonprescription medication***

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

### ***Prescription medication***

School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

If medication is a sample from the doctor's office, a physician's note must accompany it with all of the information requested in the previous section.

Initial dose of medication will not be given at school.

Only a one-month supply of prescription medication will be kept at school.

Transporting the prescription medication to and from school is the responsibility of the parent/guardian.

Medications, herbs, or vitamins NOT “FDA” approved will not be given at school.

### **LOST AND FOUND PROCEDURES**

1. Please use name labels or some form of identification on items of clothing and lunch boxes so that the child will recognize them.
2. All articles found are to be placed in the lost and found boxes. Please check the boxes when you lose something. Many articles are claimed. Articles not claimed will be given to some charitable organization at the end of each school year.

### **MONEY**

When necessary to send money to school, please send correct change or a check in a labeled envelope specifying the child’s name, teacher, and purpose of the money.

### **NON-SCHOOL ACTIVITIES**

The school assumes no responsibility for information or management of non-school activities such as scouts, soccer, wrestling, cheerleading, gymnastics, and other such activities not provided by Owasso Public Schools.

### **OPEN TRANSFERS**

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The fact that the district has adopted an open transfer policy does not mean that every transfer application will be accepted.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers POLICY [5.20](#)

### **PARENTS BILL OF RIGHTS**

Owasso Public Schools is in compliance with the Parents’ Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents’ Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

### **PARTIES**

During the year there will be only two school-wide parties, Winter Holiday and Valentine's Day. Any refreshments brought to school for these parties must be store-bought. **Parents may not bring birthday treats for the class, and please do not send party invitations to the school to be distributed.** *Any visitor attending a party must check in at the office to obtain a background check.*

## **PHYSICAL EDUCATION**

1. Students not taking physical education are to have a statement from the doctor. Before a student who is under a physician's care will be allowed to resume physical activity, a written release from the doctor must be presented to the P. E. teacher.
2. Students not participating in Physical Education due to a short-term illness must have a note dated and signed by a parent. This is to be given to the P. E. teacher.
3. Students do not change clothes for P. E. in elementary school. We encourage shoes and clothing that are appropriate for both P. E. and recess.

## **PRE-K GENERAL PARENT INFORMATION**

Pre-K is an exciting time as children embark upon new adventures in the world of learning. We look forward to providing the best possible learning environment to educate the “whole” child. Each child will progress at his/her own rate, acquiring skills as s/he is developmentally ready. Maintaining each child’s self-esteem and building a secure foundation for future growth will always remain a priority. With teamwork and cooperation among parents, teachers, and students, we will have a successful year!

- Please send a change of clothes, including underwear, socks, shirt and pants in a Ziploc bag with your child’s name. Extra shoes are also acceptable but not required.
- Students go outside to recess each day weather permitting. Please send appropriate outerwear with your child daily when the weather gets colder. Please write your child’s name in the jacket or coat.
- Students are expected to take care of their toileting needs and routines. Your child will be coached to change their clothes when accidents occur. Parents will be called to assist in changing clothes when a BM accident occurs.

## **PROTECTION OF PUPIL RIGHTS (PPRA)**

PPRA affords parents certain right regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW Washington, D.C. 20202-5920  
1-800-872-5327

## **RESIDENCY**

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit student to establish residency based on affidavit of a

person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

## **RULES FOR STUDENTS**

Consequences may be assigned for any of the following:

1. Fighting or physical aggression.
2. Trading or selling items.
3. Bullying or threatening. Bullying can be name calling, put downs, sarcasm, or anything that is done purposely to harm another person physically or emotionally.
4. Cursing/profanity/obscene gestures.
5. Throwing rocks or other objects.
6. Chewing gum or eating without permission.
7. Defacing school property.
8. Running/playing in the halls, restrooms, or classrooms.
9. Stealing.
10. Bringing animals to school unless given permission by their teacher. All animals must be appropriately restrained and cannot be transported on school buses.
11. Possessing, using, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution or being under the influence of alcoholic beverages or low-point beer (as defined by Oklahoma state law i.e., 3.2 beer) and/or controlled substances.
12. Leaving school grounds without permission.
13. Being rude, discourteous, or disrespectful.
14. Dress code violations.
15. Having dangerous objects at school or bringing toys that resemble weapons such as guns or knives will be confiscated.
16. Misuse of electronic/digital devices
17. Any other behaviors determined to be inappropriate or disruptive to the educational process of the school.

***School Resource Officers work closely with school officials to ensure a safe and orderly environment. SROs may be contacted to assist with various situations.***

## **SEARCH AND SEIZURE**

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched

and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

### **STUDENT INTERNET USAGE AGREEMENT**

As a part of the resources available to students, the district provides internet/network access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. Therefore, a parent/guardian may deny his/her child's access to the internet at school by notifying the school in writing. A form to deny your child's access to the internet is provided on the last page of the handbook. This notification must be made annually for each new school year. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

To ACCEPT/DENY internet access for your student/s, click this [link](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

### **STUDENT SUSPENSION APPEALS PROCESS**

#### ***Due Process and Student Suspensions***

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

#### **Short term out of school suspensions (10 or fewer school days)**

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become the final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

#### **Long-Term Out-of-School Suspensions (In excess of 10 School Days)**



Method of Appeal to the Superintendent of Schools or his/her Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will uphold, terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Student suspension and appeals process. [POLICY 5.26](#)

### **TELEPHONE**

1. Students must have permission from the teacher and the office personnel to use the school telephone.
2. Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather. Permission to go home with a friend or change plans after school does not constitute an emergency.
3. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some telephone calls.
4. Students will be called to the telephone only in cases of emergency. We discourage parents calling their children at school and asking office personnel to deliver messages unless it is an emergency. Principals will assist their staff in managing these processes.
5. To protect learning, please discuss after school plans with your child before school. Emergency messages should be given to the school by 2:45 p. m.

### **TESTING**

All Owasso elementary schools comply with state mandated testing requirements. Your child's school will communicate site specific testing information.

## **TRANSPORTATION**

### ***Bicycles***

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

### ***Buses***

Free transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his/her care. **Any student may be removed from the bus that persists in disobeying regulations.** After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 3:00 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

### **Walkers**

1. Those not riding a bus should NOT arrive before 8:25 a.m.
2. Students who ride a bus from one school to a program at another school should not arrive more than ten (10) minutes early to catch their bus.
3. Parents should advise their children not to accept rides from strangers.
4. It is best if students have a definite route agreed upon by parents and child to follow to and from school.

### **VISITORS**

Parents are welcome to visit the school. All visitors must sign in and out in the main office, provide identification, and are required to use Lobby Guard. All visitors must wear a visible visitor's badge/sticker. Student visitors are not permitted on campus. Visitors not on the student contact list are not allowed during lunch without prior approval by the principal. A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. If you need to visit a teacher, please call the school office or email your child's teacher to make an appointment. Scheduling a visit will help to prevent disruptions to the educational process.

Visitors are not permitted on the playground during school hours, nor are they permitted to stand or park near the playgrounds. The school will contact Owasso Police Department to report loitering individuals near the property.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors.

POLICY [5.19](#), [1.44](#)

### **VOLUNTEER GUIDELINES**

Volunteers are welcome and appreciated at school sites. Specific needs for volunteers vary from site to site. Contact your child's school for details. All volunteers must complete a background check and necessary paperwork at the school site.

- Volunteers are expected to adhere to confidentiality regarding any student information and/or situations that they may encounter.
- Any obtained information should NOT be shared on or off school grounds. Concerns should be reported to appropriate school personnel.
- Please contact the site principal, or their designee, for additional requirements, expectations, and guidelines.

### **WITHDRAWALS**

Parents who wish to withdraw their children must follow these steps:

1. Inform the office and teacher at least one week prior to leaving.
2. Make sure all charges are paid to the cafeteria and that all textbooks, library books, and school property are returned.
3. A withdrawal slip must be completed in the school office.