



CRUTCHO
STUDENT/PARENT
HANDBOOK

CRUTCHO PUBLIC SCHOOL



2401 N. Air Depot Blvd.
Oklahoma City, OK 73141
405-427-3771

2018/19

WELCOME

Dear Parents and Guardians:

On behalf of the faculty and staff at Crutch School, I am happy to welcome you to the 2018-19 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to have academic success and develop appropriate life skills while attending Crutch.

Please consider volunteering in some of our school led Programs to encourage our students. To do this contact Mr. D. Miles or Mr. Harvey Bethany.

Crutch Faculty and Staff commit to our students to make learning joyful and meaningful through:

- 1) Academic rigor and excellence
- 2) Providing our students a safe and joyful learning environment
- 3) Doing our best to establish a positive relationship with all students
- 4) Outreach and recruitment of parent and community volunteers
- 5) Providing appropriate activities and experiences

Please read the handbook carefully with your student (s). If you have any questions about our expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year.

We feel privileged to be a part of the Crutch family. We thank you for your support and look forward to meeting you.

Sincerely,

James Branscum, EdD
Superintendent

TABLE OF CONTENTS

ATTENDANCE	4
BEHAVIOR/DISCIPLINE	5
CHILD FIND	9
DRESS CODE	10
ENROLLMENT/WITHDRAWAL	10
FERPA	12
FIELD TRIPS	13
GRADING PRACTICES	14
HEALTH AND SAFETY	15
PARENTS/LEGAL GUARDIAN INFORMATION	...16
STUDENT RETENTION	17
RULES AND PROCEDURES	17
STUDENT INFORMATION	20
NOTICE OF NON-DISCRIMINATION	21
STUDENT/PARENT/TEACHER/PRINCIPAL COMPACT	22
REVIEW/RECEIPT OF HANDBOOK SIGNATURE PAGE	23

ATTENDANCE

Arrival and Dismissal

School starts at 8:20 a.m. The school does not assume responsibility, or the supervision of student's until 8:05 a.m. Please do not leave your child at school before 8:05 a.m. Students in grades 3 - 8 are to go directly to the cafeteria on arrival. PK - 2 students should report to the gym or their respective classrooms.

The school day ends at 4:15 p.m. Car-riders will be released by the gym doors. Day-care riders will be released on the west side of the main building. Vehicles will be given a car tag with the child's name on it which is to be displayed so the duty teacher can see the tag. Students who do not ride the bus home MUST have a permission form on file listing the names and contact information of adults who may or may not pick up the student. **STUDENTS WILL NOT BE RELEASED TO ANY ADULT THAT IS NOT LISTED, UNLESS ARRANGEMENTS HAVE BEEN MADE THROUGH THE OFFICE.** All students must be picked up by 4:30 p.m.

If there is a change in transportation, please contact the office at 405-427-3771 by 2:00 p.m. so that the teacher and student may be notified in a timely manner.

Special Note: A pattern of failure to pick up students at dismissal could constitute neglect. We are required to report child abuse and neglect to proper authorities.

Attendance

Regular attendance is vital for student success. Students should attend school all day, every day. If a child must be absent, it is the responsibility of the parent/guardian to notify the school by 9:00 a.m. Students who are ill should remain at home, not only for themselves, but for others. If a student is ill for two or more days, a doctor's note will be required for the absences to be excused. If the student checks in or out during the school day for a doctor's visit, a doctor's note must be provided for the absence to be excused.

It is board policy that we notify the parent/guardian when a student has reached the absence level of 5 days or parts of days in any class period during a semester. It is also board policy to notify the District Attorney's office of excessive absences. Truancy charges can be filed by the District Attorney once a child has been absent 10 days (or parts of days) during a semester. Students who have more than ten (10) days (or parts of days) of unexcused absences during a school year may be subject to retention as outlined in the District Promotion Policy. Class work missed due to tardiness or absences must be made up within five (5) days of the absence. It is the responsibility of the student to make up missed assignments. Parents of younger children should request the work from the teacher and assist their child in completing and returning the work.

Early Dismissal

Attendance is important to your child's success in school. If you must pick your child up early for medical or other reasons, he/she must be signed out by a parent/guardian in the school office. Students may only be picked up by adults that are listed in the student information system, unless prior arrangements are made through the office. If the student is checked out for a medical reason, please bring a doctor's note to school the next day so the absence can be excused. **THERE WILL BE NO DISMISSAL BETWEEN 4:00 P.M. AND 4:15 P.M.**

Tardies from Home

The federal government has recently developed guidelines that make attendance a very critical element of public education. It is of extreme importance that students are on time each day. This will ensure maximum benefit of the instructional day, four unexcused tardies will constitute a full day unexcused absence. Students in grades PK - 4 arriving to school after 10:15 a.m., will have an absence recorded. Middle school students arriving more than 15 minutes after the start of a class period shall have a period absence recorded. Parents/guardians are responsible for making sure students arrive at school on time. If a student is repeatedly tardy (10 times during a semester), Crutchko shall file a report with the District Attorney's Office.

Tardies to Class

Students shall make every effort to report to class on time. Teachers will determine the consequence for tardiness, unless they become flagrant and defiant in nature, whereupon the incident will then become a discipline referral to the Principal's office.

BEHAVIOR/DISCIPLINE

Friday School

Friday School may be assigned as a last resort if a student is exhibiting extreme behavior that is not conducive to learning, harmful to self and/or others, or being repeatedly disrespectful. Friday school will be utilized as a time to teach students the appropriate way to conduct themselves in the future. The principal or designee will notify the parent and explain the Friday School expectations and procedures.

Bullying

Bullying is a serious issue; however, bullying is not simple teasing or annoying behavior. Bullying is defined as "unwanted, aggressive behavior that involves a real or perceived threat." No student shall be expected to tolerate being bullied by another student, group of students, or adult while at school. If students believe they are being bullied, they should notify the teacher in charge immediately. They should then follow our 3 Steps to Assessing Bullying: 1. Is it truly mean? 2. Is it repeated? 3. Does it include a power imbalance? Depending on the outcome, teachers will also advise the parent/guardian to contact the principal by phone or written notice on the following day. This will ensure all incidents of bullying are investigated and dealt with in a consistent manner. A Bully Box is also placed in the library for reports of bullying. A student is subject to out of school suspension for any kind of BULLYING! For more information about bullying visit; www.reactto bullying.org or www.iwitnessbullying.org.

Classroom Discipline

Student discipline is designed to teach students the correct behaviors which lead to character development and responsible citizenship in the "real world". The teacher may notify the parent if misbehavior persists. When necessary, the teacher may refer students to the Principal.

Minor infractions of school rules and regulations may result in, but not be limited to, the following consequences:

- Financial repayment

- In-school suspension (all day) or CHOICES (25 minutes)
- School service
- Lunch detention
- Immediate change of attire
- Anti-violence seminars
- Police assistance as warranted
- Loss of privileges
- Parental Shadowing
- Corporal Punishment (with written consent from the parent/guardian AND verbal notification of the parent or guardian by phone prior to administration).

Drug-Free School

Students who possess, use, or distribute illegal drugs, including, anabolic steroids at school, shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students. In addition to suspension, students are subject to referral for prosecution under applicable laws. Article XXIV, Section 487 of the School laws of Oklahoma gives School Districts the right to issue a long-term suspension to any student proven to be in possession or under the influence of a Dangerous and/or Controlled Substance. Crutcho includes Drug Education into the curriculum in compliance with Oklahoma School Law, Article IV Section 877.

Immediate Removal

A student whose presence poses a continuing danger to persons or property, or who is continually disrupting the academic process or environment, may be immediately removed from school and placed on home suspension, pending the process hearing if the suspension is long-term.

In-School-Suspension Procedures

Crutcho's In-School-Suspension program is called ISS or CHOICES: The amount of time a student spends in CHOICES is contingent upon their age and their behavior. Students will complete their work in CHOICES, as well as reflect on their behavior and what they could have done differently.

Principal's Incentive/Award Assemblies

Assemblies will be planned throughout the school year for those students who consistently follow school guidelines and expectations, as well as for students who excel in academics. These assemblies will be held after each semester; once in January and then in May.

Sexual Harassment

Crutcho District Policy prohibits sexual harassment as defined in the Board of Education policy manual. Victims will be referred for school counseling. Perpetrators will be considered for suspension and/or reported to law enforcement. All sexual harassment complaints should be submitted in writing directly to the building principal.

Special Education Suspension

The discipline of students with special needs (on an IEP) shall be in accordance with the specific laws, policies, and regulations governing such students. Prior to suspending a special education student for more than 10 cumulative or consecutive days, the student's IEP team must convene to complete a RIP (Behavioral Intervention Plan). A Behavioral Intervention Plan must be in place, reviewed, and revised, if needed, to meet the student's needs. Complete cessation of services cannot occur for a student with disabilities.

Student Searches

The administration, upon reasonable suspicion of possession of dangerous weapons, controlled dangerous substances, or any other item that could be potentially dangerous to the student or others, shall have the authority to detain and search, or authorize the search of any student or property in the possession of the student. The search shall be conducted by a person of the same gender as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same gender.

The Crutcho School District also maintains cooperative agreements with local, county, and state law enforcement agencies which may provide the services of a canine officer to assist in a search as stated above,

Suspension

To insure a proper educational climate, the administrator may suspend students. Suspension may be enacted when the student is guilty of continued misconduct and/or when other methods of disciplinary action as indicated in the above paragraph of this page have been ineffective in changing a student's adverse behavior. Suspension may be immediate, short term (10 days or less), or long term (more than 10 days).

Repeated violation of discipline rules may result in an out-of-school suspension. Suspended students are not allowed to return to campus or attend extra-curricular activities until the suspension is terminated.¹ Students in violation of this policy are subject to arrest for trespassing, and/or additional days of suspension.

Students may be suspended for the following:

- Fighting.
- Bullying of any kind.
- Possession of a portable electronic paging (cell phone or pager) device without written administrative consent.
- Possession of stolen property.
- Insubordination (disrespect for school authorities).
- Tripping, tagging, flashing, etching or displaying gang or cult signs or symbols.
- Playing music on school campus or at a school activity whose lyrics contain profanity, violence toward individuals or groups, assault, and sexual misconduct.
- Conduct that disrupts the education process or endangers the health or safety of the student, other students, or school personnel.
- Defiance of an administrator, teacher, or school staff.
- Sexual Harassment.
- Truancy (ditching class).
- If any of the above acts occur off school premises and/or before or after school hours, and the misconduct has a direct and immediate effect on the discipline of, or welfare of the school and its employees.

- Possession of any tobacco product.
- Possession of fireworks in any form; using them on campus, bus or school activity.
- Violation of school bus rules.
- Burglary, robbery, larceny, theft.
- Possession of a firearm, dangerous weapon, or replica.
- Assault, battery, or assault and battery on a fellow student, school official, or person designated to act in that capacity.
- Vandalism or malicious mischief.
- Arson or attempted arson.
- Sexual misconduct, including but not limited to sexual harassment, rape and attempted rape.
- Participating in an unauthorized or disruptive demonstration.
- Threatening or verbally abusing a school district employee.
- Extortion or blackmail.
- Sale, distribution, use, possession, or being under the influence of marijuana or a controlled, dangerous substance.
- Sale, use, possession, or being under the influence of alcoholic beverages (beer, wine, liquor, spirits and coolers).
- Repeated use of profanity.
- Repeated disruption in class, on a school bus, or at a school activity.
- Repeated defiance of an administrator, teacher, or school employee or person designated to act in that capacity.
- Repeated violation of school rules and regulations.
- Failure to identify self to appropriate authority in a crisis situation (a disturbance that would disrupt the educational process or jeopardize the safety of individuals).
- Making a bomb threat.
- Commission of any act that would be a felony or crime of moral turpitude under state or federal law, if committed by an adult.
- Knowingly participating in the concealment of a weapon on a school campus, school bus, or at a school sponsored event; including failing to report knowledge of the possession or intent to bring a weapon to school by another student.
- Withholding evidence important to the resolution of an offense.
- Trespassing on another school campus, with or without criminal intent.
- Possession of incendiary (flammable) or hazardous materials, chemicals, explosive devices or materials to construct such devices.
- Recruitment for membership or inclusion in gang and secret societies.
- Sale, distribution, use, or possession of tobacco or tobacco related products.
- Violating rules of computer use.

All students will be expected to complete all work missed while suspended. It is the responsibility of the parent to make arrangements for collecting school work. Students shall return the work upon returning to school for full credit. Students not meeting attendance requirements due to suspensions may be required to repeat his/her grade level.

Right to Due Process

Prior to a short or long-term suspension taking effect, the student is entitled to due process. Before the suspension becomes valid, the student will be given an opportunity to tell his/her side of the story, and will be advised in writing of the following:

- The charges specifically identifying the rules allegedly violated and the length of the proposed suspension.

- The identity of any affidavit, statement, or other document the school plans to introduce as an exhibit (parents have a right to review the documents within a reasonable time before the hearing).
- The time, date, and location of the hearing.
- The procedures to be followed at the hearing.
- An explanation of the evidence summarizing the facts of the incident that form the basis of the charge.
- The right to be represented by a person of their choosing (this may be an attorney).
- The right to question or cross-examine adverse witnesses, and other documentary evidence on behalf of the student.
- The right to appeal with or without representation.

Waiver of Hearing

Should the student and parent agree with the proposed suspension, they may, in writing, waive their right to a due process hearing. Parents are encouraged to read the terms of the waiver carefully before signing. A signed waiver becomes final and is not subject to appeal,

Suspension Appeals Process

- a) If the student, or the parent of a student, who has been suspended for more than ten days is not satisfied with the decision for suspension, he/she may appeal the decision to The Board of Education. The superintendent or designee will conduct an independent investigation on behalf of the Board, including interviews with all of the involved -parties. The investigation will also include a review of relevant documentary evidence. The investigator shall have the authority to resolve the issue prior to sending an investigation report to the Board, if all parties agree to the resolution.
- b) If the matter is not resolved at the investigative level, the investigator's report will be sent to the Board, who will use that report to determine the guilt or innocence of the student and the reasonableness of whether the term of the out-of school suspension was appropriate. The Board decision shall be final.

Violence Toward Staff Members

Any student who threatens or strikes a staff member, certified or support, may be suspended for a period of two weeks up to the remainder of the year. If a student who has been suspended due to violence or threats against a staff member repeats the offense, they may be suspended for the remainder of the - current year or through a portion of the following school year. If any student strikes a staff member, certified or support personnel, the proper law enforcement authorities shall be notified.

Any adult who threatens or strikes school personnel or disrupts the educational process may be permanently banned from campus or banned until receiving written permission to return to the building by administration. Proper law enforcement authorities shall be notified.

CHILD FIND

Child Find

The Crutcho School District would like to ensure that all students with special needs within our jurisdiction are identified, located and evaluated. If you know of a child between 0-21 years of age that is possibly handicapped and has not been identified by this school district, please contact the special education department at 405-427-3771. The Crutcho School District provides equal opportunities without regard to race, color, educational program and activities.

DRESS CODE

School Dress Code

Crutcho students will wear uniforms Monday through Wednesday with the following guidelines:

- Shirts must be a polo shirt. Shirts may be any solid color. Shirts must have sleeves (short or long).
- Khaki slacks, skirts, shorts, or jumpers must be khaki ONLY. Slacks, shorts, and skirts must be worn at the waist. No SAGGING allowed. Shorts, skirts, and jumpers must be fingertip length. (NO CARGO PANTS or SHORTS).
- Shoes must be tennis shoes or flats. No sandals, open hack shoes, open toed shoes, flip-flops, athletic: sliders, house shoes, or heels may be worn.
- Sweatshirts, sweaters jackets and hoodies must be solid colors and worn over a uniform shirt.

Crutcho students may wear Crutcho shirts and jeans on Thursdays:

- Crutcho shirts may be t-shirts, collared shirts, or sweatshirts.
- Jeans must be worn at the waist. No SAGGING allowed.

Hoods and hats are not allowed to be worn inside the building.

Clothing may not be revealing, contain inappropriate graphics or lettering, or disrupt the learning environment. Parents of students wearing clothing deemed inappropriate by the administration will be asked to bring appropriate clothing to the school or take the student home for the day. If you have any questions concerning Crutcho's dress code, please contact the office.

The following actions may be used for students that are exhibiting defiance about the school dress code requirements:

- 1) Parent will be called to provide proper clothing.
- 2) Parent conference.
- 3) In-school suspension and/or parent conference.
- 4) Out-of-school suspension and/or parent conference, if deemed to be repetitive.

ENROLLMENT/WITHDRAWAL

Enrollment

A child must be four (4) years of age by September 1, in order to be assessed for possible enrollment to attend Pre-Kindergarten.

A child must be five (5) years of age by September 1, in order to attend Kindergarten.

A child must be six (6) years of age by September 1, in order to attend 1st grade.

All students entering Crutcho schools must complete the enrollment process. Parent must provide two (2) forms of proof of residency (real estate contract, certified rental/lease agreements, or current utility bill), birth certificate, and immunization record. All students entering Crutcho Schools who attended a different school the previous year must also bring their last year's report card.

Adults serving as guardians for students in the Crutcho School District are required to show proof of guardianship, either with a certified court document, adoption papers, or a transfer of guardianship through DHS or Social Security. Photo (II) is required for both parties.

Immunization Requirements

CHILDCARE/PRE-SCHOOL/PreK-KDG through 12th

- 4 - 5 DTaP
 - 1 - 4 PCV
 - 3 - 4 Polio/IPV
 - 2 MMR
 - 1 - 4 Hib
 - 3 HepB
 - 2 HepA
 - 2 Varicella/VAR
 - 2 - 3 Rotavirus
 - 2 MCV recommended at age 11 but not required.
 - 2 – 3 HPV recommended at age 11 but can start at age 9.
 - Flu recommended yearly but not required.
-
- This table lists the vaccines that are required for children to attend childcare and school. Not all recommended vaccines are required.
 - Children in childcare must be up-to-date for their age for the vaccines listed.
 - All measles, mumps, and rubella (WAR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday or within 4 days before the birthday to be counted as valid doses.
 - If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
 - If the 3rd dose of Polio is administered on or after- the child's 4th birthday, then the 4th dose of Polio is not required.
 - Hepatitis B may be administered in two (2) dose series to children 11 through 15 years of age. All other ages receive three (3) doses of Hepatitis B vaccine.
 - A parental history of a child having varicella (chickenpox) disease is acceptable instead of varicella vaccine.
 - Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten through grade twelve, but they are required for children in childcare.
 - It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.

- Children may be allowed to attend school and childcare if they have received the first dose in the series of any multi dose vaccine but must complete the series on schedule. These children are "In the process" of receiving immunizations.
- Doses administered 4 days or less before the minimum intervals or ages will be counted as valid doses. This applies to all children including those already enrolled.
- Children who do not complete the Dap series by their 7th birthday must complete the series with DTap, whichever is appropriate.

For further immunization information, please call the Immunization Service, Oklahoma State Department of Health at 405-271-5600.

Transfers

Transfers from out of-district may be approved to accommodate a specific academic or environmental request provided space is available. An emergency transfer request out-of-district must be made to the Crutcho Board of Education.

Withdrawal Procedures

A twenty-four {24} hour notice is required prior to withdrawing a student to move to a new school. The notice will allow sufficient time for students to return books and clear outstanding financial obligations. Parents will receive a copy of the withdrawal form to use when enrolling at the new school. Enrollment at the new school requires:

- a) A copy of the withdrawal form.
- b) Immunization records.
- c) Birth certificates (for lower elementary grades and students new to the district).
- d) Three working telephone numbers.
- e) Proof of residency.

FERPA

Student Records

The Crutcho School District complies with the Family Education Rights and Privacy Act (1TRPA 34 CFR 99.22), Records may be inspected at the school from 9:00 a.m. to 3:00 pm., Monday through Thursday. Complaints may be filed in the Office of the Superintendent. Upon request, the official records of a student may be inspected and reviewed by the student's parents or guardian. Additionally, parents or eligible students have the right to:

- Request amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- Consent to disclose educational records, except where consent is not required to authorize disclosure.
- File complaints concerning noncompliance with the U.S. Department of Education.
- Obtain a copy of the local adopted policy at the Crutcho Elementary School administration office.
- Receive notification in their primary or home language.

The Family Education Rights and Privacy Act (FERPA) (2011.5.C. 1232g; 34 CFR Part 99) is a Federal law required by all schools that receive funds under an applicable program of the US. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". Parents of eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about the directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

FIELD TRIPS

Field Trips

Students must have a signed parental permission slip completed upon enrollment/registration, to participate in an off-campus field trip. A notification will go home concerning any field trips without a signature required. Students may be charged fees or transportation costs as/if needed. Students may be excluded from a field trip as a consequence for misbehavior.

Siblings will not be permitted to accompany Crutch students or act as field trip sponsors unless they are 18 years of age or older.

GRADING PRACTICES

Eligibility Requirements for Activities

In order to be eligible to participate in extracurricular activities, a student must have passing grades (A, B, C, D) in all subjects. During the semester, student's grades will be monitored each week. If a student is not passing all subjects, he/she will be placed on probation during the next one-week period. A student who has been placed on the one-week probationary period must be passing all subjects at the end of the one-week probationary period week in order to retain eligibility.

If, after a one-week probationary period, a student is not passing in all subjects in whom he/she is enrolled during the semester, he/she will be ineligible to participate during the next one-week period. The ineligibility period will begin on Monday and end on Sunday. A student must be passing all subjects to regain eligibility.

Extra-Curricular Participation Policy

Students participating in extra-curricular activities (i.e. sports, music, clubs, etc.) shall maintain a 2.0 cumulative grade average in his/her core subjects. Students must not have a failing grade in any course. If these requirements are not met, the student will be placed on one week of probation. If the student has not improved at the end of this period, he/she will be ineligible to participate in extracurricular activities until the academic requirements are met.

Grading Practices

Crutch teachers and administrators believe that "All Students Can and Will Learn".

Pre-Kindergarten through 4' grade students are graded on mastery of specific grade-level standards: 4 is Excellent Progress, 3 is Consistent Progress, 2 is Learning, and 1 is Having Difficulty.

Grades 5th through 8th use the following grading scale for core subjects:

A-90-100

B-80- 89

C=70-79

D-60 69

F=59 and below

Report Cards

Report cards are sent home with each student once every nine-week grading period. Students will also receive a progress report during the fifth week of every grading period. Fourth quarter report cards may be sent home on the last day of school or mailed.

HEALTH AND SAFETY

Administering Medication to Students

Prescription medication may be dispensed to students that have a current medication form on file. The form is available in the office or on our website, and a medication form must be completed for each medication. Prescription medication must be brought to school by the parent/guardian. Medication must be sent in the original container and the printed label needs to contain the following information:

- Student's name
- Name and strength of Medication
- Dosage and Directions for administering
- Name of Physician /Dentist
- Purpose of Medication

The administrator or a designee will dispense the medication as directed. Parent or guardian must pick up all medication within ten days of the last day of school or the medication will be discarded.

Over the counter medication may be kept in the office. A medication form must be completed and on file, giving the office personnel permission to dispense the medication as directed.

Asbestos Notice

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987.40 CFR Part 763-Asbestos Containing Materials in Schools, Crutcho Public School has been inspected and an asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Crutcho school office from 9:00 a.m. to 3:00 p.m. Monday through Thursday.

Inspection of district facilities for asbestos has been conducted and Crutcho does not currently have any asbestos. All asbestos has been removed from Crutcho Public School. If there is any change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the building.

Emergency Care

Parents shall provide at least three accessible emergency contact telephone numbers in case a student becomes ill or has an accident at school. Phone numbers should be updated as needed. The Administrator or a designee will seek proper care for the student and attempt to notify the parent/guardian as soon as possible. In an emergency situation, if the parent/guardian cannot be contacted, emergency medical services will be called. The parent/guardian will be responsible for the emergency care expenses.

Fire, Tornado, Lock Down and Bus Evacuation Drills

Drills are held throughout the year for safety purposes. Students will follow instructions, proceed quietly to the assigned area, and remain in the assigned areas until dismissed by the teacher or principal.

Head Lice

Students are not permitted to remain at school if they have live head lice. After a student is sent home with head lice, the parents/guardians must treat the lice and remove the nits (lice eggs). The student's hair must be inspected by a school employee prior to returning to the classroom.

Physical Education

All Kindergarten - 5th grade students attending Crutch Elementary School will participate in physical education activities unless excused for medical or religious reasons. If a child is to be excused, a letter must be on file in the school office.

PARENTS/LEGAL GUARDIANS

Class Visit/Observation

Parents are always welcome at Crutch and encouraged to visit their children's classes. Please follow these guidelines to ensure student safety and uninterrupted learning.

Guidelines:

1. Please make arrangements in advance and specify the date and time for your visit.
2. If you are unable to meet at the agreed upon time, please notify the school.
3. The teacher will have a designated place for you to sit. Please remain there until your visit is over.
 - a. Remember that you are to observe only. Specific concerns should be addressed at a follow-up conference.
4. Please exit quietly so learning will not be disrupted.
 - a. Only adults will be admitted for class visitation, and no more than one adult visitor at a time will be permitted in a class.
5. Any parent who wishes to visit a classroom but has not made prior arrangements must first visit the building principal.

Parents/Patrons are expected to conduct themselves in an orderly fashion when conducting school business or visiting the school. Remember, you are your child's first teacher and children often pattern their conduct and attitudes after their parents.

Parent/Teacher Conference

Parents are expected to participate in at least one scheduled conference with their child's teacher(s) prior to the end of the third quarter. Four parent conference days are scheduled each year.

Conferences are scheduled on Tuesday and Thursday evenings in September and in February.

Parents are encouraged to schedule a conference any time they have questions or concerns. Parents who desire a conference should contact the teacher to arrange a date and time for the

conference. This allows the teacher time to prepare materials and gather data that will make the conference more productive. If a parent is not successful in scheduling a conference for any reason, they should contact the principal at 405-427-3771 for assistance.

School Property

Students are responsible for the proper use and care of school property, such as textbooks, library books, desks, playground equipment, and any other equipment issued to enhance the student's educational experience. The parent/guardian of a student is responsible for the replacement or repair of damaged or lost school property when it is determined the damage is the result of the student's actions or negligence.

Visitors

For the safety of our students and staff members, all persons entering the building must report directly to the school office to sign-in and receive a visitor's badge. Visitors must sign out in the office when leaving.

STUDENT RETENTION

Student Retention Policy

Any student who has made unsatisfactory academic progress and achievement in the areas of literacy and math shall be carefully evaluated before promotion to the next grade. The age, physical development, emotional maturity, social adjustment, and attitude of the child will also be considered in each case. Parents will receive notification of the possible need to retain at the earliest sign of difficulty and will be notified no later than the end of the second conference. Students who are not reading on grade level by the end of third grade WILL BE RETAINED unless they qualify for one of the exemptions available.

RULES AND PROCEDURES

Bus Rules and Procedures

A fleet of modern and well-maintained school buses is provided for the transportation of all students living in the district. Crutcho Elementary is NOT required to provide transportation for any students because of the short distance between the school and housing. Riding the bus is a privilege, and failure to follow the bus rules may result in suspension of bus privilege, even on the first offense.

The following rules should be observed:

1. Students must ride in their assigned bus at all times.
2. Students must remain at their assigned bus stop and not attempt to load or unload at alternate stops, except with permission from the administration.
3. The office must be contacted if before or after school care necessitates the assignment of more than one stop.
4. Hands, head, and all objects are to be kept inside the bus at all times.
5. Loud talking and laughing or unnecessary confusion may divert the driver's attention which could result in a serious accident.
6. Damage to the bus must be paid for by the offender.
7. Students should never tamper with the bus or bus equipment.

8. All books, backpacks, coats and other items are to be kept with the student and taken when the student exits the bus. Lost items are not the school's responsibility.
9. Bus riders are to remain seated at all times.
10. Horseplay is not permitted around or on the school bus.
11. Bus riders are expected to be courteous to other students, the bus driver, and the driver's assistants.
12. Students should be silent when the bus is approaching a railroad crossing,
13. In the case of a road emergency, children are to remain on the bus until they receive directions from the bus driver.
14. Bus pickup times should not vary more than five minutes each day. Drivers are not required to wait for students who are not in sight.
15. Parents are responsible for supervision of their children at the bus stop. The school cannot take disciplinary action against students for fighting at the bus stop. Parents are encouraged to work together to resolve conflicts. If the issue is not resolved, parents should contact the police for assistance.

Unloading the Bus Safely

1. When crossing the street, go at least ten (10) feet in front of the bus, stop, check traffic, and watch for the bus driver's signal, then cross the street. THE BUS DRIVER CANNOT SEE YOU IF YOU ARE CLOSE TO THE FRONT OF THE BUS.
2. Students living on the right side of the street should immediately leave the bus and stay clear of traffic.
3. The driver will not discharge riders at places other than the regular bus stop except by proper authorization from the parent or school official,
4. Parents are not allowed on the bus. If parents need to discuss an issue concerning the bus, they are to make an appointment and discuss the concern at school.

Cafeteria

Breakfast will be served to 3rd thru 8th graders from 8:20 - 8:35 a.m. PreK thru 2nd graders from 8:40 - 9:00 a.m. each morning. Lunch will be served beginning at 11:20 a.m. and ending at 1:15 p.m. There will be no cost to students for breakfast or lunch.

Cafeteria procedures are:

1. Students are to enter the cafeteria and sit at their assigned table. Tables will be called to get in line by the cafeteria teacher. Only 5 students at a time should be in the serving area.
2. Students may talk quietly to those students near them while eating, unless other instructions are given.
3. Students are to remain seated at all times.
4. Students will be given a signal to clean their area and dump their trays.
5. After dumping trays, students will move to another table and wait for their teachers to arrive.
6. Glass containers are not allowed in the cafeteria.
7. Students should not share their food.
8. Students may be given additional directions to follow when necessary.

General Rules and Procedures

- In accordance with Oklahoma Law, Tobacco in any form or tobacco products of any kind shall not be used or possessed while on school premises, attending a school-sponsored event, on or outside of school grounds or attending school sponsored events on or

outside school premises. In addition, Tobacco products shall not be used while in transport to or from an event in school vehicles.

- Students shall not leave school at any time without permission and office notification.
- Students shall not be permitted to leave any classroom without permission.
- Students shall not use inappropriate language.
- Any student(s) in possession of a weapon or weapon replica will be suspended. The weapon(s) will be confiscated and surrendered to the proper authority.
- Proper conduct and care is expected of each student utilizing school facilities or materials (i.e. books, chairs, desk, and bus). Any person **defacing, destroying, or losing school property** shall be held financially responsible.
- Toys, electronic devices, etc., shall not be brought to school. Items will be confiscated until the parent/guardian retrieves them from the teacher or administrator. The school is not responsible for lost, broken, or stolen items.
- Excellent restroom behavior is expected at all times. Students should inform a staff member if there is a problem in the restroom facility.
- Students shall always conduct themselves with courtesy and respect for everyone.
- Students shall never use the property of others without their permission.
- Students should knock before entering a room and use courtesy when entering or leaving a classroom.
- Running is not allowed in the building.
- Noise levels should remain low inside the building so learning will not be disturbed.
- Hall passes are required for students that are unescorted by teachers.
- Food items can only be consumed in the cafeteria unless authorized by school personnel to utilize another site. **Gum and Sunflower seeds are not allowed in the building.**
- Students shall follow the direction(s) of Crutch administration and staff at all times.
- Uniforms are to be worn properly at all times, unless other authorization is granted by the school administration that waives the mandated dress code for special events.

Playground Rules and Procedures

Playground boundaries, rules, and procedures are designed to keep children safe while on the playground and will be discussed with the students at the beginning of each school year. Playground rules and procedures will also be reviewed on a routine basis. Children are encouraged to play and exercise while on the playground as long as their activities are safe for themselves and for others.

The following activities will NOT be permitted:

- Forward or back flips
- Contact sports (football, karate, wrestling, etc.)
- Throwing objects, such as rocks and sticks'
- Inappropriate language
- Climbing fences and gates
- Climbing up the slide
- Standing in the swings
- Standing on top of equipment, unless designed for standing
- Jumping off equipment
- Any other potentially dangerous activity

STUDENT INFORMATION

Electronic Devices

Cell phones and other electronic devices are not allowed at Crutcho Public School during school hours (from 8:20-4:15 daily).

If students bring their devices to school, they must put them in their lockers before first hour begins and leave them for the remainders of the school day. If you need to reach your child during the school day, please call the office at 405-427-3771 and we will give your child your message.

Any device seen or heard during the school day will be confiscated for parent pick-up.

We will not release confiscated devices to students. Thank you for your cooperation.

Personal Property

Students are responsible for the care and safety of their own personal property, such as coats, backpacks, etc. The student's name should be placed on all personal items. The school district is not responsible for a student's lost, stolen, or damaged personal property. Middle school students will be issued a locker to store books and personal items; however, students should presume no right to privacy for any items stored within the lockers. Lockers may be searched by school officials or designee at any time.

Students should not bring money, toys, or pets to school at any time, unless requested by the school. When sending money, please enclose the money in a sealed envelope with the child's name on it and the reason for the money. Direct your child to deliver the envelope to the teacher upon arrival. Crutcho is not responsible for any money that is lost or stolen. Unless requested by the teacher, please **do not allow your** child to bring toys or pets to school.

Student Privacy: SPECIAL NOTICE

Students shall not have any reasonable expectation of privacy from school administrators or teachers in the contents of laptops, school lockers, desks, and **other property** in order to properly supervise the welfare of pupils. Laptops, school lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such a search.

Student Supplies

Parents are required to furnish their child's personal school supplies as listed on the Crutcho Public School Supply list. Parents should make every effort to honor teacher requests for additional supplies throughout the year. Students with an IEP are also required to provide additional supplies.

Use of School Telephone

Students will be permitted to use the school phone when necessary. Students must have permission from a staff member to use the phone. Students will not be called to the telephone during the instructional day without prior approval from the principal. Students will not be permitted to receive or make long distance calls from Crutcho.

Notice of Non-Discrimination

It is the policy of Crutcho Public School District No, C-074 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section SCA of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Civil rights compliance inquiries related to the Crutcho Public School District No. C-074-52 may be directed to Dr. James Branscum, Superintendent, 2401 North Air Depot Blvd., Oklahoma City, Oklahoma 73141. Phone 405-427-3771.

Student/Teacher/Parent School-Wide Agreement

Mission Statement: Crutch Elementary mission is to provide a quality educational experience for every student, every day, without exception.

Crutch Pledge: As Crutch Tigers, we pledge to be responsible for our work, respectful to our teachers and classmates, live a healthy lifestyle so we can be the best citizen for our school, city, state, country, and world.

Belief Statement: Crutch is committed to the belief that all children can learn and acknowledge that all of us - teachers, administrators, parents, and students - working together can make positive difference in each student's achievement. Crutch will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school daily.
- Come to school each day with pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments on time.
- Study at home or read a book during study time in the evenings as often as possible, away from TV and other distractions.
- Follow school rules.
- Have fun at school and be kind to everyone.

Signature _____

Date _____

Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Ensure that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain a positive learning environment with minimal behavior challenges from my child.
- Establish a daily time for homework to be completed and review it regularly.
- Provide a quiet well-lighted place for study.
- Encourage my child's efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child, and let my child see me read.

Signature _____

Date _____

Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide assistance to parents so that they can help with the assignments when necessary.
- Provide current information to students and parents regarding student's academic progress.
- Appropriately pace students according to individual abilities and needs as learners.
- Provide homework assignments for students, according to classroom objectives and district policy.

Signature _____

Date _____

Principal Agreement

I support this form of parental involvement. Therefore, I shall strive to do the following:

- Encourage teachers to provide differentiated instruction to meet the needs of all students.
- Provide an environment that allows for open and effective communication between the teacher, parent, and student.

Signature _____

Date _____

**Please sign this form and return to the school tomorrow! Thank YOU!
It's going to be a GREAT year!**

Crutcho Public School
2401 N. Air Depot Blvd
Oklahoma City, OK 73141
Phone: (405) 427-3771 Fax: (405) 427-3816

James Branscum, Superintendent

Student's Name (please print)

Has reviewed the contents of the Crutcho Student/Parent Handbook.

Student's Signature

Date:

Parent/Guardian's Name (please print)

Acknowledge receipt of the Crutcho Student/Parent Handbook,

Parent/Guardian's Signature

Date:

Questions/Comments

Please sign this form and return it to school tomorrow!