



# ELGIN ELEMENTARY SCHOOL

BUILDING A FOUNDATION OF EXCELLENCE

## Student Handbook

Pre-K - 4th Grade



**Elgin Owls**



## TABLE OF CONTENTS

Letter to Parents .....	3
Activity Attendance Policy .....	4-6
Arrival and Dismissal .....	6-7
Attendance Laws and Policy.....	24
Bicycles.....	20
Birthday Parties and Invitations.....	7
Child Find Program.....	22
Communicable Disease.....	7
Conferences.....	20
Confidentiality.....	22
Discipline .....	11 & 12
Dress Code.....	9 & 10
Drugs.....	20-21
Early Departure.....	7
Emergency Drills .....	8
Enrollment.....	4
Equal Opportunities Notification .....	21
Family Education Rights and Privacy Act.....	22-23
Free Appropriate Education .....	22
Gifted & Talented Program.....	21
Guidelines For Proficiency Based Promotion.....	17-18
Homework Policy .....	8
Information On Exceptional Needs .....	22
Internet Acceptable Use Policy.....	25-27
Lost and Found .....	21
Lunches .....	9
Medicine .....	21
Monday Folder.....	8
Money .....	20
Non-Discrimination Statement .....	22
Playground Procedures .....	20
Physical Education.....	8
Procedure To Inspect Education Records .....	23
Program Options .....	22
Promotion and Retention .....	10-11
Report Cards .....	7
School Bus Passengers.....	19-20
School Hours.....	4
School Visitors .....	18
School Wide Procedures .....	4
Staying inside.....	18
Student Placement.....	8 & 9
Student Suspension Policy.....	12-16
Student Transfer Policy.....	7
Telephone and other Electronic Devices.....	19
Textbooks .....	8
Transportation .....	9
Walkers.....	20
Withdrawals .....	7

Dear Parents,

In order to promote better communication and cooperation between the parents and the school, Elgin Public Schools has organized and published this information packet for your convenience to better understanding the functions and expectations of your child's school.

The primary objective of any school system is to provide the best possible education and learning environment for its students. It therefore becomes necessary to establish certain rules and regulations that must be adhered to in order to maintain a high level of efficiency which results in the accomplishment of that primary objective.

We as educators must have your cooperation as a parent in keeping your child informed of not only what those rules and regulations are, but also the importance of following them in order for the total educational process to operate smoothly.

Thank You for your cooperation!

**Traci Newell, Principal Elgin Lower Elementary 492-3680**  
**Gabe Winn, Principal Elgin Upper Elementary 492-4067**

## **Enrollment**

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the “Oklahoma School Code.” Those requirements are as follows:

1. Age
  - a. A student entering Pre-Kindergarten must be four years old on or before September 1st of the year they enter school.
  - b. A student entering Kindergarten must be five years old on or before September 1st of the year they enter school.
2. A birth certificate is required for enrollment.
3. A current immunization record is required for enrollment.

## **School Hours**

Students are not allowed to arrive before 7:45 a.m.

Staff members are not on duty until 7:50 a.m.

8:20 a.m. -Bell Rings-Classes Begin with morning announcements

3:20 p.m.-Bus Riders are dismissed to the buses;

Our office hours are 8:00 a.m. - 4:00 p.m.

## **School Wide Procedures**

Elgin Elementary School believes that every person deserves to be treated with dignity and respect. In order to establish a climate of cooperation, it is necessary to establish guidelines for behavior. Therefore, all students are expected to follow four basic rules. Teachers will discuss these rules, as well as special classroom rules, with students at the beginning of the year.

1. We will treat others with respect and courtesy.
2. We will come prepared to work and follow directions.
3. We will respect the property and rights of ourselves and others.
4. We will follow the rules of specific areas.

## **Activity Attendance Policy**

### ***Philosophy:***

The Elgin Board of Education subscribes to the philosophy that curricular and extracurricular activities should be mutually complimentary and enhance each other. Teachers should encourage students to participate in extra curricular programs and should plan and schedule major assignments in order to permit students to take part in such activities without jeopardizing

their grades or achievement potentialities. At the same time, it is important that activities be scheduled so that they do not disrupt the instructional process when such can be avoided. While the following policy will furnish some measure of direction and control to participation in extracurricular activities, it is still important that additional efforts be exerted to create an attitude of concern within the school to minimize conflicts between time allocated to instruction and that approved for extracurricular events.

***Definition:***

Extracurricular activities (Pre-K-12) are those activities that do not relate directly to the academic curriculum.

***Policy:***

A student shall not be permitted to miss any one class period more than 10 (ten) times per school year due to participation in extracurricular activities. Any exceptions to this number, not covered by this policy, must be submitted, in writing, to the Internal Activities Review Committee. This committee will make their recommendations to the Board of Education and they, or their designated representative (Superintendent of School), will make the decision to permit or refuse the request.

The sponsors of each extra curricular activity should make every effort to schedule the event outside the frame work of the school day.

***Internal Activities Review Committee:***

The Board of Education will appoint an internal activities review committee. They will be responsible for periodic review exception requests and to annually review the entire activity policy. They will make recommendations to the Board of Education on any deviations to the policy.

***Activities Covered Under This Policy:***

Vocational Agriculture	Basketball
Softball	Speech
FHA	Vocal Music
Band	Baseball
Class Activities	4-H
Football	Yearbook
Track	All Clubs & Organizations
Wrestling	

***Student Functions Excluded From The 10 Class Period Policy:***

1. Assemblies.
2. College visits when approved by the Principal.
3. Serving as a Page in the Legislature.
4. Travel time to contests.
5. State and national levels of school sponsored contests as specified by the Secondary School Activity Association. Sponsors of these contests must submit, in writing, the criteria for earning the right to represent the school at these activities or contests. This criteria should be presented at the beginning of the school year and give the approximate dates of the events. These activities or contests must be approved by the Board of Education for them to be considered as an exception. (One local, district, county and state livestock show will be exempt from the 10 day rule, as long as no student misses more than 8 class periods.)
6. School Pictures.
7. Standardized Tests.
8. Gifted and Talented Consortium.
9. Vo-Tech School Functions.
10. Field Trips - when properly planned, would be apart of the academic curriculum.
11. Time spent with counselors or administrators.
12. Elementary play and music practice when reasonable.
13. Scholastic Meets.

**Birthday Parties and Invitations**

Please do not hand out party invitations during school hours unless every child in the class is invited. Birthday parties at school are not allowed. However, a parent may send a small snack in celebration of their child's special day at the teacher's discretion. Always coordinate with your child's teacher when bringing goodies.

**Arrival and Dismissal**

1. Students should not arrive before 7:45 a.m.
2. Schools in session daily from 8:20 to 3:20.
3. Parents that have signed up for the District information calls will receive a call regarding warnings for emergency situations and/or school closings due to weather conditions.

4. Stations that will announce school closings are KSWO/Channel 7 and KLAW.

### **Early Departure**

If it becomes necessary for you to pick up your child before school dismisses, please go to the Office to sign your child out. No student will be dismissed from the classroom without authorization from the Office. This is a protective measure for both your child and the school.

### **Withdrawals**

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

1. Inform the teacher at least one day prior to leaving.
2. Make sure all charges are paid to the cafeteria and school property is returned.
3. Pick up withdrawal slip and report card from the teacher.
4. Have the principal sign the withdrawal slip.
5. Leave a forwarding mailing address.

### **Student Transfer Policy**

Effective July 11, 1985, all new Emergency and Regular Applications for Transfer to surrounding school districts will not be approved by the Elgin Board of Education unless a prior reciprocal agreement exists with the receiving school, with the exception of Special Education Students, which will be made on an individual basis.

### **Communicable Disease Policy**

If a student has contracted a communicable disease, illness or infestation that would endanger the health, safety, or well-being of classmates, the student will be denied permission to attend class. The principal may, if he deems necessary, require certification by Health Officer, Nurse or Medical Doctor that the disease, illness or infestation is no longer in communicable stage. Parents that fail to take appropriate steps to cure the student's condition so that the student may return to school are in violation of state truancy laws, and it shall be the principal's duty to report the truancy case to proper authorities as required by Oklahoma School Law as of October 16, 1980.

### **Report Cards**

Report cards are sent out in Monday folders following each 6 Weeks Grading Period or at Parent-Teacher Conference Day.

## **Homework Policy**

It shall be the policy of this school to provide every student with the best possible educational opportunities. Realizing that the acquisition of knowledge is not confined to the classroom, it is understandable that learning activities will be carried over from the school to the home. Homework is not designed or intended to be busy work to keep students occupied, but the continuation of the learning process extended beyond the school hours. Individual work and study, practice for mastery of skills, application of knowledge, critical thinking and creative expression are all activities that can be carried over from the classroom to the home.

## **Monday Folders**

Every Monday students will bring home their Monday Folder containing notes from the school to home, announcements of school activities, comments from the teacher about the student's progress, and examples of the student's work. The Folder is to be signed by the parent and sent back to school the next day.

## **Textbooks**

1. Parents, help your child by seeing that he does his homework and takes his books back to school the next day.
2. Books that are lost or destroyed will need to be paid for before student receives their report card.

## **Physical Education**

1. Students not taking gym are to have a statement from the doctor.
2. Students not participating in gym due to a short term illness must have a note dated and signed by a parent. This is to be given to the gym teacher.
3. Before an injured student will be allowed to resume physical activity, a written release from the doctor must be presented to the gym teacher.

## **Emergency Drills**

Our school has regularly scheduled fire, tornado and intruder drills to keep our students prepared for those emergencies.

## **Student Placement**

It shall be the policy of this district to place students in an appropriate educational setting to maximize their potential for growth. It shall be the responsibility of school officials including the administration, counselors,

and faculty to determine the appropriate placement. Realizing unique and individual circumstances occur, parental suggestion is welcomed. Every effort will be made for effective student placement that will both benefit the student and the school learning climate. Final authority on placement decisions rests with the school administration.

### **Transportation**

Free transportation in district-owned buses is furnished to students who reside one and one-half miles or farther from the school. All buses used by the Elgin 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 as far as conduct is concerned. 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/her 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 who 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, and/or if the student is to ride a different bus than normal.

### **Lunches**

1. A hot lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their lunch, but they will be required to eat in the cafeteria.
3. Students will not be allowed to leave the school premises during the lunch hour, unless parents come to school and check them out of the office.
4. A nutritious breakfast will be served daily.

### **Dress Code**

Student policies are determined by the administration. It is understandable that a criteria be established to prohibit clothing which might disrupt the educational process and is at the discretion of the school principal. Dress

code policies are in effect during school hours, after school activities and apply to all students that attend Elgin Elementary.

1. Shirts with the following are prohibited: Advertisements or endorsements of alcoholic beverages or tobacco products. Objectionable slogans, language, or drawings.
2. Shirts must cover chests, stomachs and backs appropriately.
3. The wearing of shorts in Pre-K-4 is permitted during seasonal, warm weather. The length of shorts must be appropriate for the school setting.
4. Students are required to wear shoes. Athletic shoes with rubber cleats, metal cleats, and bicycle racing shoes with cleats are not permitted.
5. Students will not wear hats, caps, or headbands in the building unless by medical exception. Parents are required to use good judgement in the selection of daily student clothing. In interpretation of the dress code to students, the principal will have total authority. If there are situations that arise not specifically covered in this code, the administration will interpret the situation in light of the basic intent of the policy. When a student's dress is inappropriate for the educational setting, the following procedures may be taken. The procedures are not selected in numerical order, but will be determined by the principal according to the circumstances of the individual case.
  1. Notify parents.
  2. Change into extra clothes kept by the school for such cases.
  3. Place student into In-School suspension until parent provides suitable clothing.
  4. Students that are dressed inappropriate for a scheduled field trip or trip off campus will not be allowed to go and represent Elgin Elementary.

### **Promotion and Retention of Students**

In general, students will be placed at the grade level to which they are best adjusted academically, socially and emotionally. As a usual practice, students will spend one year in each grade. A small number of students however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The child is achieving significantly below ability and grade level.
2. Retention would not cause an undue social and emotional adjustment.

3. Retention would have a reasonable chance of benefitting the child totally.

The following will be the procedure for deciding retention or promotion:

1. The student's parent or teacher may request that the student be retained. The request should be made in a letter stating purposes and objectives of the request.
2. A committee consisting of the student's teacher, one counselor, one administrator and the child's parents will review the student's progress and consider the request.
3. The approval committee will be guided by the following factors:
  - a. Chronological age
  - b. Social maturity
  - c. Emotional maturity
  - d. Physical development
  - e. work and study habits
  - f. attendance record
4. The approval committee will recommend retention or promotion and specify the factors relating to the decision. The recommendations will be submitted to the principal for a final decision. That decision will be forwarded to the superintendent for his or her information and review.
5. Although the final decision should be a mutual decision of the parents and the school officials, the final decision of promotion or retention shall rest with the school authorities.
6. Only in unusual circumstances should a child be retained more than once.
7. Appeals to the decision of the principal may be brought to the board through the superintendent.

### **Elgin School's Discipline Policy**

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. Oklahoma State Law (70-6-114) gives the teacher the same rights as a parent to control and discipline such a child according to local policies. The following schedule is an aid to them in control and discipline. However, every possible incident cannot be spelled out. Therefore, teachers may discipline or control incidents that may arise in a responsible manner that they deem necessary at the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district.

### Level I

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Bus/playground misconduct
5. Negligence in completing class work

### Level II

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Tobacco on school grounds

### Level III

1. Theft
2. Assault - physical or verbal
3. Fighting
4. Destruction of property
5. Other offenses - possession of deadly weapons, use of drugs or alcohol
6. Distribution of obscene material, obscene language, action, etc.
7. Refusal to obey school officials

## **Elgin Schools Student Suspension Policy**

Oklahoma Statutes Section 23-101.3 of Title 70 (Amended for Elgin Public Schools Policy), reads as follows:

Students who are guilty of any of the following acts may be suspended out of school by the administration of the school or district:

A. Violation of a school regulation; including, but not limited to, the following:

1. Open or persistent defiance of authority. Students who show disrespect for teacher (cuss, mouth, or argue will be placed in AISP for 20 days (1st offense) and suspended for 10 days (2nd offense). Students will be assigned by the teacher.
2. Verbal/physical assault upon student or school personnel (including verbal or written threats, notes and arguing).
3. Creating or attempting to create a disturbance.
4. Unauthorized absence from classes.
5. Excessive tardiness.
6. Willful disobedience, profanity, or vulgarity.
7. Showing disrespect for school property or causing damage to school property.

8. Possession, threat, or use of a dangerous weapon defined by the state statute.
9. Possession, selling, or under the influence of a narcotic or dangerous drug, or illegal possession of drugs, including but not limited to marijuana, LSD, heroin, barbiturates, non-narcotic intoxicants, inhalants, glue, unprescribed cough medicine, gasoline, paint thinner, beer, or any type of intoxicating liquor or alcohol, as well as imitation dangerous controlled substances.
10. Possession of any explosive materials including ammunition of any type.
11. Verbal or implied threats or threatening gestures by an individual or group.
12. Stealing/extortion.
13. Conduct which jeopardizes the safety of others.
14. Any violation of state or local law or ordinance occurring on school property.
15. Possession/use of tobacco products.

B. Immorality

C. Adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, “violent offense” shall include those offenses listed as the exceptions to the term “non-violent offense” as specified in Section 571 or Title 57 of the Oklahoma Statutes. “Violent offense” shall include the offense of assault with a dangerous weapon, but shall not include the offense of assault.

D. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

E. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in paragraph 2 of this subsection.

Any student found in possession of a firearm while on any public school property or while in any school bus or other vehicle used by a public school for transportation of students or teachers shall be suspended out of school for a period of not less than one (1) year, to be determined by the district board of education pursuant to the provisions of this section. The term of the suspension may be modified by the district superintendent on a case-by-case basis. For purposes of this paragraph the term “firearm” shall mean and include all weapons as defined by 18 U.S.C., Section 921.

When a student violates a school rule or regulation, the principal (or staff member designated by the principal) shall conduct an informal conference with the student. At the conference, the administrator shall read the rule or regulations, which the student is charged with violating, and shall discuss the conduct of the student, which is in violation of the rule or regulation. The student will be asked whether he understands the rule or regulation, and be given a full opportunity to explain and discuss his conduct. If it is concluded that a suspension is appropriate, the student will be advised that he is being suspended and the length of suspension. The administration will attempt to notify the parents by phone, or in cases where the parents cannot be contacted by phone, they would be notified by letter.

The parents should be advised of their right to a conference with the principal at the time they are notified that a suspension has been imposed. At this conference, the parents or guardians will be read the rule or regulations, which the student has been charged with violating, and a brief outline of conduct on the part of the student. The student and his parents or guardians will be given the opportunity to present their side. If the parents are not in agreement with the principal’s decision, they should be advised of their right to have the suspension reviewed (If suspension is 10 days or less it is reviewed by appeals committee, if the suspension is 11 days or more then it is reviewed by the superintendent or his designee).

Before a student is suspended out of school, the school or district administration shall consider options, such as placement in an alternative school setting, reassignment to another classroom, in-school detention, or any other disciplinary action the administration deems appropriate.

Students suspended out of school will be given an educational plan. Students who are suspended or placed in an alternative setting for disciplinary reasons will not be allowed to participate in or attend any school functions at home or away.

An education plan is not required for any student who has been adjudicated

as a delinquent for a violent offense as defined in 57 O.S. section 571, or for possession of a dangerous weapon or controlled dangerous substance. Students suspended out of school for 10 days or less have the right to appeal the decision to the appeals committee. The appeals committee decision will be final. Students suspended for 11 or more days have the right to request a review of the principal's decision to the superintendent or his designee. The student may appeal the review of the decision of the administration to the Board of Education. Such student or parents of the student will give notice in writing to the Superintendent within 2 school days after his/her suspension if they request a review of the Superintendent's decision by the Board of Education or a hearing officer delegated by the Board of Education will conduct a full hearing of the matter. The Board or hearing officer shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The hearing shall be conducted at the next special or regularly scheduled board meeting of the district. The decision of the Board of Education shall be final. Except for possession of a firearm, no out-of-school suspension shall extend beyond the current semester and the succeeding semester.

The following provisions shall apply to students who are suspended out of school.

1. Upon the out-of-school suspension, the parent or guardian of a student suspended out of school pursuant to the provisions of this subsection shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school administration shall provide the student with an education plan designed for the eventual reintegration of the student into the school, which provides for the core units which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. The core units shall consist of the minimum English, mathematics, science, social studies, and art units required by the State Board of Education for grade completion in grades kindergarten through eighth and for high school in grades nine through twelve. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed.

2. A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll the student, until the terms of the suspension have been met or the time of suspension has expired.
3. No public school of this state shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception of a nonviolent offense or convicted as an adult of an offense defined in Section 571 of Title 57 of the Oklahoma Statutes as an exception to a nonviolent offense or who has been removed from a public or private school in the State of Oklahoma or another state by administrative or judicial process for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students until the school in which the student is subsequently enrolls or re-enrolls determines that the student no longer poses a threat to self, other students or faculty, the school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.
4. Students suspended out of school who are on an individualized education plan pursuant to the Individuals with Disabilities Education Act, P.L. No. 101-476, or who are subject to the provisions of subsection F of this section and who are on an individualized education plan shall be provided the education and related services in accordance with the student's individualized education plan.
5. A student who has been suspended for a violent offense, which is directed towards a classroom teacher, shall not be allowed to return to that teacher's classroom without the approval of that teacher.
6. No school board, administrator or teacher may be held civilly liable for any action taken in good faith which is authorized by this section (70-24-101.3).

## **Guidelines For Proficiency Based Promotion**

- A.** Upon the request of the student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
  - 1. Proficiency will be demonstrated by some means of assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance.
  - 2. Proficiency assessment will be scheduled in a timely manner to accommodate continuous learning.
  - 3. Qualifying students are those who are legally enrolled in the local school district.
  - 4. The district may not require registration for the proficiency assessment more than one month in advance of the assessment date.
  - 5. Students will be allowed to take proficiency assessments in multiple subject areas.
  - 6. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
  - 7. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
- B.** Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
  - 1. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, physical and mental growth should be considered.
  - 2. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement which shall be included in the permanent record of the student.
  - 3. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
  - 4. Failure to demonstrate proficiency will not be noted on the transcript.
  - 5. Elementary, middle level, or high school students may demonstrate proficiency. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
  - 6. Units earned through proficiency assessment will be transferrable with students among school districts within the State of Oklahoma.

- C. Proficiency assessment will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority learner outcomes. In other words, assessment will be aligned with curriculum and instruction.
- D. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
  - 1. Individualized instruction
  - 2. Correspondence courses
  - 3. Independent study
  - 4. Concurrent enrollment
  - 5. Cross-grade grouping
  - 6. Cluster grouping
  - 7. Grade/course advancement
  - 8. Individualized education programs
- E. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. Paragraph 11-103.5 & 6:
  - 1. Languages
  - 2. Language Arts
  - 3. The Arts
  - 4. Technology Education/Career Exploration
  - 5. Health/Safety & Physical Education
  - 6. Computer Education
  - 7. Social Studies
  - 8. Mathematics
  - 9. Science

### **Staying Inside**

- 1. Students must have a dated and signed note by parents to stay inside during recesses. The note is to state the reason - illness or doctor's request. Students are to stay at their desk and work or read quietly.
- 2. Teachers are to use their judgment in other cases.
- 3. In the event the weather is below 32 degrees or with a heat index above 101 degrees, students will have indoor recess.

### **School Visitors**

- 1. Parents are welcome to visit the school, but must stop by the office for permission to visit.
- 2. Students are not allowed to bring other children as visitors to the classroom.

## **Telephone and Other Electronic Devices**

### ***Special Emphasis:***

Some limitations must be placed on the use of the school telephone, as recommended:

1. As with all grade levels on campus, cell phones, phone watches, iPod, EarPods, and other electronic devices are NOT allowed to be used by students during the school day. Students should not be making or receiving “calls” on their watches or phones during the school day. Students will be asked to keep these items OFF and in their backpacks if they should bring them. In the event that the item becomes a distraction in the classroom, the teacher may hold the item until the end of the day.
2. Students must have permission from the teacher and the office personnel to use the school telephone.
3. Outgoing calls are to be made only in cases of emergency; such as illness or inclement weather. PERMISSION TO VISIT A FRIEND DOES NOT CONSTITUTE AN EMERGENCY.
4. 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.
5. Students will be called to the telephone only in cases of emergency.
6. Definition of an emergency phone call will be at the discretion of the Principal and secretary.

## **School Bus Passengers**

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.
2. Please be aware and avoid walking high traffic areas if possible.
3. Please be on time. Avoid missing the bus, or having it bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. When seats are available, do not stand.
7. Keep the aisle clean.
8. Keep all parts of your body inside the bus at all times.
9. Do not throw things out of the school bus windows.
10. Do not eat or drink while on the school bus.
11. Do not be loud or boisterous.
12. Absolutely no horseplay is allowed on the school bus.

13. Complete silence at railroad crossings is needed.
14. When unloading please wait for the driver to motion you to cross the road.
15. Do not walk behind the school bus when it is loading and unloading.
16. Do not open or close the school bus doors.
17. Do not sit in the drivers seat.

### **Walkers**

1. Those not riding a bus should not arrive before 8:00 a.m.
2. Parents should advise their children to avoid strangers and to not accept rides, clothing, gifts, pills, eats, drinks, etc.
3. It is best if students have a definite route agreed on by parents and child to follow to and from school.

### **Bicycles**

Parents should consider the following recommendations:

1. The rider should know and observe all traffic laws.
2. Bicycles are to be parked upon arriving at school and not rode again until school is dismissed.
3. The school is not held responsible for stolen bikes. We suggest a bicycle lock

### **Playground Procedures**

Students are to play in assigned areas of the playground and encouraged to stay out of the buildings during recess.

### **Money**

When it is necessary to send money to school, please send correct change, a check, if possible, and in an envelope with your child's name on it.

### **Conferences**

Parents are encouraged to make conferences concerning their child's progress. Please make arrangements in advance. Times will be scheduled when the teacher is available.

### **Drugs**

Any student found possessing, using, or under the influence of drugs or possessing drug paraphernalia may be suspended for the current semester and possibly the next.

The door of the principal and counselor is open to anyone wishing to seek

help and every effort will be made to keep this information confidential. Elgin Public Schools reserve the right to use any and all legal means to prevent the use and possession of drugs.

### **Medicine**

By State Law, parental permission is required to dispense medication. Enrollment forms contain additional information and authorization for the dispensing of medicine.

### **Gifted & Talented Program**

An important goal of Elgin Public Schools is to identify and provide appropriate educational experiences for those students who give evidence of high performance capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic areas. Identification of students for this program is a multi-criteria process. The gifted educational plan is available for inspection in the Superintendent, Principal and Counselor offices. Please notify the school office if you have any questions or interests in this program.

### **Lost and Found**

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

### **Equal Opportunities Notification**

It is the policy of Elgin Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disability or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to:

**Nate Meraz, Compliance Coordinator**  
**Elgin Public Schools**  
**P.O. Box 369**  
**Elgin, OK 73538**  
**580-492-3663**

## **Information on Exceptional Needs**

The Elgin School District provides the following description of procedures that it will use to ensure compliance to meet the needs of exceptional children.

### **Free Appropriate Education**

All children with exceptional needs for whom Elgin Schools is responsible will be provided a free appropriate public education as defined by state and federal statutes. (Section 1 of EHA-B Plan)

### **Program Options**

Each exceptional student will be placed in the least restrictive environment as determined by the placement team with parental consultation and will have available to them the variety of educational programs and services provided by Elgin Elementary including art, library, music, physical education and counseling. (Section 5 of EHA-B Plan)

### **Child Find Program**

Oklahoma Search, Find and Serve is seeking to identify, locate, and screen all individuals in the state from birth through 21 years of age, who are in need of special education services. Individuals aware of such a student may contact the Elgin Superintendent of Schools at 492-3663 or call Project Child Find at 597-6647.

### **Confidentiality**

Elgin School District ensures that it shall permit parents to inspect and review any educational records relating to their child which are collected, maintained or used by the school. (Section 14 of EHA-B Plan)

### **Non-Discrimination Statement**

The Elgin Public School System does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap or veteran. The district's Section 504 coordinator is the superintendent of schools.

### **Family Education Rights and Privacy Act Notification To Parent**

You have the right to inspect and review your, or your student's, education records.

You have the right to exercise limited control over other people's access to your or your student's education records. The school will limit the disclosure of information contained in education records except:

- (1) by prior written consent of the student's parent or the eligible student;
- (2) as directory information; or,
- (3) under certain limited circumstances, as permitted by the FERPA.

You have the right to seek correction to a part or parts of educational records if you believe the record to contain inaccurate, misleading information, or if the record otherwise violates the student's rights. Your rights include the right to a hearing to present evidence that the record should be changed. You have the right to file a complaint with the Department of Health, Education and Welfare if you believe that this school district has violated the FERPA. You have the right to obtain copies of this school's FERPA policy.

### **Procedure to Inspect Education Records**

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes. The parent or eligible student should submit to the student's school principal a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect. The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site). The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access. If, for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's educational record, the school district will arrange for the parent or eligible student to obtain copies of the record.

## Attendance Laws and Policy

Oklahoma State Law: Oklahoma School code, Article 10: “It shall be unlawful for a parent, guardian, custodian or other persons having control of a child who is over the age of seven (7) and under the age of eighteen (18) years and who has not finished four years of high school work to neglect or refuse to cause or compel such a child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full terms of the schools of the district are in session. **Any parent, guardian, custodian, child or other person violating the provisions of the section shall be punished by a fine of not more than fifty dollars (\$50.00) or by imprisonment in the county jail for more than ten days, or by both such fine and imprisonment.**” Elgin Public Schools believes that a student will achieve higher levels of competency when parents will guarantee that their child will attend school, behave satisfactorily there, and complete school assignment. We do understand that there are times when it is necessary for students to be absent.

When a student is absent, the following procedures shall be in effect:

1. Absences will be recorded as EXCUSED when parents contact the school within 24 hours of the absence by a phone call or note.
2. For EXCUSED absences, a student has one day for each day absent to make up work for credit. It is the responsibility of the students to get their make-up work from their classes, complete the work and return it on time.
3. Absences will be recorded as UNEXCUSED when parents do not notify the school by phone or note within 24 hours of the absence. Any grades taken during UNEXCUSED absences will be recorded as zeros.
4. On any planned absences for trips, parents must contact the school and teachers in advance to get assignments BEFORE the trip occurs. Assigned work is due the day the student returns to class so the student can keep up with their class.
5. For school sponsored activity trips, it shall be the responsibility of the student AND sponsor to notify the school, preferably in advance. NO ABSENCE will be recorded when proper notification is provided. In interpretation of the attendance policy to all students, the principal will have total authority. If there are situations that arise that are not specifically covered in this policy, the administrator in charge will interpret the situation in light of the intent of this policy and that ruling will be final until such time as the policy is revised or changed.

# **Elgin Schools**

## **Internet Acceptable Use Policy Terms and Conditions**

### ***Introduction***

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Board of Education believes that the use of the Internet will further education at Elgin Public Schools (EPS) by promoting the exchange of information and ideas. For that reason, the school district has made Internet access available to staff and students.

EPS provides and manages a G Suite for Education account for your child. This G Suite for Education account includes a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At EPS, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into Chromebooks, and learn 21st century digital citizenship skills.

### ***Acceptable Use***

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials which a user may encounter. Students will be under teacher supervision when using the Internet, however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any text, picture, or online conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed over the Internet. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it is not intended.

Users of the services will respect all copyright and license agreements. Copyrights software, pictures, or music will not be downloaded for use which violated the copyright laws.

G Suite is to be used ONLY for school projects. Students using G Suite for their own purposes are cautioned that the EPS offers no guarantees to the safety or permanence of ANY data in its G Suite system.

When sharing a G Suite document, spreadsheet, presentation, or other file with other users one agrees that:

- all users are agreeable to receiving an invitation to collaborate,
- all users must report any violation of any school policies or government laws immediately,
- all users must be treated with respect and
- all users are expected to contribute fairly, citing sources whenever necessary, and following all rules, laws, and guidelines.

In the case of a shared site or file, all of the above guidelines also apply. Sites/files will only be marked as “public” with prior permission and students will not give out addresses or links to anyone outside the school community.

Deliberate destruction or vandalism of other users’ data or shared data is prohibited. Nothing shall be deleted without the permission of the person who created it.

G Suite will not be used to post any information fro commercial activities, product advertisement, or political advocacy, nor will it be used to pot any obscene, discriminatory, or offensive material.

District employees had the right to monitor all posting and activities to include G Suite.

Parents can read the Google Suite Notice to Parents and Guardians on the EPS website in the “For Parents” Documents, or you can request this information by emailing Mike Evon, Technology Director, at [mikeevon@elginps.net](mailto:mikeevon@elginps.net). The notice provides answers to common questions about what Google can and can’t do with your child’s personal information. Please note although your student will have an EPS’ email account, they will only be able to send/receive emails to/from other school accounts.

### ***Privileges***

The use of the Internet and G Suite is a PRIVILEGE, not a right! Violation of the Internet Acceptable Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate disciplinary action.

The creation of a G Suite for Education account for your child will ONLY be created with parental/guardian permission. By signing the Internet Acceptable Use Policy Terms and Conditions on the enrollment form, you are giving permission for Elgin Public Schools to create and maintain a G Suite for Education Core and Additional Services account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the Google Suite for Education Notice to Parents and Guardians. If you don't provide your consent, EPS will not create a G Suite for Education account for your child.

