

Eufaula Elementary School

1705 West JM Bailey Highway

Eufaula, OK 74432-0110



Administration

Brenda Lewis, Principal

Johnny Bohannon, Assistant Principal

Martha Asher, Counselor

Student Handbook

for

Pre-K through Fifth grade

2014-2015

EUFULA PUBLIC SCHOOLS
Mission Statement

The mission of Eufaula Public Schools is to provide a positive environment which will enable all students to be life-long learners and responsible, contributing citizens in an ever-changing global society.

Our major goals for our students shall be the following:

Exhibit development of reading, communication, computational, scientific and Technological skills commensurate with individual potential

Exhibit critical thinking, decision-making, and problem-solving skills

Eufaula Board of Education

Zone 1..... Chuck Boss
Zone 2..... Shirley Breedlove
Zone 3..... Margaret Dobbs
Zone 4..... Jeff Pippenger
Zone 5..... Linda Calvert

Administrators

Jeanette Smith, Superintendent 689-2152
Eufaula Elementary School 689-2682
Brenda Lewis, Principal 689-2682
Johnny Bohannon, Assistant Principal..... 689-2682

Exhibit an active interest in becoming a life-long learner;

Exhibit a positive self-concept through valuing self and others.

The Purpose of this Handbook is to Provide Guidelines
For Faculty, Students, and Parents
on the Policies, Rules and General Information
that govern the School Environment.

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GENERAL INFORMATION

Asbestos Inspection:

All of the buildings of Eufaula Public Schools were inspected for asbestos-containing building materials. A report of this inspection, laboratory analysis of the samples, and other pertinent data are included in the AHERA Management Plan. A copy of the AHERA Management Plan for each organizational unit is on file in the office of the principal of that unit, and the master AHERA Management Plan is on file in the office of the superintendent. These AHERA Management Plans are available for the public to review upon request to the building principal or superintendent. These documents are made available to enable the public to determine if the AHERA Management Plan has been satisfactorily implemented. Eufaula Elementary School is an asbestos free building.

FERPA

Family Educational Rights under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education record the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The Eufaula Public School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information" and it will disclose that information without prior written consent. (As permitted by P.L. 99-31):
 1. The student's name
 2. The student's grade level (I.e., kindergarten or tenth)
 3. The student's participation in officially recognized extracurricular activities.
 4. The student's achievement awards and honors.
 5. The student's weight and height, if a member of an athletic team.
 6. The student's photograph

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the Eufaula Public School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records on request.)

The right to file a complaint with United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United State Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-

- Within the first three weeks of each school year, the Eufaula School District will publish in the Indian Journal the above list, or a revised list, of items it proposes as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or eligible student at the time of enrollment. After the parent or eligible student has been notified, they will have two (2) weeks to advise the school district in writing (a letter to the school superintendent's office) of their desire for the directory information not to be released.

Counseling: Eufaula Elementary School provides the services of one full time counselor. The counselor provides individual counseling, group counseling, testing services and assists students with any problem they may have. Parents are encouraged to visit with the counselor, Martha Asher, about their children. Please call the school office for more information.

Hazardous Weather: In the event it becomes necessary to cancel school for hazardous weather conditions or other reasons, the closing will be announced on the following television , radio stations, School Connect, and our automated calling system.

Tulsa Television Channels: KJRH – CHANNEL 2 KOTV – CHANNEL 6 KTUL – CHANNEL 8
Area Radio Station—KCES 102.5 FM EUFAULA

Student Immunizations: State Statute 1210.191 (700.S.1991) as amended, states “NO minor child shall be admitted to any public, private, or parochial school operating in this state, unless such child can present to the appropriate school authorities certification from a licensed physician, or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, measles (rubeola-rubella), mumps, polio, varicella, Hepatitis A, and Hepatitis B, or is likely to be immune as a result of the disease.

It shall be the policy of the Eufaula Schools, therefore, that parents or guardians of all children entering the Eufaula Public Schools present a certificate of required immunizations upon school entry or present evidence that the immunization process is in progress.

The law provides three kinds of exemptions to these immunizations. These are as follows:

Medical Contradictions: A signed statement, using ODH Form 216-A from a licensed physician, stating that the immunization would endanger the life or health of the child;

Religious Objection: A signed statement, using ODH Form 216-A from the parent or guardian, stating immunizations are contrary to the teaching of their religion;

Parental Objection: A signed statement using ODH Form 216-A from a parent or guardian objecting to the required immunizations on philosophical grounds.

According to this legislation, it is the duty of the school authorities to enforce this law by admitting only those students who have completed all immunizations required or are in the process of completing them. Failure of school officials to adhere to this law constitutes a misdemeanor and is punishable by law. No grace period.

Legal Notice: The Eufaula School District hereby agrees that it will comply with Title IX, VI, and Sec. 504 of the Education Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal Financial Assistance. The Eufaula District I-001 is an Equal Opportunity Employer. It is therefore, the non-discriminatory policy of the Eufaula Independent School District to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions to all general educational classes, advanced courses, and all vocational education classes, as well as any educational service, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Special Education Coordinator of Eufaula Public Schools. Phone 918-689-3938.

Parent Volunteers: An active parent volunteer program is encouraged at the elementary school. We would appreciate your services and your time. If you are interested in becoming a volunteer, please contact your child's teacher. A Background Check will be required if you are assisting or supervising students.

ATTENDANCE POLICIES

Attendance: In order to receive credit, a student must have been in attendance so as not to have missed more than **seven days** per semester in any class they are enrolled in. Attendance begins with the first day of class at Eufaula Schools. A combination of excuses due to illness, truancy, parental excuse, and unexcused absences may result in failure. If a parent or guardian feels there are extenuating circumstances that warrant special consideration, he/she may request an appeal.

The appeal shall be heard by a panel of three, consisting of the principal, counselor, and a teacher. The parent or guardian must agree to be in attendance at the appeal. The decision of the panel shall be final, unless appealed to the Board of Education.

Documentation for doctor's appointments, dental appointments, hospital stays, and doctor's orders to stay home will need to be provided to the committee for review. The more documentation provided, the greater the chance of a successful appeal.

Documentation for doctor's appointments must be turned into the office within 5 days of the appointment.

It is the parent or guardian's responsibility to notify the office by 9:00 a.m. on the day a student is absent as to the reason for being absent. Parents or students should bring notes from doctors at the time of the absence to expedite the attendance rule process.

Students arriving after 9:30a.m. will be counted absent for the morning. Students arriving after 12:30 p.m. or leaving before 2:30 will be counted absent for the afternoon. The principal will be responsible for notifying teachers when this policy is to apply to a particular student, and it will not be enforced without proper notification and approval from the principal. Pre-K students will not be allowed to be checked into school after 11:30 AM since their academics are primary in the morning time.

Absences: Students are encouraged not to miss school unless it is absolutely necessary. The school discourages any absence except for personal illness, illness in the family requiring the student to remain home, death in the family, or a dental or medical appointment. Special situations may be excused by the principal on a case-by-case basis, if this is brought to the principal's attention prior to the absence.

Make-Up Work: Students are encouraged to complete all work missed as the result of an absence. Students have one day for every day they were absent plus one day to make up work. Example: A student misses 3 days. He/she will be given 3 days plus 1 for a total of 4 days to get their makeup work in. Parents requesting work for students absent from school should do so by 10:00 a.m. to give teachers ample time to get it to the office before parents pick it up at 3:00.

PRE-K Pick Up/Dismissal: Pre-K is dismissed at 2:50 PM at the front of the early childhood wing.

ACADEMIC INFORMATION

Grading:

Pre-Kindergarten, Kindergarten, and First Grades are based on mastery of skills noted on the grade sheet.

Second through Fifth Grades evaluation scale is as follows: A (90 – 100); B (80 – 89); C (70 –79); D (60 – 69); F (Below 60). Grades will be entered in the teacher's grade book as numerical values and then converted into letter grades at the end of each grading period.

Progress Reports: Progress reports are sent at the fifth week of each quarter. The purpose of this report is to inform the parents of the progress their child is making. Parents are encouraged to schedule a conference to discuss any areas of need.

Report Cards: Report Cards will be distributed on Wednesday of the week following the 9th week of each grading period.

Parent-Teacher Conferences: Two conference dates are scheduled each year during the months of September and February. Evening conference times are available for those parents who are unable to attend the day conference times.

Honor Rolls: Superintendent's and Principal's Honor Rolls will be recognized at the end of each semester. In order for a student to be named to the Superintendent's Honor Roll, a letter grade of "A" in every course must be earned. In order for a student to be named to the Principal's Honor Roll, no grade below a "B" must be earned.

Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
2. A student must be passing all subjects enrolled in during a semester. If a student is not passing all subjects at the end of the week, the student will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period, the student will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. A student who lost eligibility under the provision must be passing all subjects to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period.
3. *Passing Grade* means work of such character that credit would be entered on the permanent record were the semester to close that day .

Eligibility requirements pertain to all Eufaula School activities, regardless of whether or not they are competitive or local performances.

Proficiency Promotion and Placement of students enrolling for the first time in Eufaula School District: During the week preceding the start of class and the week following the close of class, students have the opportunity to earn credit by taking a proficiency test and scoring 90% or better.

Placement: Students entering grades 1 through 8 shall be placed according to, but not limited to, one or all of the following: (A). Results of criterion referenced testing, 60% mastery or district average, which ever is lower, in basic skills in grades 1 through 8. (B). Proficiency testing-All credits entered on student transcripts will have a letter grade assigned to it commensurate with the level of proficiency demonstrated. The rule applies to, but is not limited to, credit earned by:

proficiency examination, admission examination from private non-accredited schools, admission examinations for enrolling students who have been home schooled. (C). Reviewing of student record-documentation from non-accredited school which may include course work, textbooks, or other curriculum related material. (D). Standardized achievement test results. (E). An assessment prepared by Eufaula Public Schools.

Students enrolling with appropriately documented special education needs will be placed according to the recommendation of the Eufaula Public Schools Individual Education Plan placement team. These students will be required to satisfy the admission criteria which is appropriate for their ability. In all cases the building principal's decision will be final and non-appeal able.

Enrollment: Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". These requirements are as follows: (1). Pre-K must be 4 on or before Sept. 1 and a kindergarten child must have attained the age of five years on or before September 1st. (2). A birth certificate or hospital record must be presented at the time of enrollment. (3). An immunization record. (4) *A copy of social security card.* (5) *A copy of CDIB (front & back) if student has one.* (6) *Proof of residency to insure student lives in the Eufaula School District.* It is the parent's responsibility to be present on enrollment day to sign all enrollment forms and documents.

Immunizations: Students are required to have received 5 doses of DTP/DTPaP/Td (unless the fourth dose of DTP/DTPaP was received after the fourth birthday); 4 doses of polio vaccine (unless the third dose was received after the fourth birthday); 3 Hepatitis B; 2 MMR; 2 Hepatitis A; and 1 Varicella (chickenpox) or a parent's statement of a history of this disease.

Educational Screening Policy: All children will be screened upon entering Pre- Kindergarten or kindergarten at Eufaula Elementary using the Brigance Pre-K or Brigance K Screening instrument. Students will be screened again in April of their kindergarten year with the Brigance 1 Screen.

GENERAL RULES

Computers/Internet/Technology: Students will be allowed to use school technology for its intended purpose within the parameters designed. Internet usage will be limited to appropriate educational usage and restricted to district guidelines. Each user and parent will be required to sign a contract specifying in more detail, guidelines for computer network and internet usage. The User Agreement will be available during enrollment.

Directions and Truthful Answers: All students shall follow the directions of administrators, faculty and staff. They are required to give any information or evidence they know when asked about incidents they have knowledge of or were witness to.

Disruptive/Inappropriate Behavior: A disruptive or inappropriate act shall be defined as, but not limited to inciting, encouraging, promoting, or participating in activities which interfere with the educational program of the school. The following activities are examples of behavior that will constitute disruptive and inappropriate acts:

- * Demonstrations, sit-ins, walk-outs, blockages
- * Possession and/or use of drugs and/or alcohol
- * Group violence
- * Disrespect or disobedience to school personnel
- * The use of obscene, lewd, or profane language (visual and/or auditory)
- * Fighting
- * Disruptive publications
- * Theft or inappropriate use of personal or school property
- * Violations of school rules and regulations
- * Laser lights
- * Harassment or bullying of students or school personnel

Administrative response to student misconduct is a matter directly influencing the morale of the entire body. All disciplinary actions should be based on an assessment of the circumstances surrounding each infraction (student's attitude, seriousness of the offense, potential effect, etc.). This being the case, the principal shall have the latitude to vary from the schedule in administering punishment.

Dress Code: To maintain a setting that is conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner which is appropriate for school and school activities. We certainly want any visitor to our campus to leave with a good impression of our school. When school officials feel a student is not dressed in an appropriate manner, the parents will be contacted to pick up the child and correct the situation.

The principal will have the responsibility of determining what is or is not appropriate dress for the school setting and his/her decision will be final. Teachers who find a student's mode of dress offensive will send the student to the principal's office.

The following are not permitted as appropriate attire:

1. Sunglasses in the building, unless prescription
2. Caps, hats, or other head covering are not to be worn in the school building during school hours;
3. Shoes are required at all times

4. Clothing that advertises alcoholic beverages
5. Bare midriff, strapless, or see-thru garments
6. Clothing with holes by design or accident that would draw undue attention, be considered inappropriate or interfere with the educational process
7. Skirts, dresses, shorts, etc., must be of a modest length
8. All clothing will be worn in an appropriate manner, at a level that does not expose undergarments;
9. The practice of 'sagging' will not be allowed
10. Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate.

Drug Usage: The possession, use, distribution, sale, conspiracy to sell or possess, being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer, and/or controlled substances is a violation of law. Use or possession of tobacco products is also prohibited. Students who violate this law may expect the full punishment by law and the disciplinary code.

Enrollment of Suspended Students: Students who have been suspended from another school will not be allowed to enroll in Eufaula Schools until the term of suspension has expired.

Firearms: It shall be unlawful for any person, except a peace officer, to have on his or her person at any public school property, or while in any school bus or school vehicle any firearm or weapon. Any person violating the provisions of this section shall, upon conviction, be guilty of a felony punishable by a fine not to exceed \$5,000 and imprisonment for not more than one year.

Any parent or guardian of a child under eighteen years of age whose child commits the crime of possession of a firearm on school property may be fined not exceeding \$200, or ordered to do community service not exceeding 40 hours or both such fine and community service (OS 21-1280). Threats or conspiring to bring a weapon to school will be treated as a serious offense and appropriate disciplinary action will be taken. Due to the seriousness of guns in school and the threat of violence, fake or toy guns will not be tolerated. Because of the possibility of retaliation and further problems, fake/toy guns will be treated as a serious offense and the disciplinary action will coincide.

Gang Activity: No gangs, gang-related clothing, gang-related dress, or gang signs and signals will be permitted at Eufaula Schools or activities.

Hall Conduct: It is necessary for all students to be thoughtful and cooperative in the halls. Noise and confusion in the halls will not be tolerated. Shouting, whistling, running, scuffling, etc., will result in disciplinary action.

Library Media Center Policy: The library media center is on a flexible schedule that allows students to come in at anytime during the school day to check out and return books. The media center will also be open before school.

Kindergarten through first grade students may check out one book at a time. Second thru fifth grade students may check out two books and a periodical (magazine). This allows each student to have an Accelerated Reader book and a book of their choice at all times.

Each book and periodical may be checked out for two weeks. After this time, the material becomes overdue. Students may bring a book to the library for renewal when it becomes overdue. Renewal will only be possible if the book is not on hold for another patron.

There will be no fine charged for overdue books, however, a student may not check out another book or periodical until the overdue book is returned.

Any student who loses a book or magazine must pay to replace the material. If a book is damaged, yet can be repaired and still used, the student will pay half the price of the material as a fine. If the material is damaged beyond repair, the student must pay to replace it. The media center cannot return damaged materials to students who pay for them.

All library holdings are school property. The cost is for replacing the material.

Books in the media center are selected by our Board approved "Selection Policy". The media center supports the right to read and has an obligation to ensure equal access to information for all students.

Medications/Illness: If possible, all medications should be given at home. The school nurse and/or designated school staff can administer medications when this is not possible. However, to ensure the safety of all students, the following requirements must be followed:

1. A *Medication Request and Release* form must be completed and signed by the parent/guardian on any medication, prescription or over-the-counter (OTC). This form is available in the Nurse's Office, and on the school's we site. This form will be kept on file in the student's health file. Medications will not be administered without this form. One form for each medication/treatment given is required. This form is to be renewed each school year.
2. A written record will be kept with student's name, name of medication, and date and time medication is taken.
3. For all students' safety, it is required that the parent/guardian bring and pick up medications. ***No medications will be sent home with the student.***

4. Prescription medications must be brought to school in the original pharmacy container properly labeled with the student's name, name of medication, dosage and special instructions, and date and time medication is to be administered. Parent's may request that the pharmacist dispense a separate labeled container for the school.
5. Over-the-counter (OTC) medications must be in a new, unopened, container. Any OTC medication, which is not designated on the label as appropriate for the child's age will not be given without written physician approval.
6. Medications **will not** be accepted in envelopes, plastic bags, or any other form not listed above.
7. Students requiring self-administration of medications for anaphylaxis (life-threatening allergies), asthma and/or diabetes may be allowed to do so according to the following requirements:
 - a. *Medication Request and Release Form* completed by parent and physician.
 - b. Parent acknowledges student is capable of, and has been instructed in the proper method of self-administration of medication and/or treatment.
 - c. Student will inform a teacher, school nurse, principal, coach, or other designated school personal when such medication and/or treatment are used while at school.
 - d. Students will not share their medications with other students.
 - e. The Eufaula Public Schools and its employees shall incur no liability as a result of any injury arising from the self-administrations of medication and/or treatment.
8. The parent/guardian will provide medication and supplies used for administering medication/treatment at their own expense.
9. The parent/guardian will notify the school of any change in the administration of medication and will provide the school with a new prescription bottle and complete a new *Medication Request and Release form*.
10. At the end of the school year, any remaining medication must be picked up by the parent/guardian or it will be destroyed.

The Eufaula Public Schools and its employees will not be liable (to student or parent/guardian of the student) for civil damages (for any personal injuries) to the student, which results from acts or omissions of the school nurse or designated employee in administering any medication.

If a child becomes ill at school, he/she will be brought to the office where we will try to determine the nature and severity of the illness. The child's temperature will be taken and if the student cannot, in our judgment, remain at school, we will contact the parents or the emergency phone listed.

Children may be sent home if they have an active case of head lice, scabies, pink eye, or any other contagious illness.

Mommy Line: Eufaula Elementary School recently enhanced security for our children by starting a "Mommy Line." Until now many elementary students were escorted by a parent or guardian to their child's classroom door. This was very convenient and helped the elementary maintain a relaxed and informal atmosphere. However, recent occurrences at sites in other school districts have prompted us to tighten security before we incur any problems similar to theirs. In keeping with our attempts to provide the safest environment possible for our students, we have suspended the practice of parents or guardians accompanying their students to their classroom door. Although we understand the importance of this ritual to our students and parents, continuance of the practice prohibits us from being able to control the movement of adults throughout the elementary building. This has led to a situation where adults have been found wandering through areas of the elementary where they had absolutely no legitimate reason to be present.

Therefore, out of a belief that our number one priority is the safety of our students, we have instituted the "Mommy Line" to insure no one has unauthorized access to our students. The essence of the "Mommy Line" is that no adults are allowed past a line established immediately inside the main north entrance of the elementary complex. The only way an adult can proceed beyond this "Mommy Line" is to sign in at the elementary office and obtain a "Visitor's Pass." Any adult seen in the hallways without a visitor's pass will be escorted to the office.

Any parent needing to speak to their child's teacher may call the elementary office at 689-2682 or E-mail the teacher via the school website (eufaula.k12.ok.us) and schedule a parent/teacher conference. We are sorry if this new policy inconveniences any of our parents or students, but we feel we must not allow unknown or unauthorized adults to roam freely where our students (your children) need to be kept as safe and secure as possible.

Personal Property: Even though the school provides desks and storage areas, the responsibility for personal items remains with the owner. The school cannot be responsible for any personal items at school.

Petitions: Circulation of petitions or distribution of other non-curricular publications by students shall be subjected to time, manner and place restrictions as follows:

- No distribution or circulation shall be made to students while such students are attending or in a class, lab, assembly, or other curricular-related function.

- No distribution or circulation shall be made in hallways during class changes.
- No attempt shall be made to have a student sign a petition or receive a publication against the will of that student.
- Distribution or circulation that materially and substantially interferes with school operations shall cease and any planned distribution or circulation may be prevented if there are reasonable grounds to fear such distribution or circulation will materially and substantially interfere with school operations.
- The building principals are held responsible for all activities that take place in their respective buildings. It is, therefore, required that a copy of any publication or petition be presented to the principal prior to circulation. If the principal determines that the material is likely to cause a disruption, the principal may deny the distribution or circulation.

Promotion/Retention: The Board of Education of the Eufaula School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him/her in the same grade for an additional year, has established a uniform procedure to be followed in cases where retention is appropriate. This policy also establishes an appeal procedure by which parents may challenge the decision to retain a student at his/her present grade level.

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel who may be assigned by the principal or superintendent when appropriate.

Supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on: testing which covers the subject matter presented to the student; assignments directly related to the subject matter being taught; student's level of maturity; and attendance record.

The student and the parent must be made aware of the possibility of the student's impending retention. Any student in danger of being retained shall be notified prior to the end of the school year that his/her performance is insufficient, and the student's parents will be notified in writing. The school staff will make every effort to help the student improve their academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the Board of Education, the superintendent, and the relevant principal.

Any parent may request reconsideration of a retention decision by taking the following steps:

1st level of appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within 5 days of the parent's receipt of written notification of the initial decision, the initial decision will be final and non-appealable.

2nd level of appeal: The parent may request review of the principal's decision by letter to the superintendent. If no request is received within 5 days of the parent's receipt of the principal's written notification, the principal's decision will be final and non-appealable.

Final level of appeal: The parent may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five days of the parent's receipt of the superintendent's written notification of his/her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed.

The Board's decision will be final and non-appealable. If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

Beginning with the 2013-14 school year, a student who scores at the Unsatisfactory level on the Reading portion of the 3rd grade CRT may only be promoted to 4th grade if the student qualifies for a good cause exemption under the Reading Sufficiency Act. (Based on the Oklahoma Stat. Tit. 70, 1210.508 C (K), (L) and (M) and SBE Rule 210:15-27-2, Good Cause Exemptions for Promotion under the Reading Sufficiency Act, as amended by the SBE on 3/18/13, and approved by the Governor on 5/13/13)

Third grade students who score at the Unsatisfactory level on the Reading portion of the CRT will have the opportunity to be given the Stanford Achievement Test, 10th ed. (SAT 10) prior to the start of the next academic year. The student must score at or above the 45th percentile to be promoted to the 4th grade.

HB 2625 modifies mandatory third grade retention requirements for the 2013-14 and 2014-15 academic years. Students who demonstrate mastery of third grade reading level through a district/state approved screening instrument and do not meet the requirements of a Reading Sufficiency Plan, shall not be subject to the retention policy. The district shall provide notification to the parent and/or guardian of the student, that the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

HB 2625 also states that for the 2013-14 and 2014-15 school years, a student that is subject to the retention policy of the Reading Sufficiency Act, scores unsatisfactory on the Reading portion of the third grade CRT, and does not qualify for a good cause exemption under the Reading Sufficiency Act may be evaluated for "probationary promotion" by a Student Reading Proficiency Team. This team is composed of: A) The parent an/or guardian of the student

- B) the teacher assigned to the student (teacher who had responsibility for reading instruction in that academic year)
- C) a teacher in Reading who teaches in the subsequent grade level
- D) the school principal
- E) a certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the school district superintendent and the superintendent approves the recommendation that: promotion is the best option for the student. If a student is allowed a “probationary promotion”, the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a district/state approved screening instrument.

Kindergarten must reach goals on report card to be promoted to first grade.

First grade must reach goals on report card to be promoted to second grade.

Second grade must be reading at the 45th percentile according to the Stanford Achievement Test, 10th ed.

The same procedures listed previously for appeal of student retention are in place and the Board of Education will make the final decision.

Reporting Substance Abuse: The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

The principal or his/her designee will immediately notify the superintendent or his/her designee of the report. The principal or his/her designee will also immediately notify the student’s parent or legal guardian of the report. The notification to the student’s parent or legal guardian may be verbal, but will be promptly confirmed in writing.

A copy of this policy will be delivered to each teacher and administrator of the district and filed with the State Superintendent of Public Instruction within 90 days of its adoption by the Board of Education. Adopted this fifth day of February, 1996.

Solicitation: Students will not be permitted to promote or participate in the raising of funds for any organization or purpose not associated with the school and sanctioned by the principal.

Student Insurance: Student insurance is made available to students as a convenience for the students. The school does not share in any way in the profits of this insurance. Also, the school neither encourages nor discourages in taking their insurance, with the exception of football players.

Student Search Policy: (Board of Education, August 3, 1987) Since it is the duty of the school administrators and teachers to protect the school population from foreseeable injury, and enforce laws and school rules, searches which are based on reasonable suspicion may be conducted. Searches may extend from the person to his/her personal items, including purses and book bags. Searches of students and the personal property of students will be made when there is reasonable suspicion that the search will produce items which a student is not to have at school, according to school policy or discipline code. This may include weapons, alcoholic beverages, controlled dangerous substances, tobacco products, and stolen or missing property reasonably suspected to have been taken from another student, a school employee, or the school during school activities. Searches of a student’s person are to be done by a member of the teaching or administrative staff who is of the same sex as the student. All student searches must be authorized by an administrator and should be done in the administrator’s presence and in privacy. No strip searches of students are to be conducted by school personnel.

If a student refuses to submit himself/herself or their personal belongings to a search, the police will be called and his/her parents will be contacted. Further refusal to permit search by student and/or parent could result in suspension. If sufficient cause exists to warrant a search, the police and court system will be utilized.

Substitute Teachers: Substitute teachers provide a service to the school district and administration in the absence of a regular classroom teacher. Because many times these people may not have specific training in the field of study, it is imperative that students be business-like and respectful. Students should follow the directions left by the regular teacher and then work on additional assignments when finished. Students who disrupt class, show disrespect, or create other problems when substitutes are in charge can expect the disciplinary action to be of a nature to discourage these types of actions, because of the difficulty in obtaining substitutes. Students should act, at a minimum, as well as they do when the regular teacher is present. Students should show maturity and pride in their school.

Audio Listening Devices/Recorders/Radios: Students are not allowed to bring audio listening Devices, recorders, or radios to class or classroom buildings. However, recorders for educational use in classes are permitted. Possession of compact discs or

tapes with inappropriate content will result in disciplinary action for the student in possession, as well as the supplying student. When on activity trips, use should be confined to the bus and not brought into the building, field, or gym. The school will not be responsible for lost, damaged, or stolen personal equipment.

Teacher Authority: Students must remember that all school personnel of this school system have authority over them. This not only applies during the school day, but also at any school-sponsored activity at home or away. School regulations apply to students from the time they leave their residence in the morning until they return to that residence, or a length of time equivalent to that return.

Telephone Usage: Students will not be permitted to leave class to make a phone call, nor will they be called from class to take an incoming call unless it is an emergency. Take care of all personal business before coming to school and do not ask to use school phones, unless it is an emergency. All students wishing to make phone calls must do so from the principal's office and only after receiving permission. Messages of an important nature will be relayed to students.

Textbooks: All textbooks will be furnished by the school. This does not mean that each student is not responsible for the care of his/her textbooks. In the event a textbook is lost or unnecessarily defaced, the student to whom the book was checked out to is responsible for the replacement cost. The charge will be for a new book, since this will be the cost for the school to replace it. No transcripts or grades will be sent for a student who has moved until all his/her textbooks have been turned in or paid for.

School Day: The school day begins at **8:20 a.m.** and ends at **3:15 p.m. a.m. time.**

No student will be picked up between 2 o'clock and 3 o'clock. Early pickup should only be done in the rare cases of emergency or when an appointment is scheduled. Arrangements for student pickup should be made before the student comes to school except in cases of emergency.

Visitors on Campus: All visitors to the school campus must check in at the principal's office. Parents should also check in at the office before going to classrooms. If visitors do not have legitimate business at school, they have NO business at school. There are to be no student visitors in our school.

SAFETY AND TRANSPORTATION

Drop-Offs Before School – Students will be dropped off in the front of the elementary school or will be escorted by a parent/guardian while crossing the cross walk.

Pick-Ups After School - Students will be picked up in front of the school or a student will be escorted by a parent/guardian while crossing the crosswalk.

Fire Drills: The following procedures are to be followed in case of fire or fire drill. First, wait for instructions from your teacher and then move to assigned exit. Exits will be posted in each individual classroom. Students are asked to walk, not run, from rooms. Leave books and materials in rooms. All students are to remain with their teacher until the all-clear signal is given. Signals for fire or fire drills will be a series of short rings repeated twice. The all-clear signal will consist of a continuous ringing of the bell for 15 seconds.

Tornado Drills: The signal for a tornado drill or alert will consist of a continuous ringing of the bell for at least 30 seconds. Students are to proceed to the safe room in their area in an orderly fashion. Students should remain quiet and attentive in order to listen for any further instructions. All-clear signal will be three short rings.

Bus Transportation: All buses used in Eufaula Schools meet the requirements of the State Department of Education and operate within its regulations. Safety is stressed. All students are urged to regard the bus as a classroom as far as conduct is concerned. In order to prevent serious accidents, the driver must have your full cooperation. Students who ride the bus to and from home and while on school trips should be careful about loading and unloading. Always wait for the bus to stop. After a student is on the bus, he/she is under the supervision of the bus driver. The driver is a school official and has the same authority over the students as does a teacher. No student is to depart from the bus until it reaches his/her school or his/her destination in the evenings.

Activity Trip Transportation: Students who participate in any school-sponsored activity must ride school transportation to and from the event. Parents requesting an exception for the return trip must be present at the event and furnish the sponsor with a note indicating the student is riding with the parent.

FOOD SERVICE

Breakfast Program: Serving time will be from **7:45a.m. to 8:15 a.m.** All rules and regulations of the cafeteria apply to the breakfast program.

Cafeteria: The cafeteria is a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners which one would find in the home. Students should leave the table and surrounding area clean and put trash in proper containers. Students may purchase lunch in the cafeteria or bring their lunches from home. No student will be allowed to leave the campus during their lunch time unless the parent signs the child out in the office. Our school cafeteria serves nutritious meals every school day.

Students may pay for their lunches on a weekly or monthly basis. Lunch bills may be paid in the office each Monday morning. Federal assistance is available for those who qualify, and necessary forms may be secured from the Principal's office. Every child is given an application during enrollment day before the beginning of school.

BULLYING POLICY

Prohibition of Harassment, Intimidation, and Bullying

The Eufaula Public School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, teasing, taunting or other written, oral, electronic devices or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure followed for Sexual Harassment.

STUDENTS

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complaints of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to an appropriate staff member who can explain the informal and formal complaint process and what a complaint can expect. Staff members are required to inform the building principal or designated staff person when they receive complaints or witness harassment, intimidation, or bullying.

Informal remedies include an opportunity for the complainant(s) to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing the district harassment, intimidation and bullying policy without identifying the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district initiated investigatory activities. The superintendent or building principal may conclude that the district need to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- A. All informal complaints shall be in writing. Formal complaints shall set forth the specific acts; conditions or circumstances alleged to have occurred that might constitute harassment, intimidation or bullying. The Superintendent or principal may draft the complaint based on the report of the complainant, for the complainant to review and sign.

B. Regardless of the complainant's interest in filing a formal complaint, the principal may conclude that the district needs to draft a formal complaint based on the information in the officer's possession.

C. The principal shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation.

D. When the investigation is completed the principal shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

E. The superintendent or designee, who is not the building principal, shall respond in writing to the complainant and the accused within thirty days, stating:

1. That the district intends to take corrective action; or
2. That the investigation is incomplete to date and will be continuing; or
3. That the district does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.

F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

Students will be provided with age-appropriate information on the recognition and prevention harassment, intimidation or bullying, and their rights and responsibilities under this and other district policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying.

PUNISHMENT

Dependent upon the severity of the infraction determined by the building principal, students could be punished up to the maximum allowed by law (two semester suspension) or at the administrators discretion.

DISCIPLINE

Disciplinary Code: The goal of any disciplinary policy should be to correct the misconduct of the individual and to promote adherence by that student and by other students to the policies and regulations of the district. The Eufaula Public Schools, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the tranquility of the school or the safety of its students. Furthermore, we will not tolerate acts of vandalism to school property. Students, while enrolled in the Eufaula Schools, shall be under the jurisdiction and accountable to school personnel. This jurisdiction shall include going to and from activities and while in attendance at any activity.

Alternative Punishments: In administering discipline, consideration will be given to alternative methods of punishment. In all disciplinary action, the administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove most effective in particular instances when this is feasible. Alternative Punishments include Lunch Detention, After School Detention, In School Placement, and Out of School Suspension.

Lunch Detentions/After School Detentions:

Lunch and After School Detentions are tools to be used as means to provide disciplinary action for minor offenses while at the same time keeping the student in the regular classroom. Lunch Detentions can be assigned by either the principal, assistant principal, or the classroom teachers. Lunch Detentions will be assigned by the principal or assistant principal at a time designated by the principal. Parents/Caretakers will be responsible for picking up their child as soon as the detention is over each day.

Cell Phone Policy: Student cell phones will not be allowed inside any school building on campus. Students that inadvertently bring cell phones inside are required to turn them into the office until the end of the school day at which time the student will have the cell phone returned to him/her. Failure to do so will result in discipline steps outlined below.

First Offense - Cell phone will be confiscated and only returned to parent or guardian.

Second Offense - In - School Suspension

Third Offense - Out of School suspension

Disciplinary Reports: When students get into trouble at school or at school-sponsored activities, a disciplinary report will be filled out on the student or students. These reports will be kept on file in the principal's office.

Gun-Free Student Suspension Policy: It is the policy of the Eufaula School District that any student who is determined to have brought a weapon to school under the jurisdiction of the school district shall be suspended from school for a period of not less than one year. Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the school district. Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities. It is the policy of this school district to refer to the appropriate criminal justice of juvenile delinquency system any student who has violated this policy.

Knives: No knives of any kind or size are allowed on school campus.

Racial/Ethnic Incidents: The use of terms, signs, or signals that are inappropriate racial or ethnic usage, determined by the school, will be considered as such and will be dealt with in a disciplinary action.

Indecent Actions: Any acts, expressions, comments, or other actions, either written or expressed, that are considered indecent, threatening, and/or inappropriate, will be strictly forbidden. Students who violate this policy will be disciplined according to the nature of the infraction.

Disciplinary Action for Possession of Drugs or Alcohol: The first offense for possession or use of a dangerous controlled substance as defined by Oklahoma statutes shall include a conference, called by the principal and a levying of a ten school day suspension if this action is deemed justified by the principal or his/her designee. When circumstances allow, the conference will involve the principal, a parent or guardian, and the student's counselor. The second offense shall involve the same procedure as described above with a 20 school day suspension. The third offense shall involve the same procedure as described above with a suspension for the remainder of the current semester and the succeeding semester. The same shall apply to being under the influence of such substance while on school campus or at school activities, even though it may have been consumed or used off campus. The amount of suspension an offense as mentioned above related to alcoholic beverages can be half that for controlled substances.

Disciplinary Action for Distribution: Any student guilty of actually distributing contraband will be suspended for the maximum allowed by law (2 semesters) and reports to the JSU, police, district attorney, and any other appropriate law enforcement agency will be made and charges filed. Students who possess, try to distribute, or distribute contraband materials (even though it may not actually be such) may face a penalty half that for an offense that actually involves contraband (controlled dangerous substances).

Disciplinary Action with Intent to Distribute: Intent to distribute will be determined by the quantity of contraband in a student's possession. Generally, if a student has in his/her possession more contraband than that student could normally be expected to use, the intent to distribute will be assumed by the school. The first offense for intent to distribute will be punishable by suspension from school for 90 school days or for the remainder of the current semester, whichever is greater, and the loss of all school credits being earned during the current semester and during the ensuing semester if the suspension carries over to the ensuing semester.

Education Plan for Suspended Students: Students who receive out-of-school suspension will receive an education plan for core subjects the student is enrolled in. The work will be consistent with *State Adopted* objectives for successful completion of competency in the core area. No credit will be received for any test, assignment, or work accepted or graded during the term of any suspension.

Student Suspension: The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out of school" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and all other offenses. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth herein. Any student subjected to an out-of-school suspension may also be referred to the First Offenders Program of the McIntosh County Juvenile Services Unit, or their counseling program. Reference to "parent" in this section of the policy refers to a student's parent or legal guardian. Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

Behavior or Conduct which may result in Student Suspension: Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the district for: violation of a school regulation; immorality; adjudication as a delinquent for an offense that is not a violent offense; possession of an intoxicating beverage, low-point beer; possession of missing or stolen property; possession of a dangerous weapon or a controlled dangerous substance; possession of a firearm. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requires an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma School Law regarding student suspension and applicable Oklahoma Criminal Law distinguishing between violent and nonviolent offenses.

District's Obligation: Before the district, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension. Students identified as disabled under the Individuals With Disabilities Educational Act or Sec. 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom require additional procedural considerations.

Pre-Out-of-School Suspension Conferences: When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal shall conduct an informal conference with the student. At the conference with the student, the principal shall discuss the conduct of the student which is a violation of the policy, rule, or regulation. The student shall be given a full opportunity to explain and discuss his/her conduct. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension. The principal shall attempt to notify the parent by phone and will notify in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent unless their presence disrupts the safe environment of the school.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference: A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, school employees, school property, or a continued substantial disruption of the educational process. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Out-of-School Suspension: An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of 10 school days. A short-term out-of-school suspension shall be a period of ten or fewer school days. In no event will an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the school district's Gun Free School Policy. Out-of-school suspensions should have a definite commencement and ending date. Out-of-school suspensions shall include an Individualized Plan for out-of-school suspension, which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension. The Plan shall provide for the core units in which the student was enrolled. A copy of the plan shall be provided to the student or parent/guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into the school.

Records and Reports: The principal will keep written records of each out-of-school suspension. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the plan.

In-School Placement: In-school placement will be used as an alternative method of discipline for certain offenses at the discretion of the principal. When a student is placed in in-school placement, he/she will: report to the placement room immediately after arriving at school; take their breaks at different times from those regularly scheduled and only when permission has been obtained; eat lunch at a time different from the rest of the student body; study or work on assignments sent to the student by his/her regular teacher; remain in the suspension room until released by the principal after the dismissal bell in the afternoon; not be allowed to attend or participate in extra-curricular activities.

Defacing or damaging school property while in ISP will result in out-of-school suspension. Any misbehavior, talking, or failure to do assigned work will result in strict disciplinary action. Failure to complete in-school placement or follow regulations of such will result in out-of-school suspension. Students in ISP will receive credit for any work in the regular classroom completed, but students on OSS will not receive credit for any work during the duration of the suspension. Suspended students may not be on school property or attend school activities until readmitted to class.

Short-Term Out-of-School Suspensions: The Board of Education recognizes that student out-of-school suspensions of ten or fewer school days (short-term) involve less stigma and require less formal due process procedures than are required for out-of-school suspensions greater than ten days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved for the district's discretion.

Right of Appeal: A student who has been suspended out-of-school for a period of ten or fewer school days is entitled to all pre-appeal rights presently accorded by school district policy to students who have been suspended for a period of greater than ten school days. A student who has been given a short-term out-of-school suspension and that student's parents have the right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting the appeal.

Method of Appeal to a Committee: An appeal can be presented by completing and returning an appeal request form (available in the superintendent's office) to the superintendent within two school days after receiving the out-of-school suspension decision of the principal. If a completed appeal request form is not received in two school days after the principal's decision is received by the parent or student, the principal's decision will be final. Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

Hearing the Appeal: The Superintendent of Schools shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday. Reasonable consideration will be given to accommodate the work schedule of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four hours advance notice of that decision. The failure to give such notice shall preclude the party's right to have counsel attend the hearing. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule, or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. At the conclusion of the presentation of evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the Superintendent of Schools. The decision of the committee shall be final and non-appealable.

Long-Term Out-Of-School Suspensions in Excess of Ten Days: Right of Appeal: A parent or the student may appeal the out-of-school suspension decision of the principal to a committee of school persons and the Board of Education. At the student and/or parent or guardian's option, the appeal may be made directly to the Board of Education.

Method of Appeal to a Committee: An appeal to a committee can be requested by letter to the superintendent, which must be received within two days after the principal's out-of-school suspension decision is received by the student, or by his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. Upon receipt of the request, the superintendent shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee can be authorized. If the superintendent determines that the period of out-of-school suspension is greater than 10 school days, the procedures applicable to long-term out-of-school suspensions must be followed. Out-of-school suspensions shall include an Individualized Plan for Out-of-School Suspension, which shall describe either a home-based schoolwork assignment setting or other appropriate work assignment setting. The plans shall be prepared by the principal with the assistance of other school employees as warranted by circumstances of the out-of-school suspension. The Plan shall provide for the core units in which the student is enrolled. A copy of the Plan shall be provided to the student or parent/guardian. The parent/guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

Hearing the Appeal: The Superintendent of Schools shall appoint a review committee of not less than three school district employees who shall be certified administrators, counselors, and/or teachers, and shall designate a chairperson for the committee. No administrator, counselor, or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in class for the current school term. The superintendent shall schedule the committee hearing as soon as possible during regular school hours Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time, and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party 24 hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will then briefly explain the student's conduct and present any evidence and witnesses that support the student's position. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall affirm or revoke the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal, and the superintendent. When a committee hears an appeal for a long-term suspension, the student and parent or guardian may appeal an adverse decision to the Board of Education. If no appeal is received within two calendar days after the committee's decision is received by the parent or student, the committee's out-of-school suspension decision will be final.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the superintendent or to the clerk of the Board of Education. If no appeal is received within two days after the decision of the committee is received by the parent or student, the decision of the committee will be final. A direct appeal to the Board of Education required the student and parent/guardian to file the written request for appeal within two days of the principal's decision.

Hearing the Appeal: The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Review Hearing Before the Board of Education: The Board President should: Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating his/her name. Ask whether the parents/student wish the hearing to be open to the public or executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/student request a closed hearing, a motion to go into executive session per their request should be made and voted on. The Board President should advise the parents/student that they are entitled to legal counsel, if they desire it; that the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given the opportunity to cross-examine; that the parents/student will be given an opportunity to call any relevant witnesses and present any relevant evidence that they may wish, subject to cross-examination by legal counsel for the administration; that the Board will consider the evidence and documents and reach a decision that will be recorded by vote in open session; and that the parents/student may ask any questions about the procedure. Following the presentation of above, all administration witnesses and documents should be presented subject to cross-examination. Parent/student may call any witnesses and present any documents subject to cross-examination. After each witness is presented, school board members may ask the witness any questions. Parents/student's closing statement. Administration's closing statement. Deliberation in private. Return to open session and vote. After adopting a motion making certain findings of the fact, the Board must make a motion to affirm or revoke the out-of-school suspension.

Out-of-School Suspension or Disciplinary Removal of Children with Disabilities: This policy applies to the out-of-school suspension or other disciplinary removal from the classroom of a child with a disability. Disciplinary removal refers to reassignment of a child to an interim alternative educational setting or another setting, designated by the school district for a prescribed course of education. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in Section 202 of the Controlled Substances Act 21 U.S.C. 812(c). Illegal drug means a controlled substance, but does not include such a substance that is legally possessed or used under the supervision of a licensed health professional, or any other authority under the Controlled Substances Act or any other provision of federal law. Substantial evidence means beyond preponderance of the evidence. Weapon means a dangerous weapon as defined by 18 U.S.C.930(g)(2), specifically, a weapon, device, instrument, material, or substance, animate or inanimate that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

Short Term: The school district may suspend out-of-school or implement a disciplinary removal of a child with a disability for a period of ten consecutive school days or less for any conduct that would warrant out-of-school suspension or disciplinary removal for a child without a disability. The school district will follow its policy and procedures for the out-of-school suspension of children without disabilities in conjunction with the short-term out-of-school suspension of children with disabilities. The school district will notify the child's parents of the disciplinary action and all applicable procedural safeguards under state and federal law, and school district policy as soon as possible after the decision to take disciplinary action is taken.

Long Term: The school district may implement the disciplinary removal of a child with a disability to an interim alternative setting for a period of 45 calendar days or less if the child: (a). Carries a weapon to school or to a school function under the school's jurisdiction; or (b). Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function under the school district's jurisdiction. The child's individualized education plan or accommodation plan team will identify the child's interim alternative educational setting. Any interim alternative educational setting in which the school district places the child will: (a). Be selected to enable the child to continue to participate in the general curriculum and to continue to receive the services and modifications, including those identified in the child's current I.E.P., that will enable the child to meet his/her I.E.P. goals; and (b). Include services and modifications designed to address the behavior that led to the placement change so that the behavior does not recur. The school district will notify the child's parent of the disciplinary action and of all applicable procedural safeguards under state and federal law and school district policy as soon as possible after the decision to take disciplinary action is made.

Process for Implementing a Long-Term Out-of-School Suspension or Disciplinary Removal: No more than ten days after taking disciplinary action for an out-of-school suspension or disciplinary removal of more than ten school days or when a series of short-term out-of-school suspensions or disciplinary removals exceeds ten school days during the school year, the school district will convene a meeting of the student's I.E.P. team. The team will: (a). Conduct a functional behavioral assessment of the child and decide if a behavioral intervention plan is necessary, or (b). If the child already has a behavioral intervention plan, review and modify it, as necessary, to address the behavior, and (c). Make a manifestation determination, by reviewing the relationship between the child's disability and the behavior subject to disciplinary action.

Making a Manifestation Determination: If the I.E.P. team determines that the behavior subject to disciplinary action is a manifestation of the child's disability, then the school district cannot suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior. If the I.E.P. team determines that the behavior subject to disciplinary action

is not a manifestation of the child's disability, then the school district may suspend the child out-of-school long-term or implement a long-term disciplinary removal as discipline for the behavior. The I.E.P. team may determine that the child's behavior was not a manifestation of his/her disability only if the team: First considers as to the behavior subject to disciplinary action, all relevant information, including evaluation and diagnostic results, including results or other relevant information supplied by the child's parents; observations of the child; and the child's I.E.P. placement, and then determines that: as to the behavior subject to disciplinary action, the child's I.E.P. placement was appropriate; the special education services, supplementary aids and services, and behavior intervention strategies were provided in compliance with the child's I.E.P.; the child's disability did not impair his/her ability to understand the impact and consequences of the behavior subject to disciplinary action; and the child's disability did not impair his/her ability to control the behavior subject to disciplinary action. If the I.E.P. team determines that the child cannot be suspended out-of-school or a disciplinary removal implemented as discipline for the behavior, it may still consider whether a change of program and/or placement is appropriate for the child for non-disciplinary reasons. School district personnel will provide the child's special education and disciplinary records for consideration to the person(s) making the final decision about the disciplinary action to be imposed.

Continuing Educational Services: The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child with disability, under the IDEA, whether or not the child's behavior is a manifestation of his/her disability. The school district will provide appropriate educational and/or related services during long-term out-of-school suspensions to a child who is a qualified individual with a disability under Section 504, if the child's behavior is a manifestation of his/her disability. The child's I.E.P. team will determine an appropriate educational program and placement for the child. Otherwise, educational services during the out-of-school suspension term shall be governed by the school district's policy and procedures for out-of-school suspension of children with disabilities.

Stay Put: If a child's parent disagrees with the I.E.P. placement team's determination that the child's behavior was not a manifestation of his/her disability or with any decision regarding placement, the parent may request a due process hearing. The school district will arrange for an expedited hearing if the parent requests one. In reviewing the team's manifestation determination, the hearing officer will decide whether the school district has demonstrated that the child's behavior was not a manifestation of his/her disability. When a parent requests a due process hearing regarding the school district's action imposing a disciplinary removal to an interim alternative educational setting for up to 45 calendar days for a drug or weapon offense, an interim alternative education setting imposed by a hearing officer, or the team's manifestation determination, the child will remain in the interim alternative setting pending the hearing officer's decision or until the expiration of the time period identified for that placement (up to 45 calendar days), whichever occurs first, unless the parent and the school district agree otherwise.

If a child is placed by the school district in an interim alternative educational setting for a drug or weapon offense or imposed by a hearing officer and school district personnel propose to change the child's placement after expiration of the placement, during the pendency of any proceeding to challenge the proposed change in placement, the child will remain in the current placement, unless the following exemption applies: if the school district personnel maintain that it is dangerous for the child to be in current placement during the pendency of the due process proceedings, the school district may request an expedited hearing. In determining whether the hearing officer may place the child in the alternative setting or in another appropriate placement, the hearing officer will use the standard identified in Section 9.

Emergency Disciplinary Removal: The school district may request a due process hearing to obtain an emergency order placing a child with a disability in an interim alternative educational setting for no more than 45 calendar days. To enter such an order, the hearing officer must determine that the school district has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in an injury to the child or others, and will also: (a). Consider the appropriateness of the child's current placement; (b). Consider whether the school district has made reasonable efforts to minimize the risk of harm in the child's current placement, including the use of supplementary aids and service; and (c). Determine that the interim alternative educational setting meets the standards identified in Section 4.

Eufaula School Physical Restraint Policy for Special Education Students: School Personnel may only use physical restraint under following emergency circumstances and only if these elements exist:
The student's actions pose an imminent risk of harm to him/herself or others. Imminent risk of harm is defined as the immediate and impending threat of a person causing serious bodily injury to self or others.

Less restrictive measures appropriate to the behavior exhibited by the student have not effectively de-escalated the risk of injury.

The physical restraint lasts only as long as necessary to resolve the risk of danger or and the degree of limitation or restriction of another person's freedom of movement is applied may not exceed what is necessary to protect the student or other persons from imminent bodily injury.

Physical restraint shall not be used for the purposes of discipline or as a punishment. It shall not be used to force compliance, as a convenience for staff or to prevent property damage.

Only Eufaula School personnel who have training in conflict de-escalation, crisis cycle and interventions at each stage, possible effects of physical restraint, first aid, CPR and methods of monitoring a student's well being during and following a restraint. These personnel will become certified in the nonviolent crisis intervention of CPI to meet the state mandated criteria.

At least one witness who is not involved in the physical restraint will be present. The building administrator will be informed immediately of any incident of physical restraint. If building administrator is unavailable, the administrator must be informed as soon as possible following each incident.

The following restraints will be prohibited:

Prone restraints

Any maneuver that place pressure on weight on the chest, sternum, lungs diaphragm, neck throat or back.

Any restraint that prevents a student from speaking or breathing.

Chemical restraint

Mechanical restraint

Parent will be notified immediately following each incident of physical restraint. Parents will be provided a copy of all documentation and documentation will be place in student's confidential file. A documented debriefing meeting will occur within two school days following each physical restraint incident and prior to any extended breaks from school. This meeting will include all individuals involved in the incident, building administrator, parent/guardian of student with disability, the student (if able to participate) and the witness who was not involved in the physical restraint.

EUFAULA SCHOOL POLICY FOR USE OF SECLUSION WITH SPECIAL EDUCATION STUDENTS: Seclusion shall not be used to manage behavior. It may only be used under for the following emergency circumstances and only if these elements exist:

A student's actions pose an imminent risk of harm to him/herself or others.

Positive behavior intervention strategies and less restrictive measures appropriate to the behavior exhibited by the student and specified in the student's IEP or BIP, and are currently being implemented but are not currently de-escalating the risk of injury and the seclusion lasts only as long as necessary to resolve the risk of danger or harm or while waiting for the arrival of law enforcement or crisis intervention personnel such as when the student has possessed a weapon or committed a crime.

Only Eufaula School Personnel who have been trained in conflict de-escalation, the crisis cycle and interventions at each state, possible effects of seclusion , appropriate use of seclusion rooms, including escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while in seclusion. Eufaula School Personnel will be trained and have annual re-certification in the nonviolent crisis prevention program CPI to fulfill these requirements.

Any student who is placed in seclusion based upon the previously established criteria will be:

Continuously monitored visually and aurally by a school employee.

The student must be allowed to go to restroom upon request.

The student must be permitted water to drink upon request.

Immediate action must be taken if the student displays any signs of medical distress.

Parent will be informed immediately following each seclusion incident, and provided a copy of all documentation.

A building administrator will be informed immediately of any incident of seclusion and if unavailable, must be informed as soon as possible following each incident.

At least one witness who is not involved in the seclusion will be available.

Each incident of seclusion will be document on Special Education forms and include; name of student, school personnel involved, date and time of incident, location of seclusion room, description of seclusion incident and description of behavior before and after incident.

A copy of documentation will be place in student confidential file and provided to parents.

A debriefing meeting will occur within two school days after each seclusion, and prior to any extended breaks,

The meeting will include all individuals involved, building administrator, the parent/guardian of student, the student (if student is able to participate) and at least one staff member who was not involved in seclusion.