

# Union Elementary



Student Handbook  
2020-2021

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#### Availability of Policy

A copy of the complete policy of the Ponca City Public Schools is available for parent and eligible student review in the principal's office of each school building, at the superintendent's office, and on-line at the district's web site [www.pcps.us](http://www.pcps.us) under the Board of Education link.

## Union Elementary Staff

2020-2021

### Certified Staff

Jennifer Dye	Principal
Aimee Clark	Kindergarten
Debbie Snelding	Kindergarten
Sandra May	First Grade
Lindsay Hertzog	First Grade
Rachel Berger	Second Grade
Traci McHenry	Second Grade
Kristinia Prewitt	Third Grade
Karen Taylor	Third Grade
Karl King	Fourth Grade
Melisa Smith	Fourth Grade
Ashlee Sharp	Fifth Grade
Lexis Sherman	Fifth Grade
Dana Love	Art
Nancy Taylor	Music
Cody Campbell	Physical Education
Mike Arnold (STEP)	Special Education
Ali Morris	Special Education
Sheila South (PALS)	Special Education
Jessica Wyckoff (STARS)	Special Education
Gineta Swanson	Speech & Language
Brenda Kirchenbauer	OT/PT
Hollye Theobald	Counselor
Sandy Hasenfratz	Instructional Coach

### Office Staff

Tina Hull	Site Secretary
Irish Gregg	Child Nutrition/Office Assistant

**Union is blessed with many wonderful support personnel. Without their help, we wouldn't be able to function!**

## **Union Elementary School Vision and Beliefs**

### **Vision**

To empower all individuals to dream, explore, and succeed.

### **Mission of Ponca City Schools**

Our mission is to ensure that all students are prepared to live and work successfully in a global society.

### **Creed**

We are Wildcats.

We are confident, capable, and strong.

We are thinkers, and we are powerful together.

We follow the Wildcat Way and we are the future.

### **Wildcat Way**

W-Work Ethic: Great effort/ your very best every time

I- Improve: Get better every day as a player, student, and person

L- Leadership: Everyone can set a good example: administration, coaches, parent, and athletes

D- Discipline: On the field, in the classroom, and in your personal life

C- Compete: Expect to win-don't accept losing

A- Attitude: You can always control your attitude, effort, and enthusiasm

T- Teamwork: Team first- be unselfish

### **Colors**

Red and Navy blue

### **Mascot**

Wildcats

## **Ponca City Public Schools Goals and Beliefs**

### **Goals for the Ponca City Public Schools**

- Commitment to excellence through high academic achievement and a passion for developing thinking;
- Anyone entering Ponca City Public Schools leaves only by transfer or graduation;
- Maintain a continuing commitment to excellence in our extracurricular programs;
- Parents input and participation in their own child's education is actively sought and encouraged by the school;
- High level of retention of trained and dedicated employees;
- All teachers model effective teaching skills that support district goals and beliefs;
- Fully implement a 21<sup>st</sup> Century Technology plan
- Commitment to excellence through ongoing capital improvement.

### **Board of Education Belief Statement**

We Believe:

- Our students must learn; our teachers must teach; and it is the responsibility of the school community that both happen;
- Our students can achieve beyond expectations;
- Students learn and achieve at different rates and in different ways;
- All students have value and a natural desire to learn;
- Self-esteem and performance are interdependent;
- Parental involvement is vital in the education of children;
- The entire school community must model life-long learning, open communication, high standards, and ethical behavior; and
- Ponca City Public Schools must teach discipline and respect in a safe, challenging, nurturing climate that maintains high standards of achievement for all learners.

### **Ponca City Public Schools Mission Statement**

Our mission is to ensure that all individuals have the opportunity and environment to demonstrate the attitudes, skills, and knowledge essential for lifelong learning and responsible living.

## **Union Elementary School Policies and Procedures**

Policies and procedures outlined in this handbook are subject to change. All policies adopted by the Ponca City Board of Education supersede guidelines outlined herein. Please address any questions and concerns regarding district policy to the building principal, Mrs. Dye at 767-8035.

### **Absences**

If your child will be absent for any reason, the parent or guardian should call the school office at 767-8035 between 7:45am and 8:30am on the morning of the absence. For an absence to be excused, the office must receive a phone call or a note stating the reason the student was not in school. Absences remain unexcused until the parent or guardian contacts the school. **By law, the school is compelled to report unexcused absences to the office of the District Attorney.**

If you know the exact date and number of days your child will be absent, you may call the office before the absence and give the dates. If you would like to request homework when your child is absent, please do so when you call to report the absence. You may pick up the homework after 3:10 in the office. Please encourage your children to be in school, and on time, every day.

### **Accident Insurance**

The Ponca City Public Schools offer optional accident insurance to all students enrolled in school. Insurance is available through K&K Insurance/Nationwide Life Insurance Company. Insurance information can be located at [www.PCPS.us](http://www.PCPS.us) under District Quick Links or available at the Board of Education upon request. ***The Ponca City Public School District DOES NOT provide accident coverage to students.***

### **After School Care**

Cat Care after school daycare services are available each day after school until 5:30. The cost of the program is \$160 per month and is due on the 1<sup>st</sup> of each month.

### **Alcohol, Drugs, Tobacco and Illicit Drugs (7.17 – 1.0)**

It shall be the policy of the Ponca City Board of Education that any teacher, or any other school employee, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function, either as a participant or spectator, at home or away, may have used or consumed or has in his or her possession:

- (1) 3.2 beer
- (2) alcoholic beverages
- (3) controlled dangerous substance
- (4) illicit drugs (The term illicit drugs shall include, but not be limited to the misuse of prescription drugs or the misuse or inhaling of aerosols, inhalants, glue, or other similar misuses of chemicals.)

as the above are now defined by state law or as defined by federal statutes, shall immediately notify the Principal or his or her designee of such suspicions. The Principal shall immediately notify the superintendent of Schools and a parent or legal guardian of said student of the matter.

Every employee employed by the Ponca City Board of Education, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function is under the influence or has in the student's possession alcoholic beverages, beer of any type or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability.

Students will be informed in writing THAT DISCIPLINARY SANCTIONS (CONSISTENT WITH LOCAL, STATE, AND FEDERAL LAW), UP TO AND INCLUDING OUT OF SCHOOL SUSPENSION AND REFERRAL FOR PROSECUTION, WILL BE IMPOSED ON STUDENTS WHO POSSESS, USE, DISTRIBUTE, SELL, CONSPIRE TO SELL OR POSSESS OR ARE IN THE CHAIN OF SALE OR DISTRIBUTION OR ARE UNDER THE INFLUENCE OF 3.2 BEER, ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, OR ILLICIT DRUGS. A disciplinary sanction may include the satisfactory completion of an appropriate rehabilitation program.

Parents and students shall be given a copy of the Board policy **7.17 Reporting of Students Using, Possessing, or Distributing 3.2 Beer, Alcoholic Beverages, Controlled Dangerous Substances, or Illicit Drugs** (Section VII) as this policy contains the standards of conduct and the disciplinary sanctions that can result by not complying with these requirements of student conduct.

In addition, information about drug and alcohol counseling and rehabilitation as well as re-entry programs will be made available to students and parents.

It shall be the policy of the Ponca City Board of Education that any substance believed to be a harmful illegal drug or illicit drug, whenever found, will be turned over to the Ponca City Police Department.

**PUNISHMENT FOR POSSESSION OF 3.2 BEER AND ALCOHOLIC BEVERAGES (Policy 7.17 - 2.0)**

Any student who is found to be or have been in possession (person, locker or car) or have conspired to possess alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, or any student who is found to have used or consumed alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma, or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, shall, be placed in the In School Detention for a period of ten (10) school days, if the offense is the student's first violation.

It shall be the policy of the Board of Education that students who spend time in a residential treatment facility will have the time count in lieu of time that the student would have been required to spend in the In-School Detention.

Any student found guilty of a second offense may be suspended out of school for the remainder of the semester and the following semester. Students assigned to In-School Detention will be ineligible to participate in any school activity during the day or evening hours.

**DISTRIBUTION OR SALE OF 3.2 BEER, ALCOHOLIC BEVERAGES AND POSSESSION, DISTRIBUTION, OR SALE OF CONTROLLED DANGEROUS SUBSTANCES OR ILLICIT DRUGS (Policy 7.17 - 3.0)**

A student who is found to have distributed, sold, conspired to sell or was in the chain of sale or distribution of alcoholic beverages or beer of any type, or is found to have been in possession, distributed, sold, conspired to sell or possess or are in the chain of sale or distribution or are under the influence of a controlled dangerous substance or illicit drugs, as defined by the statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or at a school-sponsored function, shall be issued a long-term out-of-school suspension.

The student violator may be considered for reinstatement after the Principal is assured that the student and the parents or guardian will cooperate fully in avoiding further violations.

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

**POSSESSION AND USE OF TOBACCO POLICY FOR STUDENTS (Policy 7.17 - 4.0)**

To ensure compliance with certification requirements of Section 4116 of the Safe and Drug Free Schools Community Act of 1994 (P.L. 103-382), it shall be unlawful to use or possess tobacco products in any form by students while attending school, on school premises or at a school-sponsored activity. Any student in violation of said policy will face immediate disciplinary action. A person who knowingly violates this policy may commit a criminal misdemeanor under state law.

The disciplinary actions to be taken are:

**First offense** – five days in In-School Detention.

**Second offense** – may result in an out-of-school suspension for the remainder of the semester and the following semester.

**TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES (Policy 7.17 -- 5.0)**

The board of education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, or in school vehicles, hereby adopts the following policy.

**Statement of Purpose and Intent**

1. The safety of students and employees of the district is of paramount concern to the board.
2. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, or in school vehicles, pose serious safety risks to students, employees and the public.
3. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.
4. The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.



5. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, or in school vehicles.
6. This policy will apply to all students of the district.
7. Violations of this policy will subject the student to disciplinary action, including out-of-school suspension from school.

### Definitions

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.
2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.
3. "Under the influence" means any student of the district who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
4. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
5. "School property" means any property owned, leased or rented by the district, including but not limited to school buildings, parking lots and motor vehicles.
6. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:
  - A. Observable phenomena, such as:
    - i. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, or in school vehicles, or
    - ii. the direct observation of alcohol or drug use while on school property, at a school sponsored event, or in school vehicles.
  - B. A report of drug or alcohol use while on school property, at a school sponsored event, or in school vehicles, provided by reliable and credible sources;
  - C. Evidence that a student has tampered with an alcohol or drug test; or
  - D. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, or in school vehicles.

### Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody;

and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample.

If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.
4. Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the district under this policy shall be at district expense.
5. Any student who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The district will rely on the opinion of the district's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.
6. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the district will not report on or disclose to the district any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

#### Student Alcohol and Drug Use Tests - When Required

1. Any student whose behavior while on school property, at a school sponsored event, or in school vehicles, creates a reasonable individualized suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the district from disciplining any student in the absence of an alcohol or drug use test of the student.
2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-schools suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

#### Medical Marijuana

1. Pursuant to OKLA. STAT. tit. 63, § 420 *et. seq.*, unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under Federal law or regulations, the school district will not discriminate against a student in enrollment or otherwise penalize a student solely on the basis of the student's status as a medical marijuana holder.
2. The school district will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.
3. As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
  - A. Observation of any of the conduct or phenomenon described below:
    - (1) the smell of marijuana on around the individual;
    - (2) Disorganized thinking;

- (3) Paranoia and/or confusion;
  - (4) Bloodshot eyes;
  - (5) Increased heart rate;
  - (6) Increased appetite; or
  - (7) Loss of Coordination and
- B. Any circumstance that would permit the school district to engage in “reasonable suspicion” drug or alcohol testing of the student under this policy.

#### Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance

Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school sponsored event, or in school vehicles, or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.

#### Persons Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The superintendent;
2. Any employee designated for such purposes by the superintendent or the board.

#### Out-of-School Suspension Due Process Procedures

Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the district’s policy on student behavior.

#### Circulation of Policy

This policy shall be given broad circulation to all students of the district which shall include prominent posting at various places in the district.

#### **MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD) (Policy 3.26)**

"Regardless of a student, employee, parent or any individual’s status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

This policy may be viewed in its entirety on the district website, [www.pcps.us](http://www.pcps.us), under the Board of Education/Policy Book.

#### **Arrival & Dismissal**

Doors open at 7:30am. Supervision is not available prior to 7:30 am, so students should not be on school grounds prior to that time. Breakfast begins at 7:30am. All other students are allowed in the gym at 7:45am. The morning assembly will begin at 7:55 in the gymnasium. School is dismissed at 3:10pm. To ensure the safety of students at the end of the day, students should be out of the building and off school grounds by 3:25pm unless the student is participating in a supervised after-school activity or is enrolled in the after school childcare program. Students should arrange to meet brothers and sisters outside. Students not picked up by 3:25pm will be escorted to the school office to wait for their parent or guardian. Supervision is not available after school.

For the safety of your student, please be certain you are loading and unloading students in designated areas only. Dropping students off in or near cross walks or bus zones is not permitted. If dropping students off, please do so in a timely manner so that you don’t back up the line. If you need more time, please park in the parking lot and walk your child to the sidewalk using a crosswalk. All children must be accompanied by an adult to enter the parking lot.

Students may ride their bikes to and from school with parent permission. When arriving on the school grounds, bikes are to be walked to the bike rack. When leaving school, walk bikes off the school grounds. Skateboards, scooters, roller-skates, Heelies, or roller blades are to remain at home. Please lock up bicycles with a chain and lock for security reasons. Walkers and bike riders must use the crossing guard to cross Union Street.

Please do not pick children up early unless it is an emergency. All students must be checked in or out through the school office during school hours. This includes lunchtime. Please do not go to the classroom or take children from the playground. Students will only be allowed to leave the building with the person whose name is indicated on the enrollment form unless their parent or guardian notifies the office in advance. Each student who leaves during school hours must be signed out on the daily log kept in the office.

### **Asbestos Notice**

As a requirement of the Asbestos Hazardous Emergency Response Act of 1986, school officials are to annually inform parents, students, and employees of the possibility of asbestos containing materials (ACM) in some of our schools. Some buildings have asbestos containing materials located in walls and crawl spaces, and/or encapsulated, out of reach contact.

The district has completed an extensive asbestos removal process that has removed asbestos out of areas used by students and employees. Our capital improvement plan has given us the opportunity to remove even more asbestos in our buildings in the last few years.

The district has a state approved operation and maintenance plan. The plan is designed to maintain the ACM where employees may be working, or to handle an emergency such as a broken water line. Twice a year, employees of Precision Testing Laboratories inspect all of the district's ACM areas. Inspectors assist the district in maintaining the integrity of the encapsulation of those pipes and suspected ACM.

The district has an asbestos awareness program for all custodial and maintenance personnel given annually as a part of the district's hazard communications policy. If additional information is needed, contact Bret Smith, Risk Manager and Asbestos Coordinator, at the Ponca City Public School Central Office, 613 E. Grand Ave. or call 580-767-8000.

### **Attendance Policy (Policy 7.4-1.0)**

It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) and under the age of eighteen (18) years, and who has not completed four (4) years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the attendance rules of Ponca City Public Schools. It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the attendance rules of Ponca City Public Schools or receive an education for the full term that school is in session except under the following conditions:

1. If a child is prevented from attending school by reason of mental or physical disability as determined by a qualified physician.
2. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between the school district administrator and the parent, guardian or custodian of the child.

All absences excused or unexcused count toward chronic absenteeism with the exception of approved school-related activities.

It shall be the duty of the attendance office or principal to enforce all provisions of the Compulsory Attendance Law. Any parent, guardian, custodian, child or other person violating any of the provisions of the Compulsory Attendance Law shall be guilty of a misdemeanor and be fined according to the City of Ponca City Ordinance 7-2D-3.

In order to approach each child's individual situation in the most appropriate manner, the following procedures are to be followed when a student's attendance record indicates a pattern of absences that may be detrimental to his/her educational progress. The principal may determine extenuating circumstances. However, for reasons limited exclusively to medical or other extenuating circumstances, parents may appeal to a committee chaired by the appropriate principal or grade level assistant principal.

1. On the occasion of the 4<sup>th</sup> absence, the building principal or designee will notify the parent/guardian in writing.
2. On the occasion of the 6<sup>th</sup> absence, the building principal or designee will notify the parent/guardian with another letter along with a copy of the City of Ponca City's Truancy Ordinance.
3. On the occasion of the 8<sup>th</sup> absence, the building principal or designee will schedule a conference with the parent/guardian and student to compile/complete an attendance contract and may report absences to DHS, the SRO, and/or DA office.
4. On occasion of the 12<sup>th</sup> absence, the building principal or designee will arrange a parent/guardian meeting with the SRO, parent, and student to review the contract along with the city ordinance. At this time, the SRO may issue a warning to parents/guardians for failure to comply with the city ordinance. Failure of the parent/guardian to attend this meeting may result in a report to DHS and/or the DA office.
5. On occasion of the 16<sup>th</sup> absence, the building principal or designee will notify the parent/guardian in writing about his/her child's chronic absenteeism status and will warn the parent/guardian again of the City of Ponca City Ordinance and possibility of a receiving a citation.

On occasion of the 17<sup>th</sup> absence, the parent/guardian may be issued a citation. Each additional day of non-compliance with the attendance policy may result in additional penalties.

### **Birthdays**

Student birthdays will be recognized in the office. Please make arrangements with your student's classroom teacher **before** bringing birthday treats to school. Birthday party invitations are not to be handed out at school unless the entire class is invited. Please do not send someone to the school to surprise and entertain your child or their class. (i.e. Clown with balloons)

### **Breakfast & Lunch**

Breakfast is served in the cafeteria each morning beginning at 7:30. We begin serving lunch at 10:50. Students may bring their lunch or buy hot lunch by the month. If a student leaves campus during the lunch hour, he or she must be signed out in the office by a parent or guardian and signed back in upon their return to school. The cost for breakfast and lunch for the month may be obtained by calling the office at 767-8035 between 7:45 and 3:00.

### **Bullying Policy Prohibiting Student Bullying (7.16-1.2)**

#### **Statement of Legislative Mandate and Purpose**

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

#### **Definition of Terms**

##### A. Statutory definition of terms:

"Bully" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

##### B. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

##### C. Types of Bullying

"Physical Bullying" includes harm or threatened harm to another's body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

"Emotional Bullying" includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

### Understanding and Preventing Bullying

#### A. Student and Staff Education and Training

A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the availability of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district’s bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

#### B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district’s policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

### Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

### Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

### Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Bret Smith, Executive Director of Operations.

#### Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 § 1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

#### Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

#### Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

### Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

### Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10<sup>th</sup> of each school year as part of the school district's Annual Performance Report.



# Bullying Report Form

## Instructions

Complete the form below with as much information as possible. If you need assistance completing this form, contact the district's bullying coordinator (Bret Smith, Executive Director of Operations). Return the completed form to (Bret Smith, Executive Director of Operations, 613 E. Grand Ave., Ponca City, OK 74601).

Anonymous reports will be investigated to the best of the district's ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

## Individual Making the Report

Name: \_\_\_\_\_ Report Date: \_\_\_\_\_  
School: \_\_\_\_\_ Grade / Job Title: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_

## Incident Information:

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Describe Incident: *Use additional pages as necessary, and attach any relevant documents*

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Other Witnesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information in this report is true and correct to the best of my knowledge. I understand that the district will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.

\_\_\_\_\_  
Reporter's Signature

\_\_\_\_\_  
Date

### **Bus Transportation**

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from the school or activity. Students are always to obey their bus driver. Students are expected to help keep buses clean and neat. Rules for bus conduct will be given to each bus student at the beginning of the school year. Parents and students are requested to sign and return the form saying they have read and are aware of the rules and consequences. Any child who violates any of the rules will be reported to the school principal and can be denied permission to ride a bus.

### **Bus Rules**

The bus conduct rules are outlined in the Student Transportation Handbook. Bus conduct reports are filled out by the driver if a rule is broken. Conduct reports are handled in the following manner:

- 1<sup>st</sup> offense: Child visits the principal.
- 2<sup>nd</sup> offense: Child visits the principal and parent is called.
- 3<sup>rd</sup> offense: Child receives a 3-day bus suspension.
- 4<sup>th</sup> offense: Child receives a 5-day bus suspension.
- 5<sup>th</sup> offense: Child is suspended from the bus for the remainder of the semester.

Students should know the arrival time of their bus and be ready. Drivers will make every attempt to be on time. In case of bad weather, the Superintendent will decide whether it is safe to run a route or any part of it. Local radio stations are notified as soon as a decision to cancel school is made.

### **Cell Phones**

We discourage cell phones from coming to school. They are a distraction in the classroom and invite theft. If a parent wishes their child to have a cell phone after school, the phone must be turned off and kept in the student's backpack in a locker. Students needing to make phone calls may do so on the school's land line with permission.

### **PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS (Policy 3.22-2.0)**

It is the district's policy that students who possess a personal wireless device at the **elementary** and **middle schools** must keep that device turned off and out of sight throughout the entire school day. No student will be permitted to access his/her personal wireless device during the school day except with teacher permission.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device at school or school-related activities for the remainder of the school year. Students are also subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions or otherwise engaged in cheating;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

This policy may be read in its entirety on the district website, [www.pcps.us](http://www.pcps.us), under Board of Education/Policy Book.

### **Child Custody**

If legal custody of a child has been awarded to one parent or another individual, it is critical that the school is notified of this situation. A copy of the court order establishing custody should be on file in the school office.

### **Child Find**

If you suspect that your child may have a disability or developmental delays, you can call Zuri Mayo, the Child Find Coordinator, at 580-767-8037, or the Office of Special Services at 580-767-8000. If your child is 0 – 3 years of age, you will be referred to Sooner Start of Oklahoma. If your child is 3 – 21, the Ponca City Public Schools District is responsible for identifying, locating, and evaluating your child, regardless of the nature or severity of disability. The evaluation will be at no cost to you. If eligibility is determined, services for your child will be offered by our district, regardless of the severity of the disability or developmental delay.

### **Child Nutrition Program**

A Free and Reduced Lunch Application must be completed EVERY year. The application will carry over for the first 30 days of school. After that, full price is charged if an application has not been approved.

**The Ponca City Schools enforces a “No Charge Policy”. Only three lunch or breakfast charges are allowed.** After that, payment must be made for your child to each breakfast or lunch at school. If you have any questions regarding your lunch account, call Ms. Irish Gregg at 767-8035.

### **Code of Conduct**

The Union Elementary Discipline Plan emphasizes the positive and recognizes the value of children and their feelings yet strongly believes in accountability and being responsible for one’s own actions and behavior. Therefore, disciplinary actions are conducted fairly and respectfully using natural or appropriate consequences rather than punitive types of punishment. Communication between home and school is essential when disciplinary incidents occur. Repeated violations of school rules, as well as the disciplinary measures taken to correct the misbehavior, will be brought to your attention. We have high expectations for all our students. We strive to provide a safe learning environment conducive to learning. To maintain a safe environment, we expect all students to abide by the following expectations:

### **Building Standards of Behavior:**

- At Union Elementary School we walk appropriately in the building including hallways, lunchroom, classrooms, restrooms, library, office and bus lines.
- At Union Elementary School people are polite and courteous, use socially acceptable language, display good manners, and age appropriate behavior.
- At Union Elementary School people show respect for the rights and property of others as well as themselves. We have pride in our school.
- At Union Elementary School we are enthusiastic and responsible academic learners, We are cooperative with everyone in our building.

### **Appropriate Behaviors are Modeled:**

We do not assume that every child automatically knows the desired behavior that we wish to see exhibited at our school. Therefore, teachers instruct children on the specific behaviors and give them opportunities for guided practice followed by independent practice. When students understand what is expected of them, they will act appropriately. Logical consequences will be used when inappropriate behaviors are noticed, and praise will be given for showing respect, honesty, cooperation and good citizenship.

### **Deliveries at School**

Flowers or balloons will not be delivered to students during the time classes are in session. Deliveries may be made to the office and the student will be informed to stop by the office at the end of the day to pick up items.

### **Directory Information Notice**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

### **Discipline**

Teachers typically handle discipline problems that arise with their students in their own style which may differ from one another. However, all strive to be consistent and fair while recognizing human dignity. Private consultations and consequences that are most logical, based on the inappropriate behavior, are commonly used. Teachers set up the lines of communication with parents at the beginning of the year to establish positive teamwork between home and school. Early and continued communication tends to prevent bigger problems.

To secure a safe and orderly environment, students will solve problems with cooperation and mutual respect. Strategies include:

- Problem solving: The students involved in the problem talk it out and come to an acceptable solution.
- Mediation: Either a peer or an adult helps students talk out the problem and agree upon a solution.
- Clarification: The student writes a description of the problem and a list of possible solutions.
- Parent contact: The parent is contacted to help with resolution of the problem.
- Counseling: The principal or counselor work with the student work to resolve the problem.

### **Discipline Consequences**

The following guidelines will be followed when dealing with a disruptive student. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. If the behavior of an individual student comes into conflict with the rights of others, corrective actions will be necessary for the benefit of the individual and the school. In all disciplinary actions, we will be mindful of the fact that we are dealing with individual personalities. The school is not limited to these methods, nor does this list reflect the order or sequence of events to follow disciplinary actions.

1. Student/student mediation
2. Student/teacher resolution
3. Parent/teacher resolution
4. Student/teacher/principal conference (teacher will accompany student)
5. Parent/teacher/principal conference
6. Loss of privilege
7. Time out: in class/another class
8. Detention: after school detention will be used when deemed necessary by the principal or teacher.
9. In-school suspension: Student may be assigned to a classroom or the office to do daily class work when deemed appropriate by the principal
10. Shadowing: parent will attend class with student
11. Suspension (according to Ponca City School Board Policy)
12. Expulsion (according to Ponca City School Board Policy)

All consequences will be assigned in accordance with district policy and are open for review as outlined in that policy. Parents are encouraged to discuss any concerns with the teacher or the principal.

### **Student Behavior/ Discipline and Due Process (7.16-1.0)**

The following behaviors at school, while on school vehicles or while attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon<sup>1</sup> and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
33. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

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<sup>1</sup> Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.

34. Possession or claimed possession of illegal and/or drug related paraphernalia
35. Possession, claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
36. Profanity
37. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
38. School Bus or Transportation Misconduct – While riding on any District school bus or other District-provided mode of transportation, engaging in any of the following acts is prohibited: (i) throwing any object; (ii) placing any part of one’s body out of window (bus moving or stationary); (iii) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (iv) failure to remain seated (feet on floor, facing front); (v) disrespectful words, comments or actions toward the driver or other passengers; (vi) blocking the aisle; (vii) pushing while loading/unloading or while bus is approaching; (viii) transporting unauthorized items; (ix) any type of harassment; (x) excessive noise; and (xi) improper street crossing during loading or unloading.
39. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
40. Theft
41. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
42. Truancy
43. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. “Marijuana” is defined as provided for in the District’s policy on *Medical Marijuana, Hemp & Cannabidiol (CBD)*)
44. Use, possession, claimed possession, distribution or selling tobacco, or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches and lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act.
45. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
46. Using racial, religious, ethnic, sexual, gender or disability-related epithets
47. Use of the school’s resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
48. Vandalism
49. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
50. Vulgarity
51. Willful damage to school property
52. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district’s plan to address it.

Sample Disciplinary Options:

- *Instructor or Administrator Intervention*  
May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student’s seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.
- *Detention or In-School Intervention*

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

- Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. Any such placement will be made in accordance with applicable special education procedural safeguards.

- Alternative Out-of-School Placement

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

- School Service

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

- Out-of-School Student Suspension

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Corporal punishment will not be utilized at any school site.

### Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

### **STUDENT SUSPENSION (OUT-OF-SCHOOL) (Policy 7.16 – 1.1)**

This policy applies only to out-of-school suspensions and, unless otherwise noted, all references to "suspension" in this policy mean out-of-school suspension. References to "parent" in this policy means a student's parent(s) or legal guardian(s). References to "principal" means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.

#### *Behavior or Conduct that May Result in Suspension:*

Students may be suspended for:

1. violation of a school regulation (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. possession of an intoxicating beverage, low-point beer, as defined by OKLA. STAT. tit. 37, § 163.2, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities;
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in suspension as provided in the district's policy related to firearms;

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

#### Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

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, requiring 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 Obligations Prior to Suspension

Before the district recommends suspension, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The district will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

#### Pre-Suspension Conference

When a student engages in behavior or conduct that may result in suspension the principal shall conduct an informal conference with the student.

At the conference the principal shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the principal concludes that suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the suspension. The principal shall immediately notify the parent by phone and in writing that the student is being suspended and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

A student may be suspended without a pre-suspension conference only in situations when the principal reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

#### Conferences with Parents

The principal will seek to hold a conference with the parent as soon as possible after the suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the principal will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The principal will also explain the reason for rejecting other disciplinary options. The parent should be asked by the principal if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the principal shall state whether he/she will terminate or modify the suspension. In all cases the parent will be advised of the right to have the suspension reviewed by the superintendent, board of education, a hearing officer appointed by the board, or the suspension committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

#### Individualized Plans

Suspensions in excess of five (5) days shall include an Individualized Plan ("Plan") that 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.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.



## Records

The principal will keep written records of each suspension conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The principal shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

## Suspension Terms

All suspensions will have a definite start and end date. The term of a suspension may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension. Suspension lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions are those suspensions in excess of ten (10) school days. Suspensions will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

## Long-Term Suspension Appeals

A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer.

A written appeal must be received by the superintendent within five (5) calendar days after the parent/student receives the principal's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the principal's decision, the principal's suspension decision is final.

### *Appeals to the Superintendent or Designee ("Superintendent")*

If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.

At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.

At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board-appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.

### *Appeals to the Board of Education or Designated Hearing Officer*

An appeal must be presented by letter to the superintendent within five (5) calendar days after the parent/student receives the superintendent's decision. If the superintendent does not receive a written appeal within five (5) calendar days of the superintendent's decision, the superintendent's suspension decision is final.

If the board receives a timely written appeal request, the board or an appointed hearing officer will hear the appeal as soon as possible. This decision is final and nonappealable.

The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
  - a. Announce that the next agenda item is a suspension review hearing.
  - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The board president or hearing officer should advise the parent/student:
  - a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parent or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
  - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
  - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to: (1) affirm the suspension; (2) modify the suspension (increase or decrease severity of the suspension); or (3) revoke the suspension. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

### *Attendance at School Pending Appeal Hearing*

Pending an appeal of the student suspension, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process.

### Short-Term Suspension Appeals

A parent or student may appeal the suspension decision to a suspension review committee established by the superintendent. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented by letter to the principal within five (5) calendar days after the parent/student receives the principal's decision. If the principal does not receive a written appeal within five (5) calendar days of the decision, the principal's suspension decision is final.

Upon receipt of the request, the principal shall confirm that the student's suspension falls within the category of suspensions to which an appeal to the committee is authorized. If the principal determines that the suspension is a long-term suspension, or the original short-term suspension is extended beyond ten (10) school days prior to the hearing, the procedures applicable to long-term suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the board of education.

### Hearing the Appeal

1. The superintendent shall appoint a review committee consisting of not less than three certified administrators 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.
2. 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 whenever possible. The parent/student will be notified in writing of the date, time and place of the hearing. The principal shall attend the hearing. Either party choosing to have legal counsel at the hearing shall give the other party twenty-four (24) hours advance notice. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's suspension in an informal manner. The principal will briefly outline the student's conduct, read the regulation that the student's conduct violated, and present any evidence and witnesses that support the suspension decision. The parent/student will be asked by the committee if they understand the regulation and

charges against the student. The parent/student will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. 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 also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent, the principal and the superintendent.
5. The decision of the committee shall be final and nonappealable.

### Student Privileges While Under Suspension

Participation in school extracurricular activities is a privilege and not a right. Accordingly, students who are suspended are immediately ineligible to participate in extracurricular activities, notwithstanding the filing of an appeal. "Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

**District, State & Federal Policies**  
*To access all PCPS policies, go to <https://pcps.us>  
And follow the link for Board of Education.*

### Dress Code Policy (BOE 7.23-3.0)

The dress code for elementary students is designed with emphasis on good grooming, cleanliness, and proper dress. This code is an important part of our educational process and tends to enhance one's appearance and personal image in the school and community. Compliance with this dress code is a responsibility of every student and parent, and is to be enforced by every certified staff member in the elementary schools.

Any article of dress or any manner of hair style or makeup that is determined by school authorities to be a disturbing influence, undesirable from a health or safety standpoint, contrary to good taste, or likely to damage school property is subject to immediate 7-131 correction. Individual schools may specify specific dress code regulations in each school's handbook.

- Any dress, which could be indicative of "gang membership", will not be allowed. This includes the wearing of "colors" or the practice of wearing oversized pants which is referred to as "sagging".
- Skirts, shorts & dresses must be at least mid-thigh in length.
- Halter tops, spaghetti straps or any shirt showing the midriff is not appropriate.
- All students are required to wear shoes. "Heelys" or any shoe with wheels are not to be worn to school. Cleats are not appropriate. **Flip-flops are not allowed at Union Elementary. Tennis Shoes are a good idea for PE.**
- Clothing with alcoholic beverages, objectionable or implied slogans or pictorial images will not be worn.
- Earrings are the only body piercing appropriate for the elementary school setting.
- Caps, purses, backpacks and items for personal grooming are to be kept in classroom cubbies during school hours.
- Hats, ball caps & bandanas are to be left at home.

### DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS

Failure to follow the school dress code while at school will result in the following:

- 1st offense – Student will be given a verbal warning and provided with appropriate clothing.
- 2nd offense – Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted.
- 3rd offense – Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted and a parent conference may be held.

### Drug Free Schools

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote the health, safety and welfare of employees, students, and the community as a whole, the Board of Education of Ponca City Public Schools will provide a drug free school district in compliance with the Drug Free Schools and community Act Amendments of 1989 (P.L. 101-226). The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, alcoholic beverage, or illicit drug is prohibited anywhere on the school premises or as part of any of its activities. Use or possession of any tobacco products by students is prohibited. Use of any tobacco products by employees or patrons is prohibited on school premises.

### **Emergencies**

If any emergency should occur to your child, it is of the utmost importance that the address, **telephone numbers**, employment information, emergency numbers, and the childcare information be current and complete. Please include a cell phone number if possible. **Call the school or send a note to the office and your child's teacher if any of this information changes during the year.** Unlisted numbers will be kept confidential.

### **Evacuation Procedures**

In the event of an emergency requiring the evacuation of the building, students will either walk or will be transported by bus to a safe site. Please listen to local radio stations for information. Teachers will dismiss students to parents only. Persons other than parents may pick up students only with the WRITTEN permission of the parent. Union Elementary has developed a building Evacuation Plan. A copy of the plan is kept on file in the school office and at the Administration Building.

### **Fire Policy**

The alarm will be sounded in case of a fire. Students will follow instructed paths of exit. Practice drills on how to properly exit the building in the event of a fire will be conducted each semester. A copy of the exit plan is kept on file in school office.

### **Food Items Regulations**

Food Service Regulations adopted by the Oklahoma State Department of Health state that, "Food shall be obtained from sources that comply with all laws relating to food safety and food handling. Only food prepared in a licensed establishment shall be used or offered..." The Kay County Health Department has notified all school requiring that all food prepared for or served to children in the public schools should come from a licensed kitchen. Therefore, snacks sent from home for celebrations or parties must be purchased rather than prepared in a home. I understand that many families have enjoyed preparing special treats in past years, but this regulation is designed to ensure the safety and health of all our children.

**Gum-** Chewing gum is not allowed on school grounds at any time.

### **Harassment, Intimidation & Bullying Policy (BOE 7.16 - 1.1)**

The District's student conduct code prohibits harassment, intimidation, bullying and threatening behavior. This Policy further explains the negative effects of that behavior, seeks to promote strategies for prevention and education, establishes a procedure for investigating alleged incidents of prohibited behavior and establishes a post-investigation procedure that may include recommendations for community mental health care options and requests for disclosure of student mental health care information. Students and their parents can obtain the policy **7.16-1.1 Policy Prohibiting Student Harassment, Intimidation, Bullying and Threatening Behavior** (Section VII, page 7-52) policy from their school principal, the superintendent, or the school district website, [www.pcps.us](http://www.pcps.us) under the Board of Education link.

### **Hazing Policy (BOE 7.16- 3.0)**

Hazing means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating the hazing prohibition shall not be permitted to participate in any extra-curricular activity sponsored by the School District for a minimum of three (3) school months, shall be subject to disciplinary measures which may include suspension, and shall be referred to local law enforcement authorities for prosecution. Student Organizations that violate the hazing prohibition shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

**Head Lice**

Preventive screening will be done early in the year and repeated as necessary. The pediculosis policy has been adapted from the State Department of Health’s guidelines for the “Prevention and Control of Head Lice Infestation on Schools and Child Care Settings.”

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he or she is free from the contagious disease or head lice. In addition, any child prohibited from attending school due to head lice shall present to the school authorities, before said child may reenter school, certification from a health professional as defined by section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. Certification from a health professional must be in writing expressing the date and type of treatment prescribed, and that the student is free from head lice and/or nits. Please see Ponca City Board Policy 7.23-4.0 for further clarification.

**Home/School Communication**

Each child will have a “Friday Folder.” Monthly newsletters and notes from the school or the community will be sent home in this special folder. The student should return the folder to school each Monday. Union has a website that can be accessed through the main Ponca City Schools site at [www.pcps.us](http://www.pcps.us). You can also follow Union Elementary on Facebook. Messages may also be sent/received through the Remind ap and Dojo.

**Immunizations**

Oklahoma State Law, §70- 1210.191 requires the parent to present evidence of the following immunizations before students can enroll in school. Immunizations must be given at the appropriate age and time interval and considered valid by the Oklahoma State Department of Health.

<b>Pre-K</b>	<b>Kindergarten -6<sup>th</sup></b>	<b>7<sup>th</sup>-12<sup>th</sup></b>
4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox) 3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox) 4 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)	1 Tdap (tetanus, diphtheria, pertussis) 5 DTaP (diphtheria, tetanus, pertussis) 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox) 4 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)

**Internet Use Policy**

The Ponca City Board of Education has adopted an Internet Use Policy. Prior to a student having access to the internet, the parent or guardian and the student must complete an “Application for Internet Use”.

**IOC Policy**

In the case of an intruder on campus, police will be called and an announcement will be made to “TAKE IOC PRECAUTIONS”. Staff members will move students in class areas away from windows. Doors will be secured to all classrooms and will remain secured until the “all clear” signal is given. A copy of IOC procedures is available for review in the school office.

**Library**

The Union Library is open each school day. Books may be checked out for a two-week period. Books may be checked out again if a longer period is needed. The library program is an extension of the classroom. Information skills are taught and learned with the context of the classroom curriculum.

Students are expected to abide by the following library procedures:

- Always use quiet voices.
- Handle all library materials carefully.
- Return books on time. No fines are charged, but students may not check out other books until the overdue books have been returned.
- The student is responsible for any materials checked out from the library. If the book is lost or damaged, the student will be charged the replacement cost of the book.
- If a student withdraws from school, all library books must be returned to the library before a clearance slip is issued.
- Grade reports/report cards can be held until books are returned.

### **Locker Search and Seizure Policy (BOE 7.09 – 2.0)**

To maintain discipline and ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local laws. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

### **Lost and Found**

Please label all articles of outer clothing such as coats, mittens, gloves, hats and lunch bags. The “Lost and Found” cabinet is near the gym entrance. The items not claimed in the “Lost and Found” will be donated to charity at the end of the school year. Students are not to exchange personal belongings.

### **Medication (7.23-5.0)**

Under Oklahoma law, a school nurse, an administrator or a designated district employee may administer prescription and nonprescription medications and assist in applying sunscreen to minor students. The parent must deliver the minor student’s medicine to the school administrator in its original container with the parent’s written authorization for administration of the medicine. The parent’s authorization for either medicine or sunscreen must identify the minor student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The parent must complete a new authorization form for each change of medication or sunscreen, change of dosage or change in time of administration. Authorization forms will be available in the campus director’s office.

Pursuant to Oklahoma law, students may be allowed to carry and self-administer sunscreen, prescribed asthma, anaphylaxis, replacement pancreatic enzyme, and diabetes medications according to the provisions in PCPS Policy 7.23-5.0.

### **Movies Shown at School**

On a rare occasion, movies may be viewed by students as part of the curriculum. Teachers have been advised that only movies with a rating of “G” can be shown without parent permission. Movies selected for a specific curricular purpose with rating of “PG” will be shown only with written parent permission. Alternative activities or assignments will be provided for those students whose parents elect to opt out of any specific movie. Students are NOT to bring videos from home without prior permission from the teacher.

### **Notice of Non-Discrimination Section III–Administration, Policy 3.2-1.0**

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District’s non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)  
Mrs. Amy Swartz  
Director of Special Services  
613 E. Grand Ave.  
Ponca City, OK 74601  
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) and Age Act Coordinator (for questions or complaints based on age), all other complaints of discrimination  
Mr. Curtis Layton  
Director of Personnel  
613 E. Grand Ave.  
Ponca City, OK 74601  
(580) 767-8000

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)  
Mr. Bret Smith  
Director of Operations  
613 E. Grand Ave.  
Ponca City, OK 74601  
(580) 767-8000

#### Grievance Procedure

Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's ***Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination (Board policy 3.2-3.0, Section III)***. Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, [www.pcps.us](http://www.pcps.us) under the Board of Education link.

#### Notification of Family Educational Rights and Privacy Act (FERPA)

(The Student Records-FERPA policy can be found in Section VII, Policy 7.20)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

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

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, 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, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. 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 (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. 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 board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, “directory” information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **Notification of Rights Under the Protection Of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*–
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Ponca City Public Schools (“District”) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.



*Parents who believe their rights have been violated may file a complaint with:*  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**PARENT BILL OF RIGHTS (DISTRICT-WIDE PARENTAL INVOLVEMENT) Policy 2.11-4.0**

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy book under Section II-Community Relations, policy 2.11-4.0 on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school hours by contacting the building principal or the superintendent.

**Parents Right-to-Know**

At the beginning of each school year, a student's parent/guardian may request information regarding the professional qualifications of their child's teachers. Specifically, the parent has the right to know:

- whether a teacher has met state qualifications for license and certification
  
- whether the teacher is teaching under an emergency or provisional certificate
  
- the baccalaureate and graduate degree majors of the teachers

**Parent Teacher Conference Dates**

P/T Conference dates and times will be announced. Our goal is to meet with 100% of our parents. Please plan to come to conferences and hear all the great learning goals your students are meeting. Please call the office at 767-8035 to schedule a conference.

**Personal Items/Toys**

Personal toys and items such as cards, trucks, water pistols, MP3 or iPods, cell phones, cameras, paging devices, rollerblades, skateboards, etc., are not to be brought to school. These items are a distraction in the classroom and invite theft. If a student is found to have such an item at school, it will be held in the classroom/office until the parent or guardian picks up the item. Any items not claimed by the last day of school will be discarded or donated.

**Physical Restraint of Students with Disabilities (7.07-2.0)**

School personnel may use physical restraint for students with disabilities only under the emergency circumstances identified in the Physical Restraint Guidelines and only if the elements identified by the Physical Restraint Guidelines exist.

The use of physical restraint for students with disabilities shall also be subject to any written Procedures utilized by the district to further explain the responsibilities of district staff members.

**Professional Conduct by Staff (6.2 – 3.1)**

The BOE counts on staff to adhere at all times to recognized standards of professional conduct.

**Proficiency Based Promotions**

Upon written request, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency for advancing to the next level of study will be demonstrated by 90% or comparable performance on an assessment or demonstration. Proficiency exams will be given twice each year at the district office. Interested persons should contact the Assistant Superintendent of Curriculum and Instruction.

## **Promotion and Retention and Student Pass/Failure of a Course Policy (BOE 4.3)**

### **Introduction**

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

### **Promotion/Retention and Failing Courses**

Each school in this district 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. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's 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.

### **Retention Based on the Reading Sufficiency Act**

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade assessment and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. For more information on the Reading Sufficiency Act Testing and Procedures Policy, please refer to board policy [4.2-7.0 Reading Sufficiency Act Testing and Procedures](#).

The complete policy on 4.3 Student Promotion and Retention and Student Pass/Failure of a Course can be viewed on the district website, [www.pcps.us](http://www.pcps.us), under Board of Education, Policy Book.

### **Publicity**

Occasionally, we have publicity opportunities for our school involving articles, photographs, slides, audio, or videotapes. If you do not want your child to participate in these opportunities, please check the appropriate space on the student enrollment form and inform the office in writing so that we may excuse your child from any such opportunities.

## **PTA**

The PTA meets monthly in the school library. Dates and times will be published later. The PTA sponsors holiday parties, classroom materials, and fundraisers to meet the needs of our students. Numerous other services and activities are provided throughout the school year. Parents are strongly encouraged to become an active part of the PTA.

## **Recess**

Please assume that your student(s) will be going outside for recess and dress him/her accordingly. The site administrator will determine when it is necessary for students to remain inside for recess due to bad weather. If you wish for your child to stay inside at recess due to illness, you will need to send a dated note each day that you want him or her to stay inside. This helps the teachers and patrol in knowing who does and who does not have permission to stay indoors.

### Union Elementary School-**Playground/Safety Rules**

#### **In Hallway**

Walk inside (no running)  
Hands to yourself as you go down the hall  
Voices off

#### **Outside**

Stay clear of all doorways.  
Four-Square and basketball are played on the concrete area.  
All other games involving balls are played on the grass.  
Touch games are only allowed on the playground. **NO TACKLING!**  
No toys from home.  
No throwing or kicking of rocks, sand, or other objects. No throwing of balls or objects on side of building.  
Stay dry and out of puddles and mud.  
  
Appropriate language and behavior will be used, or students will be disciplined.  
  
Permission from the playground supervisor is needed to go inside for any reason.  
Students must always respect any adult on the playground.

#### **Big Toy/Slide Rules**

One person at a time  
Feet first  
No climbing **up** the slide  
Do not stop on slide, go all the way down

#### **Monkey Bars**

No sitting on top  
Be careful underneath if people are using bars  
No jumping onto bars

#### **Line up**

Students need to line up once they hear the whistle

## **Reporting to Parents**

Parents may view assignments and reports cards on the Parent Portal. Report cards are furnished every quarter. A conference may be called any time the teacher or parents feel it is necessary. Your child's teacher(s) will contact you and set up an appointment so you may attend the two designated elementary conference days. This provides an opportunity for the teacher to explain grading patterns and the grade card and gives parents a chance to ask questions.

## **Residency (Policy 7.5-2.0)**

The Ponca City Public Schools District is established for the purpose of serving the educational interests of resident students. State Law provides that a child's residence for school purposes is the school district in which the parent, legal guardian or person having legal custody of the child holds legal residence.

The School District provides educational services for homeless children to the extent required by law.

Qualified students may establish residency under a Special Power of Attorney as required by the Compact on Education Opportunity for Military Students.

For more information on Student Residency, refer to board policy **7.5-2.0 Student Residency** on the district website, [www.pcps.us](http://www.pcps.us) under Board of Education Policy Book.

### **Safety and Healthy Schools Team**

The Safe and Healthy School Committee meets four times during the school year. The committee includes the school principal, counselor, child nutrition, teachers, parents, and students. The job of the committee is to review safe and healthy school practices and concerns.

### **School Closing**

- Sometimes it is necessary to cancel school because of severe weather. When this decision is made it will be announced as early as possible. School closures will be announced as follows:
  
- PCPS App push notifications
- PCPS Facebook
- PCPS Website, [www.pcps.us](http://www.pcps.us)
- Local radio stations
- Ponca City News,
- Ponca Post
- Ponca City Now
- Oklahoma City & Tulsa area TV stations

### **School Improvement Process**

The Ponca City Board of Education has made a commitment to the patrons of the city to implement the process of school improvement. Each year educators and patrons at individual sites engage in a collective planning process that is sequential and developmental. Each stage of the process contains elements that are critical to the formation of a successful school improvement plan. While the stages are developmental, there may be times when they overlap. The major components of the school improvement process are as follows: Preparation, Focus, Diagnosis and interpretation of Student Data, Plan Development, Plan Implementation, and Plan Evaluation.

### **School Nurse**

The Ponca City School District has two full time school nurses. The nurse and his/her volunteers will conduct periodic health screenings. They also conduct human growth and development classes and AIDS awareness classes in grades 4 & 5. Parents are invited to preview the curriculum materials and are given the opportunity to exempt their child from these classes if they so desire.

### **Screenings**

**Vision Screening** -Good vision is essential to your child's learning. Beginning in the 2007-2008 school year, it is required by the State Department of Education and Senate Bill 1795 that the parent or guardian of each student enrolled in Kindergarten, at a public school in the state of Oklahoma, shall provide certification to school personnel that the student passed a vision screening within the previous twelve (12) months or during the school year.

Students enrolled in first or third grade at a public school, in the state of Oklahoma, shall provide, within thirty (30) days of the beginning of the school year, certification to school personnel that the student passed a vision screening within the previous twelve (12) months. Due to the Oklahoma Vision laws students from PreK – 5<sup>th</sup> grades will be screened annually.

**Hearing Screening** -Hearing screening may be performed by the school nurse consultants on students that present hearing concerns. Routine hearing screening is done on grades Kindergarten and 1<sup>st</sup> grade student but all other students may be tested at the teacher, counselor or parent request.

**Dental Screening** -

Dental Screening is offered to students on an annual basis by dental professionals to address dental concerns.

### **Speech/Language Screening -**

Speech/Language screening may be needed to assist students with communicating effectively. This screening will be provided by speech professionals.

***IF YOU DO NOT WANT YOUR STUDENT SCREENED FOR ANY OR ALL OF THE PONCA CITY PUBLIC SCHOOL SCREENINGS YOU MUST NOTIFY YOUR STUDENT'S SCHOOL IN WRITING.***

### **Seclusion of Students with Disabilities (7.07-3.0)**

School personnel may use seclusion for students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

### **Smart Snacks in School - USDA's "All Foods Sold in Schools" Standards**

Effective July 1<sup>st</sup>, 2014, the United States Department of Agriculture is requiring all schools to meet specific standards regarding foods available to students during the school day. These standards are modeled after the same standards for school breakfast and lunch programs. Foods must have as the first ingredient a fruit, vegetable, a dairy product, a protein food or be a combination food that contains at least ¼ cup of fruit and/or vegetable or contain 10% of the daily value of one the public health concern in the 2010 Dietary Guidelines for Americans. Calories are limited to less than 200 for snack items. Food items must also have less than 230 mg of sodium, 35% calories from fat with no trans fats and 35% of weight from total sugars in foods.

Beverages available to students must be restricted to unflavored low fat milk, 1% flavored milk and 100% fruit and vegetable juice. Elementary may only serve up to eight ounces, while middle schools can serve 12 ounces and high schools can serve 20 ounces. Only sugar free soft drinks are available at the high school level.

Fund raisers are subject to the same rules if items are sold during the established school day.

### **Fundraising**

Fundraising Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas [examples from the Alliance for a Healthier Generation and the USDA].

*• Fundraising during school hours will sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc. (Meets HSP Gold)*

### **Other Food Items Sold on School Campuses**

1. Ponca City Public Schools will comply with the USDA Smart Snack in Schools rules as they affect all food and beverages sold to children at school during the school day.
2. Ponca City Public Schools will adhere to the fundraiser exemption policy as set by the Oklahoma State Board of Education.
3. Exempt food fundraisers are prohibited from taking place while meals under the National School Lunch, National School Breakfast, and After School Programs are being served to students.
4. Under USA Smart Snack: Exempt Fundraisers, a school district that wishes to conduct fundraisers that are exempt from the Smart Snack rules must adopt a written policy which shall provide for the following:
  - Each school site shall designate a Smart Snacks in School Exempt Fundraiser contact person who shall be responsible for maintaining up-to-date documentation regarding each exempt fundraiser held at the school site.
  - A limit of 30 exempt fundraisers per semester may be held at each school site.
  - Exempt fundraisers are prohibited from taking place while meals are served to students under the National School Lunch Program (NLSP) or the National School Breakfast Program (NSBP) and while after-school snacks are being served to the students under the After-School Snack Program (ASSP).
  - The maximum duration of any individual exempt fundraiser shall be 14 days.
  - For each individual exempt fundraiser, documentation must be kept on file at the school site showing:
    - a. The school organization, activity, class, or other group that benefits from the fundraiser.
    - b. The date(s) the fundraiser is conducted, with the duration not to exceed 14 days.
5. A summary of the guidelines can be found at: [https://fnsprod.azureedge.net/sites/default/files/allfoods\\_fundraisers.pdf](https://fnsprod.azureedge.net/sites/default/files/allfoods_fundraisers.pdf)

Schools are encouraged to follow these standards for class parties, but at this time standards apply to regular foods available on campus through school sales and fund raisers.

For information regarding the Smart Snacks in School standards go to: <http://www.fns.usda.gov/school-meals/smart-snacks-school>

Also, a Smart Snack calculator is available at: <http://rdp.healthiergeneration.org/calc/calculator/>

### **Special Education Services**

We believe that all students can learn. Currently, Union has teachers available to help with a variety of special needs. We serve students, ages five through fifth grade, that are multi-handicapped, developmentally delayed, physically handicapped, speech impaired, in need of a smaller classroom environment, and learning disabled. Union believes in responsible inclusive practices. Students should be educated in their neighborhood schools and remain in the regular classroom as much as possible. Special education teacher collaborates with regular education teachers to create the least restrictive environment for each child. Special education services for children with disabilities ages three to 21 are available through the Ponca City Public Schools. For more information, call Amy Swartz at 718-3816.

### **Student Behavior (7.16-1.0)**

The Board of Education of the Ponca City Schools has adopted policy and procedures dealing with student conduct and behavior. Students and their parents can obtain the policy **7.16-1.0 Student Behavior** (Section VII) from their school principal, the superintendent, or the school district website, [www.pcps.us](http://www.pcps.us) under the Board of Education link. Behaviors at school, while on school vehicles or going to or from or attending school events as outlined in the policy, will result in disciplinary action, which may include in-school placement options or out-of-school suspension.

### **Student Learning**

Union students are offered an educational program based upon Oklahoma Priority Academic Student Skills. This curriculum is available for review on the Ponca City Schools website. Teachers present this core curriculum in a variety of instructional methods to provide for cooperative group learning in addition to competitive and individualized learning formats to incorporate high expectations and successful experiences for all students.

### **Student Search and Seizure (BOE 7.09-1.0)**

The school principal or designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules, or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

1. **Reasonableness.**
  - a. The decision to search must be based upon a reasonable suspicion that
    - (1) a violation of the law or school rules has occurred or is occurring;
    - (2) the student to be searched has committed the violation; and
    - (3) particular evidence of the violation will be discovered in the search.
  - b. In deciding whether a suspicion is reasonable, all the circumstances surrounding the case should be considered, including:
    - (1) the student's age, history, and record in school;
    - (2) the prevalence and seriousness of the suspected violation;
    - (3) the school officials' prior experience in detecting the problem or recognizing suspicious behavior;
    - (4) the need to make a search without delay and further investigation;
    - (5) the specificity and source of the information used as justification for the search; and
    - (6) the particular teacher or school official's experience with the student.
2. **Scope.**
  - a. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
  - b. A search commenced to discover a particular kind of item may be expanded or continued for additional items if circumstances warrant.
3. **Discovered items.**
  - a. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
  - b. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
4. **Refusal to submit to search.** A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.
5. **Reports.** The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.

5. Vehicle Search. Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks the vehicle on school property is deemed to authorize a search of such vehicle by the school principal or designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peaceably submit to a search of the vehicle when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive a vehicle on to school property.

### **Tardy Policy**

Instruction begins promptly at 8:00am. Students arriving late in the morning miss learning opportunities. Any time a student arrives after 9:30am, the tardy becomes a ½ day absence. Students leaving school early in the afternoon miss instruction. Any time a student leaves before 1:30 pm, a ½ day absence for the afternoon is recorded.

### **Telephone**

The telephone is for school business only. We try to keep conversations short so that you may call if there is a need. If you are trying to reach a teacher, we will gladly take a message and have that teacher return your call during his/her planning time. Calling the school and requesting to speak with your child is discouraged, unless there is an emergency. Please make all arrangements at home so student learning is protected. Students will only be able to use the phone in case of an emergency.

### **Textbooks and Library Books**

There is no charge for the use of textbooks or library books. Students are responsible for all textbooks and library books checked out to them during the school year. All lost or damaged books must be paid for in the school office. If a lost book is found, the money paid will be refunded.

### **Title I Parent Involvement Policy**

#### **Statement of Purpose:**

Union Elementary is committed to providing a climate where staff and parents create a partnership that empowers all students to be active and successful in a competitive and changing world. By providing a quality and equitable education and in developing an innovative curriculum all students will be encouraged to become productive citizens and lifelong learners.

#### **Components of the Policy:**

Good communication is an important element of Union's Parental Involvement Plan. Parents will be contacted by the staff through newsletters, parent messages, and Union's homepage. An annual meeting will be held at the beginning of each school year to inform parents of the student opportunities to participate in different school-wide programs.

Parents are encouraged to be involved in their child's education by attending parent/teacher conferences, parent meetings, and school assemblies. Union will encourage parents to give input on the education of the students with the use of surveys, parent/staff compacts, the parental involvement committee, and Safe and Healthy Kids Committee. Union will provide assessment information, test scores, school performance profiles and individual student data for parents to review several times during the school year. Union will endeavor to break down all barriers that stop parents from working in partnership with the school to ensure a quality education for all students. Each year, parents and staff will review and evaluate the effectiveness of our Title I plan. Changes will be implemented as needed. In a collaborative effort, the Ponca City Public Schools and Union Elementary will provide the following:

- ❖ Assistance, materials and training to parents on how to work with their child in improving achievement.
- ❖ Activities for parents to learn about child development and parenting skills
- ❖ A partnership with parents, community-based organizations and businesses.

### **Title I School/Parent Compact**

Union Elementary offers Title I services to students to support academic progress. Recognizing that education is a mutual responsibility of school and home, we come together as families, administration, teachers, and school staff to exchange information, share decision-making and support children in their learning.

#### **The Staff of Union Elementary pledge to:**

- Promote high expectations for students and staff
- Create a safe and drug-free learning environment
- Respect the cultural differences of students and their families
- Encourage communication between families and school
- Encourage families to be included in the school decision making process
- Offer opportunities to promote and improve student learning

#### **Our families pledge to:**

- Bring the children to school on time and everyday possible
- Read with their child and ensure that students have reading time at home
- Attend conferences and school activities
- Help their children learn to resolve conflicts in a positive way

- Communicate and work with the school staff to support and challenge their child

### **Title VI/Native American Education**

Union Elementary participates in the district's Title VII program. The purpose of this program is to provide assistance to Native American students and parents and to assist in educating all students about the contributions and the culture of the Native American population.

### **Tornado Policy**

If the tornado-warning siren blows during school hours, children will be taken to a safe room for refuge. Please do not call the school. The line must be kept open for calls from the Civil Defense and the Administration Office. Children will NOT be dismissed from school until Civil Defense officials have given the "all clear". Practice drills on how to take shelter in the event of a tornado will be conducted each semester.

### **Transfers (7.5-4.0)**

A request for a transfer into this district initiated by or on behalf of a resident student will be approved or refused in accordance with the Student Transfer policy. This policy addresses both Open and Emergency Transfers into the Ponca City Public Schools District.

Open Transfers: Applications for Open Transfers must be submitted between January 1 and May 31 for the subsequent school year. Once approved, Open Transfers are valid for the student's duration of enrollment at the District so long as the student remains a resident of the initial school district. If the student becomes a resident of a different district, a new application is required.

Emergency Transfers: Applications for an Emergency Transfer may be submitted at any time, but must specify the school year for which the Emergency Transfer is sought. Once approved, Emergency Transfers are only effective for the duration of the school year for which the application is made.

For more information on transfers for non-resident students, please refer to board policy **7.5-4.0 Student Transfers**.

### **Use of computers and electronic communication equipment and services (3.22)**

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district also provides each student and teacher with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student/teacher is required to return the laptop at the conclusion of the school year in the same condition the laptop was issued to the student, minus normal wear and tear. In the event the laptop is damaged, lost or stolen, the student's parent/teacher agrees to reimburse the district in accordance with the fee schedule attached to the Laptop Use Agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

This policy in its entirety may be accessed from the district website, [www.pcps.us](http://www.pcps.us) under *Board of Education, Policy Book Section III*. Should you require a copy, please contact the Board Clerk.

### **Policy 3.22-1.0 INTERNET AND TECHNOLOGY SYSTEMS SAFETY AND APPROPRIATE USE**

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other



unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

Definition:

Key terms as defined in the Children’s Internet Protection Act:

*Access to Inappropriate Material* - To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Any individual who uses the district’s resources to access the Internet or engage in any electronic or digital communication is required to participate in the district’s education efforts (undertaken pursuant to the Children’s Internet Protection Act) and comply with the district’s acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children’s Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district’s technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

Violence Free Schools

It shall be unlawful for any student, employee, or patron to have in his or her possession or participate in any person’s possession any dangerous weapon on premises owned by the Ponca City Public Schools. Any person found to be in violation of this policy will be subject to all penalties outlined in Board of Education policy, state statute, and federal law.

Visitors

**All visitors must report to the office when entering the building.** Parents are always welcome visitors at school, not only on special occasions or by special invitation, but on any day. Parents are invited to all school assemblies. Your visit gives the child a feeling of security through knowing that there is cooperation between you and his/her teachers. It also builds understanding between parents and teachers. When you visit, please observe these guidelines:

1. Please enter the building by using the main entrance.
2. Stop by the office, sign in and pick up a visitor’s badge.
3. Whenever possible, visit with the teacher either before or after school.
4. Be considerate of your child when you discuss problems in his/her presence.
5. Please make an appointment for a conference when wishing to discuss individual problems or needs of your child to ensure that your discussion is private, and the teacher can give you his/her full attention. PTA meetings, Back to School Night etc. are times when the teachers are addressing group issues. Individual issues are best left to a time when just parent/guardian and teacher are present.
6. Arrange a parent/teacher conference at any time by calling the office or the teacher.

Withdrawal from School

In the event that a student must begin attending another school, the school office should be notified as soon as possible in advance of the withdrawal, so that the necessary arrangements can be made for the transfer of student records to the new school.

## **Programs Available to Students at Union (Student Organizations 7.27)**

The District sponsor directs and controls the following clubs and organizations at Union.

### **Gifted Program (Challenge)**

The Ponca City Schools has a program to identify and meet the needs of the academically gifted and talented child. Parents of Union students who are eligible for this program are informed of their child's eligibility and a plan is devised to meet that child's special needs. We also have a committee, which plans activities to meet the needs of gifted students. Any parent wishing to serve on this committee may do so by calling the school office and informing us of your desire to serve.

### **Guidance and Counseling**

The emphasis of the Elementary Guidance Counseling Program in the Ponca City Schools is developmental and preventative. The counselor is available to counsel students individually and in small groups. Through consultation with parents and teachers, the counselor seeks to provide coordination of efforts between the school and home. Union's counselor, Mrs. Hollye Theobald, may be reached for parent conferences by calling the school office at 767-8035

### **Union Leaders - Mike Arnold and Jessica Wyckoff**

Union Leaders is a civic, service community involvement organization for 5th graders. Union Leaders provide many services, including crossing guard duty, afternoon announcements, Friday store, and flag raising and lowering. Union Leaders learn about character during monthly after school meetings and may work toward earning bracelets that show they are displaying character traits. There will be 6 opportunities to earn character bracelets; earning 5 of the 6 will qualify the student to attend the end of school activity. Any 5th grader may join Union Leaders but continuation in the program is dependent on behavior, attendance, and academic performance. Any student receiving a suspension for fighting or bullying will be dismissed from the program. Any student choosing not to complete work or not complying with school rules will be dismissed from the program. More than 2 office referrals will result in an evaluation of continued student participation in Union Leaders.

### **Honor Choir – Nancy Taylor**

Students in 4th and 5th grade may try out for Honor Choir. Honor choir practices after school and participates in several off-site performances, including Circle the State with Song. Honor choir members must attend practices and fulfill their responsibility of learning the required music. Honor choir members may be dismissed for missing multiple practices, disruptive behavior during practices, or inappropriate behavior while at school. Honor choir members are responsible for learning the required music and bringing signed permission forms to school.

Parents and guardians may notify the District that they are withholding permission for their student to join or participate in one or more extracurricular clubs or organizations sponsored, directed or controlled by the District. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have withheld permission, but they are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

