



**Staking a Claim in our Students' Future**

**GUTHRIE ELEMENTARY SCHOOLS**

**STUDENT HANDBOOK**

**2022-2023**

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## **A: ABSENCES, ATTENDANCE, & TARDIES**

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name. Assignments not completed due to an absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester.

### **TARDIES**

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study.

Six

(6) tardies will equal one (1) absence.

### **EARLY CHECKOUT**

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. A student must be signed out by a parent or guardian with picture I.D. through the office. Six (6) early checkouts will equal one (1) absence. Students will not be called to the office until a parent or guardian arrives.

## **B: BREAKFAST AND LUNCH**

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at guthrieps.net. (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

**CHARGING CANNOT BE ALLOWED.** Students who have a negative lunch account balance will be served an alternative meal for a period of 3 days. Students must clear negative balances weekly.

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. All prescriptions or medical statements must be renewed each year, as needs do change from year to year as students grow and mature.

## **C: CIVIL RIGHTS COMPLIANCE & ASSURANCE**

### **NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools  
Office Address: 802 E. Vilas, Guthrie, OK 73044  
Phone Number (Voice/TDD): (405) 282-8900  
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural  
Requirements  
Title VI, Title IX, Section 504,  
ADA July 2000  
AVISO DE DECLARACION NO-  
DESCRIMINATORIA

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en

el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados. Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de

1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda

Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el cordinador de quejas.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044

Numero Telefono (correro de voz/TDD): (405) 282-8900

Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

### **DUE PROCESS**

#### **Procedural Requirements**

Title VI, Title IX, Section 504, ADA July 2000

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make any arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They

should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.
4. 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 600 Independence Avenue, SW / Washington, D.C. 20202-4605

**D. CLASSROOM PLACEMENT CHANGE**

From time to time parents feel a need to request moving their child to a different classroom. A decision as to whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

**E: CURRICULUM**

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

**F: DANGEROUS WEAPONS**

The use, display, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events that is likely to be used as a weapon or tool which could be used to deface or vandalize school property shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays
9. Firearm shells, bullets or pellets

Violations of this policy will result in administrative action. Students may be suspended for up to one (1) calendar year for violation of this policy.

**G: DIABETES PLAN**

Guthrie Public Schools provides nursing services that promote students' ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is trained in diabetes management in schools. The district nurse works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.  
(Available on the district website.)

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications, Blood glucose meter, strips and supplies
  - Ketone testing strips and equipment
  - Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

## **H: DISCIPLINE AND BEHAVIOR**

- Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal, and the combined school personnel. While under the supervision of the school, the teacher has the same authority as the parent in restraining, correcting, and controlling the child. (*State Law-Sections 125 and 670*).
- Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:
  - Conference with teacher and student
  - Conference with teacher, student and principal
  - Conference with teacher, student, principal and parent
  - Conference with all the above and possible disciplinary actions

## **STUDENT DISCIPLINE/SUSPENSION**

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention with the principal
- After school detention
- Suspension from school

### ***Suspension***

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

- **Out of School Suspensions**

- 1<sup>st</sup> Offense - 1 day
- 2<sup>nd</sup> Offense - 3 days
- 3<sup>rd</sup> Offense - 5 days
- 4<sup>th</sup> Offense - 10 days

**Discipline procedures fighting/bullying/harassment**

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

- 1st offense – 3 days out of school suspension**
- 2nd offense – 5 days out of school suspension**
- 3rd offense – 10 days out of school suspension**

**\*\*Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child’s parents.\*\***

**Any additional offenses - The principal will decide the length of suspension after the fourth offense. This might include suspension for the remainder of the semester and the following semester.**

Please visit Section F-41 Student Behavior and Discipline located in the GPS Policy Manual

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors located in the GPS Policy Manual

**Severe Clause**

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Profanity against a staff member may be treated as a verbal assault
- Damage or theft of personal or school property
- Any additional behaviors outlined in Section F-41 Student Behavior And Discipline in the GPS Policy Manual Located on the District Website. Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors in the GPS Policy Manual Located on the District Website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy

The goal of our Schools is to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

### **THREATS**

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-term suspension. Drawing or writing about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

### **PROHIBITED ITEMS**

If discovered, the following items will be confiscated and only returned to a parent.

- Laser Pens and Lights
- Fad Items
- Electronics
- Toys

**All of the preceding discipline steps within this handbook are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence.**

## **I: DRESS CODE**

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that is frayed or has holes above the knees.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least 3 fingers wide and not fitted under the arm.
10. Scooped neck and / or low-cut front and back necklines.
11. Pants below the waistline (sagging and bagging).
12. Shorts, dresses, and skirts shorter than fingertip length.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school.

### **FADS**

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

## **J: ENROLLMENT**

**EMERGENCY INFORMATION** - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

**ENROLLMENT CARDS** - Please come to the school to make any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, address, telephone numbers, doctor or emergency contacts, the school should be informed immediately. Medical information on the enrollment card must be completed.

**IMMUNIZATIONS** - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTPaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

**VERIFICATION OF RESIDENCE** – All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

**GUARDIANSHIP** - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

## **K: FIELD TRIPS**

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed

parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign

their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. No refunds will be made for field trips.

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

## **L: FREEDOM WEEK CURRICULUM**

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

## **M: GRADING GUIDELINES**

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades Pre-K – 2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Progressing Toward Expectations
- 1 – Does Not Meet Expectations

In grades 3rd-4th, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each semester.

### **Grading Scale**

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 – Below

In grades K-4th, grades in physical education, music, art and handwriting will be reported accordingly:

**S** - Satisfactory      **N** - Needs Improvement      **U** - Unsatisfactory

Parents of students in grades Pre-K-4th may access their child's grades by use of the Online Gradebook. Go to [www.guthrie.net](http://www.guthrie.net) under the parent section and complete the request for Online Gradebook Access form.

**N: MONEY & VALUABLES**

Students are cautioned against bringing large sums of money to school.

**O: NO SCHOOL / DELAYED START**

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's Website and automated phone system will also be updated and utilized to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

**P: PARENT INVOLVEMENT**

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

**Q: PARENTS' RIGHT-TO-KNOW**

In accordance with *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
  - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]

- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

**R: PLAYGROUND**

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours of 8:00 - 3:00. Make sure that your child is appropriately dressed for the weather.

**S: PROFICIENCY BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at or above the 90<sup>th</sup> percentile on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S & 11-103.6. Proficiency will be demonstrated by testing with Test of Achievement by Woodcock Johnson

IV. . Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency-based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

**T: READING SUFFICIENCY ACT**

Students' grades Kindergarten – 3<sup>rd</sup> that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

**3<sup>rd</sup> Grade Students:**

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Below Basic and Basic level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means your child will need to score Proficient, or Advanced in reading comprehension and vocabulary to meet RSA criteria. If your child scores Below Basic or Basic, he/she may

still be promoted if one or more of the seven good cause exemptions apply. It is important to note that OSTP results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion. If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for “probationary promotion”, a student may be evaluated by a “Student Reading Proficiency Team” composed of:

- (1) the parent(s) and/or guardian(s) of the student
- (2) current teacher responsible for reading
- (3) future teacher responsible for reading
- (4) a certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” and the principal and superintendent approve the recommendation of the SRPT. For more information regarding the Reading Sufficiency Act (RSA), please visit the Oklahoma State Department of Education's link here: <https://sde.ok.gov/search/node/RSA>

## **U: RELEASE OF RECORDS**

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

## **V: RETENTION POLICY**

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. Meetings will be held throughout the year with the teacher(s) and administration to stay in direct communication with parents.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.

*70 O.S. 1991, Section 24-114.1*

## **W: SCHOOL HEALTH & MEDICATIONS**

Oklahoma Statute §70-1210.194 (2014) states that:

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/she is free from the contagious disease or head lice.

### **SICKNESS**

**FEVER:** Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been fever-free for 24 hours without the use fever reducing medicine.

**VOMITING/DIARRHEA:** Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24-hour period without the use of medicine.

**COMMUNICABLE DISEASE:** Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. See District website for “Should I keep my child home from school?” for more information.

### **HEAD LICE**

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the 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 the child is no longer afflicted with head lice.

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <http://www.cdc.gov/parasites/lice/head/index.html>

Readmission to school requires:

- A. No live lice and minimal nits (eggs) no closer than 1 inch from the scalp.
- B. Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

### **ACCIDENTS**

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed necessary, 911 will be contacted as well as the parent. **WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.**

We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, a parent/guardian (not the student) is to bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

***Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication\****. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, Tylenol, nasal spray, Lactaid, etc. It is the responsibility of the parent/guardian to maintain the supply. Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. *\*Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

#### **Self-Administered Medication:**

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.

## **X: SCHOOL SAFETY DRILLS**

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two lockout drills referred to as "shelter in place" per school year. The purpose of the shelter in place drills is for a possible threat OUTSIDE the building.
2. Two lockdown drills per school year. Lockdown drills are conducted for the purpose of a threat INSIDE the building. Each lockdown drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
5. The two remaining drills will be at the discretion of the district.

**Y: SEXUAL HARASSMENT**

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

**Z: SPECIAL ACTIVITIES**

Each elementary site has three scheduled classroom activities during the year: Fall, Winter, and Valentine's Day. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

**AA: STANDARDS OF CONDUCT**

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rests with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

**DRUGS AND ALCOHOL**

Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes/has possession of any material or drawings that promotes the use of or gives instruction on how to make or use the above items en route to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:

- 1<sup>st</sup> Offense: Suspension from school for five (5) days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.
- 2<sup>nd</sup> Offense: Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the following semester, provided no suspension shall extend beyond the regular academic year.

**The judgment of the Administrator will take precedence on each infraction.**

### **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 3<sup>rd</sup> Offense: Suspension from school for ten (10) days.

**DISCIPLINARY SANCTIONS:** Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

**The judgment of the Administrator will take precedence on each infraction.**

### **BB: STUDENT DROP OFF and PICK UP**

**Drop Off:** There will be teacher **Supervision** starting at 7:30 a.m.

**Pick Up:** Children need to be picked up by 3:30 p.m. There is **No Supervision** after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 2:30 p.m. to make any arrangements for your child's pick up. When students are consistently dropped off prior to 7:30 a.m. and/or not picked up by 3:40 p.m., the school will report to appropriate authorities to include Guthrie Police Department, Logan Country Sheriff's Office, and/or Department of Human Services (DHS), for the welfare of the child.

### **CC: STUDENT ORGANIZATIONS**

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

## **DD: STUDENT REPORTS**

Report cards are distributed at the end of each nine weeks. In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log. Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions.

Elementary Parent/Teacher Conferences are held at the end of the nine weeks and after the end of the second nine weeks in the second semester period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

## **EE: STUDENT WORK HOMEWORK**

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

### **MAKE UP WORK & WORK SUBMITTED LATE**

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

## **FF: TELEPHONE**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

## **GG: TEXTBOOKS & LIBRARY BOOKS**

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

## **REFUND POLICY**

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

## **HH: VANDALISM**

Vandalism and defacing of property is prohibited. Any student committing an act of vandalism is subject to suspension.

## **II: VISITORS**

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school with a picture ID and issued a visitor badge if they will be remaining in the building.

## **JJ: WEBSITE**

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is [www.guthrieeps.net](http://www.guthrieeps.net). The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

## **KK: WELLNESS POLICY**

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthysnack options may be accessed on the Guthrie Public Schools website.

## **LL: WIRELESS COMMUNICATION DEVICES**

Students may possess a cellular telephone while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in anyway send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

**MM: ASBESTOS MANAGEMENT PLAN**

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.