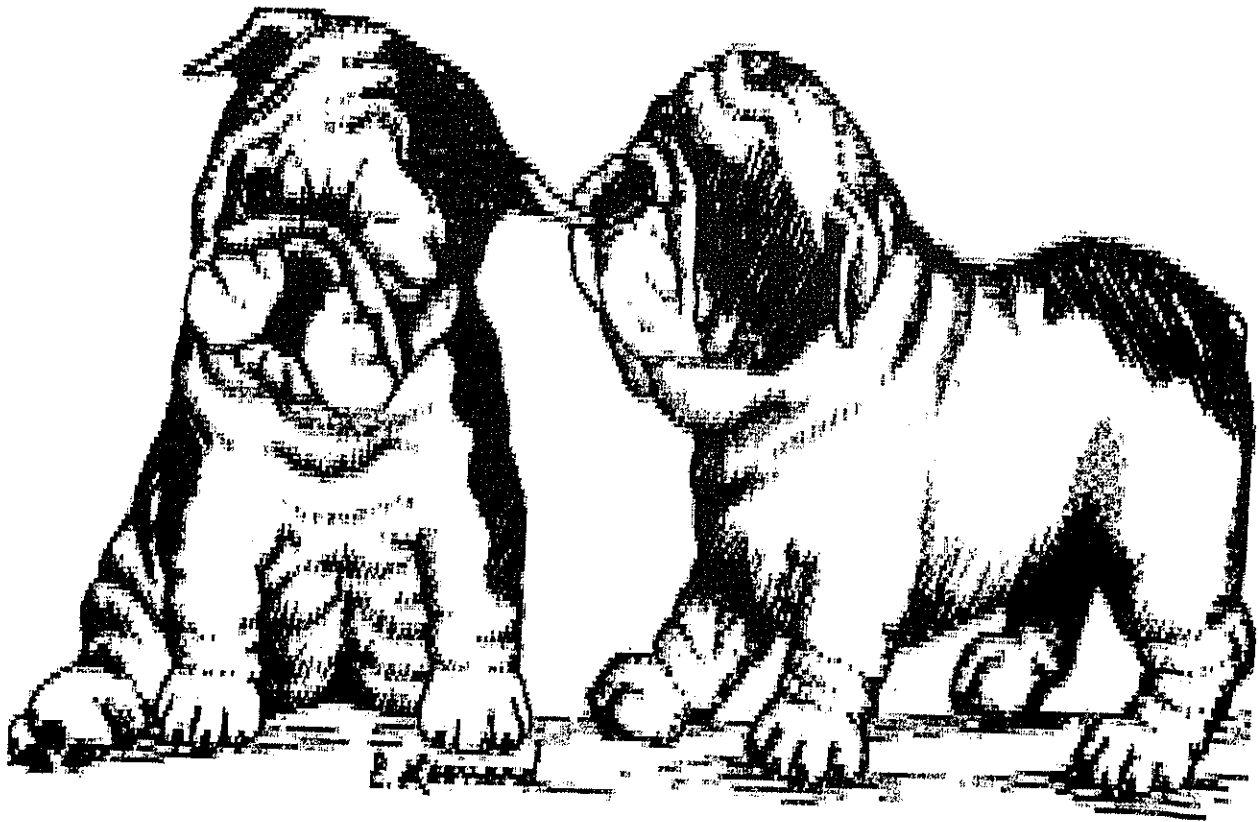


*Altus Early Childhood
Center*



2023-2024

July 2023

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August 2023

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2023-2024 Calendar

- First/Last Day of Semester
- Non-School Day
- Professional Day/Staff Work
- Parent Conference Day

Grading Periods

- 1st Nine Weeks: Aug. 10 - Oct. 6
- 2nd Nine Weeks: Oct. 9 - Dec. 22
- 3rd Nine Weeks: Jan. 9 - March 8
- 4th Nine Weeks: March 11 - May 17

Student Reports

- Progress Reports:
 - Sept. 13
 - Nov. 15
 - Feb. 14
 - April 3
- Report Cards:
 - Oct. 11
 - Jan. 10
 - March 13
 - May 16

Important Dates

- July 4.....Independence Day Observed
- July 17.....Principals Report
- July 28One-Stop Enrollment
- Aug. 3.....Teachers Report
- Aug. 3, 4, 7, 8, 9,Professional Days
- Aug. 7.....Meet the Teacher Day
- Aug. 10.....First Day of School
- Sept. 4.....Labor Day Holiday
- Sept. 14School/ Parent Conferences
- Sept. 15.....No School
- Oct. 13-16Fall Break
- Nov. 10.....Veterans Day Observed
- Nov. 20-24.....Thanksgiving Holiday
- Dec. 22.....Last Day of First Semester
- Dec. 23-Jan. 7Christmas Holiday
- Jan. 8.....Professional Day
- Jan. 9.....First Day of Second Semester
- Jan. 15.....Martin Luther King Day
- Feb. 15.....School/Parent Conferences
- Feb. 16No School
- Feb. 19.....Presidents' Day
- March 18-22Spring Break
- March 29-April 7Easter Break
- April 26.....No School
- May 3.....No School
- May 10.....No School
- May 16.....Last Day of School
- May 17.....Staff Work Day/ High School Graduation
- May 27Memorial Day

January 2024

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April 2024

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May 2024

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** Parent Conferences will be held from 3:30 p.m. - 9:30 p.m. **
 For current events visit our website: www.altusps.com
 Facebook: @AltusPublicSchools Twitter: @AltusSchools

Altus Early Childhood Center
“Providing a Wonderful Start”

“The Altus Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap or veteran status.”

“Inquiries concerning application of this policy may be referred to the principal by phone at (580) 481-2151 1100 N. Forrest St., Altus, OK 73521”

Principal's Message

Dear AECC Family,

It is my pleasure to welcome you to Altus Early Childhood Center for the 2023-2024 school year! Our staff is excited about the opportunity to work with your child. The AECC staff takes pride in the high quality of academic and developmental programs that will be offered during the coming year. Our focus is always to provide each child with new challenges that will result in a rewarding school experience.

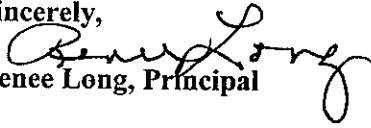
As we begin this year, many new challenges are before us. Since we recognize that parents are their children's first and most important teachers, we need your cooperation and involvement to provide your child with the best education possible. Involvement may look a little different at times.

During the coming weeks there will be various opportunities for you to visit the school in person and become familiar with the building, the teachers and the staff of AECC. Please check your child's school folder daily for times and dates of activities along with opportunities to be involved in our school throughout the year.

You can assist our staff in helping your child succeed by becoming involved in your child's education and school. I invite you to become an active part of our school community. Serve as a school volunteer for special events, attend Parent-Teacher Conferences, and become a room parent. Your participation will play an important role in your child's educational career.

Once again, welcome to Altus Early Childhood Center. Working together as parents and educators, we can "Provide A Wonderful Start" for your student's education.

Sincerely,


Renee Long, Principal

Arrival/Dismissal Bell Schedule

The following schedule for beginning and ending the school day will be adhered to by AECC students.

7:45 Teachers on duty

8:00 Breakfast in the classroom instruction begins

3:00 End of school day

3:15 Teachers off duty

Activities

Notes will be sent home to inform parents of the various activities and to invite parents to visit during these activities. Please check your student's folders each day.

Arrivals/Dismissal /Hours of Supervision

The first bell in the morning is at 7:50 and the tardy bell is at 8:00. No students should arrive before 7:40 except for transportation issues. At 8:00 breakfast in classrooms and instruction begins.

To assist with the easy flow of traffic, there is no parking and leaving cars unattended in the street around the building. If you need to come into the building to conduct business, it will be necessary for you to park away from school grounds and walk to the school.

Students should be picked up by 3:15. At 3:15, duty teachers/aides will escort remaining students in the building. At that time parents or designated adult on student information sheet may have to enter the building and sign the student out for the day. Students should be picked up no later than 3:15. Continual neglect in picking up a child on time may result in further action being taken.

When picking your child up in the afternoon, proceed as far as possible to the front of the pickup line. Certain doors designated by your teachers are to be used at all times (unless otherwise directed) when entering and leaving the building: You will be issued an AECC pickup pass for your child. This pass needs to be visible in the front window or ready to show staff assisting children. No students will be put in vehicles without an AECC pickup pass. Anyone who does

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Sincerely,

Renee Long, Principal

not have the proper pass will have to enter the main office and show identification to be able to pick-up a child.

DOOR EXITS

Pre-K-East Door

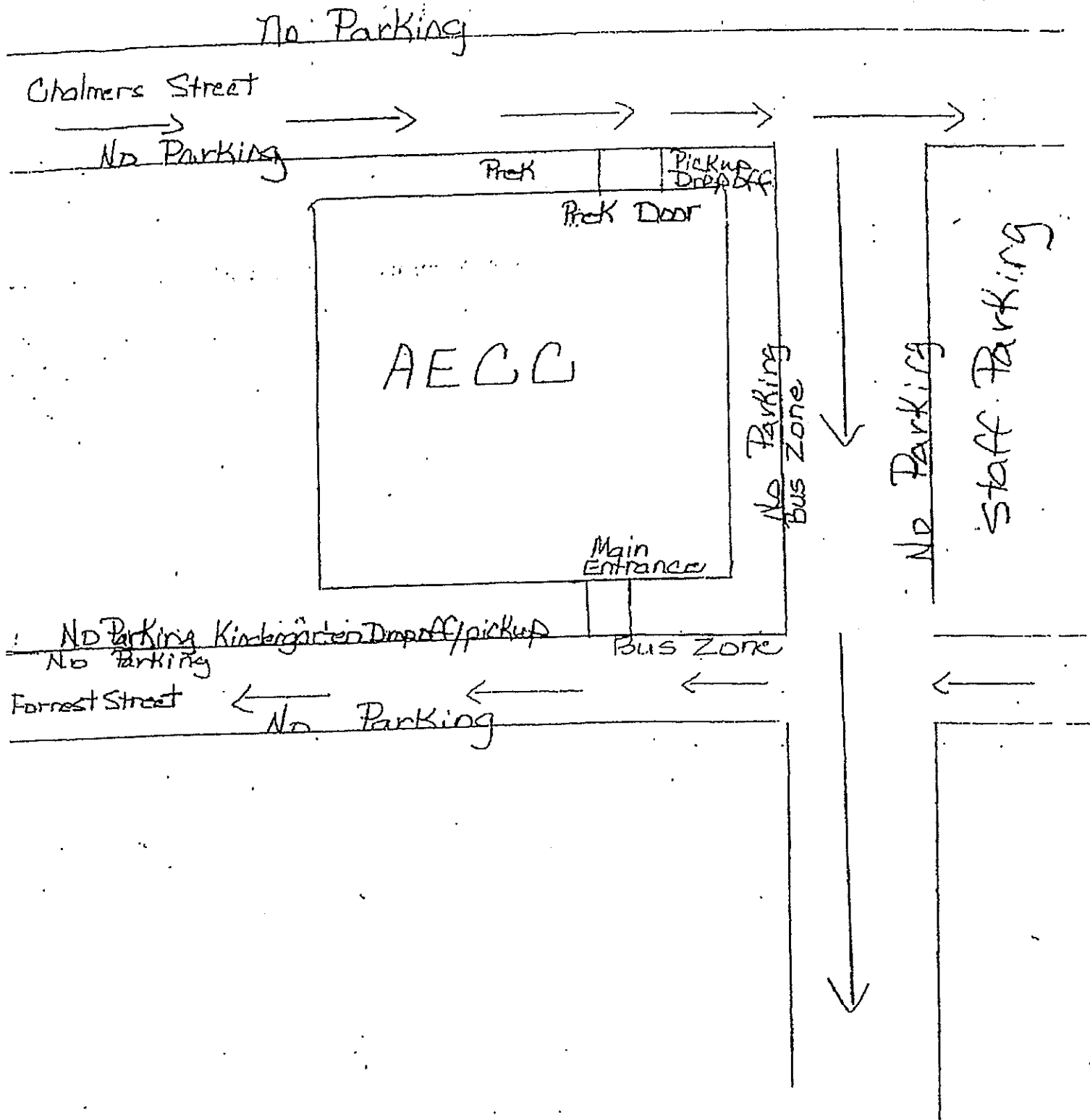
Please do not enter the building or crowd the doorway. Teacher/Aide will bring your student outside and make contact with you before dismissing your student.

For security reasons, no one is to enter the building until students are picked up and escorted to room by school personnel.

Kindergarten-North Doors

Please do not enter the building or crowd the doorway. Teachers will bring your student outside and make contact before dismissing your student. For security reasons, no one is to enter the building until students are picked up and escorted to room by school personnel.

See the Traffic Flow Map on the next page



Altus Early Childhood Center Attendance Policy

Kindergarten

First Action

When a student has been absent from school four or more days or parts of days within a four-week period without a valid excuse the parent or guardian will receive notification that will include the following:

- Cover letter
- State warning letter
- Attendance report

Second Action

When a student has ten days or parts of days of unexcused absences, it will result in filing with the District Attorney's Office. (Per semester)

Third Action

Excessive excused or non-excused absences could result in student retention.

NOTE:

Notification will be sent to parents of students who are frequently absent due to illness when the number of absences has exceeded ten days. In order for further absences to be considered excused, a doctor's verification may be required.

Students will be permitted to make up classwork missed because of an excused absence. Make-up work will not be permitted for truancy. (unexcused absences)

Absences will be considered excused with the proper documentation for the following reasons providing communication is made to the school on the day of the absence and necessary documentation provided; illness, bereavement, family emergencies, recognized religious holidays, and doctor or dentist appointments. All other absences are considered unexcused.

Pre-school Attendance Policy

First Action

When a pre-school student has been absent from school four or more days of parts of days within a four-week period without a valid excuse, the parent or guardian will receive notification that will include the following:

- Site Cover Letter
- Attendance report

Second Action

When a student has ten days of unexcused absences, it could result in that student losing their pre-school slot in Altus Public Schools.

Note:

When the number of absences due to illness has exceeded the days allowed, in order for further absences to be considered excused, a doctor's verification may be required.

Absences will be considered excused with the proper documentation for the following reasons providing communication is made to the school on the day of the absence; illness, bereavement, family emergencies, recognized religious holidays, and doctor or dentist appointments. All other absences are considered unexcused.

Attendance, Tardies, Absences, and Makeup Work

Definitions

Tardies-students arriving after 8:00 a.m. must receive a tardy slip from the office. Tardies result in loss of valuable teaching activities and can impact student progress.

Absence-missing more than one hour of instruction is equal to ½ day absence.

Truancy-an absence without parent/guardian or school consent and appropriate notification made to the building principal.

Attendance-Regular attendance is a necessary part of the learning process and is a key to getting a good education. The educational experience consists of more than merely taking tests. Daily classroom participation, interaction with the teacher and other learners, and receipt of instruction is necessary to acquire desired knowledge and skills.

Notification of Absence from School-If your child is ill or must be absent from school for any reason, please notify the office at 481-2151. The office will be open at 7:30 a.m. Parents are encouraged to call as early as possible. If for some reason a parent/guardian contact has not been made regarding a student's absence by the end of that school day, the student will be considered truant.

Make-up Work-Students will be allowed to make up the class work missed due to an excused absence. Students are given one school day plus the number of school days absent to make up class work and tests. If the make-up work is not completed, a zero will be recorded for each missing assignment and test.

Excessive Absences-If a child is absent without valid excuse for four or more days or parts of days within a four-week period, or is absent without valid excuse for ten or more days or parts of days within a semester, schools are required by law to report these excessive absences to the District Attorney.

Asbestos Management Plan

As required by law, all schools must have an asbestos management plan notebook. This book is located in the principal's office and is available upon request.

Backpacks

Backpacks are allowed at school. However, backpacks on rollers need to be carried while inside the building.

Bicycles, Skateboards, Roller Blades

Riding bicycles to and from school can be dangerous. Strict safety practice by the students is required and discouraged at this young age. No unsafe practices will be tolerated. Bicycles are to be walked on school property during the school day, and bikes are to be kept in the racks provided during the school day. Bikes must be parked in the racks for safety purposes. Always lock your bike. Scooters, skateboards, and roller blades should not be brought on school property.

Breakfast Program

Due to Altus Public Schools receiving a grant, children in grades Pre-K and K will be receiving breakfast at no cost to families for the 2022-2023 school year. Breakfast will be served in the classroom.

Bus Transportation

Bus transportation is provided to students in kindergarten in designated areas of town . Transportation of students by method of school bus should be considered a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused. Only regularly scheduled bus students are to ride the buses. Students need to go immediately to the buses after school has been dismissed. Each bus driver will establish rules for the buses in accordance with the District Transportation Manual. **There is no busing of pre-k students.**

Checking Students Out During School Hours

To ensure the safety and protection of all students, parents needing to check their children out during the school day should go to the office and sign their child out. Students will be notified by office personnel to meet parents/guardian at the front office. Our time with your child is valuable. Please try to schedule doctor's appointments and trips at a time that will not conflict with his/her learning.

Closed Campus

To promote the safety of our students, to give them better supervision, and to encourage them to take advantage of our school lunch program, the following policy will be instituted.

During the noon period, students will be restricted to the school campus. However, a parent may pick up his/her own child and take that child from the campus during the lunch period. A parent will be allowed to take his/her child only. Students who are late in returning to class from lunch will be given an unexcused tardy.

Computers

Computer education has become an important part of our curriculum and a part of the Oklahoma State Competencies. AECC has classroom i-pads available for classes and students to use. There is also Internet access to each classroom with computers available for students. Violation of District Policies and Procedures while using any technology may result in disciplinary action.

Counselor

Our counselor provides counseling services throughout the year and coordinates many programs and activities. Parents, teachers, or students may request services from the counselor for individual counseling, behavior modification techniques, classroom activities, and other needs.

CHILD FIND

“All children with disabilities, residing in Oklahoma, whether attending public schools, private schools or being home-schooled, should be identified, located, and evaluated.”

Oklahoma law requires Altus Public Schools to locate all children, ages 3 – 21, which are suspected of having a disability and may require special education and/or related services. Services are available for the following disability categories: Developmental Delay, Specific Learning Disability, Speech / Language Impairment, Hearing Impairment / Deafness, Intellectual Disability, Other health Impairment, Visual Impairment, Emotional Disturbance, Autism, Traumatic Brain Injury, Orthopedic Impairment, Deaf-blindness, and Multiple Disabilities. Persons knowing of a child, ages 3 – 21, which they believe may qualify for preschool or school-age classes for children with disabilities, may receive further information by contacting Diane Chowning, Director of Special Education, at (580) 481-3089 or (580) 481-3088.

Children, ages birth -2 years, will be referred to Sooner Start for evaluation and services. Jodie Forcucci, Early Intervention Resource Coordinator, may be contacted at (580) 482-7367.

Translators will be provided for parents / guardians who do not speak English.

ENCONTRAR NINOS

“Todos los niños con discapacidad, con domicilio en Oklahoma, si asisten a escuelas publicas, escuelas privadas o ser educado en casa, deben ser identificados, localizados y evaluados.”

La ley de Oklahoma require Altus las Escuelas Publicas de localizer a todos los niños, las edades 3-21, que se sospecha que tienen una discapacidad y puede necesitar educación especial y / o servicios relacionados. Los servicios están disponibles par alas categorías de discapacidad siguientes: retraso en el desarrollo, discapacidad especifica de aprendizaje, del habla y Deterioro del lenguaje, discapacidad auditiva / sordera, discapacidad intelectual, otros deterioros de la salud, las deficiencias visuales, trastornos emocionales, autismo, lesión cerebral traumática, Impedimento Ortopédico, Sordo – Ceguera y discapacidades múltiples. Las personas que a sabiendas de un niño, las edades 3-21, los cuales creen que pueden calificar para la escuela preescolar o – las clases de edad para los niños con necesidades especiales pueden recibir mas información poniéndose en contacto con Diane Chowning, director de Educación Especial, en el 580-481-3089 o 580-481-3088.

Los niños, desde recién nacidos – 2 anos, se hará referencia a Tarde de inicio para la evaluación y los servicios. Jodie Forcucci, Coordinador de Intervención Temprana de recursos, puede ser contactado en el 580-482-73667.

Los traductores se proporcionan para los padres/tutores que no hablan.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ALTUS PUBLIC SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission for the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific state law.

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Altus Public Schools, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, Altus Public Schools may disclose appropriately designated "directory information" without written consent, unless the parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Altus Public School District to include this type of information from a child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1985* (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.

Classroom lists of students, grade level lists of students, and school-wide lists of students will be released to organizations or individuals representing organizations that have a direct affiliation with one or more District schools and/or programs. Examples of such organizations include the PTO or Booster Clubs. Lists of students shall not be released to vendors or others soliciting students for contributions or sales.

Parents wishing to prevent release of directory information about their child(ren) (or the student if age 18 or older) must return a completed privacy form (available in each school office) to the principal of the school within 10 days of the start of each school year.

The Altus Public School District designates the following items as directory information:

- o Student Name
- o Address
- o Telephone Number
- o Electronic Mail Address
- o Photograph Not Used in a Disciplinary Manner
- o Videotape Not Used in a Disciplinary Manner
- o Date of Birth
- o Major Field of Study
- o Dates of Attendance ("from" and "to" dates of enrollment)
- o Grade Level
- o Participation in Officially Recognized Activities and Sports
- o Height and Weight of Members of Athletic Teams
- o Degrees, Honors, and Awards Received
- o The Most Recent Educational Agency or Institution Attended
- o Student Work for Display at the Discretion of the Teacher (no grade displayed)
- o Classroom Lists of Students
- o Grade Level Lists of Students
- o School-Wide Lists of Students

Laws referenced are: Section 9628 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 603, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces, and section 553 B of the Oklahoma Open Records Act.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Introduction:

This policy, and procedures included with it, are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Altus School District is committed to implement the policy and follow the procedures.

In case a parent of a student, an eligible student, or a citizen of the Altus School District believes that the district is violating the Department of Health Education and Welfare. The address is:

Family Policy Compliance Office
U.S. Dept. of Education
600 Independence Ave., SW
Washington, D.C. 20202-4805
(202) 260-3887

The Altus Public Schools shall annually notify parents of students currently in attendance and eligible students of their rights under the FERPA and this district's policy through the public news media and upon enrollment of all students.

The notification shall be published within the first month of each school year in the local newspaper.

Additionally, a bulletin containing the notification will be given to parents and eligible students with enrollment packets during enrollment.

Copies of the policy will be available for parent and eligible student review in the principal's office of each school building and at the superintendent's office.

Revised 3/10/03

Dismissal of School due to Severe Weather or Other Cause

On occasion weather or other unforeseen causes merits dismissal of school or requires a late start time. When questions arise listen to KWHW 1450 or FM radio 93.5 radio to hear updated news concerning start times and dismissal. Altus Public Schools' School Reach Automated dialer will also be calling the phone numbers we have on file. Please contact the office with any updated phone numbers as they become available.

Dress Code

Students are encouraged to dress comfortably, healthy, and cleanly at all times. Appropriate dress as determined by the staff and administration of Altus Early Childhood Center is required at all times. No clothing or anything attached to the clothing that advertises beer, alcoholic beverages, drugs, or bears words or statements that are vulgar or suggestive may be worn. Also, bare feet, spaghetti straps, see-through clothing, and bare midriffs are not acceptable under this code. Hats of any kind are not allowed at school unless prior approval has been obtained from the principal. Sagging pants, house shoes or pajamas will not be permitted at school. Please keep in mind that certain clothing worn by a kindergarten student may not be appropriate when worn by an upper grade student. The principal/designee may contact the parent if a particular outfit is distracting to the educational environment. Athletic shoes are encouraged for physical education classes and recess for student personal safety. Skate type shoes are not permitted due to safety concerns.

Extended Day Care Program

Altus Early Childhood Center provides an after-school program for students. The program hours are from 3:00-5:30 p.m. on school days only. You may contact the school office for pricing and availability.

DISCIPLINE POLICY

The Altus Public Schools believes that the primary function of the schools is to educate children. We further believe that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in the Altus Schools or in transit to or from the school or while attending or participating in any school function authorized by the school district (70 O.S. 6-114, School Laws of Oklahoma).

Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. When in the judgement of the teacher or administrator the behavior of a student constitutes unacceptable behavior in the following areas, corrective action will be taken. These examples are not intended to be exhaustive, and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Contempt or disrespect for authority
4. Cheating on schoolwork
5. Cutting class
6. Leaving school without permission
7. Refusing detention and/or in-school supervision
8. Truancy
9. Profanity or vulgarity
10. Possessing, selling, or using alcoholic beverages or other mood-altering chemicals.
11. Stealing – Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, school employee, or the school during school activities.
12. Extortion

13. Assault, physical and/or verbal
14. Fighting
15. Possession of weapons **or other items with potential to cause harm**
16. Distributing/possessing obscene literature
17. Destroying/defacing school property
18. Any violation of local, state or federal statutes.
19. Physically aggressive behavior toward a teacher or other school employee is not acceptable. Should this occur and it is determined that bodily harm was intended, the principal will expel the student for at least the remainder of the current semester and may expel the student for the remainder of the current semester and the full semester (excluding summer school) which follows.
20. **Smoking**
21. **Forgery, fraud, or embezzlement**
22. **Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor**
23. **Sexual Harassment**
24. **Gang related activity or action**
25. Violations of policy or regulations.

No school board member, administrator or teacher may be held civilly liable for any action taken in good faith which is authorized by law under the provisions of this policy.

In controlling the different forms of disciplinary action, the faculty/administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgement and discretion of the administrator and/or faculty member to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. In-school supervision
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment

8. Temporary removal from class
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities damaged by his or her behavior
11. Corporal Punishment
12. Restriction of privileges
13. Referral to police
14. Referral for counseling
15. Suspension
16. Alternative Placement
17. Other appropriate disciplinary action as required and as indicated by circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

MISCONDUCT:

Students engaging in any act of gross misconduct, including flagrant discourtesy, abusive or vile language, physical abuse, disruptive behavior, or deliberate insubordination, or truancy and/or excessive absenteeism, shall be referred to the principal for appropriated action. Such behavior may be grounds for suspension.

DETENTION:

Detention is defined as a period of time, other than class time, when a student is detained as a disciplinary measure. Detention assignments, when practical, should begin following the infraction. Failure on the part of any student to attend detention may result in further disciplinary action.

IN-SCHOOL SUPERVISION:

Students who are suspended from the regular school program may be assigned to the in-school supervision center designated by the superintendent.

The in-school supervision program will be a highly structured class situation with emphasis being placed on intensive student work. Students who refuse in-school supervision can be alternatively placed from school for as many days as the in-school supervision penalty. When the students then return to school, they will have to complete the in-school supervision penalty before returning to regular classes.

The building principal will determine the necessity of sending a student to in-school supervision and the duration of the punishment.

The primary purpose of this program is to allow most student offenders to remain in school and keep up academically while in detention.

ALTERNATIVE PLACEMENT:

At the discretion of the administrator and in lieu of the regular school setting, other educational options may be used in place of out of school suspension.

SUSPENSION:

Suspension is defined as removal of a student from school and all school functions for a specified period of time. The principal, or his/her designee, may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to a maximum period authorized by law. Parents or legal guardians of the student(s) will be notified of the suspension by mail and by verbal contact, when possible. Students, who are suspended from school, will not be allowed on any school properties or allowed to attend school functions at any time during the suspension period. Failure to comply with this policy may lead to additional suspension.

Class Assignments During Suspension:

Make-up assignments during the period of suspension will be put on a special assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonably designated time and place. It is the student's responsibility to complete the assignments during the suspension period. The daily assignments will be made available and are due the day the student returns to school. The daily assignments will be given a check for completion. Uncompleted assignments will earn a 0 (zero) and be averaged with all the other grades earned by the student during the regular school term. Major tests will be taken and given full credit. Students should be prepared to take missed tests upon returning to the school. For suspension of more than five days the district is required to provide an educational plan for students. The plan will be customized for the student and the student shall receive credit for work satisfactorily completed in accordance with 70 O.S. Section 24-101.3.

Students who are on suspension will not be allowed to attend any school functions during the suspension period or enroll in any other Altus Public School.

DUE PROCESS: Appeals procedure for suspension.

- Step 1: If the student or parent wishes to appeal a suspension, they must notify the principal within forty-eight (48) hours that they intend to appeal. The principal will provide a hearing in which the student and parents may participate. The hearing will be conducted by the principal.
- Step 2: If the student and parents involved are not satisfied with the ruling of the principal, an appeal may then be made with the superintendent for another hearing to be conducted by a designated hearing officer. This appeal shall be made in writing within forty-eight (48) hours of the principal's decision. The hearing officer will hear the appeal within five (5) school days after proper notification.
- Step 3: If the student and parents are not satisfied with the decision of the hearing officer, an appeal may be made to the Board of Education in the following manner:

1. The notification of appeal must be made in writing to the Board of Education through the superintendent's office, within forty-eight (48) hours after the hearing officer's decision is rendered. The Board of Education will hear the appeal as soon as possible.
2. The student will be advised that he/she may be present at the board hearing, accompanied by a representative to act on his/her behalf. The school official will be afforded the same consideration.
3. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.
4. During the hearing, the student or his/her legal counsel shall have the right to examine evidence, examine and cross-examine witnesses, and present evidence and testimony on behalf of the student. The school official shall have the same stated right.
5. The decision of the Board of Education will be final.

Suspensions of any length may be appealed, using the procedures listed above, however, timelines will be adjusted to meet the time restrictions on a case by case basis.

Legal Authority for Suspension

A. Authority to Suspend

A Principal or his/her designee has the initial responsibility and authority to suspend a student. Prior to suspending a student out of school the administration shall consider alternative punishments.

1. In buildings where assistant principals are not provided and the principal is absent, the superintendent or his/her designee, or another principal from one of the district schools, shall come to the school where a student is presenting a discipline problem, assist in the resolution of the problem, and be authorized to make suspensions in the absence of the principal (Reference: O.S. 70-24-102).

SUSPENSION OF SPECIAL EDUCATION STUDENTS:

When considering disciplinary measures for special education students, the following shall be considered:

1. When suspension of less than ten (10) days from school is necessary, the due process procedures established for regular students shall be followed.
2. For suspension of over ten (10) days or an accumulation of ten (10) days, these additional procedures shall be followed:
 - a. schedule an IEP meeting to determine if the student's behavior is the result of the handicapping condition;
 - b. when the behavior is related to the handicapping condition, and a change in program or removal from the current program is recommended, the IEP must be revised to reflect the change in placement;
 - c. the school must provide an alternative program (i.e., IEP revision home-based, etc.);

- d. When the behavior is not related to the handicapping condition, the procedures established for regular students shall be followed.
3. In an emergency situation in which the student is endangering himself or others, the school has the authority to remove the student from school immediately. However, the IEP/Placement team must convene as soon as possible after an emergency removal to determine further appropriate action. In any event, the district's disciplinary due-process procedures must be followed.

SEARCH OF STUDENTS:

The superintendent, principal, teacher or security personnel of the Altus School District, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (37-163.11) or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

The search shall be conducted by a person of the same sex of the student and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of the search shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The school employee specified above has the authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in the student's possession.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property shall be suspended from school as provided in board policies and school handbook of the school district.

Students shall be notified that they do not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property, which may be opened and examined by school officials at any time, and no reason shall be necessary for such search. **Student property may be searched with reasonable suspicion.** (H.B. 1343-1987)

Items that may be seized during a lawful search- in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescriptions or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF VEHICLES:

Students having vehicles at school are governed by the vehicle policy established by the Altus Public Schools and published in the Student Handbook.

Being allowed to park on school property is a privilege which may be taken away from a student. Any student who brings a car onto school property is agreeing that such vehicle will not contain any items which school rules do not allow in the school or on the school property. The student further agrees that if the administrators or teachers have reasonable suspicion to believe that items which should not be on school property are in the student's vehicle, the student shall unlock the vehicle for school inspection and consent to a search of the vehicle by school authorities. Failure to abide by these rules shall be grounds to revoke the parking privileges of the student and may result in other disciplinary action against the student.

Crimes or Threats

Oklahoma law requires school personnel to notify DHS and law enforcement if a threat has occurred on school premises and the student involved is under the age of 18. If the student is 18 or older, law enforcement will be contacted.

CORPORAL PUNISHMENT

Corporal punishment is prohibited in PK due to our collaboration with Head Start. Corporal punishment cannot legally be administered to students in DHS custody as per state law. In addition, the district shall follow state and federal law prior to imposition of corporal punishment on those students who have an IEP.

Corporal punishment for students in all grades shall be administered by the principal/assistant principal of the school. No corporal punishment shall be administered without a teacher or other administrator as witness. Corporal punishment shall not be administered in the presence of other students. If possible, the parent(s) or legal guardian shall be notified that corporal punishment is being planned.

We recognize that for those exceptionally few persons who cannot or will not respect themselves or the rights of others, a policy of discipline must be established and enforced. We believe, however, that the responsibility of establishing and maintaining an atmosphere conducive to learning in our schools rests also on concerned parents, students, faculty members, and administrators.

GANG ACTIVITY

It is the policy of this school district that membership in secret fraternities or sororities, or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

OUT-OF SCHOOL CONDUCT OF STUDENTS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the board. However, the board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct which, in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

REFERENCE: 70 O.S. § 6-114

DANGEROUS WEAPONS

WEAPONS-FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free School Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive; incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272. In addition to those items specifically referenced in statute, the district defines dangerous weapons below:

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nunchucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A**

DANGEROUS WEAPON, BUT SUCH CLAIM OF A LACK OF KNOWLEDGE MAY BE CONSIDERED IN MITIGATION OF ANY DISCIPLINARY PENALTY.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. (See Note 2, below.)

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system. Any firearms found on the premises shall be reported to law enforcement and will immediately be turned over to local law enforcement as per state law requirements.

REFERENCE: 18 U.S.C. § 9.1
21 O.S. § 127 1, § 1280.1

NOTE 1: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a hand gun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self - Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the principal or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a

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weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year. The administration may modify this on a case-by case basis.

CHEMICAL ABUSE

Alcohol and/or Drug Abuse Policy:

Alcohol and/or drug abuse shall be defined as sale, possession, use and/or being under the influence, while under the supervision of the school or in attendance at any school related function, of non-intoxicating beverages, alcohol, controlled dangerous substance, or any compound, liquid, chemical narcotic, drug, vegetable, fruit, or other substance which:

1. Contains ketones, aldehydes, organic acetones, ether, chlorinated hydrocarbons (e.g gasoline, glue, fingernail polish, white out, etc.) or some other solvent releasing toxic vapors, or
2. Causes or can cause conditions of intoxication, inebriation, excitement, elation, stupefaction, paralysis, irrationality, dulling of the brain or nervous system or otherwise changes, distorts or disturbs the eyesight, thinking process, judgement, balance, or coordination of an individual.

Student Suspension for Alcohol and/or Drug Abuse:

A. First Offense:

"Whenever it appears to any public school teacher that a student may be under the influence of nonintoxicating beverages as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statutes or a controlled dangerous substance, as defined in Section 2-101 of Title 63 of the Oklahoma Statutes, the teacher shall report the matter, upon recognition, to the school principal or his/her designee. The Altus Public Schools campus police will be notified at this point for assistance. If the student is found to be under the influence, the principal or designee shall immediately notify the superintendent of schools or designee and a parent or legal guardian of the student of the matter." (Reference: O.S 70-24-138)

Upon proof of guilt, a student that is a first time offender will be suspended for one semester. The principal will inform the parent(s) both verbally, when possible, and by letter that the student has been suspended for alcohol and/or drug abuse. The notification will include the length of the suspension and will ask both parent(s) and student to meet with the principal or his/her designee. Illegal drugs and/or paraphernalia will be turned over to the local law enforcement agency through the Altus Public Schools campus police.

A suspended student, who is a first time offender for possession of, or for being under the influence of drugs as defined above, could be readmitted conditionally to a school after ten days if these conditions are met:

1. The student must be involved in or enrolled in counseling with a counselor or agency approved by the school. Parents' involvement, although not required, is strongly requested. During the period of counseling, reports on the progress of the student will be provided to the principal. These progress reports are to be signed by the counselor.

2. Upon proof of compliance with number one above, the student would be readmitted on probationary status and would stay on probation as long as counseling continues. Counseling, upon successful completion, would be terminated by the counselor. A statement of release, signed by the counselor, must be submitted to the principal. Probationary status would include the student's signing and abiding by a contract stating that he understands that violations of school rules which would normally lead to a short-term suspension.

B. Second and Subsequent Offenses:

Upon commission of a second offense, the District Attorney's Office will be requested to file the appropriate legal action upon signed complaint. (Reference O.S. 70-24-102). This policy applies to both regular and special education students. The special education review committee will meet following the suspension. **A second offense will result in suspension from the school for a minimum of a semester's length of time.**

C. Sale of Controlled Substances

Sale of any of the substances listed in the preceding paragraphs shall result in suspension for a minimum of one semester. Notification will be sent to the Board of Education, police, District Attorney, and parent(s) or guardian(s) of the student. A second offense will result in suspension from the school for a minimum of a semester's length of time.

Drug Paraphernalia: possession of any article used for taking drugs or in selling drugs. (Wireless Telecommunication Devices in the possession of a student without official permission may be considered as drug paraphernalia.)

Suspensions for possession of drug paraphernalia include:

- 1st offense: 5-10 days out of school suspension/Alternative Placement
- 2nd offense: 10 days out of school suspension/Alternative Placement
- 3rd offense: suspension for one semester.

Tobacco:

"Any minor being in possession of cigarettes or cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product, and being by any police officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product were obtained who shall refuse to furnish such information, shall be guilty of misdemeanor and upon conviction, thereof before the district court, or any judge of the district court, such minor being of the age of sixteen (16) years or upwards shall be sentenced to pay a fine not exceeding five dollars (\$5.00) or to undergo an imprisonment in the jail of the proper county not exceeding five (5) days, or both; if such minor shall be under the age of sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper." (Reference: 21-O.S. 1981-1242 as amended by H.B. 1104).

Student who are found to possess tobacco or vaping devices will be disciplined by the administration. The determination of punishment shall be made on a case by case basis.

DRUG-FREE SCHOOLS

Altus Public Schools recognizes that student use/abuse of alcohol and drugs has a damaging effect on the normal development, well-being and academic performance of students. Student alcohol and drug involvement negatively influences the school learning environment and diminishes the importance of traditional school-centered behaviors and attitudes. This policy is intended to provide a clear and concise message to students, parents, and the school population as a whole, that the use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, or look alike drugs will not be tolerated on any school property or any school sponsored event.

The possession or use of certain drugs is a serious violation of law and is punishable by fine and/or imprisonment. Schools are a part of society and are subject to the same laws as the rest of society. It is the responsibility of the student to know the laws about drugs and to obey the laws on school grounds and at all school-sponsored activities. Accordingly, students and school authorities have the same responsibility as every other citizen to report violations of the law. School discipline will be imposed independently of court action.

Participation in extracurricular activities is a privilege and not a right guaranteed by law. Students who participate in these activities are highly visible in the community, as well as in the student body. As a result, these students should be held to a high standard of conduct at public and community events. The use of alcohol or any illegal drugs shall not be tolerated.

The principal's response to a suspected drug offense will follow the procedures listed below:

- A. When a student appears to be under the influence of alcohol or any unauthorized mood-altering chemicals as defined in state and federal law, the Altus Drug Education/Enforcement Officer or his staff are to be contacted for investigation procedures.

The parent or legal guardian is to be contacted by the officer, if possible, and the student removed from the classroom pending investigation.

If the investigation reinforces the suspension of alcohol or substance abuse, the student shall be summarily suspended until an evidentiary hearing. Should guilt be determined, a long-term suspension may follow.

- B. When a student is suspected of being in possession of alcohol or any unauthorized mood-altering chemicals as defined in state and federal law, the Altus Drug Education/Enforcement Officer or his staff are to be contacted for investigation procedures. If it is determined that the substance is a controlled drug, the student shall be summarily suspended until an evidentiary hearing and charges will be filed in either Federal or State court by the Altus Public Schools Drug Education/Enforcement Officer.
- C. A student who has been suspended for possession or use of any unauthorized substance must follow a "School Reintegration Plan"

which will be developed on the first day of his/her return after suspension. The plan may include, but it is not limited to, the following:

1. Referral and mandatory counseling by a certified community treatment provider;
 2. Subjection to drug testing upon reasonable suspicion of use or to confirm abstention
 3. Probation; and
 4. Regular meetings with school counselors and/or Drug Education/Enforcement Officer after regular school hours.
- D. All confirmed violations and the accompanying "School Reintegration Plan" shall be duly recorded and reported on the appropriate forms and submitted to the Superintendent's office and the Curriculum Coordinators office. This data will be entered annually into the Federal Drug-Free Schools Performance Report.

VANDALISM

Any student involved in any acts of vandalism on Altus Public Schools' property will be subject to the following procedures:

1. Any such act of vandalism will be reported to the Board of Education, the police, the District Attorney, and the parent(s) or guardians of the student.
2. The Altus Public Schools will request the District Attorney's Office to file appropriate charges based upon a signed complaint.
3. Student disciplinary measures will be determined on a case by case basis.
4. The student will not be allowed to return to school in any event until arrangements for restitution are made with a designated school official.

ASSAULT UPON SCHOOL EMPLOYEES

It is the intent of the Board of Education to ensure the safety and security of all those employed with the Altus Schools. This is imperative as teachers work with students and is of particular note with coaches and sponsors interacting with students in co-curricular activities. Physical and mental abuse or assault of teachers and coaches shall not be tolerated.

Such actions include, but are not limited to, the following: striking, pushing, bumping, kicking and other physical contact, but also includes non-physical gestures such as verbal threats, cursing, staring-down and otherwise attempting to impair or alter the ability of employee's to do their jobs and feel safe in their working environment.

To prevent and punish those guilty of this type of behavior a clear delineation of punishments and progressive measures will be utilized.

1st offense – shall be commensurate with the severity of the offense, and shall be in keeping with the Altus Schools discipline policy. For co-curricular activities punishment shall include suspension of participation in practice, games, competitions or all of these from one to several days or dates up to removal from the team or groups for the remainder of the contest season.

2nd offense – of this nature shall result in out-of-school suspension of no less than five days and not to exceed two semesters. The student will be permanently removed from the team or group where the incident occurred effective the beginning of the out of school suspension.

If an assault on a teacher, administrator, or other school employee results in injuries sustained in the reasonable performance of duties from assault by a pupil, relative of a pupil or person of the pupil's household, or is injured as a result of quelling or attempting to quell or stop a fight, disorder or any disturbance related to a school function or activity and loss of work time, the employee shall be paid in full for such lost time. Such paid absence shall not be deducted from sick leave or personal days to which the employee is entitled and shall not exceed the term of the employee's current contract. In return for compensation, the employee shall assign to the district the right to file suit against the person(s) who assaulted the employee, or their legal guardian(s), for reimbursement of payments made to the employee.

Any employee who suffers job-related injuries which qualify for temporary total disability benefits under the Workers' Compensation Act may, at the option of the employee, use available accumulated sick leave or personal leave on a prorated basis to the extent the injured employee shall receive full wages during the temporary absence. The sum of all temporary total disability payments and any sick leave or personal leave shall in no case combine to exceed 100% of the employee's net pay as it existed prior to injury. Nothing herein shall be construed as to require the school district to pay any amount in excess of the employee's regular wages.

REFERENCE: 70 O.S. §35f

CROSS-REFERENCE: Policy CKHA, Assaults Upon School Employees, Policy DIAA, Staff Safety, Assaults

WIRELESS TELECOMMUNICATION DEVICES

Wireless telecommunication devices, including but not limited to cell phones and pagers, shall not be used by students on school premises during regular school hours. Principals at the various sites determine regular school hours. If in a student's possession, wireless telecommunication devices shall be turned off during these hours and put away in an inconspicuous place out of sight, for example, in a purse or book bag.

Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, in-school supervision, alternative placement, or suspension. Where appropriate, police authorities may be contacted. Students in violation of the discipline policy may be disallowed to from carrying any personal communication device. Where appropriate, police authorities may be contacted.

Pursuant to Oklahoma School Law a student may possess a wireless telecommunication upon the prior written consent of both a parent or guardian and school principal or superintendent.

Written permission for possession of a wireless telecommunication device shall be valid only for the remainder of the school year in which it is obtained. It is the student's responsibility to provide the consent form each school year to the principal.

**REFERENCE: 70 O.S. § 24-101.1, ET SEQ.
70 O.S. § 24-102**

CROSS – REFERENCE: Policy FO, Student Discipline

Field Trips

Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance. Altus Schools will provide any transportation needed for trips. To ensure the safety of your child, a power of attorney must be on file.

Fire and Other Safety Drills

Safety drills to include fire, severe weather, emergency lockdown, evacuation and intruder drills will be conducted during the year as required by state law. A fire evacuation plan is posted in each room.

Flowers and Bouquets

Flowers or balloon bouquets will not be delivered to students in class because it is a distraction and disrupts learning. A message will be given to the student instructing them to pick up the bouquet in the office after school.

Grades

Teachers in the Altus Schools in determining grades shall utilize the following percent spreads:

Kindergarten

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

P.E. and Music will use the following scale:	
H	High
S	Satisfactory
L	Low
U	Unsatisfactory

Pre-Kindergarten

Student progress is documented on a skills progress document each nine weeks.

Great Expectations

The Great Expectations program is encouraged at Altus Early Childhood Center. The basic tenets of Great Expectations and AECC are the following:

- All Children Can Learn
- Building Self-Esteem
- Climate of Mutual Respect
- High Expectations
- Teacher Attitude and Responsibility
- Teacher Knowledge and Skill

If you have any questions about the great Expectations program, please contact the office at 481-2151.

Hall

When walking in the hall, students should walk quietly in a single file line at all times and keep their hands to themselves. No running is allowed.

Homework

Homework is a valuable educational tool. It is important to a student's academic development. Parents should be aware of and involved with assignments. They should offer encouragement whenever possible. We ask the parents not to do the work for the child. You may assist the students whenever it is deemed necessary.

Teachers will assign homework from time to time; however, excessive or unnecessary homework is to be avoided. In order that students not be burdened with excessive assignments, the Altus Elementary Schools have adopted the following policy on homework assignments:

1. It is recommended that students be assigned homework whenever teachers feel it is necessary, but it is not to be assigned in excessive amounts.
2. A home exercise that requires approximately $\frac{1}{3}$ of the number of minutes spent on the subject during class is appropriate. This time spent will be based on the work time required on the assignment by an average student in the class.
 - a. Example of No. 2: Ten minutes of homework given for thirty minutes of class instruction.
 - b. Example of No. 2: Fifteen minutes of homework given for fifty minutes of class instruction.
3. Exemption to this rule: Students who are "making up" work missed due to an Excused absence will be given one day plus the number of days absent to make up classwork and tests. If the makeup work is not completed, a zero will be recorded for each assignment and test.
4. It is recommended that homework should be checked.
5. Homework will never be used as an instrument for modification of negative behavior.

Ill Children

If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep ill children at school.

Immunization

Oklahoma State Law requires that all children be immunized before entering school. There are required immunizations and a shot record is required upon enrollment.

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students 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 harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" 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. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the Office of Juvenile Affairs
13. Suspension

14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievement, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.
70 O.S. §24-100.2

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)

The Altus Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the term "bullying," as including, but not limited to a 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 that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength,

social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include 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.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing or frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment also prohibited by Altus Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

A. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that

a copy of the entire policy is available on request. Altus Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Altus Public Schools' Safe School Committee

The 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 that interfere with and/or adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding, and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

Parental Responsibilities

Parent/guardians will be informed in writing of the district's program to stop bullying. An administrative response to 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:

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

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards and administrative offices. The policy will be posted on the school district's website at www.altusps.com and at each school site that has an internet website. The policy will be included in all student and staff handbooks.

CROSS-REFERENCE: Policy BDFC, Safe School Committee

In-School Supervision

In-school Supervision is an in-school detention time used as a form of discipline. Students can be placed in ISS by the principal or his/her designee. Students under adult supervision will complete daily assignments in a designated area in the building.

Learning Lab

Special education classes are available for students to receive individualized special assistance. Various state and federal guidelines must be met.

Lost and Found

The lost and found department is located in the back of the cafeteria. Articles found are to be turned in to the office. Articles not claimed by one week after the end of the school year will be disposed of or donated to charity.

Lunch Program

Altus Public Schools has received a grant which provides lunch free of charge for all our students at AECC. One ½ pint of milk is included as part of the hot lunch; extra milk is \$.35.

Parents wishing to eat with their children in the cafeteria should notify the school early in the morning of the day they are eating. Payment is due at time of meal.

Medication

The school nurse, principal, or his/her designee may administer prescription or non-prescription medication, if indicated, during school hours. The student must have a medication permission and emergency form on file. If indicated on the form, it may be necessary to call the parent before administering any medication. The school cannot assume the responsibility for notifying the students of the time to take medication.

No medication shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. **The parent or guardian of any student requiring medication during school shall bring the medication to the principal or his/her designee. Medication cannot be brought to school or sent home with the student.** The parent or guardian must complete and sign the "Request for Administration of Prescription and Non-

prescription Medication” form. A new form must be completed for each change in medication and renewed each school year.

All medications brought to school by students with the exception of inhalers will be confiscated and the parents will be asked to come to school to pick up the medication. Medication not picked up within two weeks will be destroyed.

Migrant Classes

Migrant classes are provided for students whose parents are migrant laborers and have crossed county or state lines seeking agricultural employment and meet federal guidelines. The class stresses language, math and reading.

Moment of Silence

In accordance with Senate Bill 815 of Oklahoma, Altus Early Childhood Center will observe a “Minute of Silence” each day. The minute of silence is for the express purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity. Each morning, a designated staff member will lead the student body in the Pledge of Allegiance and a Moment of Silence.

Moving Before the End of the Semester

Students must be in attendance through the sixth school day preceding the end of regular classroom instruction during a semester to receive a final grade for work done during that semester. If the student checks out for school BEFORE the sixth day preceding the end of classwork, a transfer grade of all work completed to that point will be given, which will not be considered to be a final grade for promotion.

Music Classes

Students in Pre-K and Kindergarten will participate in music classes weekly.

Parent Conferences

Parents are welcome to come to school and talk with teachers. Appointments can be made to coincide with the teachers' schedule. This can be done through the office. Call 481-2151 to set up the conference. Refer to your district calendar at front of this handbook for school-wide conference schedules.

Parent Involvement

Throughout the year there will be various opportunities to assist with various classroom events and school events. Let your classroom teacher know if you are available.

Parties

All birthday celebrations, etc. in the classroom need to be coordinated ahead of time with the child's teacher. If at all possible, these parties should be limited to the last few minutes of the school day. Because of the Healthy & Fit Schools/Wellness Act, parents are encouraged to serve healthy snacks. Invitations to children's birthday parties are not allowed at school unless an invitation is given to each child in the classroom.

Physical Education

All students in grades Pre-K and Kindergarten will participate in physical education. P.E. will be taught by a qualified P.E. instructor and should be of benefit to every student. A note should be sent from home when your child cannot participate in P.E. because of illness. A doctor's statement may be required for continued illness. Athletic shoes are recommended for wear in physical education classes. The physical education plan for Altus Early Childhood Center incorporates into the daily program discussion of the food groups, the importance of proper nutritional meals, and healthy physical activities.

Playground

Use good sense when playing on playground. There are teachers supervising the playground. If students have a need they should see a playground teacher for assistance. Following are a list of general safety rules for the playground.

SLIDES

*One at a time, feet first.
(This is the only way the slide can be used.)

SWINGS

*No standing in swings.
*One student per swing.
*Swing correctly.

CLIMBING BARS and NEW EQUIPMENT

*Do not stand on top of the bars.

OTHER EQUIPMENT

*Tag on any equipment is not allowed.

Other Playground Rules

Do not throw rocks, dirt, or clods, etc.

Tackle football is not allowed.

Baseballs and softballs are not allowed.

Students should not ride piggyback on other student's shoulders.

No running is allowed on blacktop.

When the whistle blows or bell rings, all playing stops including basketball.

When the playground teachers blow their whistles, students are to be as quiet as possible as they walk to classroom lines.

Power of Attorney

All students must have a Power of Attorney on file to attend any school field trip.

Recess

When teachers give the end of recess signal, students should stop playing and talking. The playground teachers will blow their whistles. At this time, students should walk and take their places in line. Students should be courteous, and should obey all safety rules while playing at recess.

Report Cards

Report cards will be issued to students at the close of each nine-week grading period. Attendance will be reported on the report card.

Room Parents

The room parents will give parties during the year. If you are interested in becoming a room parent, contact your child's teacher.

Severe Weather

When severe weather occurs, Board of Education officials monitor the situation and work closely with Civil Defense. Children will not be released to leave school unless the designated adult indicated on the student's enrollment form arrives to pick them up. Buses will not run until an all-clear sounds. All communication from the Board of Education to the schools will be done on KWHW 1450 AM or 93.5 FM because of the probability of a loss of phone communications. The Altus Public Schools' automated School Reach will place calls to the numbers that are on file in the office. Students will not be released to leave the building until officials at the Board of Education sound an all clear.

Speech Class

Speech classes provide services for students having speech or language difficulties. Federal guidelines must be met for qualification.

Teacher Requests

Unfortunately, we do not accept requests for teachers since it is impossible to honor all of them. Classes must be balanced equally according to academic achievement, ethnicity, and gender.

Telephone

Students are not allowed to use the telephone unless absolutely necessary and must have a permission slip from their teacher.

Textbooks and Library Books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid can be refunded.

Title I

Altus Early Childhood Center is a school wide Title I school. Additional assistance is available to students in reading who meet qualifying criteria.

Toys

Toys should not be brought to school unless requested by your teachers. Toys brought to school will be secured and must be picked up by parent from the principal's office.

Visitors

Visitors must stop by the office and obtain a visitor's pass.

Volunteer Program

Volunteers play an important and valuable role in education. Voluntary assistance in the education of students offers a way for you to become actively involved in your child's school. Volunteers can assist the school in a variety of ways to include making copies, making bulletin boards, making classroom materials, assisting with special events and field trips, and listening to students read. Volunteers will be required to have passed a law enforcement background check. The expense of this background check is the sole responsibility of the volunteer. Volunteers should always wear their identification badges while at school. Parents wishing to help in the classroom must have met the requirements of the background check, permission from the classroom teacher and principal, and must sign a Confidentiality Agreement before helping in the classroom.

Withdrawal of Students

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. All school owned materials must be returned. Your cooperation is always greatly appreciated.

