

## 2019-2020 PERKINS-TRYON ELEMENTARY SCHOOL HANDBOOK

### WELCOME TO PTES!

Dear Students and Parents:

Welcome to Perkins-Tryon Elementary School. Our belief here at Perkins-Tryon Elementary is that all children can learn. The faculty and staff of our school go above and beyond to make the learning environment positive, interesting, and motivating. We also encourage and expect parental involvement in every aspect of the child's education.

Parents, guardians, and community members are always welcome in our building, classrooms, and the various functions held throughout the school year. We conduct opening assemblies at our school called "P-T Prime Time" every Monday morning at 8:30 that anyone is welcome to attend.

Your experience and success at Perkins-Tryon Elementary School are very important to us. This student handbook is designed to assist you in having a successful and enjoyable year. While it may not answer all of your questions, it serves as a guide for you and provides information about the policies, procedures, and expectations of our school. Any situation not specifically addressed in this handbook is left to the discretion of the principal or designee. Please read and discuss this handbook at home.

We look forward to having many fun and motivating activities to reinforce good behavior and academic success. Please take good care of our school and equipment and be a positive leader who assists teachers and classmates in our endeavor to maintain a safe atmosphere. We have two rules at our school for you to remember:

- Respect our school.
- Respect and encourage each other.

As a citizen of our school, it is your responsibility to immediately report any concerns or inappropriate behaviors to a school staff member.

Please feel free to contact me at any time should you have questions or concerns about our school and its mission. We consider it a privilege to serve you through Oklahoma public education. I wish you a very productive and memorable year at Perkins-Tryon Elementary School.

Sincerely,  
Bobby Simma, Principal  
Perkins-Tryon Elementary School

### POINTS OF CONTACT

Phone: 405.547.5741      Fax: 405.547.5744      Web: [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us)  
Staff e-mail addresses are provided on the Web page under Elementary Academics.  
CHILD ABUSE Hotline: 1.800.522.3511  
NATIONAL SUICIDE PREVENTION Lifeline: 1.800.273.TALK (8255)

### SCHOOL RESOURCE OFFICER

Officer Charles Danker      Monday – Friday 8:00 AM – 4:00 PM      405.547.2855      danker@perkins.net  
You may contact the School Resource Officer (SRO) if you have concerns, need to make a report, provide information about an incident, or provide a tip concerning a possible incident. If you prefer, you may remain anonymous. A student may request to speak to the SRO any time during school hours through the office/administration.

## **MISSION STATEMENT**

We, at Perkins-Tryon Schools, believe that all children can learn. Believing this, we strive to provide a safe environment which enhances pride and learning. We set high standards, and we encourage students to reach their maximum potential.

## **IMMUNIZATION REQUIREMENTS**

DTP: 5 doses, POLIO: 4 doses; MMR: 2 doses; Hepatitis A: 2 doses; Hepatitis B: 3 doses; Varicella: 1 dose. These are given at the Payne County Health Department in Stillwater on Monday – Thursday from 8:00 – 11:00 A.M. and 1:00 – 4:00 P.M. and Friday 8:00 – 11:00 A.M.

## **VISION SCREENINGS**

Senate Bill 1795 requires vision screenings for students enrolled in kindergarten, first, and third grades at a public school. Parents must provide proof that their child passed a vision screening within the past 12 months. The screening must have been conducted by personnel listed on the Department of Health's statewide registry. The certification must be provided within 30 days of the beginning of the school year. Students who fail a screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist. Per law, no student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report.

## **SCHOOL SCHEDULE**

The school calendar and other pertinent information may be accessed at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us). The school day begins at 8:30 A.M. and ends at 3:45 P.M. Students should arrive at school no earlier than 7:55 A.M. and should go directly to the cafeteria for breakfast. After breakfast students will go to the gym or the playground depending on the time. Students not eating a school breakfast will go to the gym upon arrival. Students must be in their classrooms by 8:30 A.M. or they will be reported absent.

## **LUNCH SCHEDULE**

|                      |                     |
|----------------------|---------------------|
| <b>11:00 – 11:20</b> | <b>PreK</b>         |
| <b>11:35 – 11:55</b> | <b>First Grade</b>  |
| <b>12:05 – 12:25</b> | <b>Kindergarten</b> |
| <b>12:35 – 12:55</b> | <b>Second Grade</b> |

## **STUDENT DISMISSAL, CHECK IN AND CHECK OUT, ABSENCE PROCEDURES**

A student must “check in” or “check out” through the P-T Elementary School office any time he/she is late, must leave early, or returns to school after an appointment. Parents who need to pick up their child must come to the office and sign the check-out log. Please bring driver's license for photo identification.

Parents should call the P-T Elementary School office at 405.547.5741 by 8:45 A.M. to report student absences for the day.

A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or head lice will be sent home from school and must remain there until the condition or disease is no longer contagious.

Students are dismissed at the end of the school by the following schedule: PreK at 3:15 P.M.; Kindergarten car riders at 3:30 P.M.; bus riders at 3:45 P.M.; and 1<sup>st</sup> and 2<sup>nd</sup> grade car riders at 3:50 P.M. Teachers will provide more information about car rider pick-up procedures at Meet Your Teacher Night prior to the first day of school for students.

## CAFETERIA

Breakfast and lunch are served daily in our cafeteria. Students may either purchase a lunch from the school cafeteria or bring a sack lunch. Milk or juice may be purchased at school. The lunch count for each day is submitted by 9:00 A.M.

- Students may pay for meals in advance.
- Money brought to school should be enclosed in an envelope with the student's name on it and turned in to the teacher or cafeteria.
- Students may also take their money to the cafeteria during breakfast.
- Student accounts may be paid online at [www.ezschoolpay.com](http://www.ezschoolpay.com).
- School district policy does not allow students to charge beyond the amount equivalent to 5 meals at the current rate. However, no student will ever be denied a meal at our school regardless of account status.
- Reduced-price and free lunch forms are available in the P-T Elementary School office, cafeteria, or online at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us).
- Students are to obey all staff members.
- No food or drinks are to be taken out of the cafeteria.
- Students are to assist in keeping the cafeteria tables and floor clean.
- Students should remain in the cafeteria at lunch until released by a teacher.

## DRESS AND APPEARANCE

All students are expected to practice good hygiene and dress neatly in clothes that do not detract from the educational process. Parents are responsible for ensuring that children's clothing is both clean and appropriate for weather conditions. Failure to do either may be considered child neglect. The law in Oklahoma requires school personnel to report suspected incidents of child abuse and neglect to the Oklahoma Department of Human Services.

The student dress code at Perkins-Tryon Elementary School is as follows:

- Shoes must be worn at all times; house slippers or shoes with wheels are not acceptable. Flip flops are discouraged.
- Hats, caps, and hoods are not to be worn inside school buildings.
- Shirts should not show the stomach or back and should not have loose or low necklines.
- Undergarments are not to be visible.
- Pants are to be worn at the waist level with no sagging.
- Shorts, dresses, and skirts should be a length that will not be revealing while students are playing, sitting, stooping, etc.
- No clothing may be worn which advertises tobacco, alcohol, or drugs.
- No clothing with profane, suggestive, or vulgar language may be worn.
- Pajama pants should only be worn during a specified "Pajama Day." Costumes are not appropriate for school except for designated dress-up day(s).

## ATTENDANCE POLICY

No single factor goes more to aid a student's school progress than regular attendance. The Perkins-Tryon School Attendance Policy states that students must be in attendance a minimum of ninety percent (90%) of the school year. This means that a student can be absent no more than 14 days during the school year. Students attending school sponsored functions will not be counted absent. There are no "excused" and "unexcused" absences. Students are simply at school, or they are not, aside from school sponsored activities. Accumulation of three tardies will equal a one-half day absence.

In the event that a student is absent more than 14 days during the school year, a committee made up of teachers and the principal will determine if the student will be promoted or be retained. Factors used to make this determination will include illness, emergencies, religious observances, court appearances, as well as academic performance. Poor attendance could be an indication of child neglect, and in accordance with Oklahoma law, schools are required to report students with chronic absenteeism to the office of the

District Attorney and possibly the Oklahoma Department of Human Services. Furthermore, the City of Perkins has adopted and implemented an absence/tardy/truancy that includes court appearances and monetary fines as stated: 4 unexcused absences in 4-week period will be reported to the Perkins School Resource Officer, and the parent/guardian will receive a letter explaining the consequences for additional excessive absences/tardiness. (A copy is included on the last page of this handbook.)

**Students who are absent more than 14 days will be identified as “chronically absent” by the Oklahoma State Department of Education, and this classification will have a negative impact on school report cards issued by the OSDE.**

## TRUANCY

A student is defined as truant when he/she is absent and neither his/her parent nor the school officials know of his/her whereabouts. The city of Perkins also has the following ordinance which will be enforced:

### 5-6-3: School Attendance Required

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to the enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age.
- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
2. If any child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. If any child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
  - a. The school administrator of the school district where the child attends school, and
  - b. The parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years;
4. If any child is excused from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student

- pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days; or
5. If any child is excused from attending school for the purpose of participating in a military funeral honors ceremony upon approval of the school principal.
- C. It shall be the duty of the attendance officer to enforce the provisions of this section. In the prosecution of a parent, guardian, or other person having custody of a child for violation of any provision of this section, it shall be an affirmative defense that the parent, guardian, or other person having custody of the child has made substantial and reasonable efforts to comply with the compulsory attendance requirements of this section but is unable to cause the child to attend school. If the court determines the affirmative defense is valid, it shall dismiss the complaint against the parent, guardian, or other person having custody of the child and shall notify the school attendance officer who shall refer the child to the district attorney for the country in which the child resides for the filing of a child in need of supervision petition against the child pursuant to the Oklahoma juvenile code.
- D. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished as follows:
1. For the first offense, a fine of up to fifty dollars (\$50.00);
  2. For the second offense, a fine of up to one hundred dollars (\$100.00); and
  3. For the third or subsequent offense, a fine of up to two hundred fifty dollars (\$250.00).

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

### **FLAG SALUTE**

At Perkins-Tryon Elementary, the school day will begin with a salute to the flag. However, foreign exchange students, students formally associated with a religious group whose tenets are not in accordance with this practice, and any other students not wishing to recite the pledge will not be required to salute the flag.

### **MOMENT OF SILENCE**

All students and staff are asked to observe a moment of silence each morning. They may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in exercising their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the moment of silence. Students will be notified when the moment of silence is over.

### **SCHOOL RULES AND REGULATIONS**

In order for the school to function efficiently, certain rules must be established and followed:

- Students are to treat other individuals kindly and respectfully at all times.
- Students should never participate in name-calling, starting or spreading rumors, or making unkind statements to or about other students or staff members.
- Students are not to hit, push, or fight.
- Students are not to falsely accuse students or staff members of inappropriate statements or actions.
- Students are to do their own work. Copying and cheating are not permitted.
- It is the responsibility of each student to immediately report concerns or conflicts to the nearest teacher or staff member.
- Students are not to possess or be under the influence of drugs, alcohol, or tobacco.
- Students are not to possess or distribute any prescription and/or non-prescription medication.
- Students are not to leave the school grounds at any time without permission from the proper school officials.

- Students are not to chew gum or have sunflower seeds.
- Students are not to damage school property or the property of others.
- Students are not to swear, use obscene language, or make obscene gestures while on campus, on the bus, or on a field trip or school function.
- Toys, weapons, electronics, combustible materials, etc. are not allowed on the school grounds, on the bus, on a field trip or while attending school functions.
- All belongings should be marked with the student's name in order to assist in the return of recovered lost or stolen items. Valuables and large amounts of money should be left at home to prevent damage, loss, or theft.
- Cell phones should remain off and not be used while on school campus.
- Students are not to engage in public displays of affection.
- Students are to leave the school building/campus after dismissal unless under the supervision of a teacher.

### **PLAYGROUND RULES**

- A written note by a parent or physician is required for a student to be allowed to stay inside during recess or physical education activities.
- Do not bring toys from home.
- Do not stand on top of playground equipment intended for climbing.
- Only one person should be on a slide at a time. Slide down in a seated position, feet first.
- Do not attempt to climb up slides.
- Do not give piggyback rides.
- Do not lean or climb on fences.
- No one is to be in the classrooms or hallways before school or during recess without permission.
- Do not play with baseballs or softballs on the playground.
- Do not stand on the picnic tables.
- Appropriate footwear should be worn at all times.
- Do not pick up or throw rocks or pebbles.
- Balls and other play equipment that go over fences or into roads may not be retrieved without a teacher's permission and direct supervision.
- All playground games, including football, basketball, and kickball, are non-contact. Pushing, shoving, physically blocking, and tackling are not allowed. Any student guilty of violating this rule will either sit out during recess or not be allowed to participate in games for an extended length of time. This consequence will be in addition to other consequences in accordance with the P-T Elementary Discipline Policy.
- Playground problems or conflicts are to be reported immediately to a playground teacher or supervisor during recess. Students should not wait until after recess to report a playground incident to classroom teachers; those teachers will have classes and teaching responsibilities and will not be able to interview all involved students and witnesses needed to properly investigate and act upon playground conflicts.

### **BUS RIDER RULES**

There will be no tolerance of misconduct of bus riders. Elementary students will receive one warning from the principal if reported by their bus driver for misconduct and parents will be contacted about it. Further incidents will likely result in suspension of riding privileges.

Questions or concerns about bus routes should be reported to the transportation director at 405.547.5708. Questions or concerns about student behavior while on the bus should be reported to the building principal at 405.547.5741.

#### **I. Previous to loading (on the road at school):**

- Be on time at the designated school bus stops -- keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.

- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

#### II. While on the bus:

- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home.
- Bus riders should never tamper with the bus or any of its equipment.
- Leave no books, packages, coats, and all other objects out of the aisles.
- Keep legs, arms, feet, and all other objects out of the aisles.
- Help look after the safety and comfort of small children.
- Do not throw anything out of the school bus window.
- Bus riders are not permitted to leave their seats while the bus is in motion.
- Horseplay is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow pupils, and the driver.
- Keep absolutely quiet when approaching a railroad crossing stop.
- In case of a road emergency, children are to remain in the bus.

#### III. After leaving the bus:

- When crossing the road, go at least ten feet in front of the bus, stop, check for traffic, watch for bus driver's signal, then cross the road.
- Students living on the right side of the road should immediately leave bus and stay clear of traffic.
- Help look after the safety and comfort of small children.
- The driver will not discharge riders at places other than the regular bus stop, except by prior authorization from the parent or school official.

#### IV. Extra-curricular trips:

- The above rules and regulations will apply to any trip sponsored by the school.
- Pupils shall respect the wishes of a competent chaperone appointed by the school officials.

V. A note from his/her parent is needed if the child is to ride a different bus after school.

VI. Due to seating capacity and safety we can no longer transport additional students due to sleepovers, parties, etc. It will be necessary that other arrangements be made to pick up & transport those children.

## **DISCIPLINE**

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, consequences are necessary for the benefit of the individuals and of the school.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. All students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging, and whether the incident is isolated or habitual behavior.

Fighting is defined as mutual participation in an altercation. Both participants in a fight will be dealt with in

a manner appropriate to the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should immediately contact a teacher or administrator.

Possible disciplinary actions include but are not limited to: student conferences, parent conferences, recess detention, in-school detention, after school detention, corporal punishment, loss of privileges, clean up or repair, financial restitution, police involvement, and out-of-school suspension.

Parents will receive a copy of any disciplinary referral sent to the office along with the action(s) taken. Attempts will be made to contact parents by phone in cases of severe disciplinary referrals. The Perkins Police Department will be contacted for support any time a student refuses to comply with the principal's instructions or poses a threat of personal injury or injury to others. Students engaging in offenses that are criminal in nature and violate laws may also be subject to prosecution by local authorities.

### **CELL PHONES**

It is strongly recommended that students do not bring cell phones and other electronic devices to school. Cell phones and other electronic devices (MP3, iPod, etc.) are not to be used once students arrive on school grounds. The school is not responsible for these items should they be lost, damaged, or stolen at school or during school activities or transportation. If a student uses a personal device during the school day, the device will be taken from the student and turned in at the office. The student may pick up the phone from the office at the end of the day.

Parents needing to contact their children should call the school office at 405.547.5741. The message will be delivered to the student at the parent's request. Students may use the office phone to contact parents upon request.

### **REPORT CARDS AND GRADING POLICY**

Report cards will be issued following the end of each nine weeks period. The final report card will be sent home with the students on the last day of school. Letter grades (A, B, C, etc.) shall be used to indicate student achievement in instructional areas. Checklists of skill mastery may also be provided.

The following letter grades shall indicate the varying degrees of content knowledge and skills mastery:

|           |   |  |
|-----------|---|--|
| 90-100%   | A | Superior quality of work   |
| 80-89%    | B | Good quality of work   |
| 70-79%    | C | Satisfactory quality of work   |
| 60-69%    | D | Below quality of work expected   |
| Below 60% | F | Unsatisfactory grade (failing)   |
|           | I | Incomplete grade (Student has been granted a period of time to complete work or receive a failing grade, normally two weeks after the grading period.) |

### **PROFICIENCY BASED PROMOTION**

Perkins-Tryon students are eligible to take part in the Proficiency Based Promotion program. Tests are administered two times per year. Dates and applications are available in the superintendent's office.

### **RETENTION POLICY**

#### **A. Introduction**

The Board of Education of the Perkins-Tryon School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has



established the following policy to govern this question. The purpose of this policy is to provide guidelines for teachers to follow in determining whether to promote or retain students in the Perkins-Tryon School District, and to establish a uniform procedure to be followed in cases where retention is appropriate. The policy also establishes an appeal procedure by which parents may challenge the decision to retain a student or to assign a student a failing grade in a course.

As used in this policy, “promote” or “promotion” means to pass a student who has successfully completed the requirements of a particular grade into the next higher grade at the end of the school year and to record on the student’s record that he or she has successfully completed his or her current grade.

As used in this policy, “retain” or “retention” means to withhold a student from advancing into the next higher grade at the end of the school year and to indicate on the student’s record that he or she has not successfully completed his or her current grade.

### **B. Policy Regarding Promotion and Retention**

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel assigned by the principal when appropriate. Strong supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on:

- 1) Testing which actually covers the subject matter presented to the student.
- 2) Assignments directly related to the subject matter being taught.
- 3) Consideration will also be given to the student’s level of maturity (physical, mental, emotional, and social) and to the student’s attendance record, although these matters will not bear the same weight as items 1 and 2.

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

### **C. Appeal Process**

Any parent may request consideration of a retention decision or the assignment of a failing grade in a course by taking the following steps:

First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent’s receipt of written notification of the initial decision, the initial decision will be final.

Second Level of Appeal: The parent may request review of the principal’s decision by letter to the superintendent. If no request is received within five (5) days of the parent’s receipt of the principal’s written notification of his or her decision, the principal’s decision will be final.

Third Level of Appeal: The parent may request review of the superintendent’s decision by letter to the superintendent or the clerk of the Perkins-Tryon Board of Education. If no request is received within five (5) days of the parent’s receipt of the superintendent’s written notification of his or her decision, the superintendent’s decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board’s decision will be final.

If a parent disagrees with the Board’s decision, he or she may prepare a written statement stating the reason for the disagreement, which will be placed in and become a part of the student’s education record.

## **PARENT CONFERENCES**

Parents who wish to confer with a teacher or the principal should call the P-T Elementary School office at 405.547.5741 to set up an appointment that will not conflict with a teacher's class instruction, playground duty, tutoring, or other obligations. Upon arrival, the parent should sign in at the office prior to the conference.

## **FIELD TRIPS**

Students who ride the bus on field trips may only be released to ride home with their custodial parent(s). It is the responsibility of the parents to notify the proper teacher after the activity if they are taking their child home. Parents and guardians are not allowed to ride the buses.

## **BICYCLES AND SKATEBOARDS**

Students are allowed to ride bicycles to school. Bicycles are not to be ridden on the sidewalks and should be parked in the designated parking areas. Bicycles are not to leave school grounds after school until all buses have departed. It is recommended that bikes be locked. Skateboards are not to be ridden on school sidewalks or in parking lots.

## **EMERGENCY PROCEDURES**

Instructions for emergency procedures will be posted in each classroom. Procedures will be reviewed during the first week of school. The following signals will be used:

- Tornado (and other disasters): Announcement will be made through the building intercom system.
- Fire: Intermittent ringing of the building fire alarm in hallways and/or announcement through the intercom system.
- Instructions will be given over the intercom system during security drills and other emergencies.

## **MEDICATION**

Should a student need to take prescription medication during the day, we ask that parents complete a medication permission form available in the school office. Information there will indicate:

- What medication is to be taken,
- When it is to be taken,
- In what quantity it is to be taken, and
- A phone number where the parent/guardian can be reached.

All medication must be checked in at the principal's office for distribution to the student during the day and must be in the original container, as required by law. Non-prescription medication must be provided by the parent and will only be given to the child when the parent can be contacted for approval. The parent must grant approval following every request their child makes for their non-prescription medication. If the parent cannot be contacted, the medicine will not be administered to the child.

## **ILLNESS AT SCHOOL**

Should a student become ill while at school, he or she must tell the teacher, and the teacher will contact the office. Every effort will be made to contact parents, if necessary. The school staff will treat minor injuries.

## **TEXTBOOKS AND LIBRARY BOOKS**

Parents must pay for damaged or lost textbooks and library books checked out to their child. Furthermore, students will not be allowed to check out additional library books until payment is received.

## **LOST AND FOUND**

Misplaced coats, gym shoes, lunch boxes, etc. are more likely to be recovered if items are labeled with students' first and last names. A lost and found area will be in the north/south hallway of the building. Any items found should be turned in to the office in order for an attempt to be made to return the items to their owners. Items left in lost and found more than one week will be donated to students and/or a local charity.

## **SCHOOL CLOSINGS**

School closings or delayed starting times will be announced over television stations viewed in this area as well as major radio stations heard in the Perkins-Tryon area. An automated phone call may be made by the school. Should no report be heard, students and parents can assume school will be in session.

## **VISITORS**

All visitors must sign in at the office, complete a form describing the nature of the visit, and receive a visitor's badge. Custodial parents are always welcome to visit but should also follow all office check-in procedures. Students may not bring visitors with them to school during school hours without prior approval from the principal. Unauthorized visitors will be asked to leave the school campus. This policy includes the cafeteria. Parents visiting during lunch should not go to the cafeteria or playground. Visits from non-custodial parents/relatives must be arranged outside of the school day.

## **DELIVERIES**

In order to minimize class disruptions, the school office will not accept deliveries such as flowers, balloons, and other types of gifts for students.

## **INTERNET AND SCHOOL COMPUTERS POLICY**

Parents must read the policy and sign the Use of Internet consent form before their students may use the Internet. Forms are available in the P-T Elementary School library or office.

## **STUDENT SUSPENSION**

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at school or in transit by school transportation, under school supervision to or from school or any school facility under the control of the school district, for off campus activities having an adverse effect on the school district, or in attendance at events where the school is represented off campus. Violation of the following rules and regulations may result in suspension:

- Immorality; theft; use of profanity or vulgar language.
- Truancy.
- Violation of school rules, regulations, or policies.
- Assault upon another student or person including threats, harassment, and threats of retaliation.
- Adjudication as a delinquent for an offense that is not a violent offense. (A violent offense includes those offenses that are exceptions to the term "non-violent offenses" in Oklahoma criminal laws. Also, violent offenses include the offense of assault with a dangerous weapon but not assault.)
- Possession of an intoxicating beverage, low-point beer, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance or a facsimile of a controlled dangerous substance (See: Uniform Controlled Dangerous Substances Act). Possession of a firearm shall result in out-of-school suspension for a period of not less than one year.
- Possession or distribution of any tobacco product.
- Conduct disrupting the normal operation of the school.
- Conduct which jeopardizes the safety of the student or other students.

- The willful disobedience of the request of any school official in the performance of such school official's duties.
- Repeated violation of school or classroom rules or regulations.
- Off campus conduct which is contrary to law or which has an adverse impact on good order, discipline, or the learning environment at the school.
- Harassment, intimidation, bullying, and cyber bullying.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionality and legally sound procedures is approved with regard to the administration of discipline in Perkins-Tryon Public Schools:

- A. The hallmark of the exercise of disciplinary authority shall be fairness. Effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
- B. A teacher has the authority to remove a student from class temporarily. The teacher shall accompany the student to the office of the principal and shall file with the principal a written statement of reasons for the student's removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without approval of that teacher.
- C. If the principal determines that suspension from school is appropriate, the length of the suspension will be precisely stated and will not exceed beyond the current and succeeding semester, except for firearm possession.
- D. Prior to any suspension from school the principal shall consider and apply (if appropriate) alternative in-school placement options (reassignment to another classroom, detention, alternative school setting, in-school detention, or other options).
- E. Parents of a suspended student will need to pick up their child's assignments from the P-T Intermediate School office. All work must be completed and turned in on the day the student returns to school in order to receive credit. Alternative written assignments will replace labs and class activities that cannot be done at home. For those students suspended for more than five days, the principal will develop an educational plan. This plan will be designed for the eventual reintegration of the student. The plan will cover the core subjects in which the student is enrolled and outline the procedure for education. Students will receive credit for work completed. Parents will receive a copy of the plan and will be responsible to provide a safe, supervised, and structured environment and monitor the student's progress.
- F. At the time that the principal informs the student of suspension from school, the principal will notify the student that he/she has been suspended from participation in extra-curricular school activities as well. In the event of a student or parent appeal of the suspension, the principal will determine if the suspension of extra-curricular school activities remains in effect as assigned or is postponed pending results of the appeal process. In either event, the decision whether to enforce the suspension from activities is the principal's and may not be appealed.
- G. Guidelines for due process procedure in student suspension from school:

**Step 1** Evidentiary Hearing: Prior to any suspension, a student shall be given an oral or written notice of the charges against him or her. The student shall have an opportunity to present his/her version of the accusations.

**Step 2** Following the evidentiary hearing with the student, the parents shall be notified by phone (if possible) and certified mail concerning the suspension and the act committed. The principal shall make and retain a record of the letter. A copy shall be sent to the superintendent.

**Step 3** In the letter, the parents shall be advised of the procedure for appeal of the suspension. For all out of school suspensions, the right of the parents or eligible student's first appeal is to an appeals hearing committee. The committee is to be comprised of one administrator and two teachers appointed by the superintendent. The three-committee members must not have been actively involved with the case in any way prior to the hearing. The committee has the duty of determining the guilt or innocence of the pupil and the reasonableness of the term of the suspension. The hearing shall be recorded on tape; legal counsel

should not be present. Once a hearing has been requested, the student must be readmitted to class pending the outcome of the hearing, unless the student's behavior was such that required an emergency suspension. Parents will be informed of the committee's decision in writing within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise. In cases involving out of school suspensions of ten (10) days or less, the decision of the hearing committee shall be final.

**Step 4** In cases of student suspensions of more than ten (10) days, should the parent desire to appeal the committee's action to the Board of Education, they would notify the superintendent within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise of receiving the notice of the committee's action. The superintendent shall schedule a hearing before the Board of Education and shall notify the student and his/her parents or guardian in writing as to the time, place, and purpose of the hearing. The following guidelines shall be used in the board hearing procedure.

- A. The charges against the student shall be stated in clear and concise terms and must be in writing.
- B. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present if desired.
- C. The student shall be given the opportunity to give his/her version of the facts and their implication. He/she should be allowed to offer testimony of other witnesses and other evidence. In the event third persons are called upon to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.
- D. The student shall be allowed to observe all evidence offered against him/her.
- E. A record must be kept of the hearing.
- F. The hearing authority shall state within a reasonable time after the hearing its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.
- G. Emergency Suspensions: The principal, or his/her assistant in charge, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified or registered mail (sample C, appendix 17).

Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing period.

Once a hearing before the Board of Education has been requested, the student will be readmitted to school pending the hearing unless the student's behavior required an emergency suspension. The hearing authority shall state its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered. At the conclusion of such hearing, the Board will render a decision and such decision will be final.

#### **STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION**

Pursuant to 70 O.S. 1-116.3, the Board of Education of the Perkins-Tryon School District permits students to self-administer inhaled asthma medication. Conditions, guidelines, and parental consent forms must be completed in the P-T Elementary School office.

#### **HARASSMENT, INTIMIDATION AND BULLYING**

"Harassment, intimidation and bullying," as defined by Oklahoma Statutes at 70 O.S. Section 24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or 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.

- "Harassment, intimidation and bullying" include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.

- “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation and bullying are specifically prohibited by the Perkins-Tryon School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. Section 24-100.

REFERENCE: 70 O.S. Section 24-100.2

BOE Approved 8-5-02

## **CYBER BULLYING**

Cyber bullying is where one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social networking account that targets another student or person.
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web.
- Stealing another person’s login and password to send mean or embarrassing messages from his or her account.

It is the policy of Perkins-Tryon Schools that cyber bullying will not be tolerated under any circumstances.

## **WEAPONS-FREE SCHOOL**

It is the policy of this school district to comply fully with the Gun-Free Schools Act. 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 will be removed from school for not less than one full calendar year.

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 proper legal authorities. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a resource officer or other person authorized by the Board of Education of the district, 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 weapon as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (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.

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 any such students are determined to be in violation of this policy. 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 one calendar year 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.

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.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

REFERENCE: 18 U.S.C. 921  
21 O.S. 1280.1

Revised and Approved by the  
Board of Education August 5, 1996

As previously stated, any unlawful carry or illegal possession of weapons on school grounds will be reported to the Perkins School Resource Officer.

## STUDENT DIRECTORY INFORMATION

The Perkins-Tryon School district will maintain and release “directory information” as established by government regulations. Directory information will be maintained by the school to announce student recipients of awards, announce student achievement, announce students participating in activity programs, and announce class members. Pictures and articles may appear in local newspapers, television stations, school website, and/or school Facebook.

### ***“Directory Information” is defined as these:***

1. Student's name
2. Student's age
3. Grade level classification
4. Student's participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Diplomas, certificates, awards and honors received
7. Parent or lawful custodian's name
8. School in this district attended by the student
9. Student statements, photographs, audio or videotapes which identify the student's participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the Internet.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. **Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent.** Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

BOE Approved 6/30/03

## RIGHT-TO-KNOW POLICY

At the beginning of each school year, Perkins-Tryon School District shall notify the parents of each student that the parents may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition parents may request and a school **shall provide** to each parent—

- (i) information on the level of achievement of their child in each of the Oklahoma academic assessments; and
- (ii) timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

### **FREE APPROPRIATE PUBLIC EDUCATION**

All children within the Perkins-Tryon District with exceptional education needs are provided with a free appropriate public education (FAPE) as defined by state and federal statutes. If for any reason you suspect that a child (age 0-21) may have special needs, you are urged to notify the Perkins-Tryon Schools immediately.

### **NOTIFICATIONS OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

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

2. The right to request the amendment of the student’s education records in which the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

Upon request, the School discloses education records without consent to officials of another school



district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

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

Family Policy Compliance Office, U. S. Department of Education  
400 Maryland Avenue, SW Washington, DC 202

### **SEARCH TO FIND CHILDREN IN NEED OF SPECIAL EDUCATION**

The Perkins-Tryon School District is seeking to identify every student from age 3 through 21 who lives within the boundaries of Perkins-Tryon District who may be in need of special education.

Areas of special education include: visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, and speech or language impairments.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you suspect that a child may have special needs, please contact Perkins-Tryon School at P.O. Box 549, Perkins, Oklahoma, 74059 or call 405.547.5703.

### **ASBESTOS STATEMENT**

Perkins-Tryon Public Schools continually update the Asbestos Inspection and Management Plan which is available for review in the Superintendent's Office.

### **MENINGITIS**

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood. Although the risk is extremely low, disease does occur. Signs and symptoms include: headache, fever, chills, stiff neck, extreme tiredness, vomiting, sensitivity to light, and a rash of small purplish black-red dots. A publication is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. For more information contact your healthcare provider or local county health department.

**MATT DEVLIN, P.C.**  
601 SOUTH HUSBAND  
POST OFFICE BOX 1243  
STILLWATER, OKLAHOMA 74076

TELEPHONE – (405) 624-0783

FAX – (405) 743-1359

\_\_\_\_\_, 20\_\_\_\_

Dear Parent,

Please let this letter serve as notice that a referral has been made to the City Attorney’s Office that your child is having truancy problems. I am not prepared to file charges at this time, but feel that it is important to explain how truancy matters are handled in the City of Perkins. These requirements originate under the Oklahoma Compulsory Education Law (70 O.S. §§ 10-105 and 10-106). Every child is required to attend school from age 5 through age 18. A 5 year old may be excused if the custodial parent notifies the school in writing, delivered by certified mail, that the parent is electing to withhold the child from kindergarten until the next school year. With a child 16 years to 18 years of age, who has not graduated from high school, the parents and school can reach an agreement to excuse the child from school if it is in the best interests of the child and/or the community. Such agreement must be in writing.

It is also important to understand how truancy is defined. Truancy consists of any unexcused absence of the child for a school day or any part of a school day. In other words, a child being late to any class (i.e. a “tardy”) is a truancy. The determination of what is an excused or unexcused absence is made by the school district. Therefore, if you have any questions regarding your school’s policy on what is excused or not, you must discuss that with the school.

Once a child has had either four (4) unexcused absences within a 4-week period or ten (10) unexcused absences within a semester, the school is required to notify the Payne County District Attorney’s office. In that instance the District Attorney’s office may file a criminal charge against the parent for Violation of Compulsory Education Act, (70 O.S. § 1-105). This criminal charge may be punished by a fine of \$25.00 to \$50.00 and/or up to 5 days in jail for the first offense. The punishment may increase for subsequent offenses up to a fine of \$100.00 to \$250.00 and or up to 15 days in jail. Each day of unexcused absence constitutes a separate offense. In the alternative, the District Attorney’s office can file a criminal charge of Causing, Aiding, Abetting or Encouraging Minor to Be Deprived or in Need of Supervision, (21 O.S. § 858.1). This criminal charge may be punished by imprisonment in the County jail up to one year and/or up to \$1,000.00 fine. The District Attorney is also authorized to file a juvenile action against the child for being In Need of Supervision (10A O.S. §2-1-103(8)(c)). In lieu, of filing a criminal charge in District Court, the City of Perkins may file a similar criminal charge in Municipal Court carrying similar monetary punishment. Parents need to be aware that they probably will be held criminally liable if their child does not attend school as required by law.

Please understand, it is not the intention of anyone associated with the City of Perkins to add to exacerbate any family problems or otherwise harass you. However, we do want to help your child get the education that he or she deserves and which is required by law so he or she has a better opportunity to become a productive member of society. **IF YOU TAKE CARE OF THE ATTENDANCE ISSUE NOW, NO FURTHER ACTION WILL BE TAKEN BY THIS OFFICE.**

Please contact my office (624-0783) if you have any questions or concerns regarding this matter.

Sincerely yours,  
MATT DEVLIN, P.C.

BY: \_\_\_\_\_  
MATT DEVLIN  
City Attorney  
Perkins, Oklahoma