

STUDENT HANDBOOK
2017-2018



Blanchard Elementary
and
Blanchard Intermediate
Blanchard, Oklahoma

Adopted by the Blanchard
Board of Education

A HANDBOOK TO GUIDE
STUDENTS, TEACHERS, AND PARENTS
OF
Blanchard Elementary and *Blanchard Intermediate*

**BLANCHARD PUBLIC SCHOOLS
400 NORTH HARRISON
BLANCHARD, OKLAHOMA 73010**

Name_____

Address_____

NON-DISCRIMINATION NOTICE

Blanchard Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Donna Jervis, Equity Coordinator, 211 N. Tyler Avenue, Blanchard, OK 73010, (405) 485-3391, Ext. 242.

NOTE TO PARENTS

We, the administration and faculty of Blanchard Public Schools, take this opportunity to welcome you as a patron to our combined endeavor. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way. Recognizing that a student may not achieve to his fullest capacity without interested parental guidance, we ask that you join us in encouraging your child to do his/her best in every class or activity. With your help our chances of doing something that will be of lasting benefit to your child are greatly increased.

This handbook has been prepared for the students of Blanchard Public Schools in hopes that it will answer many of the questions about school, which are likely to come up for discussion at the dinner table. For this reason it is hoped that it will be helpful to all parents and patrons interested in our school.

Parents are urged to read the entire handbook and to keep in mind that changes are likely to become necessary year after year. Please visit your school, meet the teachers, and feel free to ask for a conference on any problem concerning the school community.

STATEMENT OF PHILOSOPHY

It is our philosophy to believe in the inherent worth of the individual. We believe that life brings experiences through which the students, properly directed, learn to adjust to and participate in a rapidly changing world.

We believe that the school, home, church, and community should provide the environment in which the student can learn to live fully. We believe that the learning process should include various situations in which the students may become increasingly democratic and develop individual interest and talents.

We believe that the educational process, as administered in the school, has two goals:

1. Prepare youth for a productive future, and
2. Teach students responsibility for their actions.

Inherent to these goals are the ideas expressed in the following statements:

1. The school must develop in youth a feeling of self worth as well as educate them to live full and meaningful lives.
2. Basic skills necessary for productive work and gainful employment should be incorporated in the educational process.
3. Education must prepare individuals to meet current needs of their lives and prepare them to adapt to rapid and continuing change.

SCHOOL TELEPHONES

Elementary School

Pre-Kindergarten through Second Grade Office	485-3394
Pre-K through Second Grade Cafeteria	485-4325

Intermediate School

Third, Fourth, and Fifth Grade Office	485-3391
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High School	485-3392
Middle School	485-3391
Intermediate	485-3391
Vocational Agriculture	485-2866
Athletic Field House	485-2235
Baseball Field House	485-3393
Cafeteria	485-4325

Extensions (485-3391)

Superintendent's Office	223
Middle School Office	235
Intermediate Office	228
Bus Barn	250
Band	255
Activity Director	228
Special Education Director	242

SCHOOL WEBSITE

www.blanchard.k12.ok.us

SCHOOL COLORS

“Maroon and White”

SCHOOL MASCOT

“Lion”

SCHOOL SONG

“Fight, Fight for old Blanchard High!”

Fight, Fight for old Blanchard High!
We’re gonna do or we’re going to die.
Send those fighting Lions in, and
Don’t let a single opponent win!
We never stagger, we never fall
Those fighting Lions are greatest of all!
When those loyal Lions come in,
Then vic’try is ours again.

PRIDE

Pride is the tradition in Blanchard. We are proud of our students, our faculty, and our families. We are proud of what goes on in all the activities of the school. As a student, you become a part of this tradition, and you are expected to do only that which will bring credit to you and your school.

ACCIDENT INSURANCE

Insurance to cover accidents to students while attending school, coming to school, going home from school, and on school sponsored trips is available at a nominal cost. A twenty-four hour, year-round plan is optional. Information and an opportunity to enroll are provided the first few weeks of the school year. The school is not an agent of the insurance company but merely provides patrons an opportunity for this coverage at nominal cost and helps with the paper work in the filing of claims.

ACCREDITATION

Blanchard Public Schools is a fully accredited institution, Pre-K-12, accredited with the Oklahoma State Board of Education.

ANNOUNCEMENTS

Announcements will be made in classrooms as deemed necessary by the building principal. Only school related messages and announcements will be made. Teachers, students, and patrons must present their announcement request in written form to the principal. Only in the case of emergencies will this rule be broken.

ASSAULT BASICS

Assault is an intentional attempt or threat to inflict injury upon a person, coupled with an apparent, present ability to cause the harm, which creates a reasonable apprehension of bodily harm or offensive contact in another. Assault does not require actual touching or bodily harm to the victim. Assault and battery are sometimes used interchangeably, but battery is an unjustified harmful or offensive touching of another. Battery also differs from assault in that it does not require the victim to be in apprehension of harm.

Assault developed in common law, meaning it developed through usage, custom, and judicial decisions rather than from legislative enactment. Modern-day assault statutes closely reflect the ancient common law definition. An assault is both a crime and a tort. Therefore, an assailant may face both criminal and civil liability. A criminal assault conviction may result in a fine, imprisonment, or both. In a civil assault case, the victim may be entitled to monetary damages from the assailant.

Separate from any criminal prosecution for assault, a victim may pursue civil damages for injuries caused by it. After a determination by a judge or jury that an assault was committed, the next step is to determine what compensation is appropriate. Three types of damages may be awarded. Compensatory damages, such as medical expenses, are meant to compensate for the injury sustained. Nominal damages are a small sum. Nominal damages act as an acknowledgement that a person has suffered a technical invasion of rights. They are awarded in cases where no actual injury has resulted, or where an injury occurred, but the amount has not been established. Finally, punitive damages may sometimes be awarded. Punitive damages may be awarded in particularly egregious circumstances, as a way to further punish the wrongdoer. Punitive damages go above and beyond compensatory damages.

In most states, an assault/battery is committed when one person tries to or does physically strike another, or acts in a threatening manner to put another in fear of immediate harm. Many states declare that a more serious or “aggravated” assault/battery occurs when one tries to or does cause severe injury to another, or causes injury through use of deadly weapon. Historically, laws treated the threat of physical injury as “assault”, and the complete act of physical contact or offensive touching as “battery,” but many states no longer differentiate between the two.

Senate Bill 610, approved by the state legislature, states: “Every person who, without justifiable or excusable cause, knowingly commits any assault, battery upon the person of a school employee or a school district or threatens and places such employee in immediate fear of bodily harm while such employee is in the

performance of his duties as a school employee, is punishable by imprisonment in the county jail for a period not to exceed six months, or by a fine not exceeding \$500, or both such fine and imprisonment.”

ASSEMBLIES

Assemblies will be held throughout the school year. Quiet, orderly conduct and extreme courtesy to all speakers and entertainers are expected of each student. All assemblies are subject to the approval of the building principals.

ATTENDANCE

Prompt and regular attendance in all classes is the responsibility of every student and parent. It is the legal obligation of the school to see that these responsibilities are judiciously met by our students and parents alike. Regular attendance is important and necessary for success at school.

Any teacher or principal may require a parental conference regarding attendance or other class related problems. Failure to conclude such a conference to the teacher and principal's satisfaction may result in inappropriate action against the student, even to the extent of failure of the course or suspension from school.

Any student representing the school in band, music, gifted/talented, etc., while under the sponsorship of school personnel, shall be counted present.

Perfect attendance certificates shall be issued to any student who has not been recorded absent during the school year.

IF A STUDENT IS TO BE ABSENT FOR ANY REASON, IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN TO NOTIFY THE SCHOOL. THIS NOTIFICATION IS TO BE MADE BY PHONE ON THE DAY OF THE ABSENCE. If the school is not notified, we will attempt to contact the parents or guardian.

Upon returning to school, all work must be made up. An amount of time equal to the time missed will be allowed for make-up work to be turned in. It is the responsibility of the student to find out what work needs to be made up and to hand it in on time. Tests assigned before an absence will be taken when returning to school. Excused absences will be given for illness, death in the family, and emergencies. Most other absences will be unexcused. Examples of unexcused absences are: shopping, hair appointments, oversleeping, car trouble, baby-sitting, etc. Any absence that fits in the above categories or is similar in nature to the examples mentioned will not be excused.

In some cases, absences may be excused when students need to be out of town with parents. In these instances, parents must contact the principal in advance and all missed work must be made up to the satisfaction of the teacher.

In case of suspension, the student is excluded from all school activities.

When a student comes to school or boards a school bus, the student becomes the responsibility of the school.

ANY STUDENT WHO LEAVES THE CAMPUS WITHOUT CHECKING OUT THROUGH THE OFFICE WILL RECEIVE AN UNEXCUSED ABSENCE AND MAY BE SUBJECT TO DISCIPLINE FOR TRUANCY.

Elementary and Intermediate students may not leave the campus at any time during the day unless checked out through the office by a responsible adult, with written permission of the student's parent or guardian.

A student must meet minimum attendance requirements for each reporting period to be eligible to receive grades. Exceptions to this policy may be made with the approval of the principal; however, all missed work must be made up to the satisfaction of the teacher.

A STUDENT THAT MISSES CLASS FOR ILLNESS THAT HAS EXCEEDED FIVE ABSENCES FOR THE NINE WEEK PERIOD OR TEN ABSENCES FOR THE SEMESTER MUST HAVE A PHYSICIAN'S SLIP VERIFYING ILLNESS AND/OR MEDICAL TREATMENT.

To attend a school sponsored activity during the school day a student must be academically eligible and be in "good standing" with the attendance office.

ATTENDANCE AGE

The State School Code shall govern attendance age for students. Generally, every child in the district who is five years of age and not more than eighteen shall be required to attend public school. Parents and guardians who fail to comply with the attendance law may be charged with a misdemeanor.

ATTENDANCE AGE - Pre-Kindergarten and Kindergarten

Students enrolling in kindergarten must be five (5) years of age on or before September 1st. Students enrolling in pre-kindergarten must be four (4) years of age on or before September 1st. Parents must provide an official birth certificate.

AUTHORITY OF THE SCHOOL

Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at any out of town school activities. Teachers have the responsibility to insure a climate conducive to the safety and welfare of students and others in the school. They are further responsible for the learning and social development of students at school.

One of the most serious offenses students can commit is insubordination to a teacher, and any such behavior shall be dealt with most severely. Under no circumstances will disrespectful or threatening behavior toward a teacher be tolerated.

GENERAL BEHAVIOR: The laws of Oklahoma place the school "in loco parentis" (in place of parent). This means that any student enrolled in the school comes under the protection and guidance of the school administration and teachers. Students, therefore, may look to the school personnel for help and protection. Students should be aware that supervision of conduct is a responsibility of the teaching staff. Behavior, which may be detrimental or injurious to self or others, cannot be tolerated. Failure on the part of the student to follow instructions of any member of the staff may result in disciplinary action.

CONDUCT OFF SCHOOL PREMISES: School authorities may discipline pupils for out-of-school conduct having direct and immediate affect on the discipline, welfare, and effectiveness of the school. The rationale of this rule is obvious. Students can effectively disrupt the school by off-campus attacks on the officials, their families, animals, or property. Students must know that such attacks will result in disciplinary action.

DESTRUCTION OF PROPERTY while at school or while in attendance or participating in a school function at home or away will require restitution be made once the investigation has shown that a Blanchard student is at fault. A student will be given 2 weeks to make payment or face suspension until it has been satisfied.

BAD WEATHER INFORMATION

When necessary to close Blanchard Schools because of inclement weather, the following TV and radio stations will be notified:

TV	Channels 4, 5, and 9;
Radio	WKY, KOMA, and KTOK
SchoolWay	(Smartphone App)

Students should be sure to know in advance where to go for supervision should it be necessary to dismiss school early. It is impossible for all students to call home and ask for instructions at that time.

BELL SCHEDULE—ENTERING OF BUILDINGS

School begins at 8:15 a.m. for Intermediate students and at 8:25 a.m. for Elementary students. Full-day pre-kindergarten is the same schedule as other elementary students. Students not in their rooms at designated times will be marked absent or tardy. The school day ends at 3:15 p.m. for Intermediate students and at 3:25 p.m. for Elementary students. Buses will depart approximately five minutes after the end of the school day.

NOTE TO PARENTS: No teacher is on duty before 8:00 a.m. at the Intermediate building and 8:05 a.m. in the Elementary. When it is raining or extremely wet or the weather is severe, all elementary students will be kept indoors during recess. At all other times these students will be expected to go outdoors during their recess period. Elementary students with chronic health problems or those recovering from severe illness may be excused with a note from the parent stating the health problem and the length of time the child should be kept in. Notes merely asking us to let the child stay in will not be honored. If the child is staying home frequently but in our judgment does not have a significant problem, we may ask you to provide us with a doctor's statement. The building principal has the authority and the responsibility to see that students and teachers abide by and adhere to these regulations.

BULLYING , HARASSMENT, AND INTIMIDATION

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 discipline 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 discipline 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 discipline 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.

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, achievements, 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.

BUS REGULATIONS

Transportation is a privilege for transported students and is conditional on their good behavior and observance of the following rules and regulations. Any student who violates any of these rules and regulations will be reported to the school principal.

1. The driver is in full charge of the bus and the students. Students shall obey the driver cheerfully and promptly. Student shall remain in compliance with school and bus policies while being transported to and from school or school activities.
2. Students shall obey and respect the orders of monitors or patrols on duty. (If applicable.)

3. Students shall be on time: the bus cannot wait for those who are not on time.
4. Students shall stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
5. Students shall walk on the left side of the road, racing traffic, when walking to and from the bus stop.
6. Students who must cross the road after alighting from the bus should pass in front of the bus and not behind it. The driver should see that the way is clear before the child is permitted to cross the road.
7. Students shall occupy the space designated for them by the driver.
8. Students shall observe the following:
 - a. Clean footwear before entering the bus.
 - b. Spitting on the bus is against health and safety rules.
 - c. Keep all items in backpacks; do not throw papers or rubbish on the bus floor; and keep the aisle clear at all times.
 - d. No one should damage or deface the bus in any way.
 - e. Students should not start for school when ill, or when any member of the family has a contagious disease.
 - f. Do not distract the driver by using loud voices, unnecessary conversation, or inappropriate behavior.
 - g. Drugs and tobacco are forbidden on all buses at all times.
 - h. No food, drinks, candy, or gum on the bus.
 - i. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
 - j. When the bus is in motion, students must not change seats or try to get on or off the bus.
 - k. Students may not ride routes other than their assigned bus route.
 - l. Students may not leave the bus without the driver's consent except at their assigned bus stop or at school.
 - m. Students will not be allowed to bring additional riders on the route.
 - n. Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver. No profanity or improper language should be used.
9. Damage or vandalism to the bus will be reported by the bus driver to the school principal.
10. Should any student persist in violating any of these regulations, it shall be the duty of the driver to notify the principal and after the warning has been given to the student, the principal shall then deny the disobedient student the privilege of riding the bus until permission to ride again has been given in accordance with the Board of Education policy. However, after a consultation with the driver, if the principal feels the violation is serious enough, the student may be removed from the bus permanently. (Written notice of the action of the principal shall be furnished to the parent.)
11. Any complaints of drivers, students, or parents, not specified in the above regulations, shall be reported promptly to the Director of Transportation.
12. Should the conduct of the student on the bus endanger the lives or morals of other people and the offending student fails to cease such conduct when requested by the bus driver to do so, with the permission of the principal, the offender may be removed from the bus. This will be done only in extreme cases and as a last resort to protect the safety of other students.

CAFETERIA

Students may bring lunches to be eaten in the school cafeteria. Money for breakfast or lunch may be given to the homeroom teachers. ***If a parent plans to bring large amounts of food to the cafeteria to feed their students, they need to contact the cafeteria manager in advance.***

The cafeteria is operated on a cash-only basis. No charges will be permitted (adults, teachers, or students). Meals may be paid for as far in advance as the buyer would like.

No students may be allowed for any circumstance, to deduct money from any other student's account for meals.

The cafeteria will serve a type “A” lunch each day, which provides students with from 1/3 to 1/2 of their daily nutritional needs. Students who qualify for free or reduced meals should go to their principal for the forms to be filled out by their parents.

Students are not permitted to bring glass of any kind into the cafeteria. One carton of milk is provided with the meal.

The Blanchard cafeteria is operated under the rules and regulations of the State Department of Education’s School Lunch Division and its regulations will be maintained. In the operation of the Blanchard School Child Nutrition Programs, no child will be discriminated against because of race, gender, color, national origin, age, or handicap. If you believe you have been discriminated against, write immediately to the State Department of Education, School Lunch Division, 2500 North Lincoln Blvd., Oklahoma City, OK 73105.

CARE OF SCHOOL CAMPUS AND PROPERTY

It is the responsibility of every student to do his/her part in keeping the campus clean and the school buildings in excellent condition. Students are expected to respect all school property at all times. A fully equipped school building is a part of the heritage of the student body. It belongs to many generations and is not the sole property of any annual group of Blanchard Public School citizens.

CHEATING

Whenever a student is guilty of cheating, the teacher shall collect the student’s paper, mark a zero for the work, and notify the principal immediately. The parent will be notified as to the action taken, and informed that the second offense will bring disciplinary action by the school.

CIVIC AND FRATERNAL AWARDS

In selecting students to receive awards given by civic and fraternal organizations, the faculty will consider the following: scholarship, character, and sportsmanship, service to school, citizenship, and leadership.

CONTAGIOUS DISEASES

Any student who is determined to be affected with a contagious disease, as currently defined by the Oklahoma Department of Health, or with head lice shall be prohibited from attending school until the McClain County Health Department or the district’s contracted health services facility has determined that the child is free of head lice or the contagious disease, or that the disease is no longer contagious.

DANGEROUS WEAPONS AND SUBSTANCES

Oklahoma School Code, Article 24, Section 318 states: “The superintendent or principal of any public school in the State of Oklahoma shall have the authority to detain and authorize the search for dangerous weapons or dangerous substances, as defined by House Bill No. 1100 of the 1st Session and the 33rd Legislature, of any pupil on any school premises or while in transit under the authority of the school, or at any function sponsored or authorized by the school. The superintendent or principal authorizing the search shall notify the local law enforcement agency, which shall be responsible for obtaining any warrant or other authorization necessary to conduct such search. The notification of such law enforcement agencies shall constitute reasonable grounds for obtaining a search warrant. A person of the same gender as the person being searched shall conduct the search. The superintendent or principal authorizing the search shall have the authority to detain the pupil or pupils to be searched and to preserve any dangerous weapons or controlled dangerous substance, as defined by House Bill No. 1100 of the 1st Session of the 33rd Legislature, that might be in the student’s possession including the authority to authorize any other person they deem necessary to restrain such pupil or pupils or to

preserve any dangerous weapons or dangerous controlled substances, as defined by House Bill No. 1100 of the 1st Session of the 33rd Legislature.

DELIVERIES

Deliveries of gifts to the elementary students or classrooms are not permitted; this includes balloons, flowers, stuffed animals or any item of like kind.

DIRECTORY INFORMATION

In compliance with the Family Education Rights and Privacy Act of 1974, the district proposes to designate the following as “directory information” that may be disclosed without prior written consent: student’s name, student’s class designation, extracurricular participation, achievement of awards or honors, student’s weight and height if a member of an athletic team, and student’s photograph. After the parent has been notified, he or she will have two weeks to advise the school district in writing (a letter to the superintendent’s office) of any or all or the items they refuse to permit the district to designate as directory information about the student. In addition, the parent must notify the district if they do not want their child’s photo published in the newspaper or in a school program.

DISCIPLINE

“The teacher of a child attending a public school shall have the same rights as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or classroom presided over by a teacher.” (Article VI, Section 125, School Laws of Oklahoma)

Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging any school property will be subject to disciplinary action.

Disciplinary action will be taken depending upon the severity of the violations and/or number of times the student has broken the regulations.

The following behaviors will result in disciplinary action, which may include suspension:

1. Use or possession of tobacco in any form while riding on school vehicles, while on school grounds, or at or going to or from school events.
2. Fighting.
3. Possession, use, distribution, sale, conspiracy to sell or possess, or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, non-intoxicating beverages (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances at school, while on school vehicles, at or going to or from school events.
4. Unacceptable attire.
5. Cheating.
6. Vandalism/Theft.
7. Truancy.
8. Use of threats, physical or verbal abuse, profanity, vulgarity, obscene language, possessing obscene materials, or using racial, ethnic, or sexual epithets.
9. Disruption of the educational process or operation of the school.
10. Inappropriate public behavior.
11. Possession, threat, or use of a dangerous weapon or facsimile.
12. Conduct, which threatens or jeopardizes the safety of others.
13. Willful disobedience of a request of any school official.
14. Failure to attend assigned detention without approval.
15. Failure to comply with state immunization records.
16. Immorality.

17. Violation of the school rules and regulations.
18. Hazing (initiations) in connection with any school activity.
19. Extortion.
20. Willful damage to school property.

This schedule is a list of alternatives, of which one or more may be used as the principal or designees deem just, given the circumstances of the individual case. Alternatives are not necessarily elected in order but are to be determined by the principal or teacher according to the severity of the offense.

Additionally, administrators shall have the authority to enforce other reasonable action, which they find warranted by situations not covered in the disciplinary policy schedule.

Violation of school rules or regulations not listed above will result in any disciplinary action deemed appropriate by teachers or administrators.

Disciplinary methods may include, but are not limited to the following methods:

- a. before or after school detention,
- b. conference with the parent/guardian,
- c. contact with the parent/guardian,
- d. corporal punishment,
- e. in-school detention,
- f. probation,
- g. removal from class,
- h. suspension.

In cases of corporal punishment, the appropriate building principal or another teacher must be present as a witness, and a written report will be filed with the building principal. In cases of suspension, the principal will notify the parents of the right to a conference with the principal.

Student Suspension Policy

"Out-of-school suspension" or "suspension" is the removal of a student from the daily school environment. Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth within this policy.

Behavior or Conduct Which May Result in Suspension

1. Violation of a school or class rule or student handbook provision.
2. Immorality.
3. Adjudication as a delinquent for an offense that is not a violent offense. "Violent offenses" are exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault.
4. Possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, 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.
5. Possession of a dangerous weapon or a controlled dangerous substance as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

An "education plan," as discussed in Individualized Plans for Out-of-School Suspension section of this policy, will be formed for acts which fall within parts "1" through "4," above for suspensions in excess of five school days. As allowed by law, no education plan will be provided for acts which fall within part "5" above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

School District's Obligation Applicable to All Out-of-School Suspensions

Before a decision to suspend is imposed, alternative in-school placements shall be considered. In-school placements include, but are not limited to, placement in in-school detention or other available disciplinary or correctional options. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted, as an alternative to out-of-school suspension.

Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom may require additional procedural considerations.

Pre-Suspension Meeting with Student

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense, the principal shall conduct an informal conference with the student.
2. At the conference the principal shall inform the student of the policy, rule or regulation which the student is charged with having violated and the conduct reported to be in violation of the policy, rule or regulation.
3. The student shall be asked whether the student has committed the offense. If the student admits commission, the hearing process has been completed to determine guilt and the principal will proceed to determine the punishment to be applied. If the student denies commission, the principal will permit the student to explain his or her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the principal shall inform the student of the length of the suspension. In deciding whether to impose a suspension a principal may consider the seriousness of the offense, the student's attitude, the student's disciplinary history, and the number of offenses.
5. The principal shall notify the parent by phone and in writing that the student is being suspended and that alternative in-school placement or other available options were considered. Elementary and Middle School students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Suspension Conference

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

Notification to Parents

The principal will seek to inform the parent or guardian of the suspension as soon as possible after a suspension has been imposed; explain the basis for the suspension; and inform the parent of the opportunity to have the suspension reviewed by the Superintendent, Board of Education, or suspension review committee as provided in this policy; and the time deadlines for submitting this request.

Out-of-School Suspension Requirements

1. A suspension shall be long-term or short-term. A long-term suspension shall be in excess of ten (10) school days. A short-term suspension shall be a period of ten (10) or fewer school days.
2. A suspension shall not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm. Suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted.
3. Although suspensions until the student performs some remedial act are not permitted, a student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Individualized Plans for Out-of-School Suspension

1. Out-of-school suspensions in excess of five (5) days for offense not relating to weapons or controlled dangerous substances shall include an Individualized Education Plan ("Plan") which describes a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances.
2. The "Plan" shall provide the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.
3. A copy of the "Plan" shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports

The principal will keep written records of each pre-suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

Long-Term Out-of-School Suspensions for More Than Ten (10) School Days

A parent or the student may appeal the principal's suspension decision in excess of ten (10) school days to the Superintendent or His/Her Designee, and following the appeal to the Superintendent or His/Her Designee, to the Board of Education, or, if appointed by the Board, a Hearing Officer. An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's suspension decision will be final and nonappealable.

Short-Term Out-of-School Suspensions of Ten (10) or Fewer School Days

Suspensions of ten (10) or fewer school days ("short-term out-of-school suspensions") require less formal due process procedures than are required for suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed, at the Superintendent's discretion, of administrators, teachers, or both. The composition of the committee shall be reserved to the Superintendent's discretion. An appeal to the committee can be requested in writing to the school principal, which must be received within five (5) calendar days after the principal's suspension decision is received by the student or his/her parent. The suspension decision will become final and nonappealable if a request is not timely submitted.

Student Privileges While Under Out-of-School Suspension or Other Disciplinary or Correctional Measures

Participation in the extracurricular activities is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of a suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities during the term of the discipline unless in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student "Extracurricular activities" include, but are not limited to, all school-sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

DISPLAY OF AFFECTION

Displays of affection such as arms around each other and kissing will not be permitted at school. School is not a proper place for this type of activity.

DRESS AND GROOMING

Students are expected to dress in a manner that is proper to the business setting of the school. Any attire which draws undue attention to the individual or in any way interferes with the education process is not appropriate for school wear.

The following are not permitted: T-shirts with signs or advertisements which are not in good taste, spaghetti straps, bare midriff garments, backless garments and see through garments. Shorts may be worn if they are appropriate length (finger tip length is the guideline). Shoes must be worn at all times. Students are not permitted to wear hats or head coverings in the buildings or classrooms.

No skate shoes are allowed. Flip-flops are discouraged due to injury on the playground and while participating in physical education.

Students who are inappropriately dressed will be called into the principal's office; the parents will be contacted and the student will be required to change clothes before returning to class. The time missed will be considered an unexcused absence.

DRUGS AND ALCOHOL

In recognition of the school's obligation to our students and community, we stand ready to assist in dealing with drugs or alcohol related problems. Any student found possessing, using, or under the influence of drugs

or alcohol or controlled substances, or possessing drug paraphernalia may be suspended for the current semester and possibly the next semester.

It shall be the policy of the Blanchard Board of Education that any teacher, who has reasonable cause to suspect that a student is under the influence or has in his possession intoxicating beverages, alcoholic beverages, or controlled substances defined by state law, shall immediately notify the principal. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of the suspected student. Reference: O.S. Title 70, Section 133

Any suspension and/or search of suspected student shall be subject to any applicable school policy, state law, or student handbook regulation. Sec. 390—Oklahoma School Law

Every teacher employed by the Blanchard Board of Education who has reasonable cause to suspect that a student is under the influence of, or has in his possession, intoxicating beverages, alcoholic beverages, or a controlled, dangerous substance and who reports such information to the appropriate official, shall be immune from all civil liability. Reference: O.S. Title 70, Section 24-132

The principal and the counselor are available to anyone wishing to seek help, and every effort will be made to keep this information confidential.

DRUG-FREE SCHOOLS

It is the policy of the Blanchard Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

In the event controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, are found at Blanchard Public Schools, the building principal shall immediately notify the Superintendent of schools and a parent or legal guardian of said student, if possible. The principal will also turn the matter over to the police authority, immediately. This is to be mandatory, not a discretionary action.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students, which will include the following:

“The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that is has adopted and implemented a program to prevent the unlawful possessions, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office).

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents, which includes district policy relating to adoption and implementation of a drug prevention program for students. REFERENCE: Public Law 101-226 70 O.S. §1210.221, et seq.

Reporting Students Under the Influence or Possessing Alcoholic Beverage or Controlled Dangerous Substances

It is the policy of the Board of Education that any administrator, teacher, or counselor who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages – including the legally non-intoxicating beverage commonly referred to as 3.2 beer (low-point beer) - or a controlled dangerous substance, as defined by law, shall immediately notify the principal or such suspicions. The principal shall immediately notify the Superintendent of schools and a parent of legal guardian of said student, if possible. A search of the student’s personal items shall be conducted, including lockers and automobile. In the event controlled, dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, are found, the matter will be turned over to the police authority, immediately. This will not be a discretionary action. If no controlled substances are found, a urine specimen should be obtained from the student, with parental consent, and said sample should be tested for dangerous substances. The results of this test shall be held in confidence between the principal, superintendent, and the parents of the student.

Any seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every administrator, teacher, or counselor employed by the board of education that has reasonable cause to suspect that a student is under the influence of, or has possession or, alcohol beverage (including 3.2 beer) or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

This policy shall be distributed to each classroom teacher. Receipt shall be acknowledged in a form to be determined by the Superintendent. REFERENCE: 70 O.S. §24-138, 63 O.S. §2-101, et seq., 70 O.S. §24-102, 37 O.S. §163.2

NOTE: A copy of this policy must be filed with the State Superintendent of Public Instruction in accordance with 70 O.S. §24-138. While the cited statute requires only that school districts develop a written policy requiring only *teachers* to report students under the influence of certain substances, the State Department of Education has interpreted the civil liability exemption statute (70 O.S. §124-132) as requiring school administrators, teachers, or counselors to make such reports. Therefore, a school district’s policy may be written to require reporting by administrators, teachers, and counselors.

DUE PROCESS AND THE RIGHT OF EQUAL OPPORTUNITY

No rule is in existence, nor is intended to be, which would deprive any individual of his/her “equal protection” under the law without due process. To insure this, the following policies are in effect:

1. Regulations, rules, and policies regarding due process are available in written form to all members or the faculty and student body.
2. Faculty members and students are presumed innocent until clearly established otherwise. They are permitted to face their accusers, to present witnesses, and to defend themselves with counsel, if necessary and available.
3. Student records will only be released to authorized agencies upon student and parent written request.
4. Student records are open to parents or legal guardians.
5. Interrogation of students by police during school hours must be conducted only in the presence of the administrator and/or his/her parents. Harassing or intimidating is not permitted.

6. Placement in the Special Education Program will be made only upon the recommendation of the placement team, which will review each case individually.
7. In compliance with “Federal Rulings” (Title IX); no regulation is in existence, nor is intended to be, which would deprive an individual of his or her right to equal opportunity of education because of their gender.

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the principal. If further steps are needed, the superintendent will be involved in any future due-process meetings. The first step of due process requires that the complaint to be submitted to the principal within ten (10) days from the date of infraction.

EDUCATION OF CHILDREN WITH DISABILITIES

The Blanchard Public Schools will be in compliance with the Individuals with Disabilities Education Act. This law specifies regulations for the education of all students with disabilities.

Policies and Procedures for Special Education in Oklahoma Notice to Parents Regarding Child Identification, Location, Screening, and Evaluation

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

Referral: Preschool children ages 3 through 5, and students enrolled in K-12 who are suspected of having disabilities which require special and related services may be referred for screening and evaluation through local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early interventions services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area-wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

Screening: Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

(1) Readiness Screening

Personally identifiable information is collected on all Pre-K and kindergarten students participating in school-wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child’s parent or legal guardian.

(2) Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the state provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

- * Educational screening is implemented for all Pre-K and kindergarten students each school year.
- * Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

- * Students entering the public school system for another state or from within the state without previous educational screening, shall be educationally screened within six (6) months from the date of such entry.

Evaluation: Evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local district prior to any child receiving an initial evaluation for special education and related services or purposes.

Collection of Personally Identifiable Information: Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local district's administrator. See FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT below.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the following person: *Donna Jervis, Special Services Director, Blanchard Public Schools, 400 N. Harrison, Blanchard, OK 73010, (405) 485-3391.*

EDUCATIONAL TRIPS

Educational trips are defined as student visitations made for learning purposes. Regulations shall include the following principles:

- (a) Parents shall be considered in planning out-of-town trips.
- (b) The learning units involved in the visitation shall be assigned to definite grade levels.
- (c) Transportation manifest shall be taken before departure from the district and departure to return to the district. A school designee shall retain a copy of transportation manifest.
- (d) The expense of all class and educational trips will receive consideration before final approval is granted.
- (e) Student must ride bus to the event.
- (f) No school age sibling will be allowed to attend educational trips outside of their own grade level.
- (g) Parent sponsors must not have pre-school siblings in attendance.
- (h) Parents not attending as sponsors must purchase a non-discount ticket.

ELECTRONIC DEVICES

In order to maintain a quiet and orderly learning environment, students may not use or turn on, any electronic signaling device, or cellular radio telecommunications device (except as provided herein for Personal Digital Assistant devices and laptop computers) while at Blanchard Schools during the hours of 8:10 a.m. and 3:15 p.m. and at Blanchard School sponsored activities unless authorized and approved by the administration or supervising faculty member. Blanchard School expects students to exercise due care and common courtesy when using cell phones during extracurricular time after receiving approval from the administration or supervising faculty member. Any violation of this policy may result in disciplinary action.

Electronic signaling devices include, but are not limited to, pocket, and all similar electronic device that could disrupt the educational setting or process. Cellular radio telecommunication devices include, but are not limited to, Personal Digital Assistant devices, laptop computers, walkie-talkies, and devices that incorporate voice communications or can function as a cellular phone.

The use of Personal Digital Assistant devices and laptop computers for instructional purposes is generally permitted, but the administration and/or classroom teacher, in their sole discretion, may limit or prohibit their use.

Students at Blanchard Schools may store cellular phones (that are turned off) in their lockers. **Blanchard Schools is NOT responsible for a lost or stolen cellular phone.** During extracurricular events and activities (such as sporting events, concerts, dance, and play), cellular phones may used only at the conclusion of the activity or extracurricular event on the main entrance commons area under the direct supervision of the administration or supervising faculty member.

ELEMENTARY CURRICULUM

The elementary curriculum will be based on achievement standards provided by the Oklahoma State Department of Education and will include instruction in language arts, math, science, social studies, the arts, languages, music, and physical education.

EXAMINATIONS AND GRADING

Examinations are given at the discretion of the teacher in their respective areas. Examinations are given as the curriculum dictates.

Grades will be recorded for each student in core subject areas each week. Grades given in pre-kindergarten through second grades will be a checklist of specific skills. Grades given in third through fifth grades will be issued as letter grades.

Pre-Kindergarten//Kindergarten/First and Second Grade

+	=	Consistently performs skill or behavior
\	=	Progressing in skill or behavior
-	=	Insufficient progress in this skill or behavior
NE	=	Not evaluated during this grading period

Third, Fourth, and Fifth Grade

Grading will be done by letter grades with the following interpretation:

A	90 -100	Outstanding and superior work
B	80 - 89	Above average quality work
C	70 - 79	Average quality work
D	60 - 69	Below average quality work
F	59 and Below	Failing and may not be counted toward promotion

Grade cards will be issued in a timely manner following the end of each semester. Progress reports are made at designated reporting periods by teachers to notify the parent of student progress. Teachers will make

personal contact with the parent or guardian if a student's average drops below 70 and provide documentation to the principal's office of the contact.

Under certain circumstances, the teacher may issue the student an incomplete (I) grade. All incomplete grades will be recorded as failing (F) if still incomplete after one week.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights 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 arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) 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, supervisory, instructor, or support staff member (including health or medical staff and law enforcement 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.
- 3) The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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, S.W.
Washington, D.C. 20202-4605

- 5) The right to receive copies of the school district's policies/procedures regarding FERPA.

For further information, contact the following person: Donna Jervis, Special Services Director, Blanchard Public Schools, 400 North Harrison, Blanchard, OK 73010, (405) 485-3391.

FLYERS AND NOTES

Notes to be distributed to student body must have prior approval by building principal. No notes will be distributed to individual students for clubs or organizations.

FUND RAISING ACTIVITIES

All sites will be limited to two (2) fundraisers each year. If additional fund raising activities are needed, prior approval must be granted by the Board of Education.

GANGS AND GANG ACTIVITY

DISTRICT POLICY PROHIBITS:

1. Gang colors or dress of a particular kind or color, any clothing that depicts membership in known gangs is prohibited. This can include bandanas and colored barrettes. The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its symbol, or any 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 are forbidden.
2. No Gang Signs – Signing done with the hands or arms that depicts a particular gang or gang communication is prohibited.
3. Gang Behavior – Any behavior that depicts gang membership, i.e., grouping of two or more students for the purpose of gang type activity (fighting, signing, and intimidation of others) is prohibited.
4. Writing of Gang Graffiti – This refers to any graffiti (or insignias) that identify gang or gang affiliation. Students are prohibited from engaging in this activity, which can also identify individual gang members by nicknames or initials.
5. 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 and mental harm to students are prohibited.
6. Gang Recruitment – Recruitment into a gang is prohibited.
7. The superintendent may provide in-service training in gang behavior and characteristics to facilitate identification of students at-risk and promote membership in authorized school groups and activities as an alternative.
8. Gang Activities are considered Level 3 Discipline Violations and are subject to suspension or expulsion from school and any other disciplinary action deemed appropriate by the principal.

GIFTED AND TALENTED PROGRAM

In accordance with State Senate Bill 214, the Blanchard School District has implemented specialized programming in grades pre-kindergarten through twelve, for students who have been identified as gifted and talented. The building principal of each school is responsible for implementing the program in his/her respective school.

GRADING (See EXAMINATIONS AND GRADING)

GUIDANCE AND COUNSELING

The guidance and counseling program at Blanchard Elementary and Intermediate is designed to serve each student on an individual basis and to maximize the potential of each student.

The guidance and counseling program at Blanchard has been planned so that it will present experiences to help the students develop positive attitudes toward self and other accept responsibility, develop decision-making skills, develop interpersonal skills, develop respect for the value and dignity of work. Such experiences should enable students to make adjustments to life's demands and make decisions acceptable both to the individual and to society.

GUN FREE SCHOOLS AND WEAPONS POLICY

It is the policy of the Blanchard School District to comply with the Gun Free Schools 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 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 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 charge or 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.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace 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, switch-blade 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 Section 2 of 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 Educational Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

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.

HAZING & HARASSMENT (STUDENT INITIATION)

All students have the right to attend Blanchard Schools without the threat of personally degrading and/or potentially dangerous initiation “pranks”. Consequently, hazing or harassment of one student by another student or group of students will not be tolerated and can lead to suspension.

HEALTHY SNACK CHOICES

Blanchard Elementary and Intermediate schools are committed to promoting a healthy nutritional environment. As a part of that commitment we are providing a list of recommended Healthy Snack options.

Nuts/peanuts, dried fruits, canned fruits, trail mix, whole-grain cereal bars, pretzels, baked chips or crackers, animal crackers, graham crackers, baked cereal mix, baked fish-shaped crackers, granola bars, whole-grain chips, string cheese, fresh fruits, raw vegetables, popcorn, low-fat yogurt, low-fat baked goods, low-fat crackers, pudding, beef jerky, bagels, multigrain bars, fruit snacks, bottled water, 100 percent fruit juice, tea, 1 percent milk (flavored or

unflavored), skim milk, sport drinks, electrolyte replacement drink, fruit-based (no less than 50 percent fruit juice and no added sweeteners).

HOMEBOUND INSTRUCTION

Blanchard Schools participate in the State Homebound Instruction Program. Students are eligible for this program if they have physical problems that prevent them from attending the regular school classes. To be eligible for the program, a licensed physician must fill out a form concerning the condition of the student. This form may be obtained from Donna Jervis, Special Services Director.

HOMEWORK POLICY

The Blanchard Public Schools support the concept that homework is an integral part of the educational program and that it enhances the academic progress of every student. Any homework not completed by the student in their own handwriting will receive a grade of zero for that assignment.

A parent or student may request homework when the absence is in the second day. The school office must be provided the name of the student, the student’s grade level, the student’s locker number, and the procedure for getting the homework to the student. The homework may be picked up at the end of the next day after it is requested.

IMMUNIZATION RECORDS

According to state statute, no minor child shall be admitted to any public school unless such child can present to school authorities certification from a licensed physician or authorized representative of the State Department of Public Health that such child has received or is in the process of receiving immunizations. The Attorney General has ruled that it is a “mandatory duty” of school officials to refuse admission to any child in the state who does not have the required certification of immunization.

State law requires the following immunizations:

Pre-Kindergarten

4 DTP/DTaP/Td
3 Polio
1 MMR
3 Hep B
2 Hep A
Varicella

Kindergarten – 5th Grades

5 DTP/DTaP/TD
4 Polio
2 MMR
3 Hep B
2 Hep A
Varicella

In order for a student to register and attend school, he/she must have in the school file ONE of the following:

- A. a copy of a certified immunization record, or
- B. a certificate of exemption.

Exemptions to the immunization law include the following:

- A. medical contradictions
- B. religious contradictions
- C. exemption for personal grounds

INJURY OR ILLNESS

Any student who becomes ill or injured should be reported promptly to the principal’s office. Parents of students who are ill or injured seriously will be notified immediately. The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in school activities.

INTERNET AND TECHNOLOGY USE

The use of the Internet, computers, network, and school technology must be in support of education and research consistent with educational objectives. After receiving parental permission, all students must obtain a license for Internet and technology access from their respective library/media specialist. During school and within reason, teachers will guide students toward appropriate materials.

Students must be polite and use appropriate language while on the Internet. Students may not reveal on the Internet their addresses, telephone numbers, or anyone else's address or telephone number. Students must notify an adult immediately if they encounter any inappropriate materials. Students may not change settings, or install any software, shareware, or freeware on the school network or computers. Students must respect the folders, files, and work of others and respect ownership of copyrighted materials.

The use of the Internet and school technology is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decisions are final. The district may deny, revoke, or suspend specific user access. If a student violates any of these provisions, access to the Internet and computer technology will be terminated, future access may be denied and the student may be responsible for any damages.

LASERS

Laser pens will not be permitted on school grounds.

LIBRARY SERVICES

The library is open from 8:05 a.m. until 3:10 p.m. Books can be checked out for two weeks and may be rechecked once. Reference books cannot be checked out unless special permission from the librarian is obtained. The library is a place for individual study, and students are asked to behave appropriately so that an atmosphere of study may be maintained.

The librarian/media specialist may assist students that need to make copies of papers or pages of books. The cost of copies is ten cents (\$.10) per copy made from either copiers or computer printers in the library and classrooms. This cost applies to copies made in teachers' rooms or teacher workrooms, as well.

LOST AND FOUND

If you find an article of any value, you are requested to turn it in to the building principal's office. If you lose anything, inquire in the office. The school assumes no responsibility for personal property. Students are urged to take every precaution to protect their possessions. It is necessary for all clothing and lunch pails to be labeled with child's name or initials. Items left in lost and found in excess of thirty (30) days will be donated to appropriate local charities.

MEDICATION POLICY

House Bill 1550 prohibits school employees from dispensing medicine (non-prescription and filled prescription medicine) to students unless the parent or guardian has given the school written authorization to administer the medicine. This applies to all medication including that used to treat minor cuts and scrapes.

NON-DISCRIMINATION NOTICE

Blanchard Schools does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Donna Jervis, Equity Coordinator, 211 N. Tyler Avenue, Blanchard, OK 73010,

(405) 485-3391, Ext. 242. Copies of regulations and procedures are available from the Equity Coordinator or any school office.

PARTIES

The building principal must approve any party held during class time.

Sponsors of organizations wanting to have parties after school hours must have the approval of the building principal. No parties will be approved after the end of the school term.

In elementary, PK through 5th, NO INVITATIONS WILL BE DISTRIBUTED AT SCHOOL UNLESS ONE IS GIVEN TO EACH STUDENT IN THE HOME ROOM, OR TO ALL BOYS, OR TO ALL GIRLS OF THAT PERSON'S HOME ROOM. No individual invitations can be given to students in other homerooms. The school does not want any child to be excluded or go home unhappy over parties.

PERMISSION TO LEAVE SCHOOL

Students cannot leave school at any time during a school day without permission from the principal's office. Failure to follow this procedure will be considered as truancy. Students who become ill at school should report immediately to the office. THE PRINCIPAL WILL MAKE THE FINAL DECISION CONCERNING UNUSUAL CIRCUMSTANCES.

PETITIONS

No petitions for any cause may be circulated in the school without permission of the principal.

PRIVACY RIGHTS

Pupils shall 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 in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search.

PROFICIENCY BASED PROMOTION POLICY

Upon the request of a student, parent, guardian, or educator, a student of the Blanchard School District will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. (70-O.S. 11-103.6) Blanchard Schools will offer Proficiency Based Promotion tests which will be available to students twice each year.

RELIGIOUS DAYS

Members of some religious faiths observe certain religious days, which are not school holidays. Children belonging to such faiths who are absent from school to observe these religious days will be excused upon written request from parents, but they will be counted absent.

RETENTION OF STUDENTS

Pre-Kindergarten through Fifth Grade students may be retained in the same grade for another year when it is considered to be in the best interest of the student. In cases involving pupil retention, the building principal shall make the final decisions.

SAFETY DRILLS

At the beginning of the school year, each teacher will instruct students of the proper procedure to follow during a fire drill, security, or tornado alert.

The building principals are responsible for conducting the above drills in accordance with state law. Teachers and students will learn the instructions so all drills will be performed promptly.

SCHEDULING OF ACTIVITIES

Teachers, students, or groups of students participating in activities under the name of the school, but away from the school proper – whether academic or non-academic -- must record all activities on the school calendar located in the office of the activities director after receiving approval from the building principal. All organizations shall hold absences from regular class work to a minimum.

SCHOOL PICTURES

Each year school pictures are taken shortly after the opening of school. Unless requested otherwise, all students will have pictures taken even if they do not plan to purchase them. This allows the school yearbook to be complete.

Note to parents: At no time are parents/guardians allowed to take pictures of other students during school hours, field trips, parties, or any like events.

SECTARIAN OR RELIGIOUS DOCTRINES

No sectarian or religious doctrine shall be taught or inculcated in any of the public schools of this state; however, nothing in the law shall be construed to prohibit the reading of the Holy Scriptures. Churches cannot be permitted to conduct prayer meetings and religious instruction in public school buildings during the school day.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. Blanchard Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

Specific Prohibitions

Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 will constitute a crime under state or federal law.

Report, Investigation, and Sanctions

- A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance policy. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.
 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.
- E. A copy of this Sexual Harassment policy will be provided to students and parents each year.
- F. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

REFERENCE: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e-2, 29 C.F.R. §1604.1, et seq.

SMOKING AND TOBACCO

Smoking or the use of tobacco is prohibited for students while attending school, school activities, or in any way representing Blanchard Public Schools.

STUDENT ACCOUNTABILITY RELATIVE TO SUBSTANCE ABUSE

Attending classes alert and ready to learn is a prime responsibility of students at Blanchard Schools. The inability to function in class may occur because of illness, injury, or drug use, prescribed or illegal. A student may be referred to the principal's office after demonstrating one or more of the following behaviors:

1. sleeping in class
2. drowsy or listlessness
3. slurred speech
4. poor general health, red eyes, flushed skin, etc.
5. odor of smoke
6. odor of alcohol
7. abnormal or erratic behavior
8. inability to concentrate
9. wearing jewelry or clothing which promotes drug, alcohol, or tobacco use
10. fighting
11. possession of an illegal drug, alcohol, or tobacco

A trained employee of Blanchard Schools may check the neurological function by means of a simple examination of the papillary reflexes and muscle functions of the eye. This procedure is frequently used in Blanchard athletic programs to determine if the brain function has been impaired by injury, illness, or disease.

If neurological dysfunction is suspected, regardless of the cause, the parent or guardian of the student will be contacted immediately.

The above behaviors, as well as the neurological examination, may be sufficient probable cause to search for illegal drugs, drug paraphernalia, or weapons in the student's clothing, locker, or automobile and obtain a drug test.

STUDENT LOCKERS

All students may be assigned lockers or cubbies. These lockers are provided for the safe keeping of lunches, school materials, outdoor clothing, and gym materials. The lockers are to be kept clean and neat. The lockers remain, at all times, the property of the school. Their use is subject to the school's right to enter and inspect lockers at any time. Any student providing their own lock for lockers shall provide a key to the appropriate office.

STUDENT MANDATED TESTING

In accordance with 70 O.S., Section 1210.507 amended by HB 1017, Section 20, “Each school district to provide educational material to their students, parents, and at-large public about the meaning and use of tests administered as part of the Oklahoma School Testing Program Act.”

Students at Blanchard Schools will be tested each year in accordance with the Oklahoma School Testing Program. The schedule for testing will be announced to students, parents, and the public at-large. The results of these tests will be screened by the Blanchard School faculty and made available to the parents of the students.

Areas falling below the expected achievement level will be evaluated further for the validity factor. If the low level achievement is deemed valid, those areas reflecting the deficit will receive more emphasis during the next school year. The particular objectives that were not met at the expected achievement level will be noted as areas of emphasis.

STUDENT SUSPENSION (See DISCIPLINE)

TEACHER-PARENT CONFERENCES

All members of Blanchard Public Schools are available for conferences with parents concerning any aspect of the school. Scheduled parent-teacher conferences will be held each year. Parents may request additional conferences by contacting the building principals. The principal will schedule the conference at the least restrictive time of the day so as not to require a teacher to leave his/her class unattended.

TEACHER QUALIFICATIONS

Parents have the right to request information regarding the qualifications of their child’s teacher.

TEACHER-STUDENT CONFERENCES

Generally, teachers have one scheduled preparation period daily. Students should feel welcome to ask for a conference with any teacher when the need arises. If it is impossible to see the teacher during a regular conference period, the teacher will arrange to see the student before or after school.

TRADING CARDS AND TOYS

No trading cards are permitted at school, like, but not limited to sport, yu-gi-o, pokemon, etc. Students are not allowed to trade, buy, or sell any item unless approved by building principal. All toys are prohibited unless the teacher grants prior permission.

TRANSFER STUDENTS

The Blanchard School District will not accept transfer students from outside of the Blanchard School District or transportation area without approval from the residency officer.

USE OF THE TELEPHONE

Students will not be called from class to answer the telephone except in cases of emergency. Please keep calls to a minimum in order to avoid class interruption.

School telephones are to be used only when it is necessary to contact parents concerning school business. Students are not to make long distance calls unless arrangements have been made with the principal before the call is made.

VIDEOS

All videos watched in elementary and intermediate classrooms must be checked out of the school library unless prior permission is given by building principal.

VISITORS

All guests or visitors, including parents, must report to the office of the principal upon their arrival. A visitor's badge will be given at the time of arrival. Parents are encouraged to have lunch with students, although no parent/visitor will be allowed on the playground. Before making classroom observations, prior approval must be given by building principal.

WITHDRAWAL FROM SCHOOL

Students leaving Blanchard Schools during the school year will need to complete a checkout form available from the building principal's office. This form must be presented to the student's various teachers to certify that grades are available, all bills have been paid, and all textbooks returned.

Blanchard Public Schools
DISCRIMINATION COMPLAINT FORM

TO: Donna Jervis, Equity Coordinator
211 N. Tyler Avenue
Blanchard, OK 73010
(405) 485-3391, Ext. 242

FROM: Name of Grievant _____

Address/Telephone _____

Date of Alleged Violation _____

Nature of Alleged Violation:

Names of Person(s) Responsible:

Requested Action:

Date Complaint Filed With Coordinator _____

Copies of regulations and procedures are available from the Equity Coordinator or any school office. Prior to filing the filing a written complaint, the grievant is encouraged to visit with the equity coordinator or building principal and a reasonable effort should be made to resolve the problem or complaint.

Please use reverse of this form or attach additional sheets if necessary. (Complaint must be submitted within 30 days of alleged violation.)

PARENT/ STUDENT SIGNATURE PAGE

**WE THE UNDERSIGNED DO HEREBY STATE THAT WE HAVE RECEIVED
THE BLANCHARD PUBLIC SCHOOLS' STUDENT HANDBOOK.**

(PARENT SIGNATURE)

(DATE)

(STUDENT SIGNATURE)

(DATE)

Please return this page to the Principal's office as soon as possible.

