

**ARAPAHO-BUTLER ELEMENTARY
HANDBOOK**

FOR

STUDENTS AND PARENTS



ARAPAHO-BUTLER ELEMENTARY SCHOOL

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ARAPAHO-BUTLER ELEMENTARY SCHOOL STUDENT HANDBOOK

FORWARD

This handbook has been prepared for the parents of the students of the Arapaho-Butler Elementary School so that, as a parent, you might better understand the various phases and activities of our school.

The task of preparing children for the society in which they will be living cannot be handled by either the school or the home alone. With full effort by the home and the school, this task can be accomplished.

Our facility dedicates all of its efforts and energies to provide a quality program of education for your children. We invite you to visit the school and to observe first hand the educational program in which your child is participating.

To insure all children of equal opportunity in the school, it is necessary to provide rules and regulations and we ask that all children comply with them. This booklet summarizes those regulations which directly affect the home, and it also has school information which we hope will be helpful to you.

Education is a four-way proposition: the children, the parents, the teachers, and the administrators. We hope in the months ahead that we shall be able to build a cooperative team spirit that will have as its main objective, a quality education for all children.

ARAPAHO-BUTLER SCHOOL PHILOSOPHY

The staff of Arapaho-Butler School believes that the school's purpose is to provide all students with an appropriate education and the opportunity to acquire basic academic grade level skills while developing positive emotional and social growth in a supporting environment, the staff at Arapaho-Butler School accepts the responsibility for instruction of the students to maximize their potential.

PUBLIC NOTICE

The Arapaho-Butler Public School System does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, student parents, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with Arapaho-

Butler School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, age, gender, or disability in admission or access to, or treatment or employment in, its programs, activities or benefits. Any person (s) inquires concerning the District's compliance with the regulations implementing Title VI, IX, the Americans with Disabilities Act, the Age Discrimination Act, or Section 504 may contact: Bob Haggard at Pop Box 160 Arapaho, Ok 73620 or phone 580-323-3261. This person has been designated by the school district to coordinate efforts to comply with these federal statutes and regulations.

NOTIFICATION OF RIGHTS UNDER FERPA
FOR ELEMENTARY AND SECONDARY INSTITUTIONS

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 students educational records. They are:

- The right to inspect and review the student's education records within 45 days of the day the District 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 records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education records the parent or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading or otherwise in violation of the student's privacy rights. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading or otherwise in violation of the student's privacy rights.

If the district decides not to amend the record as requested by the parent or eligible students, the district 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 student when notified of the right to a hearing.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to 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 person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; 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 in the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to state in its annual notification that it intends to forward records request.)

- The right to file a complaint with the United States Department of Education concerning alleged failures by the district to comply with requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, United States Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

STUDENT DIRECTORY INFORMATION

This district will maintain and release “directory information” without the parent’s or guardian’s prior written consent, unless the parent or guardian informs the district that any of all of the following information should not be released without prior consent. “Directory information” is defined as these:

1. Student’s name
2. Address, telephone
3. Date and place of birth
4. Grade level classification
5. Student’s participation in officially recognized activities and sports
6. Weight and height of members of athletics teams
7. dates of attendance, dates of enrollment, withdrawal and/or re-entry
8. Diplomas, certificates, awards and honors received

Each year the district will give public notice of the categories of information which it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents and guardians to in form the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of parent or guardian. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year.

ASBESTOS MANAGEMENT PLAN
ANNUAL NOTIFICATION TO PARENTS AND STUDENTS

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. Arapaho-Butler School District has complied with this act. A management plan documenting these inspections is on file for public review. You may examine the plan, located at the Superintendent's office, upon request.

Arapaho-butler Public Schools annually notifies all parents, teachers and employees by handbook and handouts. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by handouts when need arises.

We will continue to monitor the asbestos as defined in EPA guidelines. If changes occur, our asbestos coordinator and Stanley Engineering, Inc. will notify the appropriate people as prescribed by law. Periodic re-inspection (twice a year) is conducted to scrutinize any changes in the material which cause a health hazard.

No removal of Asbestos-Containing materials (ACM) is planned at Arapaho-Butler School during this school year.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a dangerous weapon as defined by the law of State of Oklahoma. Examples of this would include knives, guns, or other weapons, dangerous instruments, fireworks, or any other object that can reasonably be considered a weapon. Disciplinary actions will be taken by the proper school officials regardless of whether charges result if the misconduct occurs during the school hours, on school property, or at any school sponsored activity.

The superintendent or principal of any Arapaho-Butler Public School District or any teacher, or security personnel, shall have the authority to detain and authorize the search, of any pupil or pupils on any school premises or while in transit under authority of the school, or any function sponsored or authorized by the school for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act and hereafter referred to as controlled dangerous substances. The superintendent or principal authorizing such 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 search shall be conducted by the person of the same sex as the person being searched.

The superintendent, principal, teacher, or security personnel authorizing the search shall have authority to detain the pupil or pupils to be searched and to preserve any

dangerous weapons or controlled dangerous substances that might be in their possessions including the authority to authorize any other persons they deem necessary to restrain such pupil or pupils or to preserve any dangerous weapons or controlled dangerous substances.

In compliance with the Gun-Free Schools Act of the Elementary and Secondary Education Act of 1965, Arapaho-Butler Schools shall suspend a pupil bringing a gun to school. The suspension shall be for a period of not less than one year, except the superintendent may modify the expulsion requirements of case-by-case basis.

Any pupil found to be in possession of dangerous weapons or controlled dangerous substances may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of Education or the school district by any pupil suspended under this section. (70-24-102)

PROHIBITION OF GANGS & GANG-RELATED BEHAVIOR/INCIDENTS

Gang-related incidents in our school create an atmosphere of intimidation and harm. The mere presences of such conditions are disruptive and potentially dangerous.

It is, therefore, the policy of Arapaho-Butler Schools that gangs and gang-related behavior or incidents are prohibited in Arapaho-Butler Public Schools.

Definitions and Descriptions of What is Prohibited:

- A. Gangs - Any assembly of individuals who gather together on a continuing basis, whose purpose the district reasonably believes is to commit antisocial behavior or to violate school district policy.
- B. Gang-Related Behavior or Incidents - Any behavior or event, including, but not limited to the following items, which has the effect of disrupting school activities or which fosters, enhances or encourages gang activity in Arapaho Public Schools.
 - 1. Possession, wearing, use, distribution, or display of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in a gang. Students will not be permitted to wear their pants below the waistline (sagging and dragging) or wear their caps, bandannas, handkerchiefs, or any other item associated with gang-related behavior.
 - 2. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, etc. that may indicate an affiliation with, or membership in a gang.

3. Participation in any act that may further the interest in gang affiliation or gang membership.
4. Participation in any act that may be evidence of intimidation, threats, "pay for protection," or any other behavior of potential violence.
5. Participation in the writing, painting or inscribing of gang-related graffiti, to include messages, symbols, or signs on school property.
6. To assemble or congregate as a gang or members of a gang for any purpose.

A student that engages in gang-related behavior or incidents will be subject to suspension, expulsion, or other disciplinary actions deemed appropriate by the teachers and/or administrators.

TABLETS AND CELL PHONES

Cellular Phone and Tablets

All pagers, tablets, cellular phones, or any other electronic devices, (walkman, mp3players, ipod, kindle, ipad etc.), must be turned off and out of sight during regular school hours (8:00 a.m. until 3:15 p.m.) and also remain off on regular bus routes. These devices interrupt class time and are disturbing to fellow students and teachers. If any of the above devices are left on and used during the regular school day, the following rules apply:

1st offense: The phone or device will be confiscated and returned only to a parent or legal guardian during a conference to address the issue. In addition, the student may serve two days of in school detention and or other punishment to be determined by the principal.

2nd & subsequent offense: Upon second and subsequent offense the student may face more severe penalties for continuing to violate the policy. Possible punishments for these offenses could include, additional in school detention, suspension, corporal punishment, etc. depending upon the exact circumstance of the violation. In addition, Arapaho-Butler Public Schools assumes no responsibility for lost, stolen, or broken phones or other electronic devices.

INTERNET POLICY

Internet access is now available to students and teachers in the Arapaho-Butler School. We are very pleased to bring this access to Arapaho-Butler believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in Arapaho-Butler School.

Arapaho-Butler School has taken available precautions to restrict access to inappropriate materials. However, it is impossible to control materials completely and an industrious user may discover inappropriate material.

The smooth operation of the Internet relies upon the proper conduct of the users who **MUST OBEY STRICT GUIDELINES**. Any student violating the guidelines will result in the use of the Internet denied to that student.

The following are the Internet Guidelines:

- (1) **ACCEPTABLE USE:** School use must be in support of education and research consistent with educational objectives.
- (2) **PRIVILEGES:** The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Each student who receives access will receive instruction of the proper use of the network. Arapaho-Butler School administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific use access.
- (3) **NETIQUETTE:** Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the **following:**
 - a. Be polite. Messages should not be abusive to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Do not reveal personal addresses, credit card numbers or phone numbers.
 - d. Illegal activities are strictly forbidden.
 - e. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - f. Do not use the network in such a way that others' use of the network would be disrupted.
 - g. All communications and information accessible via the network should be assumed to private property.
- (4) **SECURITY:** Security on any computer system is a high priority, especially when the system involves many users. If a user notices a security problem on the Internet, he/she must notify a teacher/ administrator at once. Attempts to access the Internet without teacher supervision will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.
- (5) **VANDALISM:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm hardware, data of another user. Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

USE OF TOBACCO

The use and/or possession of tobacco products are prohibited and any student who violates this rule is subject to disciplinary action.

TORNADO AND FIRE DRILL

Periodically, drills will be held for tornado/fire. When a fire drill does occur, students should quickly clear the building by designated routes from their classrooms. Teachers accompany them with their roll books. The teacher should check the class rolls when all students have assembled away from the danger. In a fire drill, all students should remove themselves at least 150 feet from the exits, face away from the building, answer roll call, and remain quiet until the all-clear signal has been given.

For tornado drills, we have two plans.

Plan 1: If ample time is provided and weather conditions permit, all students will take the proper exits and go to the safe rooms.

Plan 2: In emergency situations, where the time is short, and weather conditions do not permit students to go to the safe rooms, students will go to the dressing rooms on the north side of the gymnasium. If time does not permit for this plan, students will be placed in the hallways away from glass doors and windows.

Fire and tornado situations will be announced on the school's "Intercom System".

SHORT BLASTS OF THE BELL WILL INDICATE A FIRE ALARM. A LONG BLAST OF THE BELL WILL INDICATE A TORNADO ALARM.

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is the policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate written instruction should also be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal or the superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

ARRIVAL AND DISMISSAL

Our school will begin at 8:15a.m. and dismiss at 3:10 p.m. Breakfast will be served from 7:45 a.m. to 8:15 a.m.

1. Do not come to school before 7:45 a.m.
2. If you have to arrive at school before the 8:00 bell rings, go into the elementary hall and sit quietly on the benches until the bell rings. The 8:05 bell gives you permission to go to your classroom. The teacher on morning duty will supervise the halls and classrooms during the time between 7:45 and the beginning of the school day.
3. Students walking or who are picked up by parents are dismissed at 3:10.
Bus students are dismissed at 3:10
4. Pre-Kindergarten class (4yr olds) meets from 8:15 to 3:10 p.m.
5. Kindergarten class meets from 8:15 a.m-3:10p.m.
6. At times it becomes necessary to cancel school due to adverse weather conditions. Our school has an automatic telephone system that will alert you when these circumstances occur, as well as radio stations that will announce when school is canceled. Also, the news channels 4, 5, & 9 will display school closings online and live on television.

KWEY 97.3 FM KWEY 1590AM

7. All elementary students should enter the school through the doors of the elementary wing. There is no reason for an elementary student to go through the junior high and high school building before or after school.

SCHOOL INSURANCE

An insurance program will be offered to students. It will cover injuries by children while at school or enroute to and from school. Extended coverage is also available. This insurance is optional. The Board or the school accepts no responsibility for injuries that occur at school or in athletic contests.

CAFETERIA

This year we will assign each student a computer number to be used in the cafeteria. You may pre-pay for your child's meals, also a statement will be sent home with each student. All charges are due upon receipt. Anyone interested in applying for free and reduced meals may request an application form from the office.

Breakfast

PreK through 6th Grade85 ea.
Reduced breakfast price25 ea.
Teachers & Visitors	... 1.55 ea.

Lunch

PreK through 6th Grade	... 2.00 ea.
Reduced lunch price40 ea.
Teachers & Visitors	... 3.50 ea.

ATTENDANCE

1. It is important that the children attend regularly. Of course, if your child is ill, it is best for him/her to stay at home. If your child is absent from school, please call the day of the absence to report it. If there is no phone call from the parent/guardian on the day of the absence, it will be recorded as unexcused. The office phone number is 323-7264.
2. After a student is absent, all work must be made up. The student will be given the number of days to make the work up equal to the number of absences, and work is due immediately for all days of absences at the end of this time.
3. Prior pre-notification of outside classroom absences will be considered on a case by case basis by the principal.
4. Students are not counted absent for school related activities - music, speech, 4-H, etc.
5. Perfect Attendance Awards will be given at the May Awards Assembly. Students coming to school after 9:30 a.m or leaving before 1:00 p.m. will be counted 1/2 day absence.
6. If a student is to leave during school hours, he/she must be checked out by a parent through the office.
7. **A student may not be absent more than 10 days (excused or unexcused) per semester. Unavoidable emergencies may result in exceptions to this policy upon approval of the principal and superintendent. A student may be retained due to excessive absences at the principal's discretion.**

DRESS CODE

Students are expected to dress in a manner which is considered modest, proper, and suitable for a modern school. Students are expected to dress appropriately at school, and at all school activities and/or school sponsored trips. Any student that cannot do this will be sent home to change clothes and wear more proper attire. Class time missed will be coded as unexcused.

The following are some regulations that are expected of the students of our school system:

1. The students dress and grooming shall not lead school officials to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities.
2. The students dress and grooming shall not create a health or other hazard to the students safety or the safety of others.
3. No conspicuous or ridiculous costume or attire can be worn that will distract other students attention or detract from a learning environment.
4. Tank tops, tube tops, crop tops, halters, or strapless dresses without a covering shirt, blouse, or jacket are inappropriate.
5. Shorts must be within six inches of the knee. (Measured with knee on the floor to the bottom of hem line). Windshorts or soccer shorts will be permitted if they meet the length requirement, are appropriately fitted, or are worn with spandex underneath.
6. Jeans with holes 6 inches above the knees are inappropriate.
7. Mini skirts or short dresses must apply to the six inch rule.
8. Spandex pants will only be allowed under a skirt that meets the appropriate length requirement.
9. Tight sweat pants are not allowed.
10. Hats, caps, and non-prescription sunglasses are not to be worn inside the building. Any kind of headcover or forehead bands are to be removed when the student enters the building.
11. Any garment with decorations, patches, lettering, advertisements, etc., that may be considered obscene, offensive, or lewd is not to be worn to school. This includes any garment or accessory with any drug emblem, tobacco product, beer, wine, or any type of alcoholic beverage advertisement on the garment.
12. Transparent and/or see-through material will be considered inappropriate. Shirts and blouses must cover the entire torso at all times, even in movement. A boy's shirt should cover the entire crown of the shoulder.
13. Jeans, slacks, shorts, or pants must be worn at the waistline.

WITHDRAWAL FROM SCHOOL

In order to insure proper handling of school records and to facilitate entrance into another school, parents wishing to withdraw their child from school should:

1. Inform the teacher or principal at least one day prior to leaving.
2. Make sure all charges are paid to the lunch clerk and all school property is returned (books, basketball suits, etc.).
3. Pick up withdrawal form, copy of health records, and report card from the teacher.
4. Have the principal sign the withdrawal form.
5. Leave a forwarding mailing address.

GRADING SYSTEM

Report cards are sent out on Wednesday following each nine week period, providing all charges are paid. Our grading system is as follows:

100 -90	A	89-80	B	79-70	C
	69-60	D	59 & BELOW	F	

If a student is ineligible, due to failing grades, he/she will not be allowed to participate in any competitive activity until the grades are brought up to passing.

HONOR ROLL

All Students that achieve all grades 80 and above on grade level will be listed on the Principal's Honor Roll. Students that achieve all grades 90 and above on grade level will be listed on the Superintendent's Honor Roll.

CLOSED CAMPUS

Arapaho-Butler School Campus is closed for all students. Beginning August 1994, students will not be allowed to leave the school campus during the noon period.

EARLY DEPARTURE

If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to check out your child. No student will be dismissed without office approval. This is a protective measure both for your child and the school personnel.

PARENT CONFERENCES

Parent/Teacher Conferences will be held the in September and in March unless changes are necessary. Students do not come to school on Conference Day. It is vital that parents make every effort to come. If the day set aside is inconvenient, different arrangements can be made.

TESTING

Student Achievement Tests (1TBS) are given to all students during March-April. A cumulative record is kept for each student in Arapaho-Butler Elementary. This record will contain all test scores as well as other information pertinent to the child's attendance in our school.

PROMOTION RETENTION OF STUDENTS

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

Arapaho-Butler Schools has adopted a third grade retention policy, to see the regulations regarding such retention, please refer to the policy located on the last page of this handbook.

PROFICIENCY BASED PROMOTION

All students in grades K-6 are eligible for Proficiency Based Promotion if they perform at the 90% level on the Proficiency Based tests. Elementary students may advance one or more levels in the core curriculum areas. Parents are encouraged to confer with school officials to determine what is appropriate for their child.

READING PROGRAMS

We always have "reading motivators" such as, ACCELERATED READER, BOOK IT, BOOK FAIR, BOOK AWARDS, etc. going on at our school. We hope you, as parents, will encourage reading and take time to read with your children. If you have any questions about our reading programs, please call us.

MEDICINE

An administrator or designated school employee may after receiving written authorization from the parent or guardian of the student, administer a non-prescription medicine or a filled prescription medicine pursuant to the administration directions listed on the prescription vial label or as otherwise directed by a physician. The written authorization of the parent or guardian that permits the school to administer medicine to the student will be kept on file by the school. **Parents must provide all medication** (ex. Tylenol, cough drops, Tums, etc.).

STAYING INSIDE FROM RECESS

1. Students will be informed by their teacher on days when weather conditions prohibit going outside for recess or physical activity.
2. At other times, students must have a dated and signed note by parents to stay inside during recesses. The note is to state the reason/illness or doctor's request.
3. Teachers will use their judgment in other cases.

LOST AND FOUND

1. All articles found are to be placed in the lost and found box in the office, or hung on the rack by the restrooms. Please check when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of each year.
2. Please use name labels or some form of identification on items of clothing so that the child recognizes it.

TELEPHONE

The school phone is for business purposes only. **A student will not be called out of class to answer calls except in cases of emergency.** A student will only be allowed to use the phone because of unforeseen circumstances that could not be taken care of after school. Use of the phone must first be cleared through an office official or a teacher.

BUS SAFETY RULES

For each person's own safety, the following rules should be observed at all times:
Never step off or onto a bus until it has come to a complete stop.

1. Never leave your seat while the bus is in motion.
2. Never yell or cause commotion which will distract the driver.
3. Never fight or scuffle on the bus.
4. Do not throw paper, books, or any other objects while on the bus.
6. Smoking or use of tobacco on school buses is forbidden to all passengers including adults and driver.
7. Firearms, gasoline, or any explosive materials must not be taken aboard a bus which is transporting children.
8. Students that must cross the road after dismounting should always go in front of the bus.
9. Do not mar any part of the bus by scratching, writing, or defacing it in any manner.
10. The rear door of the bus is for emergency use only and shall not be used at any other time.
11. Never put your hands or head out of the bus window. Injury could result.
12. Pop bottles are never permitted on the bus.

SCHOOL BUS POLICIES

Bus routes are established to give the best possible service to all individuals. Buses will come as close as possible to every child's home, but they should not be expected to leave maintained roads when doing so. If road conditions are difficult, route changes may occur during the difficult time.

The bus driver is the sole authority over the passengers on his/her bus. The driver is expected to keep good order and discipline at all times. The driver has been given the authority to remove any student from the bus when such student persists in disobeying regulations. The bus driver is granted the same authority to correct an unruly child on a bus as is granted to a teacher within a classroom. A *full* report of problems encountered by the driver will be given to the superintendent or principal.

Buses should not arrive at school earlier than 7:45 each morning. The driver must maintain a regular schedule, so students must be prompt in arriving at the loading points. Drivers are instructed to wait three minutes, then if the passenger is not in sight, to proceed. Parents can help the driver immensely if they will notify him/her on the days that their children will not ride the bus.

The school will do everything in its power to provide safe buses and competent drivers for each route. School bus safety laws state that automobiles approaching a stopped bus must come to a complete stop regardless of the direction of travel they are pursuing. The auto must remain stopped until the flashing red stop lights of the bus have stopped, or until the bus is again in route.

SCHOOL CITIZENSHIP

It is expected that all students will act in the appropriate manner while in school. Here are some of the ways in which we do this:

WE DO - respect each other

WE DO - call each other by our correct name

WE DO - pay attention in class

WE DO - listen to and respect the teacher

WE DO - at all times, respond in an honest and truthful way

WE DO - walk and speak quietly in the halls

WE DO - our best at all times

WE DO - leave candy, toys, combs, make-up, games, etc..., at home unless the teacher requests these be brought to school

WE DO - leave tape recorders/players, radios, blasters, at home unless the teacher requests these be brought to school.

DISCIPLINE

Student conduct is not so much a set of rules and regulations as a consideration of the right of other persons. If your conduct interferes with rights of others, it is bad conduct. Rules and regulations are made for the purpose of helping everyone in school to do their work to the best of their ability.

All students are expected to maintain a high degree of discipline. Self-discipline is one of the most important lessons we should learn from education. Discipline is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and consideration for others.

When you conduct yourself properly, you not only make your school a better place to learn, but develop the habits of self-restraint which make you a better person.

SUSPENSION

Students who are continually experiencing behavior problems, who commit offenses which threaten the right of others, or who show a tendency to be uncooperative may be suspended by the superintendent or principal of such school.

Students suspended out of school for less than ten (10) days may request a review of the suspension before a local committee. The committee shall include the building principal and two teachers designated by the building principal.

Students suspended out of school for more than ten (10) days may request a review of the suspension with the district administration. If the administration does not withdraw the suspension, the student has the right to appeal to the Board of Education.

GENERAL CONDUCT

Students will not be permitted to:

1. Have gum during the school day.
2. Create or attempt to create a classroom disturbance.
3. Persistently violate school rules.
4. Use profanity or vulgar language or expression.
5. Use or possess any alcoholic beverage, tobacco, dangerous or controlled substance.
6. Use or possess and dangerous weapon.
7. Be disrespectful.

When rules are broken, action will be taken. Hopefully, teachers and parents will communicate about discipline action. Each time action is taken, a Discipline Report Form will be filled out. One copy will be filed in the principal's office and one copy will be sent to the parents for notification.

FIGHTING

Fighting is unacceptable behavior and has no place in school. Because of the potential for serious injury and disruption, fighting will be dealt with severely. Neither verbal abuse nor any other non-physical provocation shall be an excuse for physical violence.

Students must make every effort to avoid involvement in a fight or they will be subject to disciplinary actions deemed appropriate by the teachers and or administrators. In a case involving excessive violence or physical damage, suspension may be extended into the following semester or the entire school year.

BULLYING

Bullying is a serious problem that can dramatically affect the ability of students to progress academically and socially. Bullying is comprised of direct behaviors such as teasing, taunting, threatening, hitting, and stealing that are initiated by one or more students against a victim. In addition to direct attacks, bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion. Bullying happens whenever someone uses his or her power unfairly and repeatedly to hurt someone. Bullying is unacceptable behavior and will not be tolerated. 1-877-SAFE-CALL ext. OK-1 or www.oksafecall.com

DISCIPLINE POLICY

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

The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such a child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are examples of these circumstances: The student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teacher and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

1. Conference with student
2. In-school detention
3. Referral to counselor
4. Behavioral contract
5. Conference with parents
6. Changing student's seat assignment
7. Requiring the student to make financial restitution
8. Requiring the student to clean or straighten items or facilities he/she damaged.
9. Restriction of privileges
10. Involving the police
11. Referring the student to an appropriate social agency
12. Suspension
13. Expulsion
14. Corporal punishment
15. Any other disciplinary action deemed appropriate to the situation.

DRUG FREE ZONES

Arapaho-Butler Public Schools, in compliance with HB-1442, has adopted the following drug-free zone policy:

Drug-free school zones are areas surrounding each school beginning at the outermost boundary of the school property and extending 1000 feet from that point. It shall be unlawful for any person to distribute, dispense, or possess with intent to distribute a controlled, dangerous substance or imitation controlled dangerous substance, as defined by Section 2-101 of Title 673 of the Oklahoma Statutes, while on any school property used for school purposes which is owned by any private school, public school district, or vocational-technical school district, or within one thousand (1000) feet of any such school property or while on any school bus owned or operated by any private school, public school district, or vocational technical school district. Any person convicted of violating this section shall be guilty of a felony and shall be sentenced to a term of imprisonment for not less than five (5) years nor more than twenty (20) years and a fine of not more than one hundred thousand dollars (\$100,000.00).

PLAYGROUND RULES

All children will be sent outside for play periods unless they have been sick and have permission to stay inside.

LINING-UP - When the bell rings, students should get in line and stop talking. All students should be quiet when entering the building.

MERRY-GO-ROUND:

1. Always stand or sit inside the merry-go-round bars.
2. Get on and off the merry-go-round only while it is stopped.
3. No pushing or pulling people who are already on the merry-go-round, nor tagging them from the bystander's position.
4. No dragging of arms or legs while on the merry-go-round.

SWINGS:

1. Only one person in a swing at a time.
2. No pushing the person in the swing.
3. No jumping out of the swing.
4. Always swing in a straight forward direction.
5. No standing in the swings.
6. No running through the swings while playing tag.

SLIDES:

1. Go down the slide in a sitting position only,
2. Go down the slide feet *first* only.
3. Never walk up the slide from below.
4. Never just sit at the top of the slide, but go down immediately.
5. The person waiting on the ground in line needs to wait until the person on the slide goes down before he begins climbing up the slide.
6. PK-K-1 -2-3 use the small slide and 4-5-6 use the taller slide.

BALLS

1. Throwing balls against the walls is not permitted.
2. Drop kicking any ball is not permitted.
3. Red playground balls are never to be kicked, as they are for bouncing and four-square only.

BASKETBALL:

1. No hanging on the basketball goals.
2. K- 1-2 use the east goals.
3. 3-4 use the center goals.
4. 5-6 use the west goals.

FLAG FOOTBALL:

1. Fifth and sixth grades are the only ones allowed to play.
2. Students must have a clean sock.

SOCCER:

1. Use the designated area only.

VOLLEYBALL:

1. Fifth and sixth grades are the only ones allowed to play.
2. Do not hang or pull on the net or poles.

TETHERBALL:

In designated areas only

SPECIAL ACTIVITIES OR PARTIES

1. Parties shall be limited to Halloween, Christmas, Valentine, Easter, student's birthday, and end of school.
2. Committees of parentss may serve the refreshments at all parties.
- 3 **BIRTHDAY INVITATIONS MAY BE GIVEN OUT AT SCHOOL ONLY IF ALL STUDENTS IN THE CLASS ARE INVITED.**
4. Children's birthday parties are up to the child's parents and should be limited to the last 20 minutes of the child's school day. Child's teacher must approve the party.
5. Pop will be permitted inside the classroom only when having a party.
6. Chewing gum is always against the rules because of the damage it does to the carpet, furniture, child's teeth, and manners. Special permission may be given by the homeroom teacher for chewing gum for special occasions.
7. Children should not bring candy and gum from home for consumption at the noon recess, for this only encourages them to not eat their lunch and also causes them to wish to eat it at incorrect times.

TELEPHONE, ADDRESS CHANGE

Please notify the school immediately if there is a change in your address, telephone number, job, baby-sitter, or person to contact in an emergency. This information is very important in case your child becomes ill or injured.

ADMINISTERING MEDICATION TO STUDENTS AT **ARAPAHO-BUTLER SCHOOLS**

If a child is required by a physician to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate that it is in the best interest of the student that a non prescribed medication be dispensed to that student, only the school nurse, an administrator, teacher, or administrator's designee may administer the medication in compliance with the regulations that follow:

1. Prescription medication must be in a container that indicates the following:

- A. Student's name
- B. Name and strength of medication
- C. Dosage and directions for administration
- D. Name of physician or dentist
- E. Date and name of pharmacy

If possible, such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:

- A. Purpose of medication
- B. Time to be administered
- C. Termination date for administering the medication

2. Nonprescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The parent or guardian may give a blanket permission or conditional permission for the student to receive nonprescription medication during the school day and may give permission for prescription medication to be given.

ALL MEDICATION MUST BE FURNISHED BY THE PARENT.

ARAPAHO-BUTLER ELEMENTARY SCHOOL
PO BOX 160
214 N 12TH
ARAPAHO, OK 73620
580-323-7264 PHONE
580-323-0179 FAX