

LIBERTY ELEMENTARY



Black Diamond Pride and Tradition begins here!



2011-2012
PARENT - STUDENT HANDBOOK

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FORWARD

Liberty Elementary provides every student with a copy of this handbook as a means of communication between the home and school. It is our hope that it will give you the necessary information to acquaint you with the schools rules and regulations. If you have questions, we encourage you to call the school office or the counselor. Please read and keep this handbook readily available throughout the year. A parent or guardian is asked to sign and return the insert of the handbook.

DISTRICT MISSION STATEMENT

The mission of the Sallisaw Public Schools is to empower all students to make educated choices and meet challenges of the future as productive citizens.

LIBERTY MISSION STATEMENT

At Liberty Elementary our mission is to learn and be good citizens now and in the future by using our heads, hearts and hands to think positive, feel positive and act positive.

OUR PHILOSOPHY

We believe students are our nation's most valuable resource. We also believe they can and will learn if they are provided with the necessary support from home, school, and community.

Basic skills are essential for a sound education. However, our children need to demonstrate continued growth not only for specific subject areas but also in the areas of responsibility and self-discipline.

Behavior is maintained by its consequences. We believe it is partially our responsibility to teach our students to behave appropriately. We support the idea that we should provide students with training that enables them to make appropriate choices in a climate of warmth and support. Keeping in mind that persuasion is more powerful than fear and that influence is greater than control, we believe in reinforcement of desired behaviors.

To establish and maintain an effective school climate, we must expect excellence from our students, parents, and staff. We cannot achieve excellence if we do not expect excellence.

We believe the children are our future. Teach them well and let them lead the way. Show them all the beauty they possess inside. Give them a sense of pride to make it easier. Let the children's laughter remind us of how we used to be.

GREAT EXPECTATIONS SCHOOL PLEDGE

I pledge allegiance to my school
And to the principles for which it stands.
I can learn anything I set my mind to.
I must listen to learn.
My teachers and classmates will support me.
If I do my very best, I will succeed in life.

GREAT EXPECTATIONS MOTTO

Positive Is, Positive Does

GREAT EXPECTATIONS STANDARDS

Think Positive; Feel Positive; Act Positive

SALLISAW PUBLIC SCHOOLS
2011-2012

August 8		Faculty & Staff Report Professional Day
August 9		Professional Day
August 11	Classes Begin	Students Report
September 5	No Classes	Labor Day
September 16	No Classes	Professional Day
October 13	No Classes	Professional Day
October 14	No Classes	Fall Break
October 20		Parent/Teacher Conf. 4:00 - 7:30 p.m.
October 21	No Classes	Parent/Teacher Conf. 8:00 - 11:30 a.m.
November 21-25	No Classes	Thanksgiving Break
December 19 – 31, 2011	No Classes	Winter Break
January 2, 2012	Classes Resume	2nd Semester
January 16	No Classes	Martin Luther King Day
February 20	No Classes	President's Day
March 19-23	No Classes	Spring Break
March 29		Parent/Teacher Conf. 4:00 - 7:30 p.m.
March 30	No Classes	Parent/Teacher Conf. 8:00 - 11:30 a.m.
April 4	No Classes	Good Friday
May 18	Student's Last Day	Graduation
May 21	Teachers Check Out	Professional Day

BOARD OF EDUCATION

Tim BlountPresident
Sue Whitekiller Vice-President
Bill Orendorff.....Clerk
Jason ElyDeputy Clerk
Mike Daffin..... Member

ADMINISTRATION

Scott FarmerSuperintendent
Martha HowellAssistant Superintendent
Toni Jasna.Principal, Liberty
Gary GunterPrincipal, Eastside
Greg CastPrincipal, Middle School
Tracy Baker.....Assistant Principal, Middle School
Ernie Martens.....Principal, High School
Chad JasnaAssistant Principal, High School, Activities Director

LIBERTY ELEMENTARY SCHOOL STAFF

PRINCIPAL

Toni Jasna

COUNSELOR

Jessica Barlow

SECRETARIES

Sheila Johnson
Cathy Middleton

SCHOOL BASED SERVICE WORKER

Dana Stites

PRE-K

Terri Burnsed
Masami Capehart
Kathy Crase
Jamie Reynolds

KINDERGARTEN

Jill Davis
Kara Hankins
Natalie Johnson
Erin Milteer
Pam Nation
Rita Stuart
Heather Weedon
Perrie Weedon

JUNIOR FIRST

Melinda O'Neal

READINESS

Thena Garrett
Linda Winton

FIRST GRADE

Kristy Cox
Dolly Dunlap
Lou Ann Gladd
Gloria Neer
Cynda Real
Amber Vandenberg
Misty Waters

SECOND GRADE

Vicki Bane
Linda Batchelor
Cheryl Brown
Brenda Capehart
Jennifer Luttmer
Tara Mendiola
Debra Williams
*Machelle York
*National Board Certified,
State Superintendent Master Teacher

SCHOOL ATTENDANCE LIASON

Jennifer Eubanks

HEALTH AIDE

Linda Upchurch

SPECIAL EDUCATION

Denise Kostka
*Cherése Riggs
Rita Rogers
Glenda Smith

TITLE I/READING SPECIALIST

Geneva Ford
Barbara Gipson
Ilona Jones

MUSIC & MOVEMENT

Hope Outlaw
Tonya Stites

ENRICHMENT/GIFTED

Carol Evans

MEDIA SPECIALIST

Linda McClure

POSITIVE ACTION ROOM

Albert Luttmer

TEACHER ASSISTANTS

Joy Fair, Media Center
Cindy Hubler, Pre-K
Jennifer Jones, Title I, Kindergarten
Karen Land, Pre-K
Karen Likens, Pre-K
Stephanie McClure, Title I, Kindergarten
LaDonna Mosby, Pre-K
Lisa Randolph, Kindergarten

TITLE VII TUTOR

April Stites

PARAPROFESSIONALS

Karen Carlton, 2nd Grade
Mandy Farmer, Special
Jordan Jones, Special
Anna Olsen, Special

JOM SUPPLIES

Sara Poindexter

CUSTODIANS

Kathy Connell
Ron Duncan
Barbara Osburn

REPORT CARDS

Following the end of each quarter a Report Card will be sent home with each student. Be advised ALL students will receive grades on Reading and Math assessments and on report cards based on the district grading scale below and the Oklahoma District Accountability terms:

↓	↓
A 90-100	Advanced
B/C 80-89, 70-79	Satisfactory
D 60-69	Limited Knowledge
F 0-59	Unsatisfactory

Parents are encouraged to call the counselor's office to make an appointment for a teacher conference regarding any aspect of their child's educational program.

LIBERTY'S EIGHT EXPECTATIONS FOR LIVING

Educators helping students achieve excellence guide them in adhering to the following expectations:

1. We will value one another as unique and special individuals.
2. We will not laugh at or make fun of a person's mistakes nor use sarcasm or put downs.
3. We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

We will be using the "Magic Triad," as defined by John and Eunice Gilmore in their book *Give Your Child a Future*, as a smile, a hug, and kind words, to create a caring atmosphere, and to help prevent discipline problems. Students also need to be encouraged to use the Magic Triad with their family members at home as well as with their teachers and peers at school.

PARENT/TEACHER ORGANIZATION

We have a very active Parent/Teacher Organization and invite you to become a member and active participant. This group provides many hours of volunteer time to enhance our instructional program as well as assistance with special programs, both in manpower and financial assistance. Notices will be sent home with students prior to all general meetings.

2011-2012 LIBERTY PARENT/TEACHER ORGANIZATION BOARD MEMBERS

Nicki Thomason.....	President
Amanda Sullivan.....	Vice-President
Beth Mayo.....	Secretary
Tami Martin	Treasurer
Amy Boyd.....	Box Tops Coordinator
Valorie Warner	Helping Hands Coordinator
Michelle McGrew	Marketing/Advertisement Coordinator
Laurie Macon/Jill Caughman.....	Teacher Appreciation Coordinator
Stephanie Gentry.....	Business Liaison Coordinator
Rajena Gill/Bobbie Green.....	Fundraiser Coordinators
Teri Burnsed	Teacher Representative
Dolly Dunlap.....	Teacher Representative

READING SUFFICIENCY PROGRAM

Liberty coordinates Title I Schoolwide programs with the Jumpstart program to provide integrated services for all Liberty students.

DAILY SCHEDULE

Pre-K, Kindergarten, Transition, First & Second Grade

7:45- 8:15	T, 1 st & 2 nd Breakfast
8:15- 8:25	Rise-n-Shine in M&M Gym (Friday's only)
8:15- 8:35	Pre-K Breakfast
8:15- 8:35	Classes Begin / K Breakfast
10:00-10:25	PK Recess
11:05-11:25	Transition Recess
11:15-11:30	First Grade Lunch
11:30-11:45	First Grade Recess
11:25-11:40	Second Grade Recess
11:35-12:00	Transition Lunch
11:55-12:10	Second Grade Lunch
12:15-12:30	Kindergarten Lunch
12:30-12:50	Pre-K Lunch
12:35-12:50	Kindergarten Recess
12:55- 1:20	Pre-K Recess
1:25- 2:25	Pre-K Rest Time
3:00	Dismissal/Pre-K, Kindergarten
3:15	Dismissal/T, 1 st , 2 nd

MUSIC & MOVEMENT

Our music and physical education programs are combined and called MUSIC & MOVEMENT (or M&M for short). All PK-2nd students are scheduled into M&M for 40 minutes per day.

Many varied experiences in music and movement are incorporated into the program which include gross motor skills, cardiovascular exercise, music theory and appreciation, vocal, dance, instrumental instruction, as well as introduction to foreign languages.

READING SUFFICIENCY

Students enrolled in the kindergarten, first, second and third grades must be assessed by multiple, ongoing assessments for the acquisition of reading skills. Students not reading at the appropriate grade level will be provided a reading assessment plan which shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. (House Bill 2878 Reading Sufficiency Act)

SCHOOLWIDE TITLE ONE

All Liberty students are heterogeneously grouped into homerooms. An opportunity to schedule all Liberty students for CCC Successmaker curriculum and computer lab exposure will be provided. All grade levels are consistently pacing the curriculum to insure that all students are receiving adequate instruction on the curriculum the state considers a priority. Ninety minutes of guided reading allows first and second grade students to maximize their achievement, coordinated with help from the Title I Tutor, the Reading Specialist, Title VII Tutor and the Special Education Teacher along with the Foster Grandparents and Helping Hands volunteers.

TIME

Official school time is the bell clock in the Liberty office.

ARRIVALS

All students arriving prior to 7:45 a.m. are to report directly to the cafeteria. Students arriving after 7:45 leave their backpacks outside their locked classroom and report to the cafeteria for breakfast or remain in the hall outside their classroom. For the safety of our students all doors with the exception of the front entry are locked. No admittance will be allowed except at entrances designated by traffic flow.

Students who are eating breakfast at school should arrive no later than 8:00. Those who are not participating in the breakfast program are encouraged to arrive no earlier than 8:00, unless arriving by bus. Our first bell rings at 8:15. All Pre-K and Kindergarten travel to the cafeteria for breakfast.

DEPARTURES

In order to minimize interruptions to classes, students who are picked up by their parents after school, on a regular basis, will not be allowed to leave class until after the 3:15 bell. Parents who need to take their children from class are requested to come to the office and make arrangements to have the student called from class and sign them out. All students leaving the school grounds for any reason must clear through the office. If students return to school on the same day they left, they must clear through the office before returning to class. Children will not be permitted to leave school unless the office has been notified by their parent or guardian.

We understand that occasionally it is necessary for a student to leave early; however, when students are picked up early the entire class is disrupted. Students not riding a bus or walking should be picked up by their ride between 3:15 p.m. and 3:30 p.m. Please help us to make your child's school day as productive as possible by following the school schedule. Because our students are so young and we have so many busses, pickups and walkers to sort, we need this time to ensure the safe dismissal of every student. We work very hard to make sure every child gets home safely. Any changes in daily transportation home should be sent in note form to the teacher. We request every effort be made to have a consistent routine to one destination.

Any student who accumulates more than five (5) early departures for any nine week period of time may be assigned to miss noon recess for each additional early departure.

TARDINESS

Being at school and in class on time each morning is the most effective way to start the day. **School begins at Liberty at 8:15 a.m. daily. Any student who accumulates more than five (5) tardies in a nine week period may be assigned to miss noon recess for each additional tardy. A student is tardy if he or she is not in the room when the bell rings.** Teachers will refer students to the office for a tardy slip. Entering the classroom late causes the student to miss instructions for the day and can cause their day to be less productive than students who are there on time.

TRAFFIC FLOW

NO VEHICLES OTHER THAN BUSSES are permitted to drive on the street that connects Eastside and Liberty campuses on the north side. Parents picking students up at the end of the school day are urged to remain in their cars. When a car is left parked, it can delay several people and cause a traffic jam.

When delivering and picking up students at school, please follow the directions below:

<u>GRADE:</u>	<u>DELIVERY</u>	<u>PICKUP</u>
Pre-K, Kindergarten	Circle drive next to playground	Same
First & Junior First, Readiness	One Way Drive, Front Entrance	Same
Second	One Way Drive, Front Entrance	Circle west parking lot Second Grade Exit

WALKERS

Students who walk home from school are to leave the school grounds immediately upon dismissal from pick up area by duty teacher. They should not return to the playground until after 3:30 p.m.

INCLEMENT WEATHER

If school is to be closed, due to severe weather conditions or any other unpredictable reason, information will be given on: Radio FM--KMAG 99.1, KISR 93.7, and KTCS 99.9. Television--KFSM Channel 5 (Cable--7), KOTV Channel 6, KTUL Channel 8, and KHBS Channel 40 (Cable--10).

ATTENDANCE

We want our students to achieve both academically and socially to the best of their ability. To assist them, our home-school liaison reports excessive absences to the District Attorney. We will comply with the legal requirements, reporting excessive absences.

If a child is ill, they certainly need to stay home. However, the school should be notified when a student is absent, either by a phone call from the parent or a note sent to the office on the day the student returns to school.

A child should stay home if they have a fever of 100 degrees or above. They may return to school after he/she has been fever free without a fever reducer such as Tylenol or Motrin for 24 hours. Also, a child with diarrhea and/or vomiting should stay home and return to school after they are symptom free for 24 hours.

A child with a suspicious rash should return to school only after being seen by a health care provider and has a note from his/her doctor stating that he/she may return to school.

If an illness or injury prevents a student from participating in physical education for an extended period of time, **a doctor's statement must be provided.**

MEDICATIONS

Our school policy states that school personnel will not give medication (prescription or non-prescription) to students during school hours. We encourage you to discuss with your child's physician the possibility of scheduling your child's medication so that it can be given at home outside of school hours. However, if your physician feels that it is necessary for the medication to be given during school hours, you will need to pick up the medication permit form from the front office or school health aide/nurse at school and complete the steps on the form.

HEAD LICE POLICY

When a student has head lice he/she must be treated with a head louse product and be cleared at the school office before being admitted to class. Proof of adequate treatment is considered to be the following:

1. No nits (eggs) present in the hair.
2. No bugs present in the hair.

VISION SCREENING

Senate Bill 1795 requires that parents or guardians with children enrolled in Kindergarten, First and Third grades at a public school, must provide proof that their child passed a vision screening within the past 12 months. The screening must have been completed by personnel listed on the Department of Health's statewide registry. The parent may also provide documentation that their child has been seen and is under the care of an optometrist or ophthalmologist. The certification must be provided within 30 days of the beginning of the school year, though screenings for Kindergarten students may be completed anytime during the school year. Students who fail a screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist.

School districts must inform parents and guardians annually of this requirement. The Sallisaw school district provides visual screenings for students enrolled in Pre-Kindergarten through Grade 4 during the first semester of each school year. This screening service is provided by Prevent Blindness of Oklahoma. Parents of those students who are enrolled in the target grades and who are absent on the scheduled screening dates will be responsible for securing their own visual screening and reporting the results to school personnel. Please refer to the Liberty Elementary School calendar and the Eastside Elementary School calendar for the dates scheduled for vision screenings.

ENROLLMENT/IMMUNIZATION REQUIREMENTS

State Law requires that all students in the public schools of Oklahoma, Pre-K – 12, have up-to-date immunization records on file at the school. Such records must be provided at the time of enrollment to show proof of immunization. All students not previously enrolled in Sallisaw Schools **must have an UP TO DATE, OFFICIAL IMMUNIZATION RECORD** on file with the school before they can attend any classes.

PARENT CONFERENCES

We encourage the parents to set conferences with their child's teachers. Every teacher has a conference/planning period each day. This is the ideal time for teacher/parent conferences to be scheduled. Parents should call the school counselor in order to schedule a conference with a teacher.

SUPPLIES AND TEXTBOOKS

Textbooks are furnished by the school. Lost or damaged books, textbooks as well as library books must be paid for before Report Cards are released. Any outstanding obligations for school meals or textbooks may also result in Report Cards not being released.

Students must purchase pencils, paper, and notebooks at the teacher's request. Supplies may be purchased in the school office or local stores where supply lists are posted.

MEALS

Breakfast is served from 7:45 to 8:15 daily for T – 2nd Grades. School begins at 8:15 each day; therefore, any student wishing to eat breakfast at school must present themselves at the serving line no later than 8:10 a.m. Classroom instruction begins at 8:15. Exceptions will be made due to late busses and/or other emergencies. Pre-K will be eating at 8:15 and Kindergarten students will be eating 8:25-8:45.

Those students eating free lunches are also eligible for free breakfasts. Parents are encouraged to pay for meals with a check to decrease the amount of cash money your child will carry. Meals should be paid for by the week or by the month. Please send monies for meals only on the first school day of the week.

The Liberty cafeteria serves a choice of a delicious hot lunch or a sack lunch daily. **In keeping with the Safe, Healthy and Fit Schools requirements, students are no longer allowed to bring a drink of any kind to have with lunch served in the cafeteria.** Four types of flavored milk are provided to drink with the meal.

If a child has any allergies or medical conditions that will not allow him/her to drink milk, it is the responsibility of the parent/guardian to make the principal or counselor aware of this condition and have the physician's note on file. In this case the school will provide a substitute of juices or water for the student.

Students bringing their lunches may also bring a drink, **no glass containers please.**

Applications for free or reduced price lunches are available from the office at enrollment and upon request. These applications must be filed at the beginning of every school year. Breakfast cost is \$.65 for students, \$.30 for reduced rate and \$1.00 for adults. Lunch cost is \$1.00 for students, \$.40 for reduced rate, and \$2.50 for adults.

Students are not allowed to leave the grounds for lunch unless picked up by a parent. No student will be allowed to leave with the parent of a fellow classmate without special permission from the office.

HOMEWORK

Just as with all other aspects of learning, we feel that parental involvement can and does influence the child's attitude toward homework. We encourage you to support homework as a valuable part of your child's educational progress. Failure to return may result in a 15 minute time out during a recess time.

MAKE-UP WORK

Work that is not turned in can be very damaging to a student's progress. It is the students' responsibility to obtain missed assignments from the teachers upon return to school. Whenever two or more days are missed, make-up work can be obtained by calling the counselor before 8:45 a.m. **The requested assignments can be picked up in the office between 2:45 and 3:15 p.m.**

SAFETY DRILLS

Periodic safety drills will be provided for the students to assure their safety in case of an emergency such as fire, tornado, crisis etc.

CRISIS PLAN

Sallisaw Schools strive to ensure the safest possible environment for student learning. A crisis plan is in place for each site and staff members have received training on dealing with possible crisis situations. Periodic drills will be conducted to provide both students and staff with needed information. A toll-free anonymous hotline is available to anyone who has information suspected of endangering the safety of a school. That number is 1-877-723-3225 ext. 651.

MONEY

Please do not allow your child to bring large amounts of money to school. (Students frequently lose money and occasionally it is stolen.) The student should bring only what is needed for that particular day. The student normally will need money only to pay for lunch or to purchase paper and pencils.

SELLING CANDY OR OTHER PRODUCTS

Students are not allowed to sell candy or other products at school. Soliciting is prohibited during school hours. No gum is allowed at school.

BICYCLES

In the interest of safety, bicycle and skate board riding on the school grounds is not permitted. Bicycles must be kept in the racks provided. It is the responsibility of the student to secure their bicycle to the rack with the proper security devices.

TOYS, RADIOS, CD PLAYERS, ETC.

Students should leave all radios, electronic games, recorders, footballs, dice, sports celebrity cards, Pokemon cards, etc. at home. Pocket knives are not allowed on school property. Leave them at home. Chemical substances (nail polish, nail polish remover, perfume, etc.) should not be brought to school.

ELECTRONIC COMMUNICATION DEVICES

Wireless telecommunications devices are not to be turned on during the school day.

TELEPHONE

In case of emergency, the office will deliver messages to students. It is important that students be informed of after school activities and transportation before they leave home. **If you have a change in daily plans after your child has left for school, please call the office before 2:00 p.m. each day.** Students may use the office phone for personal calls in case of emergencies and with staff permission.

PARTIES

Students take a break from classes three times each year to enjoy parties provided by room parents. The Fall Festival (NO COSTUMES), Christmas and Valentine parties are held one hour before class dismisses on the day closest to the holiday. Any other parties should be cleared with the building principal and should be part of some occasion for class celebration such as behavioral or academic accomplishments.

Birthday treats are allowed in grades PreK-2nd coordinating with the teacher's unit of study. Party invitations may only be sent home with students if the entire class is invited to the party. **Only pre-packaged food or drinks will be permitted.**

VISITORS

Visitors are always welcome. However, we ask that all visitors present themselves at the office before moving through the hallways or into the classroom. All exterior doors, with exception of the front entrance, will be locked. Fewer interruptions to the classroom increase the quality of instruction time and we also want to know who is in the building for security reasons. Please help us ensure the security of your children at school by following these guidelines.

We do not permit student visitors to come to school and sit through class with friends or relatives. They may visit with an adult but should not be sent to school with one of our students.

INSURANCE

Accident insurance is not provided by the school; however, pupil insurance is available at minimum cost through an insurance company approved by the school district. Parents are urged to obtain adequate coverage, either through the school approved policy or their own insurance company.

SMOKING

The Sallisaw School Board specifically prohibits students from smoking or other use of tobacco in school. When a student is found guilty of this offense, they will face board approved penalties.

DRESS

Students are expected to dress in a manner appropriate for school. In order to establish high standards for our school, we must maintain neatness, cleanliness, and decency in the dress of all students.

Hats are not to be worn indoors. We will not allow tank tops, t-straps, fish net or tops with exposed midriff. All shorts should be the length of the fingertips when the hands are straight at the student's side. We discourage any dress that will draw undue attention to the wearer or cause disruption in the classroom. Shoes must be worn at all times. Items of clothing that display obscene or offensive messages will not be allowed.

MEDIA CENTER

The media center staff welcomes students. All classes have a scheduled time to visit the media center for book selection. During class hours, students are admitted only with passes issued by their teacher.

Students are expected to be quiet, courteous and use materials in a responsible manner at all times. If this is violated constantly, these privileges may be taken away and/or a probation period given as designated by the librarian and/or administrator.

New students should maintain attendance for two weeks before checking out a library book. A lost library book should be paid for as soon as possible. Refunds will be given only during the same calendar year. For outstanding books or bills, a student may check out a book but cannot take it home.

CODE OF STUDENT CONDUCT

What is expected of Me?

It is very important for parent, students, teachers, and principals to work cooperatively to ensure that each student receives a high quality education free from disruption.

What is a Code of Student Conduct?

- Describes behavior that builds a positive environment for learning.
- Describes specific examples of student misbehavior.
- Defines penalties that will be imposed for student misbehavior.
- Provides for district-wide uniformity in dealing with student discipline.

When is this Code in Effect?

- During regular school hours (including from the time students leave home until they return home).
- While waiting for the school bus, being transported on the school bus, or leaving the school bus.
- At school related functions when school personnel have responsibility for students.

PARENTS SHOULD:

- Assume major responsibility for helping their children develop good habits of behavior.
- Recognize and help their children understand that the teacher assumes the role of the parent while their children are at school.
- Teach their children respect for property and rights of others.
- Speak positively about the school and education in front of their children.
- Assist their children to come to school well-groomed and appropriately dressed.
- Explain any necessary absences or tardies promptly to the appropriate school office.
- Provide necessary school supplies for their children to be able to perform classroom work.
- Discuss daily work assignments and report cards with their children in a constructive manner.
- Keep in close contact with the school to ensure good communication.
- Attend requested parent conferences.

PRINCIPALS SHOULD:

- Establish a school climate for learning which is conducive to good teacher performance and maximum student growth.
- Implement a positive discipline framework for all students using the Code of Student Conduct as a reference point.
- Strive to assist students to perform in a socially acceptable manner.
- Serve as the leader for the instructional program.
- Work to assure that physical surroundings are conducive to a learning environment.
- Manage human and physical resources in a manner that supports the overall goals of the educational program.
- Appear at school in a well-groomed and appropriately dressed manner.

TEACHERS SHOULD:

- Provide an effective program of instruction.
- Maintain an atmosphere conducive to learning.
- Serve as a model for students by showing respect for themselves, their students, their parents, and other school personnel.
- Be in regular attendance and on time.
- Maintain a well-groomed appearance and dress appropriately to serve as a role model for students.
- Indicate a genuine interest and concern for the welfare of the students.
- Assist students in every possible way to follow the rules of expected behavior.
- Teach students responsibility for their actions by enforcing the rules of conduct and disciplining fairly and appropriately those students who violate these rules.
- Recognize the growth, success, and achievement of students.

STUDENTS SHOULD:

- Attend school daily and arrive on time.
- Respect the authority of the teachers and school administrators.
- Cooperate in the development of good habits of behavior.
- Assume responsibility for their own actions.
- Come to school well-groomed and dressed appropriately.
- Help to keep all school property clean and free from unnecessary destruction.
- Respect the right of others.
- Keep parents informed regarding school assemblies, supplies needed, and written information sent from the school to the home.

The examples of violation to the Code of Student Conduct are listed in three specific groups depending on the seriousness of the offense; below each group is a list of penalties from which the teacher or principal will determine appropriate action. The penalty for the offense will be assessed depending on the seriousness of the violation and frequency of misbehavior. The groups are not intended to be inclusive of all possible action of misbehavior.

PRINCIPAL'S BARBEQUE

Students not referred to the Principal's office for discipline will be rewarded for their outstanding behavior by attending the Principal's Barbeque the last week of each semester.

LEVEL I MISBEHAVIOR

INFRACTIONS

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Use of tobacco on school grounds
5. Inappropriate display of affection on school grounds
6. Failure to bring necessary materials to class
7. Copying the work of another student
8. Failure to do assigned classwork

POSSIBLE PENALTIES

1. Student/teacher conference/Time out
2. In-class disciplinary action
3. Assigned school duties other than class tasks
4. Student/counselor conference
5. Parent/teacher conference
6. Student/teacher/principal conference
7. Exclusion from extra curricular activities
8. Student/parent/teacher/principal conference
9. Noon Detention
10. Positive Action Room
11. Suspension up to 3 days

LEVEL II DISRUPTIVE AND DISORDERLY BEHAVIOR

INFRACTIONS

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Bus misconduct
5. Profanity
6. Altering or disrupting school records
7. Defiance of authority of school personnel
8. Defacing school property
9. Harassment of students or school personnel
10. Immoral conduct

POSSIBLE PENALTIES

1. Student/parent/principal conference
2. Exclusion from extra-curricular activities
3. Noon Detention
4. Positive Action Room
5. Suspension up to 3 days
6. Suspension more than 3 days
7. Withdrawal of privileges
8. Financial restitution
9. Refer to Court related services

LEVEL III ILLEGAL BEHAVIOR

INFRACTIONS

1. Theft
2. Assault (verbal or physical)
3. Fighting
4. Vandalism
5. Use of drugs or alcohol
6. Possession, threat, or use of a deadly weapon
7. Conduct that jeopardizes safety of others
8. Fireworks

POSSIBLE PENALTIES

1. Positive Action Room
2. Exclusion from activities
3. Suspension
4. Refer to Court Related Services
5. Financial restitution
6. Involve Law Enforcement
7. Expulsion

The student will accept the punishment, as designated by the administrator and/or teacher, or be suspended from school until a parent or guardian returns with him/her for a conference with the administrator and teacher involved.

If a student is disruptive to the point of depriving other students of their education, that student will immediately be removed from the classroom by the principal and/or teacher. The parent/guardian will be notified immediately.

In cases of suspension, the principal shall immediately notify the parents/guardian by phone and/or writing that the student has been suspended and of their right to a conference with the principal. The conference will be held during regular school hours. At the conference the principal will explain the rule or regulation which the student is charged with having violated and should briefly outline the conduct on the part of the student, being certain the parent/guardian understands the reason for suspension. At the conclusion of the conference, the principal should state if the suspension is upheld or modified.

In case of suspension, if the parent/guardian feels the decision is not just, the parent/guardian has the right to appeal the decision to the superintendent. Additional appeal procedures are as follows:

Any student who is guilty of immorality or violation of the regulations of a public school, may be suspended by the principal/teacher of such school, which suspension shall not extend beyond the current semester and the succeeding semester; provided the student suspended shall have the right to appeal the decision of such principal/teacher to the board of education of the district, which shall upon a full investigation of the matter, determine the guilt or innocence of the student, and its decision shall be final.

Nothing in this Code of Conduct shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension or expulsion.

This Code shall be interpreted by the principals in such manner as they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary actions which they find warranted by situations not covered in Code of Student Conduct.

POSITIVE ACTION ROOM

At times, consequences are needed to let a child know that unacceptable behavior is not permitted and they are responsible for the choices made. We have made provisions in our discipline policy to provide a time-out area for students who demonstrate inappropriate actions. If time-out is utilized in the designated area, the child has time to think about their inappropriate actions and writes a plan which states another more acceptable way of solving the problem. Continuing disruptive behavior, defiance of authority, disrespectful or abusive language, throwing objects, or hitting and physical abuse are some of the behaviors for which a child can be sent to time-out. This plan can be very successful and involves parents, students, teachers and administrators. We believe that as we work together, your child will have a successful school year and become a more responsible and capable person. That is one of our major goals.

If you have questions or concerns about any part of your child's school activities, please call the principal or counselor's office and set a time to come by school. Together we can make a difference for your child.

SALLISAW PUBLIC SCHOOL
BUS RIDER RULES

RIDING A SCHOOL BUS IS A PRIVILEGE AND THE PRIVILEGE MAY BE REMOVED FOR NOT ABIDING BY THE BUS RIDER RULES. Parents should not hold the bus at their child's bus stop. If there is a problem, the parent should contact the driver's supervisor and set up a meeting if necessary, (775-4848 or 775-5544). Parents should never enter the bus.

Prior to loading, students should:

1. Be on time at the designated school bus stops--keep the bus schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than regular bus stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Never throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

Extracurricular Trips

1. The above rules and regulations will apply to all trips under school sponsorship.
2. Sponsors will be appointed by the school officials.

BUS DISCIPLINARY STEPS

The following steps are a guide for the principal taking whatever reasonable action he/she deems necessary.

1st offense – Warning-Parent Contact

2nd offense – Miss Principals Picnic

3rd offense – 3 Day Bus Suspension

4th offense – 10 Day Bus Suspension

5th offense – Semester Bus Suspension

If the student is absent during the 3 or 10 Day Bus Suspension, the suspension time will be extended for the days the student is not in school.

PROFICIENCY BASED TESTING POLICY

Sallisaw Schools will offer Proficiency Based Promotion Testing the weeks of August 15, 2011 and May 1, 2012 (dates are subject to change). Students meeting criteria on tests will receive credit and move to the next level of study. This is for students Pre-K-12.

If you are interested in your student being tested for promotion, please contact their building counselor for more information.

CHILDREN IN NEED OF SPECIAL HELP

We are looking for children and young people from 3 to 21, who may be in need of special education services, which they are not receiving at this time. Those special education services may include the following handicaps: visual or hearing impairments, physical disabilities, mental handicaps, speech or language disabilities, learning disabilities or emotional disturbances. Please contact the building principal at 918-775-4741.

ENGLISH AS A SECOND LANGUAGE

Anyone in the Sallisaw Public School District with English as the second language or anyone who is visually or hearing impaired can contact the school district for assistance as needed in regard to school policy and or employment.

AWARDS ASSEMBLY

All first and second grade students have the opportunity to strive to receive the following awards at our assembly in May:

CCC Lab Awards

Math Facts Champions in 1st grade

Math Facts Champions in 2nd grade

Reading Awards – 1st grade & Oklahoma State Department Awards – 25 Books

Reading Awards – 2nd grade & Oklahoma State Department Awards – 25 Books

Reading Awards – Over 100 Books - Trophy Readers

Perfect Attendance – All Grades

STATEMENT OF POLICY, DRUG-FREE SALLISAW PUBLIC SCHOOL

- A. 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 community as a whole, the Sallisaw Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades Pre-K-12.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.
- C. It shall be the policy of Sallisaw Public School, that any teacher who has reasonable cause to suspect that a student may be under the influence or said student has in his/her possession alcohol or a controlled dangerous substance while in school or while attending school sponsored events, shall immediately notify the principal or his designee of such suspicions. The principal or his designee shall make a determination as to the validity of the suspicion. If it is determined that the student is in violation of this policy, the principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student in this matter.
- D. The student, upon the first offense shall be suspended from school for a period of five (5) days. During that period the student must enter a counseling or treatment program. The student will remain suspended until verification or confirmation is received by the school from the person or persons administering the program, which the student has entered. Failure to abide by this procedure will result in the immediate suspension for the current semester and possibly the next semester.
A second offense will result in the immediate suspension of the student for the current semester.
If the school official in charge cannot contact the parents or legal guardian, he will take whatever action he deems necessary in the interest and welfare of the student and student body, e.g. calling the physician listed by the parents or the emergency ward of the local hospital. In all such cases, law enforcement officials will be advised (Federal, State, and Local). Thereupon every attempt will be made to notify the parents or legal guardian so that they might be present at the law enforcement interview or might give their permission for an interview without their presence.
If the school suspects the use, sale, or possession of illegal drugs or alcoholic beverages by a student but does not have hard evidence to support that suspicion, the school may suspend the student and contact the parents of the student relative to the school's suspension.
- E. Administrative personnel will be familiar with counseling and rehab services available to students in the local district.
- F. Standards of conduct as outlined in Paragraph "C" and disciplinary sanctions in Paragraph "D" will be a part of Notification to parents and students:
"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. (Federal Regulations can be examined through the school office.)"
- G. Notification is hereby given to parents and students that compliance with the standards of conduct as related to the Drug and Alcohol Policy is mandatory.
- H. Effectiveness of this program will be evaluated by:
1. Daily Records
 2. Attendance Records
 3. Grades
 4. Teacher Documentation

STUDENT RECORDS

Liberty Elementary will maintain student records. This information will not be released to anyone other than the parent and/or guardian without prior written consent.

Each year this school 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 to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parent, legal custodian, or the student if over the age of eighteen. If no objection is received within ten day of the official notification, the information will be classified as directory information until the beginning of the next school year.

SEXUAL HARASSMENT

Any student that feels they are being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

BULLYING

In order to provide an environment conducive to learning, the Sallisaw School District will not tolerate any form of bullying. This can involve physical intimidation or verbal abuse. Examples include pushing, tripping, hitting, teasing, mocking, taunting, spreading insults, racial slurs, rumors, gossip, lies about sexual history or sexuality, taking lunch money, vandalizing a students property, or forcing others to do your homework. Students should make formal complaints to teachers, counselors or the administration. Punishment can include, but may not be limited to (recess time out/P.A.R., lunch detention, ISS) suspension, or expulsion. The school counselor will provide classroom sessions for students on topics to prevent bullying.

ASBESTOS

In response to the asbestos Hazard Emergency Response Act, P.L. 99-519 and EPA regulations, we have completed a survey of our buildings for asbestos containing building materials.

As a result of our recent building survey concerning asbestos, we are pleased to announce that areas that contain asbestos pose no health problem.

The management plan (results of the survey) will be available for your viewing during office hours in the office of the principal. Please call for an appointment.

NOTICE
FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) affords 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 request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

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

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

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

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

(Optional) Upon request, the School discloses education records without consent to officials or another school district in which a student seeks or intends to enroll (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forwards records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

POLICY NOTIFICATION

It is the policy of the Sallisaw Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and unemployment. Inquiries concerning applications of this policy may be referred to Gary Gunter, Coordinator of Title IX, and Section 504 responsibilities.

Sallisaw Public Schools
701 South J.T. Stites Blvd.
Sallisaw, OK 74955

WEAPONS FREE POLICY

It is the policy of this school district to comply fully 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 the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than 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 a weapon as defined below:

"Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, 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 club, 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 Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

Sallisaw Public Schools
Grievance Procedures

Sallisaw Public Schools provide equal opportunities in regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and unemployment.

The following steps will be used in any complaint or grievance.

Grievance Officer: Gary Gunter, Principal
Eastside Elementary School
1206 E. Creek
Sallisaw, OK 74955
Phone: 775-9491

- Step #1 The complainant must present in written form within ten days (two working weeks) the complaint to the responsible person designated as the grievance officer.
- Step #2 The responsible person has a working week (five days) in which to investigate and respond.
- Step #3 If not satisfied, the complainant may appeal within ten days (two working weeks) to the superintendent or the designated officer.
- Step #4 Response by the district officers and Field Specialist be given within five days (one working week).
- Step #5 If the complainant is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the local Board of Education which will hear the complaint at the next regular meeting or within thirty (30) calendar days. Local board hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates and specific charge, right to counsel, right to present witnesses, right to cross examine, and to present written statements. The decision of the board shall be by a majority of the members at a meeting which shall be public.
- Step #6 The local Board of Education will respond to the complaint within 30 calendar days.

THANK YOU LIBERTY'S SCHOOL PARTNERS

Pizza Hut – Book It!
Braums – Book Buddies
Taco Bell – Outstanding Students
Mazzios – Principal's Pals
Long John Silver's – Kids Crew