

PORTER ELEMENTARY SCHOOL  
STUDENT HANDBOOK

2021-2022

PORTER CONSOLIDATED SCHOOLS

P. O. BOX 120 - Porter, Oklahoma 74454  
(918) 483-5231                      (918) 483-2401

**2021-2022 SCHOOL CALENDAR**

AUGUST

2 3 4 5 6  
 9 10 11 12 13  
 16 17 18 19 20  
 23 24 25 26 27  
 30 31

SEPTEMBER

1 2 3  
 (6) 7 8 9 10  
 13 14 15 16 17  
 20 21 22 23 24  
 27 28 29 30

OCTOBER

1  
 (4) 5 6 7 8  
 11 12 13 (14 15)  
 18 19 20 21 22  
 25 26 27 28 29

NOVEMBER

1 2 3 4 5  
 8 9 10 11 12  
 15 16 17 18 19  
 (22 23 24 25 26)  
 29 30

DECEMBER

1 2 3  
 6 7 8 9 10  
 13 14 15 16 17  
 (20 21 22 23 24)  
 27 28 29 30 31

JANUARY

3 4) 5 6 7  
 10 11 12 13 14  
 (17) 18 19 20 21  
 24 25 26 27 28  
 31

FEBRUARY

1 2 3 4  
 7 8 9 10 11  
 (14) 15 16 17 18  
 21 22 23 24 25  
 28

MARCH

1 2 3 (4)  
 7 8 9 10 11  
 (14 15 16 17 18)  
 21 22 23 24 25  
 28 29 30 31

APRIL

1  
 4 5 6 7 8  
 11 12 13 14 15  
 18 19 20 21 (22)  
 25 26 27 28 (29)

MAY

2 3 4 5 6  
 9 10 11 12 13  
 16 17 18 19 20  
 23 24 25 26 27

Aug. 19-Class Begins  
 Sept. 6-No School/Labor Day  
 Oct. 4 -No School/In-service  
 Oct. 12-P/T Confer. 3:00-9:00  
 Oct. 14-15-No School/Fall Break  
 Nov. 22-26-No School/Thanksgiving Break  
 Dec. 20-Jan. 3-No School/Holiday Break  
 Jan. 4-No School/In-service

Feb. 14-No School/In-service  
 March 3-P/T Conf. 3:00-9:00  
 March 4-No School  
 March 14-18-Spring Break  
 March 14-18-Spring Break  
 April 22-No School  
 April 29-No School  
 May 5-Last Day of School

\*\*\*\*\*Days in gray are distance learning days\*\*\*\*\*

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Jill White - Teacher/Parent

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Dayna Smith - Teacher

Jamie Lamb - Teacher/Parent

Lois Brackett - Teacher

Rebecca McBride - Teacher

Lori Boyd - Teacher

Approved by the Porter Consolidated Board of Education on  
Monday, the 9th day of July, 2021.

## A PROUD PORTER PIRATE'S CREED

I will have Pride in myself and my school.  
I will Invest my time and talents.  
I will take Responsibility for my own actions.  
I will be Attentive to the needs of others.  
I will always Try to do my best.  
I will Enjoy learning new skills.  
I am a proud Porter Pirate.

## **WELCOME**

Welcome to Porter Elementary School. We are looking forward to a great school year in 2021-2022. The faculty and staff have prepared a busy year for learning important skills, achieving successes, and enjoying our school community. Be proud of your school; we are glad you are a part of our student body.

This handbook will give you the information concerning Porter School policy. Both you and your parents need to become familiar with the policies and procedures we will follow this year. By studying this information, you will know what responsibilities and duties you will have as a student at Porter Elementary.

### **STUDENTS:**

When it is necessary for a large number of people to work together, the success of that work depends upon the mutual understanding of their responsibility to each other. A good school system cannot be run without rules and uniformity. Only through the cooperation of parents, students, teachers, and administrators can the school effectively provide for the needs and interests of its students and prepare them to assume their responsibility as useful members of society.

### **PATRONS:**

This school belongs to you; its worth and effective service depends largely upon the interest and cooperation shown by you, the teachers, and the public. You are invited to come to the school to visit and should feel free to discuss any problem or question in a courteous manner, as this is the only way we will be able to come to a mutual understanding.

The Porter Consolidated school Board abides by the school laws of Oklahoma in regard to all facets of school policies. A current volume of the Oklahoma School Law is available in the Superintendent's office for your inspection.

## **REGULAR SCHOOL PROGRAM**

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code".

Those requirements include:

1. All children between the ages of five (5) on or before September 1, and twenty-one (21) on or before September 1, shall be entitled to attend school free of charge in the district in which they reside. Students wishing to make application for regular transfer must do so through the Superintendent's office by May 15 each year. Emergency transfers will be approved at the discretion of the Superintendent.
2. The current school schedule is from 7:45 A.M. to 3:00 P.M.
3. The board of education has the authority to extend the school term beyond the minimum time.
4. Also, each school district is required by law to screen all entry-level kindergarten students for readiness prior to enrollment, and at completion of kindergarten for first grade readiness.
5. A record of immunizations must be on file or presented during enrollment.
6. If the certificate indicates that immunizations procedures have been started, but not completed, the child must be provisionally admitted, but a completion date must be set. If the agreed date is not met, the child will be dropped from the records.
7. If the child's physician states immunization would be injurious to the child's health, or if a parent objects for religious reasons, a statement in writing must be completed by the physician or parent and placed in the child's permanent record.
8. If an outbreak or contagious epidemic should occur, the children exempted from immunizations will be sent home.

## **SCHOOL RECORDS**

A permanent official school record will be kept of your child's academic progress. We ask that you provide the child's LEGAL

NAME when supplying enrollment information, as it must be used on official school records.

(NOTE: The following excerpts are from the Students Record Policy, as adopted by the Porter Board of Education. A complete policy is available for viewing in the office of the Superintendent.)

### **CHILD FIND**

In accordance with Public Law 101-476, Porter Consolidated Schools provide a free appropriate public education for all handicapped children.

Porter Schools has an on-going system for the purpose of identifying, locating, and evaluating any individual suspected of having any handicapping condition from birth through the age of 21.

If you know or have knowledge on any person suspected of needing services call Chris Sherwood at 483-5231, 483-2401, or 483-7011.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

#### INTRODUCTION

The policy and the procedures including with it are designed to meet the provisions of the Family Educational Rights and Policy Act (FERPA), and the Porter School district is committed to implement the policy and follow the procedures.

The Board of education authorizes the school Superintendent to inform parents, students, and the public of the policy and to exercise his administrative resources to implement the policy as well as deal with individuals who violate it.

In case the parent of a student, an eligible student, or a citizen of the Porter Consolidated School District believes that the district is violating the FERPA, that person has a right to file a complaint with the Department of Health, Education and Welfare. The address is:

The Family Educational Rights and Privacy act Office  
US Department of education

Room 4511, Switzer Building  
Washington, D.C. 20202  
The phone number is: (202)732-2058

### **ANNUAL NOTIFICATION**

The Porter Consolidated School District will prepare a student handbook that will include the rights of students and parents under the FERPA and this policy. That the student handbook will be included with a packet of material provided for parents or any eligible student when the student enrolls in the Porter Consolidated Schools System.

The notice of the student handbook will include the following:

1. The right of a student's parents and eligible students to inspect and review the student's education records.
2. The intent of the Porter Consolidated School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parents or the eligible student, (2) as directory information, or, (3) under certain limited circumstances, permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct part of the student's educational record which he or she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the Department of Health, education and Welfare if the Porter Consolidated School district violates the FERPA.
5. The procedures that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

**Porter Consolidated School District  
Extracurricular Clubs and Organizations**

Dear Parent: Listed below are the extracurricular clubs and organizations that are offered at Porter Elementary School. We encourage all students to be involved in a group or organization.

- 4-H
- Gifted & Talented
- Native American Club
- Elementary Basketball
- Academic Team

**ATTENDANCE**

No single factor does more to aid a student's successful progress in school than regular attendance.

The purpose of this policy is to provide for uniformity in students attendance recording and to explain the penalty assessment for absenteeism.

Students are responsible for requesting make-up assignments when they return to school. A student shall have one (1) school day for each day of absence to make up the work missed. No penalty shall be assessed against work made up for absences and turned in according to the following policy.

Any examination or test, announced during the student's presence in class in which is regularly scheduled, nine weeks or semester, which is missed by the student due to any type of absence other than truancy or a class cut, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.

Prompt and regular attendance is extremely important for students. The teacher's explanation of subjects and projects is vital to the student's education. When sickness or other important unavoidable obligations to your family necessitates your absence, this should be explained by a note from your Doctor and/or parents, brought to the office when you return to class. Your parents should call the office before 9:00 a.m. on the day of the absence to inform the principal that you will not be in school.

#### NEGLECT OR REFUSAL TO COMPEL CHILD TO ATTEND SCHOOL - EXCEPTIONS POLICY

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless such child has been screened as provided for in section 1210-282 of this title and such child is determined not to be ready for kindergarten, or a parent, guardian, or other person having custody of the child, provides by certified mail prior to enrollment or at any time during the first year, notification of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age, or unless other means of education are provided for the full term the schools of the district are in session. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older as appropriately provided for by section 1210.282 of this title, or as otherwise excepted from same by this section. A kindergarten program will be directed toward developmentally appropriate objectives which are defined and described in the Priority Academic Student Skills.

COMPULSORY SCHOOL ATTENDANCE PL. 234- Effective October 1, 1979. If a student ages 6 through 18 years of age is absent from school 11 days of a semester or 4 days or parts of 4 days in any 4 week period without a valid excuse (Doctor's statement), he or she will be reported to the local law enforcement agency by the Principal for action.

## **SUPERINTENDENT'S DUTY TO REPORT CHILDREN NOT ATTENDING SCHOOL**

It is hereby declared to be the duty of the superintendent of the school district in which the child resides, together with the truant and probation officers, to report to the district court the names of all children who are neglected or dependent and who are not attending school as provided by law, and upon the filing of such report, the judge of the district court shall cause the probation officer to serve notice upon the parents, guardian, or other person having such children in charge.

### **EXCUSED ABSENCES**

Absences that fall into the following categories will be classed as excused. All others will be classed as unexcused.

1. Illness or injury to the student.
2. Doctor or dental appointment, if it is impossible to obtain one after school hours or during days when school is not in session.
3. Bereavement (death in family or close friend).
4. Serious illness in immediate family.
5. Emergency situation in which permission has been granted by the Principal.

**PARENTS SHOULD BRING ANY UNUSUAL PROBLEMS TO THE ATTENTION OF THE PRINCIPAL OR TEACHER.**

### **ATTENDANCE POLICIES FOR MILITARY-CONNECTED STUDENTS**

Porter Public Schools may grant up to (5) additional days of excused absences for military-connected students whose parents experience a deployment. This policy permits a student whose parent/legal guardian has been called to duty, is on leave from, or has immediately returned from deployment of a combat zone. The conditions under which Porter Public Schools may grant up to (5) additional days of excused absences are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in according to school policy for excused absences; (5) the absence is not during standardized testing dates. The superintendent of schools or his designee must approve all requests.

## **TARDY POLICY**

1. Students will be in the classroom and seated when the 7:45 a.m. bell rings or they will be counted tardy.
2. Three unexcused tardies will result in one unexcused absence. This absence will count toward semester exemptions.
3. Once the third tardy discipline has been administered, the process will start over.

## **HOMEBOUND STUDENTS**

Students who are incapacitated to the extent that they are unable to attend classes may be eligible for homebound status. Application for homebound status must be made by the student's parent or guardian in the Principal's office. The administration has the right to approve or deny the application. The administration has the right to determine the status of the illness or disability as a short term or long term illness. If approved, a certified teacher will be assigned to the student for the duration of the absence.

**SHORT TERM ILLNESS:** Parents will carry assignments, tests, etc., to the student and back. Classroom teacher will award grade.

## **STUDENT TELEPHONE USE**

The office telephone is for school business and emergency calls only. Students will not be called to the telephone during class time (unless it is a parent or guardian on an emergency call).

Students will not be allowed the use of the office telephone to make personal calls or calls to parents unless it is deemed an emergency. Students must have permission from the classroom teacher to be in the office during instruction time. All long distance calls must be made collect by the students.

Any student using the telephone during class time must have a signed written permission slip from their instructor. Phone privileges will be revoked for violations of telephone use.

## **LEAVING SCHOOL CAMPUS**

### **PERMISSION TO LEAVE SCHOOL**

Permission to leave school may be granted at the request of a parent or guardian. The request by the parent must be made in person or by phone to the Principal. If permission is granted, the student will sign out in the Principal's office and have the Principal initial and record the time of departure from school. This permission should be arranged prior to the start of the school day except in emergencies.

### **LEAVING DURING THE SCHOOL DAY**

During the school day, students may not leave the school grounds without permission of the principal. Students leaving without this permission will be considered truant.

Parents or representatives of the parent must report to the office when taking a child from school during the school day. Before the student will be released, the adult must record and sign the time of the students release, expected time of return, relation of adult to the student, and destination. Students will be released to the parents in the office area only. We realize that there may be times when parents may request that their child leave school early. Please call the office and we will have your child ready when you arrive, or come by the office and we will get the student from the classroom. This will save time for both you and your child.

The elementary campus is closed. Once elementary students arrive at school, they are not permitted to leave the grounds during school hours for any reason, unless they have the direct permission from the principal with the necessary communication from the parent.

At the close of each school day, it will be our policy to return all students to their home if they are bus riders or insist they go directly home if they are walkers, unless we have proper communication from the parent. Please send a note to school, if your child is to go to an alternate destination for any reason.

## **WALKERS**

Students who arrive before 7:30 a.m. will not be supervised. Parents/guardians should see that their child(ren) **do not arrive at school early**. Walkers **MUST NOT** arrive before 7:30 a.m. If students do arrive before 7:30, they must report to the cafeteria.

Parents should remind their children not to accept candy, pills, rides, clothing, or any other articles from strangers.

Parents and students should devise a definite route to follow to and from school each day, so that the child may be located if necessary.

## **BICYCLE RIDERS**

Each parent should consider the following recommendations for his/her child if he/she should decide to ride a bicycle to school:

The bicycle should be in good condition and meet all safety requirements. The rider should be familiar with traffic laws and observe them. Bicycles are to be parked upon arrival and not ridden on campus at anytime. The bicycle will be walked off campus before allowing your child to leave on his/her bicycle.

No skateboards or scooters will be ridden on campus.

## **MEDICAL CONSIDERATION**

Illness at school should be reported immediately to the classroom teacher. The teacher should alert the principal who will notify parents or take proper action. Students who become ill outside the classroom should report to the teacher on duty or to the office.

Any medical problems or special condition should be on record. Such things as diabetes, epilepsy, asthma, rheumatic fever, heart condition, migraine headaches, kidney or bladder problems, etc., should be noted on the student's school record when he or she is enrolled, and the teacher should be made aware of potential problems.

Any allergies which could result in serious illness should be on record. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to certain foods should be noted on the student's school record when he or she is enrolled, and the teacher should be made aware of potential problems.

Any allergies which could result in serious illness should be on record. Allergic reaction to bee or wasp stings, allergies to medication, or allergies to certain foods should be noted on the student's enrollment sheet by the parent/guardian.

A Parental Authorization to Administer Medicine form must be signed and on file before any type of medication will be given to a student.

If a student is required BY A PHYSICIAN to take prescribed or over-the-counter medication during school hours and the parent or guardian cannot be at school to administer the medication, and administrator or administrator's designee may administer the medication in compliance with the following regulations:

1. NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNAL WITHOUT A WRITTEN REQUEST BY A PARENT OR GAURDIAN, AFTER HAVING BEEN PRESCRIBED BY A PHYSICIAN. These requests must indicate the purpose of the medication, time to be administered, and termination date for administering medication.
2. Prescription medication must be in a container that indicates the following:
  - a. student's name
  - b. name and strength of medication
  - c. dosage and direction for administering
  - d. name of physician
  - e. date, and name of pharmacy
3. Physician - prescribed over-the-counter medicines must be in the original container and indicate the following:
  - a. Directions for administering
  - b. Dosage
4. School District I-365, Porter Consolidated Schools, retains the right of discretion to reject requests for administration of medication.
5. All medication must be checked in at the Elementary Office.

## **HEAD LICE**

HB 1550 amends 70 O.S. Sec.210.194 to provide that any child with head lice may be prohibited from attending a public school, and that such child cannot reenter school without certification from a authorized representative of the State Department of Health or a "health professional" (licensed physician, psychologist, osteopathic physician, registered or licensed practical nurse, or physician's assistant) that the child no longer has lice.

Periodic checks for head lice are made throughout the school year. The parents of students found to be infested with nits or lice will be notified and the child must be removed from the school and be treated. Before the child can return to school he/she must have a statement from a health professional stating that the student is lice and nit free.

## **VISION SCREENING**

The 50<sup>th</sup> Oklahoma Legislature passed Senate Bill 1795 to stipulate that children entering school should receive adequate vision care. Beginning with the 2007-2008 school year, the law stipulates the following:

1. The parent or guardian of each student enrolled in a kindergarten at a public school shall provide certification to school personnel that the student passed a vision screening within twelve (12) months or during the school year.
2. The parent or guardian of each student enrolled in first or third grade at a public school shall provide within thirty (30) days of the beginning of the school year certification to school personnel that the student passed a vision screening within the previous twelve (12) months.
3. The vision screenings are stipulated in the law to be different and distinct from a comprehensive eye exam and are not equivalent to a comprehensive eye exam.
4. A registry of qualified providers for the vision screening is available at the Oklahoma State Department of Health's website: <http://www.health.state.ok.us/>
5. Standards for the vision screenings are established by the State Department of Health.

6. If the student fails the screening, the law stipulates that the parent or guardian should receive from the qualified screener a recommendation for the student to undergo a comprehensive eye examination performed by an ophthalmologist or optometrist.
7. No student will be prohibited from attending school for the failure of the reports results to be provided to the school.

### **IMMUNIZATION RECORD**

Before a child can enter school, he/she must have an up-to-date immunization record on file with the school. To begin the 2021 - 2022 school year children entering Pre-Kindergarten or Kindergarten will have to have the following immunizations:

**5 doses of DPT** or a combination of DPT and DTaP and DT vaccines totaling 5 doses (unless the fourth DPT / DT was received after the fourth birthday)

**4 doses of Polio** (unless the third dose was received after the fourth birthday)

**2 doses of MMR** (measles, mumps, and rubella)

**3 doses of Hepatitis B** (must have at least the first dose before starting school)

**2 doses of Hepatitis A** (must have at least the first dose before starting school)

**1 dose of Varicella**

Students may be exempt from the immunizations for medical or religious reasons. Proper documentation is required for either exemption.

### **IMPORTANT INFORMATION ON MENINGOCOCCAL DISEASE AND VACCINE**

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and Vomiting

Meningococcal vaccine: Who should get the vaccine and when? MCV4, or the meningococcal vaccine is recommended for all children, 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to: [www.cdc.gov/vaccine](http://www.cdc.gov/vaccine)

### **COMMUNICABLE DISEASE POLICY**

The board of education has concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable disease is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well being of all students and staff. Decisions about how best to provide

educational services to those students will be made by the administration of the district with the advice available district / county health officials.

Communicable disease will be evaluated on an individual basis considering three (3) prime factors.

1. Degree of life threatening condition.
2. Degree of communicability.
3. Whether or not the disease has been or should be confirmed with laboratory documentation.

**Students who are excluded from school may be placed on the home bound program until they are able to return to school.**

Re-admittance to school and /or work site may require a statement by a physician or other health professional stating that the individual is no longer infected or able to transmit the disease.

## **ELEMENTARY DISCIPLINE POLICY**

### **ORDER OF DISCIPLINARY ACTION**

1. Teachers will have a classroom plan for corrective action that has been submitted to the principal.
2. After the classroom plan of discipline has been exhausted, the student will be referred to the office for disciplinary action by the principal.
3. If no choice is agreed upon, the parent will be asked to pick up their student for up to three days for minor offenses and four to ten days for major offences. Students who commit level three offenses will be suspended for ninety days or expelled from Porter Consolidated School. The administration has the discretion to consider discipline options per infraction.

### **Level 1 Discipline Violations**

1. Truancy: Leaving school grounds during the school day without permission from office.
2. Making obscene gestures towards any student.
3. Verbal or physical harassment that could incite violence (being a BULLY).
4. Openly swearing or using vulgar language.
5. Being disrespectful towards another student.

6. Making racial or ethnic slurs or comments that could incite violence.
7. Engaging in sexual harassment.
8. Throwing objects that may cause injury to another person or property.
9. Conspiracy- conspiring with or against others for the purpose of deceit or to cause harm.
10. Possessing an unauthorized cell phone.

### **Level 1 Discipline**

1. Verbal Warning
2. In School Detention Placement
3. 2 to 3 swats
4. Suspension
5. Alternative Placement

### **Level 2 Violations**

1. Committing a theft of any property belonging to the school, a student, employee, or guest.
2. Arson in any form.
3. Malicious pranks that may result in injury.
4. Vandalism to school or personal property.
5. Displaying or allowing too be displayed any items showing nudity or pornographic images or suggestions.
6. Being in possession of paraphernalia deemed to be associated with controlled substances.
7. Making obscene gestures towards any school personnel.
8. Not following the directives of school personnel.
9. Being disrespectful toward: a teacher, or school personnel.
10. Misrepresenting the Elementary School Office or school personnel.
11. Possessing prescription or over the counter drugs.
12. Public Display of Affection.

### **Level 2 Discipline**

The following will apply to all students who commit level 2 offenses.

1. Suspension from school for a period of time to be determined by the principal.

2. Probation for the remainder of the year. Any further level 2 or 3 violations may result in suspension for the remainder of the semester.
3. Financial restitution for any damages that occurred.
4. Be referred to law enforcement and court related service.
5. Proof of professional help may be required to re-enter school.
6. Alternative Placement or In-School-Detention or permanent expulsion from Porter Consolidated Schools.

### **Level 3 Violations**

1. Possession of a weapon. This includes, but not limited to, a pistol, revolver, rifle, shotgun, air gun, daggers, butterfly knife, (or knife having a blade greater than 2 ½ inches), razor, ice pick, explosive smoke bomb, live rounds of ammunition, or any replica or facsimiles thereof or any item which is used to threaten harm or is used to harm any person.
2. Selling, giving, delivering, possessing, using or being under the influence of: controlled substances, dangerous drugs, alcoholic beverages, or any volatile chemical.
3. Assaults, or assault and battery physical and/or threaten verbally a teacher, school employee, administration or guest.

Students in violation of this policy may be suspended for the maximum period authorized by law. The "gun free school act" establishes a mandatory suspension of students for not less than one year if found guilty of possession of a fire arm at school.

### **Level 3 Discipline**

1. Out of School Suspension to be determined by the principal.
2. Alternative Placement.
3. Suspension involving weapons. Any person violating this provision will be suspended for the remainder of the current semester, plus the succeeding semester and will be reported to law enforcement authorities.
4. Selling, giving, delivering, possessing, using or being under the influence of a controlled substance or dangerous drug, alcoholic beverages or any other chemical. Students violating this policy will be suspended the remainder of the

current semester and the succeeding semester and will be reported to law enforcement authorities.

5. Assaults or assault and battery or threatening a teacher, school employee, administration or guest will be suspended for the maximum period of the law.

### **Firearms on Campus**

It shall be unlawful for any person, except a peace officer or other person authorized by the board of education of the district, to have in his or her possession, or on school property, or while in any school bus or public or private vehicle, any type of firearm. Any person violating this provision may be suspended for the remainder of the current semester plus the succeeding semester, and will be reported to the proper authorities.

### **PORTER SCHOOLS BULLYING/HARASSMENT POLICY**

It is the goal of Porter Consolidated Schools to eliminate harassment, bullying, and intimidation from the school environment. Every student should view school and the educational process as one in which all students feel safe and free from conflict.

Bullying is defined when a student is exposed, repeatedly and over time, to negative actions on the part of one or more students. Negative actions could include, but not limited to: verbal assaults, threatening, teasing, taunting, and calling names. It is negative action when somebody hits, pushes, kicks, pinches, or restrains another-by physical contact. It is also negative actions when someone without using words or physical contact may make faces or dirty gestures. Bullying could also include criminal behavior such as stealing someone's lunch money, vandalizing personal property, or forcing someone to do their schoolwork for them.

Harassment could include using racial slurs, spreading insults, mocking, gossip, and lies. Targeting someone's physical appearance, family, sexuality, or parent's income would also be included as harassment.

Research indicates that bullying and harassment occur most frequently to and from school, however bullying does occur at

school despite all the preventions administration and staff can do to prevent it. It is the student's responsibility to inform administrators and staff if bullying and harassment is taking place. Students are provided with a bullying/harassment form they can fill out detailing the type of conflict taking place. Spaces are provided to list witnesses who may have observed this behavior. Once the bullying form is filled out and given to the teacher or principal an investigation will begin. The principal will interview the victim and others listed as possible charges, the principal will interview those responsible for intimidating or bullying the student/s and appropriate discipline will be administered. Administration, teachers, and staff are trained in recognizing this type of behavior and instructed to inform the building principal of such behavior directed toward a student/s. All complaints will be sent to the building principal. The principal will keep the forms on file in his/her office. It is against school policy for any student to retaliate against persons who report bullying/harassment against another student/s. Those who do will be subject to discipline by the principal.

Porter Schools takes the issue of bullying/harassment very seriously. We will do everything we can to reduce and hopefully eliminate this type of behavior in our schools.

### **BULLYING AND PREVENTION ACT**

SB 922/HB2215 - The Bullying Prevention Act. This expands duties of the Safe Schools Committees to include studying and making recommendations concerning student harassment, intimidation and bullying at school.

### **DRUG AND ALCOHOL POLICY**

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES IS A POLICY THAT SHALL BE IN FORCE AT SCHOOL, ON SCHOOL GROUNDS, OR ANY SCHOOL SPONSORED ACTIVITY.

1. It shall be the policy of the Porter Board of education that any pupil found to be in possession or control or under the influence of a dangerous substance or alcoholic beverage as defined by the Uniform Controlled Dangerous Substance Act of the State of Oklahoma or a non-

intoxicating beverage containing more than one-half of one percent (.5% or 1%) alcohol by volume and not more than three and two-tenths percent (3.2%) alcohol by weight shall be suspended from school for ninety (90) days, during which time it will be expected that this student and parents or guardians will submit to counseling either with school counselors, a state agency, or other private or public agencies. This is a rehabilitation effort. Second offense, the student will be suspended for the balance of the current school semester and up to the succeeding semester. Said suspension may be appealed to the Board of education as provided by the Oklahoma Statue 70-32-101.

2. The principal shall immediately notify the Superintendent and a parent or legal guardian of the student in question.
3. Every teacher employed by the Porter Board of education, who has reasonable cause to suspect that a student is under the influence of or has possession of non-intoxicating beverages, alcoholic beverages, or controlled dangerous substances and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference O.S. Title section 23-132)

### **SMOKING/TOBACCO USE ON CAMPUS**

On August 1, 2009 Porter Consolidated School became a tobacco free campus.

The Porter Board of Education asserts that smoking and the use of smoking tobacco and/or the use of smokeless tobacco as well as e-cigarettes is harmful to the health of the individual.

Porter Students are not allowed to possess or use tobacco products or e-cigarettes on the school grounds or at school sponsored events. No verbal warning will be given. This includes e-cigarettes.

The first offense for the use of or possession of tobacco products will be placement in ISD for five (5) days (if grade appropriate) or a two (2) day out of school suspension.

The second offense will result in placement in ISD for fifteen (15) days (if grade appropriate) or a three (3) day out of school suspension.

The third offense will result in a five (5) day out of school suspension.

### **TOBACCO LAW**

SECTION 1. AMENDATORY 21 O.S. 1981, SECTION 1241, is amended to read as follows:

Section 1242. Any minor being in the possession of cigarettes or cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product, shall be guilty of a misdemeanor and upon conviction thereof shall be sentenced to pay a fine of not less than twenty-five dollars (\$25.00) nor more than two hundred dollars (\$200.00) and be confined in the county jail not less than (90) days for each offense.

SECTION 2. AMENDATORY 21 O.S. 1981, SECTION 1242, is amended to read as follows:

Section 1242. Any minor being in possession of cigarettes or cigarette papers, cigars, snuff, chewing tobacco, or any other form of tobacco product and being by any police officer, constable, juvenile court officer, truant officer, or teacher in any school, asked where and from whom such cigarettes, cigarette papers, cigars, snuff, chewing tobacco, or any form of tobacco product were obtained, who shall refuse to furnish information shall be guilty of a misdemeanor and upon conviction thereof before the district court, such minor being of age sixteen (16) years or upwards shall be sentenced to a fine not exceeding five (5) days, or both, if such minor shall be under sixteen (16) years, he or she shall be certified by such magistrate or justice to the juvenile court of the county for such action as said court shall deem proper.

### **FIGHTING ON CAMPUS**

Fighting is defined as to engage in or carry on a physical conflict. The Porter Consolidated Board of Education firmly believes that fighting among school age students is harmful to the quality of education and over-all safety of other students and faculty. Porter Elementary School will work closely with the local and county law enforcement agencies and court systems and the District Attorney to help deter violence on our campus. We are a public institution and for the safety of our public,

those who choose to engage in violent acts (fighting) against another student or persons, could be subject to ARREST. An attempt will be made to contact a parent/guardian to notify them of a situation. The law enforcement agencies will be called to assist the Administration and place those involved under arrest.

Those who choose to engage in violence will also be subject to an automatic in-school or out-of-school suspension at the administrator's discretion.

1. First offense is up to three (3) days suspension to be determined by the administrator.
2. Second offense will result in three (3) - fifteen (15) days suspension at the administrator's discretion.
3. Third offense can result in suspension for the remainder of the semester at the administrator's discretion.

### **ALTERNATIVE SCHOOL SUSPENSIONS**

Students who are placed in alternative education for disciplinary reasons are not permitted to come on campus until they are reinstated. They are not permitted to attend, practice for or participate in any activities at Porter Schools.

### **SPECIAL ED STUDENTS**

All students are expected to follow the Student Code of Conduct. However, consequences may be determined by the Placement Committee and recorded in the IEP as a separate discipline management plan.

### **SUSPENSION PRECEDURES**

Any student suspended from the Porter Elementary school shall be afforded Due Process. In all suspensions, the following procedures shall be applicable.

### **IMMEDIATE HEARING**

As soon as possible, the student shall be informed, orally or in writing, by the principal of the following:

- a. what he/she is accused of doing;
- b. the factual basis for the accusation.

After receipt by the student of the foregoing notice, the student shall be permitted to tell his/her side of the story to the principal.

**SHORT-TERM  
OUT-OF-SCHOOL SUSPENSION**

Short term out-of-school suspensions are from one to ten days. The length of the out-of-school suspension will be commensurate with the severity of the violation.

Before the principal assigns a student a short-term suspension, the principal will afford the student due process. The elements of due process are as follows:

1. The student will be given written notice of the charges which state the rule or regulation the student allegedly violated.
2. The student will be given a written explanation of the factual basis for the charge against him/her.
3. The student will be given the opportunity to present his/her side of the story to the principal. These requirements can be satisfied by discussion immediately after the alleged misconduct occurs in which the student is given the opportunity to explain his/her version of the facts as shown in writing and what the factual basis of the accusations are. Required written notice shall be set forth on the Short-Term out of school suspension section of the Elementary Disciplinary Report form. A copy of the completed form will be given to the student at the time of the suspension and a copy will be provided to the parent/guardians of the student by mail. Suspended students are not allowed on school campus during the time of the suspension.

Section 488-2 B.1 Students suspended ten (10) days or less shall have the right to appeal the decision of the Administration either to a local committee composed of district administrators or teachers or both, or to the Superintendent of schools. Upon full investigation, the committee or Superintendent shall determine the guilt or innocence and the reasonableness of the out-of-school suspension.

**LONG-TERM  
OUT OF SCHOOL SUSPENSION**

A long-term out-of-school suspension is any suspension which exceeds ten school days. A long-term suspension may extend to the remainder of the semester or to the end of the next succeeding semester.

Section 488-2 B.2 Student suspended out-of-school for more than ten (10) days shall have the right to appeal the decision of the Administration directly to the district Board of Education.

During the appeals process, the student will remain in school (placement in OCE or homebound will be options) until final disposition is rendered, unless it is determined by the principal that the student's presence on campus endangers the student, others, or school property. Failure of the parent/guardian during the appeals process to stay within the specified time limits for requesting an appeal to the next level shall constitute a waiver of the right to further appeal.

In the event of long-term out-of-school suspension, the written notice for the suspension will contain:

- a. specific charge or charges;
- b. length of suspension, inclusive of beginning and ending dates;
- c. statement of the factual basis supporting the charge or charges;
- d. suspended student's statement of incident;
- e. statement of the student's right to appeal the disciplinary action before a long-term suspension takes place and explanation of the appeals process.

Further appeal may be made to Superintendent or the Board of Education as provided by Oklahoma statute. The appeal should be in writing, stating the reason for the appeal.

**DUE PROCESS**

All students have the right to due process. Students will be provided assignments while on suspension and will receive 75% credit for the work. Oklahoma state law leaves penalty of suspension up to the local districts. It is the responsibility

of the parent/guardian to pick up the schoolwork or arrange for it to be picked up the following day after the suspension. The work will be turned in upon return to school. If the students do not have their work on the day they return to school, they will receive a zero on those assignments. Parents/guardians and the student must meet with the administration before the student is permitted to be reinstated following a long-term suspension. Students are allowed to stay in school until the due process hearing convenes unless the administration deems the student a physical threat to the other students, teachers, employees, or property.

### **PLAYGROUND RULES**

1. Stay in assigned areas.
2. Use equipment appropriately, as directed by the teacher.
  - Swings: No throwing swings over rail.  
No jumping or flipping out of swings.  
Only one student per swing.  
Must sit in swing correctly (on bottom).  
No running underneath swings (playing chicken, no underdog).  
Must hold swing with both hands.
  - Slides: No hanging from bars.  
No climbing up slide backward.  
Only one down the slide at a time.
3. No rough play (tumbling, climbing on top of monkey bars, etc.)
4. Line up immediately when the recess is over, and enter the building quietly.
5. No abusive or offensive language.
6. No wall ball at all.
7. No throwing rocks, sticks or other harmful objects.
8. NO P.D.A. (Public display of affection) allowed.

### **DRESS CODE**

The guidelines below are minimum standards, and it is recognized that our students will continue to dress and groom themselves in appropriate fashion. Should there be a question regarding the propriety of clothing or grooming, a principal may be consulted for clarification.

Generally, male and female students are affected by these similar rules of dress and grooming.

1. Shoes: All styles of street shoes are acceptable for school wear. Shoes with metal taps or cleats may not be worn at school. House shoes and Skate shoes are not allowed.
2. Sunglasses (unless prescribed by a physician) and hats shall be worn outside only.
3. Clothing which advertises alcohol, drugs, tobacco. Or the occult/gangs are not permitted.
4. Clothing that is lewd, offensive, vulgar, contains obscene language, or is distracting is not permitted.
5. Shorts, dresses and skirts are appropriate length to promote decency and good taste.
6. Distracting hair color or hairstyle which has been deemed a distraction by the administration is prohibited.

Students shall not wear:

1. See-through apparel, clothing with holes, mesh.
2. Sleeveless shirts (cut deep underarm).
3. Extremely tight-fitting clothes.
4. Half, tank, halter, or tube tops.
5. Hats, caps, bandannas, sweat bands, plastic caps, or hoods on jackets inside the building.
6. Pants sagging (must wear pants on waistline).
7. No athletic under shirts or T-Shirts.
8. No shirts that show your stomach or allow your belly button to show.
9. Pajamas or house shoes
10. Body piercing is strictly prohibited (exceptions: ear rings).

If it is determined that a student's clothing or grooming violates the dress code, the student shall be given the opportunity to correct the problem at school. If not corrected, then the student will be sent home or a parent/guardian will be contacted to assist in correcting the problem. If no parent can be reached the school will provide appropriate clothing to be worn during that school day. The clothing is to be returned to the elementary office at the end of the day.

## **PROGRESS REPORTS**

Progress reports can be picked up by parents during Parent/Teacher conferences. This report gives you the teacher's evaluation of your child's development in knowledge, skills, and social growth.

If during the school year a teacher feels that a student is not achieving his fullest potential, a parent-teacher conference will be requested.

Teachers will notify parents if their student is failing at any time during the school year.

## **REPORT CARDS**

Teachers will report pupil progress by report cards every nine weeks to the parents. Parent/teacher conferences will be scheduled during the first and second semester of the school year.

If you would like to be able to check your child's grades online, you need to email Diann Murray at [dmurray@porter.k12.ok.us](mailto:dmurray@porter.k12.ok.us). You will need to include your child's name and birth date. After verification, you will be sent information on how to access this information.

## **GRADING SCALE**

It is our intent to offer as broad a program of studies as possible to help the child identify himself with his current life as well as his future opportunities, needs, and responsibilities. Grades will be established on the following basis

100-90=A  
89-80=B  
79-70=C  
69-60=D  
59-0=F

With the exception of Pre-Kindergarten, Kindergarten, First Grade, Music, and Art, letter grades will be used in all reports to the office and on grade cards. No letter grades shall be reported outside the range of 0-100 on any report.

At least two grades per week, per subject, will be recorded for each student by the classroom teacher. All grades recorded by the teacher will have been graded and recorded by that classroom teacher.

An awards assembly will be held at the end of the school year. Students in grades second-sixth must have an "A" each nine weeks in the subject area in order to receive an award.

### **VISITORS**

All visitors must report to the Principal's office. Visitors will state the purpose of their visit. This includes parents and guardians. The Principal will then approve or deny permission for the visit. All visitors on our campus are required to dress and conduct themselves in an appropriate manner. Students will not be allowed to bring visitors to school at any time unless permitted to do so in advance by the Principal.

### **ORDERS TO LEAVE SCHOOL PROPERTY**

The superintendent and/or principal have the authority to order non-students or parents to leave the school premises for interfering with or committing an act which interferes with the peaceful conduct of the learning process and activities of the school.

Any person to whom this applies who fails to leave the school premises as directed or returns within thirty (30) days thereafter without first obtaining written permission from the Superintendent, shall be guilty of a misdemeanor. (Section 516 and 683 of School Laws of Oklahoma 1992) 7024-131

Some of the acts which are covered by this law:

- a. The use of foul or abusive Language to any students or personnel.
- b. Non-students or parents who enter school campus without checking in with the Principal.

After the first occurrence it will be policy of the School Board to notify the person by registered mail or the procedures and the laws. On committing the second offence, the person will be prosecuted.

## **TESTING**

Our school currently uses the state selected achievement testing program for student evaluations. Testing points out various strengths and weaknesses a student may have.

You will be notified by the school when test dates are set. Test dates for the 2021-2022 school year will be a spring date. The results of the achievement test are usually received by the school approximately one month after the tests are given and are kept on file in the office. Parents are encouraged to review the results of their child's progress each year, please contact the school for an appointment.

Sixth grade students will be given semester tests. Students may be exempt per the following:

You must have all A's and no more than 3 absences.

You must have B's and no more than 2 absences.

You must have C's and 1 absence.

H.B. 1466 requires that kindergarten student be screened for school readiness. The Brigance Developmental Test will be given to kindergartners before their kindergarten year.

## **ACCELERATED READER**

Accelerated Reader (AR) is a daily progress monitoring software assessment in wide use by grades 1<sup>st</sup> - 6<sup>th</sup>. Accelerated Reader is an assessment that determines whether or not a child has read a book. Yearly each student is assigned a point system per nine weeks and a cumulative yearly total. Students must make an average on the test of 70% and must reach their goal to receive the special reward. Students are rewarded per nine weeks. Students are evaluated by their reading grade level points.

## **READING SUFFICIENCY ACT**

The purpose of the Reading Sufficiency Act is to ensure that each child attains the necessary reading skills by completion of the third grade which will enable that student to continue development of reading skills and to succeed through out school life (70 O.S. Section 1210.508B).

Each public school district in this state shall ensure that instruction time each day of the school year in kindergarten through third grade is focused on reading and mathematics.

### **THE READING SUFFICIENCY ACT READING LAW**

All third grade students are required by law to be reading on level at the end of the 2013-2014 school year. This requirement allows for retention or promotion. There are exemptions and exceptions for those students who score "unsatisfactory" on the OSTP Reading Test. Porter Elementary staff, along with their parents or guardian, will determine appropriate placement for each of these students.

### **READING SUFFICIENCY ACT SCREENING AND ASSESSMENT**

#### **Kindergarten**

Each student enrolled in kindergarten in a public school in this state shall be screened for reading skills including, but not limited to, *phonological awareness, letter recognition, and oral language skills* as identified in the Oklahoma Academic Skills (OAS).

For those kindergarten children at risk for reading difficulties, teachers shall emphasize reading skills as identified in PASS, monitor progress throughout the year and measure year-end reading progress (70 O.S. Section 1210.508C).

#### **Kindergarten, First, Second, and Third Grade Students**

Each student enrolled in kindergarten, first, second, and third grade of the public schools of this state shall be assessed at the beginning of each school year using a screening instrument (Literacy First and/or STAR) approved by the State Board of education for the acquisition of reading skills, including, but not limited to, *phonological awareness, phonics, spelling, reading, fluency, vocabulary, and comprehension*.

Throughout the year progress monitoring shall continue, and diagnostic assessment, if determined appropriate, shall be provided. Year-end reading skills shall be measured to determine reading success (70 O.S. Section 1210.508C).

## SUMMER READING ACADEMY

(71 O.S. Section 1210.508E) If a teacher determines that a third grade student is not reading at grade level by the end of the second quarter of the school year, the parent or guardian of the student shall be notified of:

1. The reading level of the student;
2. The student will be placed on a program of reading instruction as required pursuant to the Reading Sufficiency Act; and
3. The potential need for the student to participate in a summer Academy or other program designed to assist the student in attaining grade-level reading skills.
4. The possibility of retention at the end of third grade beginning with the 2013-2014 school year.

A teacher who determines a third-grade student is unable to meet competencies required for reading for the completion of third grade and promotion to fourth grade, may have the authority, after consultation with the parent or guardian of the student, to recommend that the promotion of the student to the fourth grade is contingent upon the participation in and successful completion of the required competencies for reading. If the student does not successfully complete the competencies in the summer academy or other program, the student may be retained in the third grade.

The school district may approve an option for students who are unable to attend a summer academy. The optional program may include, but is limited to, and approved private provider of instruction, approved computer or - internet - based instruction, or an approved program of reading instruction monitored by the parent or guardian. **School districts shall not be required to pay for the optional program,** but shall clearly communicate to the parent or guardian the expectations of the program and costs that may be involved.

**\*A Summer Academy Reading Program will be provided by the Porter Consolidated School District provided funding is made available through the Reading Sufficiency Act for this program.**

## **PROFICIENCY BASED PROMOTION**

Proficiency Based Promotion is a system which awards credit for student's knowledge in the core curriculum areas, i.e., social studies, language arts, the arts, languages, mathematics, and science through an assessment process. All students in grade Pre-Kindergarten through 6<sup>th</sup> are eligible for Proficiency Based Promotion if they perform at the 90% level on designated assessments. Elementary students may advance on one or more levels in the core curriculum areas.

Elementary students demonstrating proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner. The assessment covers an extensive amount of material in a comprehensive manner. Our experience has been that students who have outstanding knowledge and superior academic performance are those who may be successful in completing the assessment process at the 90% level. The testing process is quite arduous and a significant number of students who have attempted the assessment have not been successful.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Dates of testing to be announced.

### Section 504. PROMOTIONS - 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. (70-24-114.1)

## **TITLE I PROGRAM**

Title I program sponsored by Porter Consolidated Schools. The Title I program is a supplemental program to reinforce the basic skills. Title I basic skills classes are set up in the fourth,

fifth, and sixth grades. There are supplemental Title I reading classes at the seventh grade level to reinforce reading skills.

#### **TITLE IV-C**

A tutoring program for Indian students is available through the Title IV-C grant. Parents must complete the proper forms and be able to produce a CDIB card or roll number to be recognized as "Indian" by the school Title IV-C program.

#### **HONOR ROLLS**

Honor Rolls are published each semester.

1. Superintendent's: no grade lower than an A at grade level
2. Principal's: no grade lower than a B at grade level

The school will send an article to the nearest newspaper with a request that the article be published concerning students on the honor roll.

#### **TEXTBOOKS**

Students at Porter Consolidated Schools are provided free textbooks for all classes where required. Once a student is ISSUED a textbook, he/she is expected to keep and care for the book until it is returned. In the event a textbook becomes lost or damaged beyond use, another will not be ISSUED until the first one is paid for. The same is true for books not returned to the library. A student may temporarily lose check-out privileges of library books for failure to return books already checked out and not returned. "Charge" statements will be attached to student transcripts for any legitimate debt owed the school. Certain items such as gym clothes, shoes, and etc. will be purchased by the student.

#### **CAFETERIA**

A well balanced diet is provided each day in the school cafeteria. The prices are economical considering the high quality of food. The cafeteria menu will be available each month on the school website, [www.porter.k12.ok.us](http://www.porter.k12.ok.us). Students in the elementary building may pay for lunches in their homeroom or

to the lunch room manager. Personal checks for lunches should be made payable to: Porter Consolidated Schools.

Lunch cards will be used this year (2021-2022). Students are given the first lunch card free of charge. If they lose or mutilate the original, a one dollar charge will be added to their bill for each additional card ISSUED.

Prices are as follows:

Breakfast		Lunch	
K-12	\$ .75	K-6	\$1.50
Reduced	.30	7-12	1.55
Extra Milk	.35	Reduced	.40
Adult breakfast:		Adult lunch:	
School Employee	1.50	Employee	2.75
Visitor	2.25	Visitor	3.75

Lunches should be paid at the beginning of each month, or weekly, if at all possible, rather than daily. Checks should be for the amount of meals purchased, and should not include payment for any other purchases.

Students may wish to bring their lunch to school, but will be required to eat in the school cafeteria. Parents are welcome to eat with their child/children.

### **MEAL CHARGE POLICY**

#### **Lunch Charge Program**

Students are allowed to charge as follows:

Individual: \$15.00

Family: 2 member family \$30.00, 3 member family \$45.00, 4 member or more family \$50.00. Maximum charge amount \$50.00

## **Lunch Form Applications**

Lunch form applications will be provided with the enrollment packets. Lunch forms are also available on the Porter Consolidated Schools website <http://www.porter.k12.ok.us/> under the Administration tab with the enrollment packages or stand-alone lunch forms interactive and non-interactive, are located under the Cafeteria tab. Lunch form applications are available in each of the following offices, Superintendent, High School, Elementary, and the Cafeteria throughout the year. All new students throughout the year will be provided a Lunch form application at enrollment.

## **Notice of Account Balance**

Every Wednesday students will receive a notice of balance due. Pre-K-4<sup>th</sup> grade will receive the notice from the teachers. The notices will be sent to the teachers to hand out to take home. The 5<sup>th</sup> grade thru 12<sup>th</sup> grade will receive a receipt through the cafeteria line. The Child Nutrition Director will contact parents for unpaid balances via email and phone calls weekly if students continue to have a negative balance. If the account is not paid current or a payment plan is not set-up for the negative balance the parent/guardian may be asked to provide a sack lunch for the student from home until the account is paid current. No alternative meals will be offered.

Online balance verification will be available to parents to track student balances. Parents can go to EZSchoolpay.com and create an account, add their student using the students State ID number. Once their account has been created they will be able to view the account balance and see the last seven (7) days of transactions. It is encourage for parents to pay their students account ahead to avoid negative balances.

All questions concerning lunch forms, account balances, etc. should be directed to the School Cafeteria, 918-483-2401 ext. 30 or in person at the Cafeteria Monday-Friday 6:30-2:00.

## **CAFETERIA RULES**

1. Keep hands, feet, and objects to yourself.
2. Speak softly.
3. Walk and move in the lunchroom line without distracting others.
4. Eat food, do not throw it.
5. Clean your area before leaving the lunchroom.
6. No running.

The cafeteria is provided for the students convenience and pleasure, and it can be a more enjoyable and orderly place when the rules are followed.

## **HEALTH/PHYSICAL EDUCATION**

The staff at Porter elementary School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well being and good mental health. We also believe the attitude development is an important part of education. We attempt to create and atmosphere for development of leadership, sportsmanship, and congeniality through our physical education program. Physical education classes are provided daily for all students. If there is a medical reason your child should not participate in physical education, temporarily or indefinitely, please contact the elementary office or the teacher. All health problems should be brought to the attention of the administration and a doctor's statement should be available for the elementary office files.

Any student who does not participate in physical education for three (3) consecutive days must have a doctor's statement excusing him/her from exercising. Failure to comply with a doctor's statement will result in a lower mark in the physical education class.

Physical Education students will need:

- (Pre-K-3) shorts under dresses for girls
- (4-6) shorts and shirt
- (1-6) \*extra tennis shoes

\*Any shoes that have been worn outside CANNOT be worn on the gym floor by students or visitors at any time.

### **ELIGIBILITY REQUIREMENTS**

To be eligible to participate in activities involving other schools, a student must be passing in all subjects. The students must be attending classes at least 80% of the time. This applies to all students in any school sponsored activity (Athletics, 4-H, etc.)

Any person absent during the day of any activity must have the absence accounted for and the Principal's approval prior to being eligible. Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible.

Porter students will also abide by any other rules stated in the Oklahoma Secondary Schools Activities Association yearbook. Eligibility reports will be sent home each week on students who are failing.

### **SCHOOL FUNCTIONS**

Students that attend school functions, whether at night or during school hours, are under the direct supervision of the school. Parents should not drop off small children that will not be supervised at the school activity.

### **WITHDRAWAL**

Elementary students withdrawing from school should first report to the Principal's office to pick up a withdrawal form.

Students report to their regular classrooms to turn in books, pick up personal belongings and pay for any outstanding balances owed the school. Students should then return the withdrawal form to the office for official clearance.

### **LOST AND FOUND**

**All sweaters, jackets, coats, hats, gloves and lunch boxes should be labeled. Students should check the lost and found for**

missing articles. Small articles such as money, watches, rings, etc., are turned into the office. Unclaimed items are given to a charitable organization at the end of the school year.

### **FUND RAISING**

Two elementary fund-raising activities are scheduled each year. The proceeds are used for equipment and supplies for classrooms not normally purchased by the school. (Examples: televisions, VCR's, stereos, additional playground equipment, teaching programs, books, teaching supplies, student rewards, decorations for ceremonies, and learning center materials.) While student participation in the program is appreciated, there is no obligation to participate.

### **PARTIES**

Two classroom parties have been scheduled for our school. These include Christmas and Valentine's Day.

Any other type of parties should be arranged with the classroom teacher and approved by the principal in advance.

All parties, snacks and food will be pre-arranged by the classroom teacher.

If a parent wants to bring cupcakes or other snack for their child's class to celebrate the child's birthday, they must be served during the child's lunch period. This must be planned in advance with the child's teacher.

### **EMERGENCY PROCEDURES**

#### **TORNADO AND FIRE DRILLS**

State laws require that every school must have a fire drill during the first fifteen (15) days of school. The signal used to indicate a fire will be the sounding of the fire alarm. When this happens, it is very important that you leave the building as quickly and orderly as possible. The teacher in each classroom will give the students instruction. It is recommended that each school should have disaster drills, i.e., tornado, bomb threat, etc. once per year during the first fifteen (15) days of school. The signal for a tornado drill will be one

continuous blast of the bell. The all clear sign will be one continuous ring.

STUDENTS WHO INTENTIONALLY PULL ALARMS ARE SUBJECT TO LONG TERM SUSPENSION AND POSSIBLE MISDEMEANOR CHARGES.

### **FIELD TRIPS AND EXCURSIONS**

All students participating in field trips must have written permission from the parent or legal guardian. All students must ride the bus to the field trip. Parents can take students from the field trip but the school must have a signed release.

A "parent's permission" form will be sent home with the student before the day of the field trip. The permission form will include:

1. Student's name-entry line
2. Name of class, activity of group
3. Type of field trip
4. cost (if any)
5. Transportation arrangements for field trip
6. Statement of lunch arrangements
7. Doctor's name and telephone number
8. Insurance Company
9. Allergies
10. Allergic to medications
11. Current medications
12. Person to contact in case of emergency and telephone number
13. Signature of Parent or Guardian, if permission is granted

A completed form should be on file with the school at least one day prior to date of trip. No student will be deprived of a field trip however, if a student has received 3 or more Discipline Reports or has been suspended at any time during the current school year, he or she will only be allowed to attend the school sponsored field trip if their parent or legal guardian attends with them. Any student on suspension from school on the day of his/her field trip shall not be allowed to attend.

## **STUDENTS VALUABLES/LOCKERS**

Students should not bring large amounts of money, radios, cell phones, or cameras to school, and if they wear glasses or watches, keep track of them at all times. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than needed to pay for lunch, leave it at the office for safe keeping. Do not leave it in your locker. Locks on lockers should prevent loss of items. Each (4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>) student is assigned a locker for storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Students in the 4<sup>th</sup> & 5<sup>th</sup> grade must purchase a combination lock to place on their locker. Students in the 6<sup>th</sup> grade will be issued a lock to be placed on their locker. These locks should be returned to the High School office at the end of the school year. Any student who loses their assigned lock will be charged \$5.00 for the replacement of the lock. Backpacks are not allowed in classrooms. Backpacks must be kept in the students locker at all times.

## **WIRELESS TELECOMMUNICATION/ELECTRONIC DEVICES**

The district requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices at school. Wireless devices include, but are not limited to, cell phones, laptops, recorders, etc.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

### Students

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time, unless a teacher has authorized

students to use a wireless device for educational purposes. No student is required to possess a wireless device and no student will be penalized for not having a wireless device for educational purposes. No student will be permitted to access his/her personal wireless device during class time except with teacher permission for educational or emergency purposes.

Voice calls will not be allowed to be made in the hallways unless the student has permission from the administration. Students may not use any personal wireless device to:

- Send or receive answers to test questions;
- Record conversations or event during the school day, on school property or at school activities;
- Threaten, harass, intimidate, or bully;
- Take, possess, or distribute obscene or pornographic images or photos;
- Engage in lewd communications;
- Violate school policies, handbook provisions, or regulations.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference, and may lose the privileges of possessing such a device for the remainder of the school year. Students are also subject to other disciplinary action. The school will not be responsible for lost electronic devices.

### **STUDENT INSURANCE**

All school students are offered low cost accident insurance. Complete plans and a sample policy for insurance will be supplied to each student in homeroom during the first week of school. Neither the school nor anyone with it profits in any way from the plan. See insurance packet.

Whenever a student is injured while under the supervision of a member of the school staff; the faculty member will file an accident report.

The school system assumes no financial responsibility for medical cost of an accident occurring to a student while participating in a sport or other school activities.

## **PARENT CUSTODY**

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 non-custodial parent, an appropriate written instruction should be filed with the school.

All staff members are instructed to refer any questions to the appropriate building principal. In the absence of 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 the school; and to participate in parent and teacher conferences (not necessarily together in the same conference). In a child custody case, a child will be released to an officer of the law with a proper court order. Every effort will be made to notify the parent, but by law, the school cannot hold the child.

## **LIBRARY**

The school library is a pleasant place in which to read and study. It is open daily; hours will be posted.

### **ELEMENTARY MEDIA RULES:**

1. Only one book per student may be checked out at one time.
2. Each student will be assigned a number in which to check out books.
3. There is no charge for overdue books in the Elementary; however, no other books may be checked out until the overdue book is returned.
4. Magazines are to remain in the Media Center.
5. Reference books must be used in the Media center only.
6. It will be the responsibility of the student to replace any book which they have checked out that is lost or damaged.

House Bill 1173 provides for the crime of library theft. Any person shall be guilty, upon conviction, of library theft who willfully:

1. removes, or attempts to remove, any library material from the premises of a library facility without authority; or
2. mutilates, destroys, alters, or otherwise damages, in whole or in part, any library materials; or
3. fails to return any library materials which have been lent by the library facility, within seven (7) days after demand has been made for the return of the library materials.

This makes the theft or destruction of library materials a misdemeanor. Punishment for conviction shall be restitution and/or a fine of up to \$10,000.

### **HOMEWORK POLICY**

Homework shall be required in all academic classes at periodic intervals to insure mastery of skills facilitating satisfactory achievement. Students learn from a well-formulated homework system that develops self-discipline and good study habits that will influence their academic career. **All homework assignments will be due the following day or no credit will be given.**

Because of individual differences and needs of pupils, the teacher must consider the ability of each student in assigning homework. It is reasonable to require or expect all pupils to experience the same kind of homework. Homework will be assigned to a pupil, taking into consideration his/her educational capacity, potential, and need.

Each individual child's homework is due at the beginning of class subject the next day. Any exceptions should be brought to the teacher's attention by a parent on the day homework is due.

When homework is given, it will be based on one or more of the following purposes:

- A. To finish what was started in class.
- B. To reinforce what was learned in class.
- C. To practice what was learned in class.

- D. To research a topic chosen in class, using a library facility.
- E. To study, independently, a topic started in class.
- F. To complete a project related to classroom learning.
- G. To explore new fields.
- H. To encourage reading.

Parents are asked to encourage students to set a scheduled time to do their assignments, with proper lighting and away from possible distractions.

If you are in doubt as to the best way to help with a particular assignment, contact your child's teacher through the Elementary office. When a student is absent longer than three days, the parent should contact the school office and arrange to pick up the student's assignments. If the request is made before 9:30 A.M., the assignments will be available in the office for pick up between 2:50-3:15 that afternoon. (483-5231)

#### **SUBSTITUTE TEACHER**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will result in the student being removed from the classroom.

#### **BUS ROUTE AND OPERATING POLICY**

The bus driver or teacher of a child attending a public school shall follow the discipline plan during the time the child is in attendance or in transit to or from the school district or classroom presided over by the school personnel.

All students are urged to regard the bus as a classroom as far as their conduct is concerned. After a student gets on the bus, he/she is under supervision of the driver or the sponsor of a school activity. No student is to depart from the bus until it

reaches school in the morning or his/her destination in the afternoon.

School bus incident reports will be ISSUED to students for disciplinary action.

The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district, but that district is not required to do so. Therefore, by law, it is a privilege and not a right to ride a school bus.

In order to guarantee your child and the children riding the bus the safe transportation they deserve, we are utilizing the following discipline plan:

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their job, or preventing other students from having safe transportation.

Any student who is involved in damage to a school bus will be required to pay for the damage.

### **BUS RIDER'S GUIDE**

The following published Bus Rider's Guide is approved by the state and local district.

#### **Previous to Loading on Road or at School**

1. Be on time at the designated school bus stop.
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. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.

#### **ON THE BUS**

1. Follow directions of the driver.
2. Stay in your seat.
3. Keep all parts of our body in the bus.
4. No pushing, shoving, cutting, or fighting at any time.
5. No eating, drinking, smoking or spitting.
6. 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.)
7. Never tamper with the bus or any of its equipment.
8. Do not throw objects in or out of the bus.
9. No horseplay or disobedience.

### **BUS DISCIPLINARY ACTION**

(The bus driver has complete authority on the bus)

Bus riding is a privilege . . . Not a state law. The District will furnish transportation for students that want to ride the bus and are willing to follow the rules and regulations established by State Law and the School District, and the Bus Driver.

Driving a school bus loaded with students from age four to eighteen is a tough job and a huge responsibility. The district is simply not going to put up with horseplay or disobedience. For the safety and protection of all involved, the school bus driver has complete authority on the bus. If a student is not following the rules of safety, they will be reported to the building principal for discipline action.

The following order of discipline will be followed:

- A. The student will receive a written warning.
- B. The student will lose bus privileges for one day.
- C. The student will lose bus privileges for five days
- D. The student will lose bus privileges for 30 days.
- E. The student will lose bus privileges for the remainder of the year.

If the student displays an overt act of defiance or failure to follow the rules on the bus, for the safety of the other riders, the building principal has the discretion to decide which level of punishment the student will receive

### **VOLUNTEER PROGRAM**

The Elementary School has a volunteer program. Persons involved in this program assist the students or the teacher by grading papers, doing bulletin boards and other routine classrooms tasks. Volunteers will also tutor students, under the direction of the teachers. Any adult wishing to become involved in the volunteer program is encouraged to contact the school, at 483-5231.

### **SCHOOL DISMISSAL/CANCELLATION OF SCHOOL**

School will be dismissed for certain holidays and teacher's meetings; see calendar. **Sometimes, it is necessary to dismiss school early without warning, because of emergency situations.** Please make arrangements with your child as to where he/she should go and what he/she would do at those times. It would be helpful if this information was placed on the child's enrollment sheet.

At times when it is necessary to cancel school due to adverse weather conditions, which will prevent buses from picking up students in the morning, an announcement of cancellation will be made via radio and television as soon as the decision is made. The following stations will be contacted for school closing:

Radio Station:	KBIX	Muskogee
	KVOO	Tulsa
TV station:	KTUL	- Channel 8
	KJRH	- Channel 2
	KOTV	- Channel 6

Please do not call the stations. It is imperative that these lines remain open to handle any emergency situations.

### **GENERAL REGULATION**

Every person who, without justifiable or excusable cause and with intent to do bodily harm, commits and assault, battery, or assault and battery upon the person of a referee, umpire, timekeeper, coach, player, participant, official, sports reporter, or any person having authority in connection with any amateur or professional athletic contest, is punishable by imprisonment in the county jail, not exceeding Five Hundred Dollars (\$500.00) or by both such fine and imprisonment.

Every person who, without justifiable or excusable cause, knowingly commits any aggravated assault and battery upon the person of a school employee while such person is in the performance of his duties, shall, upon conviction, be guilty of a felony. The provisions of this act shall become effective October 1, 1978.

It shall be unlawful for any person in attendance at any athletic or other public entertainment event to project in any manner an object which could cause bodily harm to another person.

Any person violating the provisions of this section shall be subject to ejection from the event by officials supervising the event.

A violation of this section is a misdemeanor, punishable by a fine not exceeding \$1,000.00 and one (1) year in the county jail (max).

The provision of this section shall not apply to the participants in the athletic or other public entertainment event. This act shall become effective October 1, 1978.

#### **SEARCH BY SCHOOL OFFICIAL**

1. Requires "Reasonable Suspicion." The school official must be in possession of some information that is likely to lead to finding a dangerous substance.
2. Requires isolation. Avoid searching in front of other students. Search must be done in the presence of a certified person as witness.
3. "Pat Search" is to be done by a member of the same sex as the student. "Strip" searches are to be avoided.
4. Provide a certified witness who can verify the substance found on, or in possession of the student.
5. Document all procedures and findings.

#### **SEARCH BY A POLICEMAN OR SECURITY GUARD AT SCHOOL**

1. Requires "Probable Cause" and a warrant, except in unusual circumstances, by a magistrate. (Fourth Amendment)
2. Requires isolation from other students.

3. Protect the rights of the students
  - (a) Notify the student's parents.
  - (b) Provide a certified witness at all times, who can verify all procedures.
4. Document all procedures.

### **LOCKER SEARCHES**

1. School officials may inspect student lockers as the need arises, with or without "reasonable suspicion." Students are to be informed of the conditions governing the use of school lockers when locker assignments are made.
2. Blanket searches of all lockers permitted to ensure the proper safety of the student body. When contraband drugs and dangerous weapons are to be seized by the school official conducting the locker search, a witness must be present. Notification of enforcement officers may be warranted and proper warrants obtained.
3. When practical, the student in possession of the locker being searched should be present during the search. The student's due process is to be strictly protected by (1) informing him of the reason for the search, (2) informing him of the evidence against him, and (3) allowing him to present his side of the story.

### **GENERAL SEARCH OF THE STUDENT BODY**

1. General searches of the student body are permitted to ensure the protection and welfare of all students.
2. General searches may include the use of mechanical devices, such as metal devices drug detectors, including drug-smelling animals. When such devices are operated by law enforcement agents, proper warrants must be obtained before seizure can occur. Students suspected of possession of contraband, drugs, or dangerous weapons, may be detained and isolated pending receipt of a warrant.

### **SEIZURE OF A STUDENT BY A POLICE OFFICER**

1. The school will cooperate with the local and state law enforcement agencies. The principal or her designee will make available for questioning and/or arrest, any student relative to an incident.

2. When a student is to be questioned by a police officer, the school will:
  - (a) Notify the parent of the student.
  - (b) Provide a certified witness to all questioning.
  - (c) Document all procedures, including the name of the questioning officer. Also, the school shall request the officer of said student to be as discreet as possible.
3. When a student is to be arrested by a police officer, the school will:
  - (a) Verify all warrants.
  - (b) Notify the parent of the student.
  - (c) Document all procedures, including the name of the arresting officer.

### **CHILD ABUSE AND NEGLECT REPORTING**

In accordance with HB 1022.

"Every teacher of any child under the age of eighteen (18) years, and every other person having reason to believe that a child under the age of eighteen (18) years has had physical injury or injuries inflicted upon him or her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred. Provided it shall be a misdemeanor for any person to knowingly and willfully fail to promptly report any incident, as provided above."

Any employee of Porter Consolidated Schools who has reason to believe that a student under the age of eighteen (18) has had physical abuse or neglect use the following procedures in reporting incident.

- (1) Contact the building administrator.
- (2) Fill out the Child Abuse/Neglect Form
- (3) Call Wagoner County Department of Human Services.

### **CARL PERKINS LAW**

An orientation of Indian Capital Area Vo-Tech in Muskogee will be set up as a yearly field trip for all students, eighth grade and up who are interested in Vo-Tech schools for training.

### **COURTESY**

Courtesy to teachers, school employees, other students, and visitors is a tradition at our school. Each of us should strive to be considerate of all others, despite racial, religious, or economic background.

### **GOOD COMMUNICATION**

Good communication between the school and parents is essential for your child's educational welfare. Please feel free to call us when you have questions, comments, concerns or ideas that will assist in making Porter Elementary a positive place to learn and grow.

We need to know if your child has any particular problems, medical or otherwise that will affect his/her performance.

We want your child to be in the best frame of mind as he/she comes to school each day so that he/she may enjoy the school setting.

### **ASBESTOS NOTIFICATION**

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 materials. As a result of our survey, we are pleased to announce that areas that contain asbestos pose no health problem. The management plan will be available for your viewing during office hours in the superintendent's office. Please call to make an appointment to view the plan.

### **CIVIL RIGHTS COMPLIANCE**

It is the policy of Porter Consolidated Schools that no person shall on the basis of race, color, religious beliefs, gender,

national origin, age, marital or veteran status, or handicapping condition be subjected to discrimination under any educational program, activities, services, admission, or consideration. Inquiries concerning application of gender, religion, race, or ethnicity related policy, Title VI or Title IX may be referred to the office of the Superintendent. Inquiries regarding eligible handicapped students under IDEA-B or Section 504 may be referred to Charles McMahan, Superintendent of Schools.

### **SEXUAL HARRASSMENT POLICY**

State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in the Porter Consolidated Schools. This policy will set forth the rules and regulations to be followed by all students, employees and Board members of the school district with regard to the issue of sexual harassment:

1. "Employee" means any person who is authorized to act in behalf of the School District, whether that person is acting on a temporary or permanent basis, with or without being compensated, or on a full time or part-time basis and including board members and school volunteers.
2. "Student" means any person who is enrolled in any school or program of the School District.
3. In the case of an employee of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made in explicit or implicit term or condition of an employee's employment, or (b) is used as a basis for employment decisions effecting that employee or (c) has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile or offensive working environment.
4. In the case of a student of the School district, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal and physical conduct of a sexual nature by any person towards a student.
5. All students, employees and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee or applicant for employment.

Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the fact taken as a whole and totality of the circumstances such as the nature, extent, context and gravity of such activity incidents.

6. Any student engaging in sexual harassment is subject to any and all disciplinary action, which will be imposed under the school district's discipline code.
7. Any employee of a student who is or has been subjected to sexual harassment shall report all such incidents to either the superintendent, principal, and/or board member of the school district. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to a personal attention of any of the above-mentioned persons. All such reports should state the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to file a full report and investigation of the matter.
8. Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti-Discrimination Act and may report such incidents to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.