

CRUTCHO PUBLIC SCHOOLS

STUDENT HANDBOOK 2010/2011

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Enrollment

A child must be four (4) years of age by September 1, in order to attend Pre-Kindergarten.

A child must be five (5) years of age by September 1, in order to attend Kindergarten.

A child must be six (6) years of age by September 1, in order to attend 1st grade.

All students entering Crutcho Schools must complete the enrollment Process. Parent must provide two (2) forms of proof of residency (real estate contract, certified rental/lease agreements or current utility bill), birth certificate and immunization record. All students entering Crutcho Schools who attended a different school the prior year must bring their last year's report card.

Adults serving as guardians for students in the Crutcho School District are required to show proof of guardianship either with a certified court document, adoption papers, or a transfer of guardianship through DHS, or Social Security. Photo ID is required for both parties.

Transfers / Enrollment

Transfers from Out-of-District may be approved to accommodate a specific academic or environmental request, provided space is available. The Administration may cancel an Out-of-District transfer due to overcrowded classrooms, attendance, discipline, or academic problems. An emergency transfer request out of district must be made to the Board of Education.

Immunization Requirements

CHILDCARE PRE-SCHOOL/PRE-KG KDG thru 10th 11th and 12th

4 Dap 4 Dap 5 DTP/DTaP/Td/Tdap 5 DTP/DTaP/Td/Tdap

1-4 PCV

3 Polio 3 Polio 4 Polio 4 Polio

1 MMR 1 MMR 2 MMR 2 MMR

1-4 Hib

3 Hep B 3 Hep B 2-3 Hep B 2-3 Hep B

2 Hep A 2 Hep A 2 Hep A 2 Hep A

1 Varicella 1 Varicella 1 Varicella

- This table lists the vaccines that are required for children to attend childcare and school. Not all recommended vaccines are required.
- Children in childcare must be up-to-date for their age for the vaccines listed.
- All measles, mumps and rubella (MMR), varicella, and hepatitis A vaccine doses must be administered on or after the child's first birthday or within 4 days before the birthday to be counted as valid doses.
- If the 4th dose of DTP/Dap is administered on or after the child's 4th birthday then the 5th dose of DTP/Dap is not required.

- If the 3rd dose of Polio is administered on or after the child's 4th birthday then the 4th dose of Polio is not required.
- Hepatitis B may be administered in a two (2) dose series to children 11 through 15 years of age. All other ages must receive three (3) doses of Hepatitis B vaccine.
- A parental history of a child having varicella (chickenpox) disease is acceptable instead of varicella vaccine.
- Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten or kindergarten through grade twelve, but they are required for children in childcare.
- It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.
- Children may be allowed to attend school and childcare if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are “in the process” of receiving immunizations.
- Doses administered 4 days or less, before the minimum intervals or ages, will be counted as valid doses; this applies to all children including those already enrolled.
- Children who do not complete the Dap series by their 7th birthday must complete the series with Td or Tdap whichever is appropriate.

For further immunization information please call the Immunization Service, Oklahoma State Department of Health, at 1-800- 234-6196.

Student Arrival and Dismissal: PK - 2

The school does not assume responsibility for the supervision of PK - 2 students until 7:45 a.m. Please do not leave your child at school before 7:45 a.m. Students should be escorted into the building by an adult. Students are to go directly to the cafeteria on arrival. Students, not eating breakfast should arrive by 8:05 a.m. and go directly to their classroom. The tardy bell will ring at 8:10 a.m...

The school day ends at 2:50 p.m. (Monday – Friday). Students that do not ride the bus home from school can be picked up in the library between 2:55 and 3:05. Students who are not picked up by 3:05 will be sent home on the bus. If a nursery bus or babysitter is going to pickup up your child, be sure to notify them of the pickup time. All teachers have assignments until 4:00 and are not available to monitor PK – 2 students. **Your promptness will be greatly appreciated.**

Please communicate your intent to your child each morning AND leave written notification with the teacher. This will eliminate problems for you and your child. Please contact the school as early as possible to allow time for the message to be delivered to your child and the teacher when transportation arrangements need to be altered.

Special Note: A pattern of failure to pick up students at dismissal could constitute neglect. We are required to report child abuse and neglect to the proper authorities.

After School Tutoring/Enrichment Program for PK – 2 students

There will be an optional program from 3:00 – 4:00 each day. Students participating in this program will be required to adhere to all program rules and will be subject to dismissal from the program for repeated rules violations. There will be a supply fee of \$25.00 per year to participate in this program. PK – 2 students participating in this program who do not ride the bus must be picked up by 4:05 or they will be sent home by bus.

Student Arrival and Dismissal: Grades 3 – 8

The school does not assume responsibility for the supervision of students in grades 3 – 8 before 8:10 a.m. Please do not leave your child at school before 8:10 am. Students are to go directly to the cafeteria on arrival. Students not eating breakfast should arrive by 8:25 a.m. and go directly to their classroom. The tardy bell will ring at 8:30 a.m.

The school day for grades 3 – 8 ends at 4:00 p.m. (Monday – Friday). Students that do not ride the bus home from school can be picked up in the library between 4:00 and 4:05. Any student not picked up by 4:05 will be sent home by bus. If a nursery bus or babysitter is going to pick up your child, be sure to notify them of the pick up time. **Your promptness will be greatly appreciated.**

Please communicate your intent to your child each morning AND leave written notification with the teacher. This will eliminate problems for you and your child. Please contact the school as early as possible to allow time for the message to be delivered to your child and the teacher when transportation arrangements need to be altered.

Special note: A pattern of failure to pick up students at dismissal could constitute neglect. We are required to report child abuse and neglect to the proper authorities.

Early Dismissal during the School Day

If you must pick up your child early for medical or other reasons, he/she must be signed out by a parent or guardian in the school office. If the student is checked out for a medical reason, a Doctor's note should be brought to the school by the student or parent the next morning, so that the absence can be excused. Should you need to check your child out earlier from school, you must visit the office first.

Parent/Teacher Conference

Parents are expected to participate in at least one scheduled conference with their child's teacher(s) prior to the end of the third quarter. Two "**Parent conference days**" are scheduled each year. Parents may schedule a conference anytime they have questions or concerns. Parents who desire a conference with a teacher should schedule the meeting before coming to visit the school. This permits the teacher to

prepare materials and gather data that could make the visit/meeting more productive. The parent should contact the **teacher** to arrange a date and time for the conference. To contact the teacher, please call the office and leave a message by phone. If a parent is not successful in scheduling a conference for any reason, please contact the principal for assistance.

Visitors

Any Person entering the building must report directly to the school office for clearance (sign-in and receive a visitor's permit). They must sign out when leaving.

Class Visit/Observation

Parents are always welcome at Crutchco. We encourage Parents to visit their child's/children's class frequently. We appreciate efforts to prearrange meetings, but realize that it is not always possible. Student safety, well being and learning are the utmost importance in our school. Uninterrupted class time is imperative and conducive to good education. Therefore, the following guidelines must be followed:

Guidelines:

We are pleased that you are visiting your child's class. If you will follow the procedures outlined below, it will ensure that the instructional process continues to be un-interrupted.

1. Please make arrangements in advance and specify the date and time for your visit.
2. If you are unable to meet at the time agreed upon, please notify the school.
3. The teacher will have a designated place for you to sit. Please remain there until your visit is over.
4. Remember that you are to observe only. Specific concerns should be addressed at a follow-up conference.
5. When you are ready to leave, please exit quietly.
6. Only adults will be admitted for class visitation and no more than one adult visitor at a time will be permitted in a class.
7. Any parent who wishes to visit a classroom but has not made prior arrangements must first visit the building principal.

Parents/Patrons are expected to conduct themselves in an orderly fashion when conducting school business or visiting the school. Remember, you are your child's first teacher and children often pattern their conduct and attitudes after their parents.

Use of Telephone

Children will be permitted to use the school phone in moderation and only when absolutely necessary. All students must receive permission to use the phone from office personnel. Students will not be called to the telephone during the instructional

day, without prior approval from the principal. Students will not be permitted to receive or make a long distance call from Crutchco.

Personal Phone – Pagers

It is the Policy of the Crutchco School District that: **no student** should be in possession of a **Paging Device** or **CELL PHONE** while on school property or in school sponsored transportation. This regulation can only be waived, with **written consent** of the Crutchco Administration and the Student's parent or guardian. Consent will be granted on an individual basis in accordance with applicable board policy. Administration and teachers shall confiscate all illegal items. Confiscated items will be remanded to the Office. Phones may be returned to the student only at the end of the day only once. If a student brings the electronic device a second time the parent will be required to pick up the device. A third offense may result in the device being held in the office until the last day of school. If the parent or guardian does not pick up the item within ten days after the last day of school, we may dispose of the item.

Extra Money, Toys, Pets

Do not allow your child to bring large amounts of money to school. When sending money to school, please enclose the money in a sealed envelope with the child's name on it. Write down the purpose for which it is intended. Direct your child to deliver the envelope to their teacher upon arrival. The school is not responsible for money that is lost by, or stolen from students. Unless requested by the teacher, please **do not allow** your child to bring toys or pets to school.

Administering Medication to Students

Prescription medication may be dispensed to students that have a medication form on file. The form will be provided by the school. (This form is also available for download through our website.) Additional medication forms shall be completed for each type of medication the student is taking. The administrator or a designee will dispense medication. Parent or guardian must pick up all medication within ten days of the last day of school or we will dispose of the medication. Students suffering from frequent headaches are welcome to leave pain medication in the office. A medication form must be completed and on file giving the office personnel permission to dispense the medication. Prescription medication must be sent in the original container.

Medication Container must contain:

- Student's name
- Name and strength of Medication
- Dosage and Directions for administering
- Name of Physician / Dentist
- Purpose of Medication

Emergency Care

Parents shall provide at least three accessible emergency contact telephone numbers in case a student becomes ill, or has an accident at school. The Administrator or Designee will seek proper care for a student and attempt to notify the

parent/guardian as soon as possible. In an extreme emergency, EMSA, or another emergency medical service provider, may be contacted. Expenses for the emergency care will be directed to the parents. It is important that parents immediately update emergency numbers when there are changes.

If parents wish to purchase student accident insurance, please contact the office for more information.

Attendance

Every effort should be made to see that the students maintain regular attendance. This will ensure that students receive the maximum benefit from instruction. However if a student is ill, the student should not come to school. If a child is absent, it is the responsibility of the parent or the guardian to call the school by 9:00 a.m. to inform the administration of the reason for the absence. If a student is ill for two or more days, a doctor's note will be required for the absences to be excused. If the student checks in during a school day from a doctor's appointment or emergency room visit they must provide a doctor's note for the tardy to be excused. If the student is checking out for a doctor's appointment the student must provide a doctor's note the next school day for the absence from class to be excused.

It is board policy that we notify the parent or guardian when a student has reached the absence level of 5 days or parts of days in any class period during a semester. It is board policy to notify the District Attorney's office of excessive absences. Students who have more than ten (10) days (or parts of days) of unexcused absences during a school year may be subject to retention as outlined in the District Promotion Policy.

Tardies from Home

The Federal Government has recently developed guidelines that make attendance a very critical element of Public Education. It is of extreme importance that students are on time each day. This will ensure maximum benefit of the instructional day. Four unexcused tardies will constitute a full day unexcused absence. Students in grades Pk-5 arriving at school after 10:15 will have an absence recorded. Middle school students arriving more than 15 minutes after the start of a class period shall have a period absence recorded. Parents or guardians are responsible for making sure students arrive at school on time. If a student is habitually tardy (10 times during a semester); Crutcho shall file a report with the District Attorney's Office.

Tardies to Class

Students shall make every effort to report to class on time. Teachers will determine the penalty for Class Tardies, unless they become flagrant and defiant in nature, whereupon the incident will then become a discipline referral to the Principal's office.

Student Supplies

Parents are required to furnish their child's personal school supplies as listed on the 2010-2011 Crutcho Public School Supply List. Parents should make every effort to

honor teacher requests for additional supplies throughout the year. Students with an IEP are also required to provide additional supplies.

Extra-Curricular Participation Policy

Student participation in Extra-Curricular Activities (i.e. sports, cheer, and band) shall maintain a 2.0 cumulative grade average in his/her **core subjects**. Students **must** not have a failing grade in any course. If these requirements are not met, the student will be placed on one week of probation. If the Student has not improved at the end of this period, he/she will be ineligible to participate, until their academic requirements are met.

School Sponsored Events

School District Policy shall govern any person attending a **School-Sponsored** event. They are subject to the authority of School District Officials.

Fire, Tornado, Lock Down, and Bus Evacuation Drills

All students must participate in these drills. Students are to follow instructions and proceed quietly to the assigned area. Students will remain in the assigned areas until dismissed by the teacher or principal.

Physical Education

Each student attending Crutcho School will participate in physical education activities unless excused for medical or religious reasons. If a child is to be excused, a letter must be on file in the school office.

Report Cards

Report cards are sent home with each student once every grading period. Students will also receive a progress report during the fifth week of every grading period. Fourth quarter report cards may be mailed or sent home on the last day of school.

Grading Practices

A minimum of three (3) grades per subject per week is the minimum standard at Crutcho School. The grading system is based on a point scale reflective of the Board of Education philosophy that "All Students Can Learn".

1. Students should master ninety percent (90%) of the essential skills (PASS Objectives) at their grade level.
2. Class work missed due to an absence must be made up within five (5) days of the absence. It is the responsibility of the **student** to make up missed assignments. Parents of younger children should request the work from the teacher and assist their child in completing and returning the work.

Grading Scales

Pre-Kindergarten, Kindergarten, 1st grade, 2nd grade and 3rd grade:

- S = Satisfactory progress
- I = Improvement Needed
- U = Unsatisfactory Progress

Grades 4th through 8th will use the following grading scale for core subjects:

A = 90 -100 (4.00 GPA)

B = 80 - 89 (3.00 GPA)

C = 70 - 79 (2.00 GPA)

D = 60 - 69 (1.60 GPA)

F = 59 - and below

Field Trips or Excursions

Students must have a signed parental permission slip to take part in an off-campus excursion. Students may be charged for field trip transportation, the amount will depend upon the number of students and the distance to and from the destination. Students may be excluded from an activity as a consequence for misbehavior.

Siblings will not be permitted to accompany Crutchto students or parent sponsors.

Principals Incentive Assemblies

Assemblies will be planned, periodically, throughout the school year for those students who consistently follow school guidelines and expectations. Students whose behavior is inconsistent with the discipline requirements of Crutchto School may be unable to participate.

School Property

Students are responsible for the proper use and care of school property such as **Textbooks, Library Books, Desks, Playground Equipment** and any other equipment issued to enhance the student's educational experience. The Parent or Legal Guardian of a student is responsible for the replacement or repair of damaged or lost **School Property** when it is determined the damage is the result of the student's action or negligence.

Personal Property

Students are responsible for the care and safety of their own personal property. The student's name should be placed on all personal items. The School District is not responsible for a student's lost, stolen or damaged personal property.

Middle school students will be issued a locker to store books and personal items. However, students should presume no right to privacy for any items stored within the lockers. Lockers may be searched by school officials or designee at anytime.

Playground Area

1. The staff will discuss rules and safety procedures with their classes at the beginning of each school year. Playground rules and safety procedures will be reviewed with students on a routine basis. Contact sports will not be permitted. Example, no football, karate, wrestling, or body bumping.
2. Cartwheels are permitted. No back or forward flips.
3. No throwing rocks or sticks.
4. No fighting, play fighting, rough-housing, or wrestling allowed.

5. Stay within the playground area. Stay where the Duty Teacher can see you and you can see the Duty Teacher. Stay with your class, away from doors, cars, and classrooms.
6. When a whistle is blown, stop playing and line up quietly.
7. Stealing, swearing, crude teasing, rude gestures, or put down remarks to other students or adults supervisors are unacceptable.
8. Follow the directions of the adult supervisors the first time given.
9. Slide down all slides (Do not walk up slides).
10. Do not stand along the fence.
11. If a ball goes over a fence, the teacher will assign someone to go around after the ball.
12. No food is allowed on the playground unless special permission has been granted by the classroom teacher.

Swings

1. Only one person at a time shall occupy a swing, and the occupant must be in the swing. Students are not permitted to stand in the swing.
2. Do not walk in front of or behind swings.
3. Swing by yourself. Do not push or ask to be pushed in the swing.
4. Bring your swing to a complete stop before dismounting. No jumping out of the swing.

Climbing Equipment-Jungle Gym, Ladder, Roller Coaster

1. Work cooperatively with others. Do not step on the hands or feet of others.
2. No pushing or back flips off the equipment.
3. Do not stand under the monkey bars.
4. No pulling on the arms or legs of others while on equipment.
5. Do not climb on top of jungle gym.

Bus Rules and Regulations

A fleet of modern and well-maintained school buses is provided for the transportation of all students living in the district. The following rules should be observed at all times. Crutch is **not** required to provide transportation for any students. Riding the bus is a privilege. Failure to follow the bus rules may result in suspension of bus privilege.

1. Students **MUST** ride their assigned bus at all times.
2. Students must remain at their assigned bus stop and not attempt to load or unload at alternate stops except with permission from the administration.
3. If before or after school care necessitates the assignment of more than one stop, please contact the office.
4. Keep hands and head inside the bus at all times while riding on the bus.
5. Keep your voices down while riding the bus. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

6. Do not damage or deface the bus in any manner, damages to the bus must be paid for by the offender.
7. Students should never tamper with the bus or bus equipment.
8. Take all personal belongings off the bus when you exit, such as, books, packages, coats and other articles that you may have had on the bus.
9. Keep all books, packages, coats and other items out of the aisles.
10. Students please help look after the safety and comfort of small children.
11. Do not throw anything out of the bus windows.
12. Bus riders are not permitted to leave their seats while the bus is in motion.
13. Horseplay is not permitted around or on the school bus.
14. Bus riders are expected to be courteous to other students, the bus driver or driver's assistants.
15. Remain absolutely quiet when approaching a railroad crossing.
16. In case of a road emergency, children are to remain on the bus **until they receive directions from the bus driver.**
17. Students may be suspended from riding the bus for the first offense when the offense is violent or threatens the safety of the riders.
18. Any student caught writing on a bus, tearing or cutting a seat, tearing padding from a seat, or defacing a bus in any manner will be asked to pay for repairs and may be suspended from the bus.
19. Please be on time for bus stops. Your pickup time should not vary more than five minutes each day. (Drivers are not required to wait for students who are not in sight).
20. Parents are responsible for the supervision of their child at the bus stop.
21. The school cannot take disciplinary action against students for fighting on the bus stop. Parents are encouraged to work together to resolve conflicts. If the issue is not resolved, parents should contact the police for assistance.

Unloading the Bus

1. When crossing the street, go at least ten (10) feet in front of the bus, stop, check traffic, and watch for the bus driver's signal, then cross the street.
2. Students living on the right side of the street should immediately leave the bus and stay clear of traffic.
3. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

Cafeteria Regulations

- 1) All students are to enter the cafeteria and stand quietly until directed to the lunch line by someone in authority.
- 2) The first priority is to get your food and eat.
- 3) Speak Quietly;
 - a) Only speak to those in your area.
 - b) If there is a need to speak to someone in another area, permission must be requested from a person in authority.
 - c) Do not yell for any reason!
- 4) Students shall sit in areas assigned:
 - a) Once students are in the cafeteria, they must have permission to leave or move.

- b) Do not empty trays without permission.
- 5) ALL students should clear their area of all trash after eating.
- 6) When lunch is finished students may speak quietly to their neighbors until they are dismissed.
- 7) Students who bring their lunches must eat them in the cafeteria.
- 8) Students will **not** be allowed to leave school to eat lunch. If parents are bringing lunch for students it must be arranged with child before coming to school. (Students will **not** be allowed to call for lunch to be delivered).
- 9) Any candy that is brought for lunch must remain with the lunch and only be eaten in the cafeteria.
- 10) No glass bottles are allowed.

Breakfast and Lunches

Breakfast will be served to students in grades **PK – 2** in the cafeteria from **7:45 a.m. until 8:05 a.m.** Breakfast will be served to students in grades **3 – 8** from **8:10 a.m. until 8:25 a.m.** Lunches will be served in the Cafeteria for every student. There will be no cost for breakfast or lunch for the students.

General Rules and Regulations

- In accordance with Oklahoma Law, **Tobacco** in any form or tobacco products of any kind, shall not be used or possessed while on school premises, attending a school-sponsored event, on or outside of school grounds or attending school sponsored events on or outside school premises. In addition, **Tobacco** products shall not be used while in transport to or from an event in school vehicles.
- Students **shall not** leave school at anytime without permission and office notification.
- Students **shall not** be permitted to leave any classroom without permission.
- Students **shall not** use inappropriate language.
- Any student(s) in possession of a weapon or weapon replica will be suspended. The weapon(s) will be confiscated and surrendered to the proper authority.
- Proper conduct and care is expected of each student utilizing school facilities or materials (i.e. books, chairs, desk, and bus). Any person **defacing, destroying** or **losing** school property shall be held **financially responsible**.
- **Items** such as toys, radios, cassette players, cassettes, cd players, or cds shall not be permitted at school. Items will be confiscated until the parent or guardian retrieves it from the teacher or administrator.
- Restroom behavior shall be held to the proper use of the facility.
- Students shall always conduct themselves with courtesy and respect for everyone.
- Never use the property of others without their expressed permission.
- Please use courtesy when entering or leaving a classroom. Please knock before entering other classrooms.
- Running is not allowed in the building.
- Noise shall be kept to the minimum in consideration of others.
- Hall passes are required for students that are unescorted by teachers.
- Food items can only be consumed in the cafeteria, unless authorized by school personnel to utilize another site; **Gum and Sunflower seeds are not allowed in the building.**

- Students shall follow the direction(s) of Crutcho administration and staff at all times.
- Uniforms are to be worn properly at all times, unless other authorization is granted by the school administration that waives the mandated dress code.

School Dress Code

The compliance date for meeting the Crutcho Uniform Dress Code is the first day of school for all students (Pre-Kindergarten - 8th grade). Parents and students are responsible for ensuring compliance of dress code standards on a daily basis.

When it is determined that behavior associated with a style of dress or item of dress disrupts the learning environment of the school, the administrators shall give notice and prohibit the designated attire. Uniforms may be purchased from any store of the parents choosing.

- Students may wear blouses, turtleneck, and polo type shirts. All shirts must be solid white or navy, with collars and sleeves (either short or long sleeves). **NO T-SHIRTS OR SWEATSHIRTS ALLOWED** (see special note).
- Girls are allowed to wear pants, skirts and jumpers. All pants, skirts, and jumpers must be solid navy or khaki (**the skirt length must be knee length**).
- Boys and girls are allowed to wear pants, and they must be solid navy or khaki. **Pants must fit and be worn at the waist. Absolutely no baggy pants allowed.**
- Boys and girls are allowed to wear shorts and they must be solid navy or khaki. **The shorts must be knee length; they must fit and be worn at the waist.**
- Boys and girls are allowed to wear sweaters; cardigan or vest type and they must be solid white or navy blue only.
- **NO** sandals, open back, or open toed shoes. Sneaker and Tennis shoes are allowed; as long as their appearance does not deviate grossly from the mandated Dress Code (i.e... shoes that light, bright multi-colors, Offensive Logo).
- **PANTS AND SHORTS MUST BE WORN WITH A BLACK OR BROWN BELT WHICH FITS FIRMLY AROUND THE WAIST.**

Special Notes:

- 1) Students may wear plain, **solid white** t-shirts as an **undershirt**.
- 2) Attire that reveals the chest or exposes a bare midriff, bodice or abdomen is prohibited.
- 3) Students will **not** be allowed to wear the following:
 - a) Jeans (of any color).
 - b) Colored shirts (of any color except for white or navy).
 - c) Colored t-shirts or undershirts.
 - d) Caps, hats, visors, do-rags or sunglasses **cannot** be worn inside the building.
- 4) Students may wear approved Crutcho attire on designated spirit days.

Consequences for Non-Compliance to School Dress Code

The following actions may be used for students that are exhibiting defiance in reference to the school dress code regulations:

- 1) Parent conference.
- 2) In school suspension and / or parent conference.
- 3) Out of school suspension and / or parent conference; if deemed to be repetitive.

Disciplinary consequences shall be commensurate with the violation.

Special Education Suspension

The Discipline of Students with Special needs (on an IEP) shall be in accordance with the specific laws, policies, and regulations governing such students. Prior to suspending a special education student for more than 10 cumulative or consecutive days, the student's IEP team must convene to complete a BIP (Behavioral Intervention Plan). A Behavioral Intervention Plan must be in place, reviewed, and revised, if needed, to meet the student's needs. Complete cessation of services cannot occur for a student with disabilities.

Sexual Harassment

Crutcho District's Policy prohibits: unwelcome sexual advances; requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions, or other verbal or physical conduct of a sexual nature including lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, gestures, slurs, and other verbal, graphic or physical conduct relating to an individual's sex; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons, which adversely affect a student's performance. Victims will be referred to school counseling. Perpetrators will be considered for suspension and / or reported to law enforcement. All sexual harassment complaints should be submitted in writing directly to the building principal.

Bullying

No student shall be expected to tolerate being bullied by another student, group of students, or adult while in school. If a student believes they are being bullied, they should notify the teacher in charge immediately. They should also advise their parent or guardian to contact the building principal by phone or written notice on the following day. This will ensure all incidents of bullying are investigated and dealt with in a consistent manner.

Drug-Free School

Students who possess, use, or distribute illicit drugs; including anabolic steroids at school shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students. In addition to suspension, students are subject to referral for prosecution under applicable laws. Article XXIV, Section 487 of the School Laws of

Oklahoma gives School Districts the right to issue long-term suspension to any student proven to be in possession or under the influence of a Dangerous and/or Controlled Substance. (Crutcho will include Drug Education into the curriculum in compliance with Oklahoma School Law, Article IV Section 877.)

Classroom Discipline

Student discipline is designed to correct misconduct and allow students to practice behaviors' which lead to character development and responsible citizenship. The teacher may notify the parent in writing if misbehavior persists. When necessary, the teacher may refer students to the Principal.

Minor infractions of school rules and regulations may result in, but not be limited to, the following consequences:

- Financial repayment
- In-school suspension
- School service
- Lunch detention
- Immediate change of attire
- Anti-violence Seminars
- Police assistance as warranted
- Loss of privileges
- Parental Shadowing
- Corporal Punishment (with written consent from the parent or guardian AND verbal notification of the parent or guardian by phone prior to administration)

Suspension:

To insure a proper educational climate, the administrator may suspend students. Suspension may be enacted when the student is guilty of continued misconduct and/or when other methods of disciplinary action as indicated in the above paragraph of this page have been ineffective in changing a student's adverse behavior. Suspension may be immediate, **Short Term (10 Days Or Less) or Long Term (More Than 10 Days)** for the following infractions:

Repeated violation of discipline rules may result in an out-of-school suspension. Suspended students are not allowed to return to campus or attend extra-curricular activities until the suspension is terminated. Students in violation of this policy are subject to arrest for trespassing, and/or additional days of suspension.

- ❖ Possession of a portable electronic paging (cell phone or pager) device without written administrative consent for medical necessity
- ❖ Fighting
- ❖ Possession of stolen property
- ❖ Insubordination (disrespect for school authorities)
- ❖ Tripping, tagging, flashing, etching or displaying gang or cult signs or symbols

- ❖ Playing music on school campus or at a school activity whose lyrics contain profanity, violence toward individuals or groups, assault, and sexual misconduct
- ❖ Conduct that disrupts the educational process or endangers the health or safety of the student, other students, or school personnel
- ❖ Defiance of an administrator, teacher, or school staff
- ❖ Sexual Harassment
- ❖ Truancy (ditching class)
- ❖ Trespassing on another School's campus
- ❖ Commission of any of the above acts off school premises and/or before or after school hours, if the misconduct has a direct and immediate effect on the discipline or welfare of the school or its employees
- ❖ Possession of any tobacco product
- ❖ Possession of fireworks in any form; using them on campus, bus or school activity
- ❖ Violation of school bus rules
- ❖ Burglary, robbery, larceny, theft
- ❖ Possession of a firearm/dangerous weapon or replica
- ❖ Assault, battery, or assault and battery on a fellow student, school official, or person designated to act in that capacity
- ❖ Vandalism or malicious mischief
- ❖ Arson or attempted arson
- ❖ Sexual misconduct, including but not limited to sexual harassment, rape and attempted rape
- ❖ Participating in an unauthorized or disruptive demonstration
- ❖ Threatening or verbally abusing a school district employee
- ❖ Extortion or Blackmail
- ❖ Sale, distribution, use, possession, or being under the influence of marijuana or a controlled dangerous substance
- ❖ Sale, use, possession, or being under the influence of alcoholic beverages (beer, wine, liquor, spirits and coolers)
- ❖ Repeated use of Profanity
- ❖ Repeated disruption in class, on a school bus, or at a school activity
- ❖ Repeated Defiance of an administrator, teacher, or school employee or person designated to act in that capacity
- ❖ Repeated violation of school rules and regulations
- ❖ Failure to identify self to appropriate authority in a crisis situation (a disturbance that would disrupt the educational process or jeopardize the safety of individuals)
- ❖ Making a Bomb threat
- ❖ Commission of any act that would be a felony or crime of moral turpitude under state or federal law, if committed by an adult
- ❖ Knowingly participating in the concealment of a weapon on a school campus, School Bus, or at a School sponsored event; including failing to report knowledge of the possession or intent to bring a weapon to school by another student
- ❖ Withholding evidence important to the resolution of an offense
- ❖ Trespassing on another school campus with criminal intent
- ❖ Possession of incendiary (flammable) or hazardous materials, chemicals, explosive devices or materials to construct such devices
- ❖ Recruitment for membership or inclusion in gang and secret societies

- ❖ Sale, distribution, use, or, possession of tobacco or tobacco related products
- ❖ Violating Rules of Computer use

Immediate Removal

A Student Whose Presence Poses A Continuing Danger To Persons Or Property, Or Who Is An Ongoing Threat To Disrupting The Academic Process Or The Environment, May Be Immediately Removed From The School And Placed On Home Suspension, Pending The Due Process Hearing if the suspension is long-term.

Right to Due Process

Prior to a Short or Long term Suspension taking effect, the student is entitled to due process. Before the Suspension becomes valid, the student will be given an opportunity to tell his/her side of the story, and will be advised in writing of the alleged charges.

In case of a Long-Term suspension, an impartial hearing officer will determine the guilt or innocence of the accused student. Prior to the Due process hearing, both the student and parent will be advised in writing.

- ❖ The charges specifically identifying the rules allegedly violated and the length of the proposed suspension
- ❖ The identity of any affidavit, statement, or other document the school plans to introduce as an exhibit (parent have a right to review the documents within a reasonable time before the hearing)
- ❖ The time, date, and location of the hearing
- ❖ The procedures to be followed at the hearing
- ❖ An explanation of the evidence summarizing the facts of the incident that form the basis of the charge
- ❖ The right to be represented by a person of their choosing (this may be an attorney)
- ❖ The right to question or cross-examine adverse witnesses who will give oral testimony at the hearing
- ❖ The right to present affidavits, statements from witnesses, and other documentary evidence on behalf off the student
- ❖ The right to appeal with or without representation

Appeals Process

- a) If the student, or the parent of a student, who has been suspended for more than ten days is not satisfied with the decision, he/she may appeal the decision to the Board of Education. The superintendent or designee will conduct an independent investigation on behalf of the Board, including interviews with all of the involved parties. The investigation will also include a review of relevant documentary evidence. The investigator shall have the authority to resolve the issue prior to sending an investigation report to the Board, if all parties agree to the resolution.
- b) If the matter is not resolved at the investigative level, the investigator's report will be sent to the Board, who will use that report to determine the guilt or innocence

of the student and the reasonableness of whether the term of the out-of-school suspension was appropriate. The Board decision shall be final.

Waiver of Hearing

Should the student and parent agree with the proposed suspension, they may, in writing, waive their right to a due-process hearing. Parents are encouraged to read the terms of the waiver carefully before signing. A signed waiver becomes final and is not subject to appeal.

Educational Plans

All students will be expected to complete all work missed while suspended. Students not meeting attendance requirements due to suspensions may be required to repeat his/her grade level. It is the responsibility of the parent to make arrangements for collecting the work. Students shall return the work upon returning to school for full credit.

SPECIAL NOTICE:

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school lockers, desks, and other property in order to properly supervise the welfare of pupils. **School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.**

Violence Toward Staff Members

Any student, who threatens or strikes a staff member, certified or support, may be suspended for a period of two weeks up to the remainder of the year. If a student who has been suspended due to violence or threats against a staff repeats the offense, they may be suspended the remainder of the current year or through a portion of the following school year. If any student strikes a staff member, certified or support personnel, the proper authorities (Police or Law Enforcement) shall be notified.

Any adult, who threatens or strikes school personnel or disrupts the educational process, may be permanently banned from campus or banned until receiving written permission to return to the building by administration.

Student Searches

The administration, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil, or property in the possession of the pupil. When said pupil is on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances. As defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, and wireless telecommunication devices or for missing or stolen property if said property is reasonably suspected to have been taken from a pupil or employee of the school during

school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The Crutcho School District also maintains cooperative agreements with local, county and state law enforcement agencies, which may provide the services of a canine officer to assist in a search as stated above.

Student Records

The Crutcho School District complies with the Family Education Rights and Privacy Act (FERPA 34 CFR 99.22). Records may be inspected at the School from 8:00 a.m. to 3:00 p.m., Monday through Friday. Complaints may be filed in the Office of the Superintendent.

Upon request, the official records of a student may be inspected and reviewed by the student's parents or guardian. Additionally, parents or eligible students have the right to:

- Request amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights
- Consent to disclose education records, except where consent is not required to authorize disclosure
- File complaints concerning noncompliance with the U.S. Department of Education
- Obtain a copy of the local adopted policy at the Crutcho School administration office
- Receive notification in their primary or home language

Student Retention Policy

Any student who has made unsatisfactory academic achievement in the areas of Reading, Language, Spelling and Math Skills shall be carefully evaluated before promotion to the next grade. Any student in grades three through eight, who has earned an F in two or more of the areas of Reading, Language, Spelling, Math, Social Studies and Science Skills, shall be carefully evaluated before promotion to the next grade. The age, physical development, emotional maturity, social adjustment and attitude of the child will also be considered in each case. Parents will receive notification of the possible need to retain on the third quarter report card. Parents are encouraged to schedule a conference to discuss possible interventions to prevent the need for retention.

Child Find

The Crutcho School District would like to insure that all students with special needs within our jurisdiction are identified, located and evaluated. If you know of a child ages 0 - 21 years, that is possibly handicapped and has not been identified by this school district, please contact the special education department at 427-3771. The Crutcho School District provides equal opportunities without regard to race, color, educational program and activities.

Withdrawal Procedures

A Twenty-Four (24) hour notice is required prior to withdrawing a student to move to a new school. The notice will allow sufficient time for students to return books issued and clear outstanding financial obligations. Parents will receive a copy of the withdrawal form to use when enrolling at the new school. Enrollment at the new school requires:

- a) A copy of the withdrawal form
- b) Immunization records
- c) Birth certificates (for lower elementary grades and students new to the District)
- d) Three working telephone numbers
- e) Proof of residency

Eligibility Requirements for Activities

In order to be eligible to participate in extracurricular activities, a student must have passing grades (A,B,C,D,S) in all subjects. During the semester, students' grades will be monitored each week. If a student is not passing all subjects he/she will be placed on probation during the next one-week period.

A student who has been placed on the one-week probationary period must be passing all subjects at the end of the one-week probationary period week in order to retain eligibility.

If, after a one-week probationary period, a student is not passing in all subjects in which he/she is enrolled during the semester, he/she will be ineligible to participate during the next one-week period. **The ineligibility period will begin on Monday and end on Sunday.** A student must be passing all subjects to regain eligibility.

In - School Suspension Rules:

Our In-School program is called **PAUSE: Positive Alternatives Using Supportive Enrichment.**

- Student will present complete behavioral form to the PAUSE teacher.
- The PAUSE teacher will have the student sign in.
- PAUSE assignments will be completed by the student upon arrival to the PAUSE room and collected by the PAUSE teacher.
- If the student finishes all assigned work, she/he is to do additional PAUSE assignments.
- Students will bring their own lunch or school lunch will be brought to them in the suspension room.
- Students will be escorted to the bathroom once in the morning and once in the afternoon.
- Students are to remain seated and silent.

- Students will eat and drink only during lunch.
- Students will keep hands, feet, and objects to themselves.
- Non-verbal communications such as notes, signs, gestures, etc. will not be allowed.
- Students will be given two warnings upon breaking any in-school suspension rules. Upon breaking a third, the PAUSE teacher will assign 1 additional day of PAUSE and the parent will be notified.
- An added day of PAUSE = 1 strike
- After three strikes (being assigned 3 additional days of PAUSE), the student will be suspended.
- If suspended, all work will be due by 8:30A.M. the following school day.
- Five (5) or more offenses that lead to assignment of PAUSE may result in **long term suspension or expulsion.**

Asbestos Notice

Inspection of district facilities for asbestos has been conducted and Asbestos Management Plans have been developed in accordance with state and federal regulations. There is no need for removal of the remaining asbestos at this time. Every six months the building will be surveyed to see if the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the buildings. Asbestos Management Plans are available for review by appointment in the administration office.

Notice of Non-Discrimination

It is the policy of Crutchco Public School District No. C-074 not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, services, and activities as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Civil rights compliance inquiries related to the Crutchco Public School District No. C-074-52 may be directed to Teresa D. McAfee, Superintendent, 2401 North Air Depot Blvd., Oklahoma City, Oklahoma 73141. Phone 405-427-3771.

Date

Crutcho Public School
2401 N. Air Depot
Oklahoma City, OK 73141
Phone: (405) 427-3771 Fax: (405) 427-3816

Teresa McAfee, Superintendent
Robert Killian, Principal

I, _____, parent of _____

acknowledge receipt of the Crutcho Student Handbook on this ___ day of _____,
2010.

Signature of Parent/Guardian

(Please return this form, signed, in your child's first Tuesday folder)

Student/Teacher/Parent School -Wide Compact

Mission Statement: Crutcho Elementary mission is to successfully educate all students in a safe and respectful community.

Crutcho Pledge: As Crutcho Tigers we pledge to be responsible for our work, respectful to our teachers and classmates and live a healthy lifestyle so we can be the best citizen for our school, city, state, country and world.

Belief Statement: Crutcho is committed to the belief that all children can learn and acknowledge that all of us – teachers, administrators, parents, and students – working together can make a positive difference in each student’s achievement. Crutcho will provide an optimum learning environment in which students will experience success and achieve excellence in learning.

Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her by doing the following:

- Ensure that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Provide a quiet well-lighted place for study.
- Encourage my child’s efforts and be available for questions.
- Stay aware of what my child is learning.
- Read with my child, and let my child see me read.

Signature _____ Date _____

Student Agreement

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school daily.
- Come to school each day with pencils, paper, and other necessary tools for learning.
- Complete and return homework assignments on time.
- Study at home or read a book during study time in the evenings as often as possible, away from TV and other distractions.
- Follow school rules.

Signature _____ Date _____

Teacher Agreement

It is important that students achieve. Therefore, I shall strive to do the following:

- Provide assistance to parents so that they can help with the assignments when necessary.
- Provide current information to students and parents regarding student’s academic progress.
- Appropriately pace students according to individual ability and needs as a learner.
- Provide homework assignments for students, according to classroom objectives and district policy.

Signature _____ Date _____

Principal Agreement

I support this form of parent involvement. Therefore, I shall strive to do the following:

- Encourage teachers to provide classroom instruction to incorporate the use of multiple intelligences into daily planning.
- Provide an environment that allows for open and effective communication between the teacher, parent, and student.

Signature _____ Date _____