

Fletcher Elementary School



Mascot:
The Wildcat

School Colors:
Black & White

202 W. Cole
P.O. Box 489
Fletcher, OK 73541

Phone:
(580) 549-6020

Fax:
(580) 549-4435

Programs We Offer

Basketball
Track
4-H
Gifted and Talented
Academic Team
Accelerated Reading
Accelerated Math
Title I Tutoring

Board of Education

Jim Hall
Aaron Jones
Judy Davis
Penny Hammonds
Sam Harless
Superintendent
Kathryn Turner
Interim Superintendent
Dr. Kristy Ehlers
Secondary Principal
Shane Gilbreath
Elementary Principal
Pam Davenport

WELCOME

The administration and staff would like to take this opportunity to welcome you to Fletcher Elementary School. This information in this handbook has been compiled to help you. Come and share in the **GREAT EXPECTATIONS** we have for all our students.

GENERAL INFORMATION

SCHOOL OFFICES

Please feel free to contact us about any problem or concern. Our telephone number is (580) 549-6020.

SCHOOL HOURS

Classes begin at 8:10 A.M. Dismissal at 3:10 P.M.

ENROLLMENT

When enrolling your child for the first time, you are required to bring with you the following:

Official Birth Certificate.

Two proofs of residence, one from each category: (a) copy of a lease, home warranty deed, ad valorem statement, mortgage statement, or homestead exemption form; (b) copy of a current utility bill (propane, electric, or telephone).

Four-year-olds must be four on or before Sept. 1st. Kindergarten students must be five on or before Sept. 1st.

Up-to-date immunization records which show:

- 5 DTP/DtaP/Td*
- 2 Hepatitis A
- 3 Hepatitis B
- 4 Polio*
- 2 Measles (MMR)**
- 2 Mumps***
- 2 Rubella**
- 1 Varicella***

*If the 4th DTP and/or the 3rd Polio are given on or after the fourth birthday, then the 5th dose DTP and/or the 4th dose are not required.

** All measles, Mumps, and Rubella must have been administered on or after the child's first birthday.

***The school may accept a written statement from the parent that the child has already had chickenpox and record on the health record at approximately what age.

There is no grace period allowed for Hepatitis B and Hepatitis A immunizations. Students must present proof of completion of the required series, or proof that they are "in process" (following a medically approved timetable for completion) before entering school.

DIRECTORY INFORMATION

Directory information for Fletcher Public Schools for the school year includes the following: Name, Participation in activities and sports, awards, pictures (etc.). If the parent/legal guardian or student does not want directory information released regarding the student, notification must be given to the principal's office by the parent/legal guardian or student making the request. (51-24A. 16; S.L.O. 553)

PERSONAL DATA INFORMATION

Please notify the office immediately if you have changed your address, home, work or emergency telephone numbers. The school records need to be kept up-to-date. In case of emergency, we MUST have a current telephone number through which you may be contacted. A note or telephone call will enable us to update our records.

LOST AND FOUND

Students are encouraged to label all personal items for easy identification. Unclaimed items are periodically donated to charity.

TOYS

Toys should not be brought to school except for "Show and Tell". The school cannot be responsible for lost, stolen, or broken articles.

GRADE REPORTING

Progress Reports

Following the fifth week of each 9-week grading period, a progress report will be sent to the parents of all students through a Monday folder. Parents are urged to confer with their student's teachers.

Report Cards

Report cards will be given to each student on Monday following each nine-week grading period.

HONOR ROLL GUIDELINES

Superintendent's Honor Roll: All A's are required in Reading, Language Arts, Math, Science and Social Studies. Resource grades (Art, Music, Physical Education, etc.) of A's or E's and/or S's are also required.

Principal's Honor Roll: All A's and/or B's are required in Reading, Language Arts, Math, Science and Social studies. Resource grades (Art, Music, Physical education, etc.) of A's or E's and/or S's are also required.

PROGRESSION THROUGH THE GRADES

Students who meet required academic standards are promoted to the next grade level at the end of the school year. Students not meeting academic standards will be retained or administratively placed.

Insufficient attendance, failing or unsatisfactory grades, and inadequate progress may cause a student to be retained in a grade. Parents are given adequate notification of impending failure through progress reports, report cards, and/or conferences (in person or by telephone) with the teacher. It is very important that parents heed such notification and work with the child and the teacher to try to turn the situation around. The final decision will remain with the classroom teacher and must be approved by the principal.

PARENT-TEACHER CONFERENCES

A very important part of the reporting system of Fletcher Elementary is the parent-teacher conference. Conference days are listed on the school calendar. In addition to these days, the parents may request additional conferences by contacting the teacher and setting up an appointment. Once a conference is scheduled, BE SURE to let the teacher know if you cannot attend.

TEXTBOOKS

Students will have text books assigned to them by their teacher. Pupils losing or damaging a book shall be required to pay for such books. Should a lost text that has been paid for be found, the money will be refunded. Textbooks serve as the major resource for concepts and skills taught by the classroom teacher. Students are permitted to take their text books home.

BAD WEATHER

When necessary to close Fletcher Elementary because of inclement weather, the following TV and Radio stations will be notified;

1. TV channels 4, 7, and 9
2. Radio stations 101.3 Lawton, 103.7 Anadarko, or 95.3 Lawton

VISITORS ON CAMPUS

Upon entering the school campus, including parking lots, visitors must proceed immediately to the principal's office and state the reason for their visit. Permission by personnel of other government agencies shall be

in writing from the superintendent of schools, except for routine working relationships established with mutual consent of the school district and the agency involved.

Citizens may enter schools to attend public functions, providing their presence does not interfere with the function of the school.

WAITING FOR YOUR CHILDREN TO GET OUT OF SCHOOL

All parents picking up their children from school at the end of the day will need to wait for their children OUTSIDE of the building. This will ensure the safety of others and keep distractions down to a minimum.

ATTENDANCE

ARRIVAL ON CAMPUS/DISMISSAL

Students are not to come to the school or be dropped off at the school before 7:50 A.M. each morning. Supervision is not provided for students on campus before 7:50 A.M. or after 3:15 P.M. The school or the Fletcher School Board cannot be held liable for any harm that may befall a student who arrives at school prior to this designated time of 7:50 A.M. or is not picked up from school by 3:15 P.M.

Upon arriving, students are to line-up at the southeast corner of the library or go to the cafeteria to eat breakfast. From the line-up, students will be escorted into the building at 8:00 a.m.

At the beginning of the school year, please discuss with your child's teacher how you expect him/her to get home. If the teacher does not receive a note, the child will be sent home his/her regular way. These arrangements must be planned for ahead of time, and students will not be permitted to use school telephones to find out how they are supposed to get home.

EARLY DISMISSAL OF SCHOOL

Some times, it is necessary for school to be dismissed early (without prior warning) because of emergency situations. Please make arrangements with your child as to where he/she should go and what they should do at those times. A signed parental form will be on file with your child's teacher as to where the child should go.

ABSENCES/TARDIES

It is important that all students attend school regularly. However, if a student has to be absent due to illness or other extenuating circumstances,

it is the responsibility of the parent to notify the school. This will need to be done either by telephone or a written note signed by the parent when the student returns.

Students are expected to be in attendance at school a minimum of 90% (no more than nine absences per semester) of time in order to be promoted to the next grade.

EXCUSED: If the reason for the absence is personal illness of the student, doctor or dental appointment, death in the family or funeral, the student will receive an **EXCUSED** absence and will be allowed to make up work missed. One day will be allowed for each day absent to complete make-up work. We realize there are times when families must be out of town and have no alternative except to take their student with them or an opportunity may arise that the parent feels is important enough for a student to be absent although the reason does not meet the "excused Absence" criteria.

In this case the parent should contact the principal and explain the nature of the intended absence. If the principal concurs, the student will be allowed to obtain class assignments for the day of the intended absence. All assigned work must be turned in at the beginning of class on the day the student returns.

UNEXCUSED: When a student is absent with or without the permission for a reason that does not meet the above criteria, students will not be allowed to make up the missed work. Therefore, they will receive zeros for the assignments.

TARDIES

Students will need to report to the office each time that they are tardy. **Every three tardies will equal 1 day detention.**

PERFECT ATTENDANCE

Perfect attendance is earned by a student being neither tardy nor absent for the entire year. A student who is not in his classroom when class begins will be marked tardy. A student will be eliminated from eligibility for perfect attendance should they check out of school before 1:10 p.m.

EARLY DISMISSAL FOR STUDENTS

Students who need to leave the campus during the school day for a dental, doctor, or other appointment must be checked out by the parent or guardian through the office. No student should leave the campus

for any other reason. For the safety of our children, no student is to be removed from class without the teacher's prior knowledge. Students may be checked out **ONLY** by those persons authorized to do so. A PHOTO I.D. **MAY BE REQUIRED TO SIGN A STUDENT OUT.**

WITHDRAWAL

A student who finds it necessary to withdrawal from school should observe the following procedure in order to leave school with a clear record.

1. Arrange a conference with the principal to explain the reason for withdrawal, leave a forwarding address, and secure a form to withdrawal from the office.
2. Secure the signature on the withdrawal form from each of his/her teachers as he/she turns in textbooks to that teacher.
3. Clear all lunch and breakfast charges.
4. Return all library books.
5. Leave this signed withdrawal form in the office.
6. The student's records will be forwarded to the new school upon request.

DRESS CODE

Fletcher Elementary School seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Some of the items we do not allow students to wear or display on campus are:

1. Lengthy belts that hang down.
2. Chains hanging out of pockets or from clothing.
3. Any item with gang or drug symbols.
4. Any item that advertises drugs/alcohol/tobacco.
5. Skirts or shorts that do not reach at or near the fingertips.
6. See-through items.
7. Tight or revealing clothing.
8. Bare midriffs or crop tops (when arms are raised, midriff is bare)
9. Tank tops/spaghetti straps.
10. Halters, strapless dresses or tops.
11. Any articles which might disrupt the learning environment or pose a safety hazard.
12. Shoes that are inappropriate for playground.
13. Any item that depicts scenes of death or violence, including skulls.

All pants must be worn snug at the waist and must not drag the ground. Shirts must not be long enough to cover shorts or skirt. Appropriate undergarments must be worn. Sneakers are necessary for safety during Physical Education or recess. Girls should wear shorts or slacks on days when they have PE.

Students who come to school dressed inappropriately will be expected to change. Their parents will be contacted to bring appropriate clothing. They will not be permitted to attend classes in inappropriate clothing. Clothing should be weather appropriate.

WIRELESS TELECOMMUNICATION

During school hours, students are prohibited from possessing wireless communication devices. Fletcher School certified personnel have the authority to search students for such devices. Students are permitted to possess wireless telecommunication devices in their private vehicles while on Fletcher School campus or at after school hour, school functions.

RADIOS, TAPE PLAYERS, CD PLAYERS

Radios, tape players, CD players, and electronic devices are not permitted in the halls or classrooms of any school building unless used being used for instructional purposes.

LASER LIGHT DEVICES

Students are prohibited from possessing laser light devices while on the school campus, in transit under the authority of the school or while attending any function sponsored or authorized by the school.

PHYSICAL EDUCATION EXCUSES

Students who, because of illness or injury, are temporarily unable to participate in physical education or playground activities need to present a note each time from their parent to the PE/playground teacher explaining the problem. Students who need to be excused from activities for a week or more need to provide a doctor's excuse. If your child has any permanent physical restrictions or disabilities, please notify the office.

PLAYGROUND

Students will be supervised at all times while on the playground. School rules are to be followed. If students demonstrate by their actions that they cannot or will not follow playground guidelines, they will be disciplined according to school policy.

FIELD TRIPS

Field trips are rewards and for the enrichment of the students of Fletcher Elementary. Therefore, parents are asked not to bring siblings to these events.

Participation in field trips is a **privilege** that must be earned. If a child consistently demonstrates by his/her actions or speech that they are not responsible enough to follow school guidelines, participation in these activities will be denied. The decision of the teacher and principal will be final.

The school dress code applies at these events. If dressed inappropriately, students will not be allowed to participate.

STUDENT SERVICES

HEALTH SERVICES

We do not have the facilities to take care of ill students for an extended period of time. Should your child become ill, we will give you a call. Please make arrangements for your child to get home or to the doctor.

Sick students who are running a temperature will not be allowed to remain at school. They should not return to school until their temperature has remained normal for 24 hours.

MEDICINE

Only those medicines provided by the parent can be dispensed at school. Those medicines must follow these guidelines:

- *Medicine must be in the Original Container, whether it is prescription or over-the-counter.
- *The name of the medicine.
- *The amount of the dosage.
- *The time it is to be administered.
- *The purpose of the medicine.
- *Means of administering the medicine (spoon, dosage cup, etc.)

ALL MEDICINE MUST BE TAKEN TO THE OFFICE WHEN A STUDENT ARRIVES ON CAMPUS. THE ONLY EXCEPTION IS A PRESCRIBED INHALER. THE STUDENT MAY KEEP THIS ON HIS/HER PERSON WHEN THEIR DOCTOR FEELS IT MEDICALLY NECESSARY.

COMMUNICABLE DISEASES

To prevent an outbreak of communicable disease such as head lice, scabies, etc. school employees will periodically check students at school (especially when alerted to the possibility of an infestation). Children will be

sent home if suspected to be infected with a communicable disease. It will be the parent's responsibility to rid your child of any disease. A child must be treated and proof of that treatment must be presented to the office when the child returns. (It is the policy of Fletcher Schools those students who have been sent home with head lice must be nit free before being allowed to return to school.)

LITERACY PLAN

According to the provisions of the Oklahoma Reading Sufficiency Act, all students in Kindergarten through third grade are assessed in reading each nine weeks. If they are found to be in need of remedial help, they are placed on a Literacy Sufficiency Plan and conferences are held with the parents.

LUNCH POLICY

Fletcher has an excellent lunch program. Hot balanced meals, including milk, will be served at a minimal fee (price set each year by the Fletcher school Board).

1. Maximum charges - 10
This applies to full and reduced lunches and breakfast totals.
2. All charges must be paid in full before a student will be permitted to charge again.
3. Parents will be notified when a student reaches five charges and when a student is making the 10th charge. Students will not be allowed to charge after the 10th time and therefore must be prepared to pay for the 11th meal and others until charges are paid in full.
4. Any student who exceeds the charge limit for the second time will no longer be permitted to charge and will be required to pay for each meal for the remainder of the school year.

RULES AND REGULATIONS

CONDUCT

Students who engage in conduct or activities, which are prohibited by this policy, may be subjected to disciplinary action up to and including suspension from school. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using and/or possessing tobacco products;
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using ,consuming, possessing or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogen, opiate, inhalant, counterfeit drug, or any other controlled or non-controlled dangerous substance;
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Being in possession of any unauthorized wireless telecommunication device.
6. Possessing, using, transferring possession of; or aiding, accompanying, or assisting another student to use any type of weapon which term includes but is not limited to: guns, rifles, pistols, shotguns; any devices which throws, discharges, or fires objects, bullets, or shells; knives, explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument. Included in this prohibition is any facsimile, toy, or counterfeit weapon;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Entering, without authority, into classrooms or other restricted school premises;
10. Violating the District's policies, Administrative Regulations, a school's student handbook provisions, rules, practices, or state laws;
11. Engaging in conduct which endangers or jeopardizes the safety of other persons;
12. Harassing, hazing, threatening, bullying, or verbally abusing another person;
13. Preparing, publishing, or distributing written or verbal statements or plans of a violent or threatening nature, which if carried out, could result in harm to another person or damage to property;
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;

17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace or inciting, encouraging, prompting or participating in attempts to interfere with or disrupt the normal educational process;
18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating.

Any student conduct or activity which occurs on school property, while the student is in transit to or from school or a school function, or on any property subject to the control and authority of the District shall be prohibited if such conduct or activity adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property or disrupts school operations.

In addition to school rules, each teacher sets his/her classroom rules for which the student is responsible. Any student who cannot maintain these regulations will face disciplinary measures.

DISCIPLINE

Any misconduct in the classroom, on school grounds, or at a school activity shall be dealt with by school personnel. All teachers have the authority and responsibility to correct, discipline or assist any student anywhere on our campus or at any school-sponsored function. Actions, which may be taken include, but not limited to and not necessarily in this order:

1. Counseling
2. Parent conference
3. Extra work
4. After school detention
5. Financial restitution
6. In-school suspension
7. Corporal punishment
8. Out of school suspension
9. Involvement law enforcement
10. Other disciplinary action deemed appropriate.

Corporal Punishment is an option made available by the Board of Education. With parental permission, the administrator may administer corporal punishment with a faculty member serving as witness. Corporal punishment may never be administered in any degree that will result in serious injury. The maximum paddling is three (3) strokes on the buttocks for any offense.

Nothing in this discipline policy shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel and due process in cases, which may end in suspension or expulsion. This policy shall be interpreted by the principals and their designees in a manner, which they deem just, given the circumstances of the individual case. Administrators shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary policy.

After School Detention will be for a 30-minute period beginning five minutes after school has been dismissed. After school detention will be held on Wednesdays. Students failing to attend detention or misbehaving during detention will receive in-school suspension. Students will not be allowed to have more than three (3) unserved detention assignments. When students have four (4) unserved detention assignments, they will be assigned 1 day of in-school suspension.

The principal may add additional time to the detention period if she deems this appropriate for correction of misbehavior.

In-School Suspension will consist of a student being isolated from other students for the entire school day. A student may receive from one to ten days of in-school suspension.

OUT-OF-SCHOOL SUSPENSION POLICY

The principal has the authority to suspend any student in accordance with existing state laws. Forms of punishment other than out-of-school suspension will be considered, but in some cases, out-of-school suspension is the appropriate course of action.

The following are specific examples of unacceptable behavior, which may be subject to suspension:

1. Open or persistent defiance of authority
2. Verbal/physical assault upon student or school personnel
3. Creating or attempting to create a disturbance
4. Unauthorized absence from classes
5. Excessive tardiness
6. Willful disobedience, profanity or vulgarity
7. Showing disrespect for school property or causing damage to school property
8. Possession, threat, or use of a dangerous weapon defined by the state statute
9. Possession, selling, or under the influence of a narcotic, or dangerous drug, but not limited to marijuana, LSD, heroin, barbiturates,

non-narcotic intoxicants, inhalants, glue, unprescribed cough medicine, gasoline, paint thinner, beer, or any type of intoxicating liquor or alcohol, as well as imitation dangerous controlled substances.

10. Verbal or implied threats or threatening gestures by an individual or group
11. Stealing/extortion
12. Conduct which jeopardizes the safety of others
13. Any violation of state or local law, or ordinance occurring on school property
14. Possession of paging devices
15. Possession/use of tobacco products
16. Possession of wireless communication devices

The Principal may provide an out-of-school education plan for students suspended for five (5) days or less provided the reason for suspension was non-violent.

The Principal will provide out-of-school education plans for students suspended out of school more than five (5) days provided the reason for suspension was non-violent.

Students suspended out of school for violent offense as defined by state law, will receive zero (0) for graded work missed while suspended. Any student found in possession of a firearm on school property or while using school transportation will be suspended for not less than one year.

The maximum period of suspension that may be imposed for other suspension offenses is the remainder of the semester and the succeeding semester.

Special education students suspended out-of-school for a violent crime directed towards a classroom teacher cannot be readmitted to that teacher's class without the teacher's permission.

Any student suspended out-of-school will be considered to be suspended from all classes and extra-curricular school events for the duration of the suspension. Further, the suspended student will not be permitted on school property or the property where any school event is being held during the period of suspension except for the purpose of completing an education plan.

OUT-OF-SCHOOL SUSPENSION APPEAL PROCESS

Students suspended ten (10) days or less have the right to appeal the

suspension to a committee consisting of the school counselor and two (2) certified staff members selected by the parent and student. The decision of the committee shall be final.

Students suspended for more than ten (10) days have the right to appeal the suspension to the Fletcher Board of Education. The decision of the Board of Education shall be final. Students who wish to appeal their suspension must inform the Principal no later than 8:30 A.M. of the day following the suspension assignment. When a proper appeal has been made, the Principal will, as soon as possible, convene the appeal committee. The student will be suspended out-of-school until a decision of the appellate body has been reached. Time line for appeals to the Board of Education will be at the discretion of the President of the Board of Education.

THE OUT-OF-SCHOOL EDUCATION PLAN

The Education Plan will be provided by the Principal. It is a contract between the suspended student, the suspended student's parent/guardian, and the Principal. If all conditions of the Education Plan are met by the suspended student and the suspended student's parent/guardian, work completed by the suspended student in the core courses, English - Math - Science - Social Studies and Art, while suspended will be graded and recorded at 80% of its value.

If a suspended Fletcher student enrolls in another school district, Fletcher School will upon request, forward the student's records including discipline record of the student to the requesting school in accordance with the Family Education Right and Privacy Act.

VANDALISM AND RELATED ACTIONS

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student.

Repeated offenses of the above may result in more severe penalties of suspension and/or appropriate civil action.

DRUG ABUSE

Any student found on school premises or at school-sponsored activities in possession of or under the influence of marijuana, narcotic, hallucinatory, hypnotic or sedative drugs or any dangerous chemical, alcohol or stimulant not prescribed by a licensed physician may be suspended from classes and all the school premises for the remainder of the school term.

Students' cars or personal effects may be searched in the presence of the student by school personnel and/or police to determine the presence of drugs. School lockers, desks, and other school property and their contents may be searched by school personnel at any time.

Section 492 of School Laws of Oklahoma allows teachers or security personnel to search property in the possession of a student for dangerous weapons, controlled dangerous substances, intoxicating and no intoxication beverages, missing or stolen property, or electronic paging devices, upon reasonable suspicion.

FIRE AND TORNADO DRILLS

When the fire alarm sounds: Several short rings are the signal for fire and one ring recalls students to the rooms.

1. All students will arise and pass from the room in single file.
2. No double lines until lines meet.
3. One line of march must not cross another.
4. Students are to leave building in a brisk walk, no one is to run or pass anyone in front line.
5. Students are not to take anything with them.
6. Teachers will remain in the room to supervise the exit of their group and follow them.
7. There is to be no talking or unnecessary noise during the exit.
8. Fire Drill- All lines of march go at least 25 yards from the building before stopping.
9. Line of march to be held to return to the building when the "all clear" signal is given.
10. Arrangements should be made for a student to hold the door if it has a latch.
11. The principal will post designated areas of exit for each room. These should be explained to all students who meet in that room.

When a **tornado alarm** sounds: One long ring is the signal of a tornado. One ring will recall students to their rooms.

1. Students are to exit the room quickly with a hardback book.
2. Sit facing the hall wall in their designated area.
3. Place their head in their lap.
4. Place a hardback book over their head and remain quiet until dismissed.
5. The principal will post designated areas for each room. These should be explained to all students who meet in that room.

BULLYING POLICY

Harassment, Intimidation and Bullying Prohibited

"Harassment, intimidation, and bullying," as defined by Oklahoma Statutes at 70 O.S. 24-100.2, means any gesture written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's education mission or the education of any student.

- A) "Harassment, intimidation and bullying" include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.
- B) "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Report, Investigation, and Sanctions

- A) It is the express policy of the Board of Education to encourage students who are victims of harassment, intimidation, or bullying to come forward with such claims. This may be done in the following manner:
1. Students who feel administrator, supervisor, support personnel, teachers, or other students are subjecting them to harassment, intimidation, or bullying are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith report of charges of harassment, intimidation, or bullying.
- B) In determining whether alleged conduct constitutes harassment, intimidation, or bullying, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or the principal has the responsibility of investigation and resolving complaints of harassment, intimidation, or bullying.
- C) Any employee found to have engaged in harassment, intimidation, or bullying of students shall be subject to sanction, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

- D) Any student found to have engaged in harassment, intimidation, or bullying of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.
- E) Incident Report Forms will be located in the Teacher Handbook, the Principals' Office and the Superintendent's Office.
(Board Approved June 7, 2005)

SEXUAL HARASSMENT

The policy of the Fletcher School district forbids discrimination against, or harassment of any student on the basis of sex. The school board of education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students, including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed. Policies are on file in the administration office.

BUS REGULATIONS

1. Buses will start at such time that they will arrive at school at 7:50 A.M.
2. Bus drivers will have the same control over students while riding on buses as the teachers have while the students are in school.
3. Please be on time at the bus stops.
4. Any damage to a bus by a student must be paid by for the student.
5. Every student should help to make his/her bus as safe as possible.
6. Buses will only let students off at school and at their homes or bus stops.
7. All students must be seated on the bus.
8. Students will be assigned a seat within the first two weeks of school and will be responsible for sitting in that during the school year.
9. There will be no smoking or tobacco products on the bus.
10. Students desiring to ride a bus other than their own must provide the bus driver a note from their parent.
11. Bus students are to ride the same bus both morning and evening unless special permission is given.
12. If a student misses his/her bus to school, the parents will be responsible for bringing the student to school. If the student does not come to school, it will be counted as an absence.

Bus trips Parents and guests are always welcome to attend trips, but because of insurance liability, only Fletcher students and faculty may ride school buses.

RULES FOR EXTRA-CURRICULAR ACTIVITIES

Students involved in extracurricular events represent the school and student body in very special ways. Since students participating in extracurricular activities are in the limelight, the school board, administration, teachers and parents feel that a special effort should be made by our young ladies and gentlemen to conduct themselves as such at all times. Because they are under constant scrutiny as leaders in our school, the following rules and policies are set forth concerning students participating in extracurricular activities.

Extracurricular activities might include athletics, cheerleading, vocal music, academic team, 4-H, and field trips.

Any student participating in any of the above groups must govern their actions and attitudes when in school or in public. Any student found in possession of or under the influence of marijuana, narcotics, hallucinatory, hypnotic or sedative drugs or any dangerous chemical, alcohol or stimulant not prescribed by a licensed physician will be suspended from all extracurricular activities for the remainder of the school year.

Any student missing three (3) hours or more of school on the day of an activity will not be eligible to participate in the activity.

Any student suspended from school, for any reason, will be suspended as well from all extracurricular activities. Students involved in extracurricular activities are not to use tobacco while participating in that activity. They will be suspended from all activities upon the second offense.

"Rules for Extra-Curricular Activities" concerning make-up work will be as follows: Any student excused for an extracurricular activity shall still be responsible for his/her regular class work assignments made while the student is absent and will be due on a time schedule in relation to the number of days the student was absent for the activity up to a maximum of 3 days with all work and tests due on the 4th day.

Students in extracurricular activities are reminded that they are representing the school and as such representative shall be appropriately dressed as instructed by their sponsor or supervisor. All participants in school activities shall travel to and from the activity in school transportation.

If a student is going to ride home with a parent from an activity, the parent must tell the coach or sponsoring teacher.

If a student is going to ride home with another student's parent the coach must have a note from both parents or the parents must contact the coach.

Any student with disciplinary action pending is ineligible for any activity.

All students participating in extracurricular activities shall meet eligibility requirements of the Oklahoma Secondary Activities Association. Students will be in good standing with the school before being allowed to represent the school in any activity.

SEARCHES

The purpose of this regulation shall be to set procedures for searches. Searches of students, lockers, and possessions shall be conducted for the purpose of investigating behavior that might cause injury to students or damage the educational process or is in violation of school policy or state or federal law.

Object of Search: The person, personal property, and locker or desk of a student attending Fletcher Elementary may be searched on District property or while in transit to or attending any function sponsored or authorized by the District when there is reasonable cause to believe that the person, personal property or locker or desk of such student contains one or more of the following (hereafter referred to as prohibited items):

1. Dangerous weapons
2. Drugs, counterfeit drugs, marijuana, stimulants, depressants, alcoholic beverages, non-alcoholic beverages, and other dangerous substances as defined in the Dangerous Substances Act (Title 63 Oklahoma Statutes, Section 2-101, et seq.)
3. Stolen property.

Persons Authorized to Conduct Searches: Only a building principal or and employee authorized directly by the building principal or administration shall conduct a search of a student, a student's personal property, or a student's locker or desk.

District personnel shall make all requests for student personal property and student locker and/or desk searches to the building principal. If the principal is not available, appropriate administration should be contacted for directions.

This regulation does not authorize the search of adult non-students. If it is determined that an adult non-student has possession of one or more of the prohibited items, the appropriate law enforcement agency will be called.

Method of Student Searches: Searches are to conduct by persons authorized in the above sections.

When possible, an effort should be made to conduct a search without physically touching the student.

When necessary, the administrator may request the student remove outer garments, such as hats, gloves, and coats. The student may be requested to empty pockets and turn them wrong side out. Removal of clothing other than the outer garments described above shall only be done by law enforcement officials who are not District personnel.

In instances of searches for stolen property, no requests shall be made of law enforcement personnel to conduct searches by removal of clothing other than outer garments described above.

A student, pending a search for prohibited items, may be detained by administration, faculty or a District security officer.

The search of student should be made by a person of the same sex as the student (whenever practicable) and be witnessed by another certified employee of the District, also of the same sex, whenever practicable.

FERPA PLAN

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.
4. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches the age of 18 or enrolls in post secondary school. The student the becomes an "eligible student".

In case a parent of a student, an eligible student, or a citizen of the Fletcher 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 Education Rights & Privacy Act Office
U.S. Department of Education
Rm 4511 Switzer Building
Washington, D.C. 20202

ASBESTOS STATEMENT

The U.S. Environment Protection Agency has required that all public and private school inspect all school building for the present of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules reinspection of all asbestos present in the school. The management plan may be reviewed at the school during normal working hours.

CHILD FIND STATEMENT

Fletcher Public Schools is searching for handicapped children in the Fletcher School District who need to be served. If you know of any child between the ages of 0 and 21 that are handicapped, please contact the Superintendent of Fletcher Public Schools at 549-6027.

PARENT RIGHT TO KNOW

In accordance with the No Child Left Behind Act of 2001 (NCLB), Section 1111 (h)(6) PARENTS' RIGHT-TO-KNOW, this is a notification from Fletcher School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

1. If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
2. If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
3. The teachers baccalaureate degree major, graduate certification, and field of discipline; and
4. Whether the student is provided services by paraprofessionals, and if so, their qualifications.

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you have questions, please contact your school principal.

SECTION 504/TITLE II GRIEVANCE PROCEDURE

Fletcher Public Schools has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (Section 504), the Title II of the Americans with Disabilities Act (Title II), or Title IX Education Amendment of 1972. Both Section 504 and Title II prohibit discrimination on the basis of disability. Title IX prohibits discrimination and harassment on the basis of gender.

The below identified officials have been designated the authority and responsibility to respond to, investigate, and resolve complaints of unlawful discrimination and harassment:

For Section 504/Title II complaints at the Elementary School contact:

Elementary Principal
Elementary School
202 Cole
Fletcher, OK 73541
PH: 580-549-3011

For Section 504/Title II complaints at the Junior High or High School contact:

Superintendent or High School Principal
Fletcher High School
200 Hornaday
Fletcher, OK 73541
PH: 580-549-3013

For Title IX complaints contact:

Athletic Director
Fletcher High School
200 Hornaday
Fletcher, OK 73541
PH: 580-549-3013

NOTE: Contact the Office of the Superintendent of Schools (address and telephone number below) if the designated school official identified above is the person against whom you are filing a grievance. The Superintendent shall designate an alternate individual to investigate and respond to the complaint.

Complaint Procedures

A complaint must be filed in writing, contain the name and address of the person filing it, briefly describe the alleged discriminatory action, and

identify the date the action occurred and the name(s) of the person(s) responsible.

A complaint must be filed within 60 days after the complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.) Unless the matter can be promptly resolved informally, an investigation will be conducted with respect to all timely filed complaints which raise issues under Section 504, Title II, and/or Title IX. These procedures contemplate informal but thorough and impartial investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the designated school compliance investigation official and a copy forwarded to the complainant no later than 20 days after its filing. A copy shall also be provided to the Superintendent.

The complainant can request a reconsideration of the case instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 5 days at the Office of the Superintendent of Schools to:

Superintendent
108 Hornaday
Fletcher, Oklahoma
580-549-3016

The Superintendent shall issue a written determination to the complainant as to the validity of the complaint and any proposed resolution within 10 days of receiving the request for reconsideration. The Superintendent may request additional information from the parties and may conduct additional interviews if needed.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 or Title II complaint with the responsible federal department or agency. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Fletcher Public Schools complies with Section 504, Title II, and their implementing regulations.

Confidentiality

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint of unlawful discrimination or harassment.

Prohibition Against Retaliation

The filing of a complaint or otherwise reporting discriminatory or harassment conduct shall not reflect upon the individual filing the complaint. Any act of retaliation against any person who has filed a complaint, testified, assisted, or participated in an investigation of a discrimination or harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action.