

# Altus Elementary School Student Handbook 2017-18

## **Mission Statement:**

**“Building Up Lifelong Learners with  
Determination and Optimism to Reach  
Goals and be Successful”**

“The Altus Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap or veteran status.”

“Inquiries concerning application of this policy may be referred to the principal by phone at (580) 481-2133 or by mail at Washington Elementary School, P.O. Box 558, Altus, OK 73521”

**MESSAGE TO OUR PARENTS AND STUDENTS**

**Welcome to Altus Elementary School!**

**Altus Elementary School welcomes you for the 2017-18 school year. The staff at AES is excited about starting this new year with the 3rd and 4th Grade Center. Our focus is always to provide each student with new challenges that will result in a rewarding school experience.**

**As we begin this year, please know that we welcome you and your involvement in our school. Since we recognize that parents are their children's first and most important teachers, we need your cooperation and involvement to provide your child with the best education possible.**

**Altus Elementary has a faculty and staff excited about working with your child. AES offers a well-rounded curriculum with emphasis in the areas of reading and math to maximize the educational achievements of our students. Instruction is enhanced through the use of technology, such as smart boards in each classroom, class sets of IPADS and a computer lab with state of the art computers. As well, all children have the opportunity to participate in music and physical education classes. Our school library has a circulation system that is completely automated with a variety of books and materials. A school counselor and nurse are also available.**

**Altus Elementary School is implementing the Great Expectations Model. This program emphasizes quality research instruction and creating a caring and learner-focused climate, as well as developing social skills that will help them as they go through school and life.**

**The Response to Intervention Model will be used to help target students who are struggling with skills. RTI is about matching students' needs with high-quality researched based educational practices and interventions, and measuring student progress and performance to make the best educational decisions for all students.**

**Once again, welcome to Altus Elementary School. Working together as parents and educators, we can make your student's years at AES some of the most successful of their school career.**

**Sincerely,**

**Ken Kenner, Principal**

## PHILOSOPHY

At Altus Elementary, our philosophy is to establish a firm foundation on which students build citizenship and gain skills valuable to themselves and society. Through a safe and positive learning environment, we provide opportunities for each child to study in a comfortable surrounding. We encourage cooperation among school, home, and community because we believe the cooperative effort is necessary to the success of the whole individual—intellectually, emotionally, and physically.

Because we are committed to the learning success of each child and believe all children can learn, we challenge each to achieve a level of success in accordance with his or her abilities and potential. By equipping students with knowledge and skills, we strive to prepare all students to become life-long learners and productive citizens in an ever-changing world.

## OBJECTIVES

We will know we have accomplished our mission when all students demonstrate they are:

- 1 Complex Thinkers who continue to develop intellectually by using various learning strategies and resources to reason and make decisions
- 2 Accountable Individuals who show responsibility for their physical and emotional actions by applying acquired skills and making positive choices
- 3 Community Contributors who cooperate with others, respect others, and accept others, which are necessary to be a contributing member of society
- 4 Creative Producers who appreciate and experience creative expression in various areas

## ALTUS PUBLIC SCHOOLS

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (20 USC 1232 g: 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U>S> Department of Education.

FERPA gives parents rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents of eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions.

(34CFR 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPS. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-Learn (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **CIVIL RIGHTS COMPLIANCE**

The Altus School District I-18 hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries concerning application of this policy may be referred to the school counselor by phone at (580) 481-2183 or by mail at L. Mendel Rivers Elementary, 3000 Veterans Drive, Altus. OK 73521

### **ASBESTOS STATEMENT**

Under AHERA 40 CFR Part 763, Altus Schools has an asbestos-containing material. Periodic surveillance of the facilities is conducted during January and July with 3 year re-inspections conducted tri-annually. Building occupants and workers shall be informed when response actions take place. Management plans for the facilities that contain asbestos are available for review in the superintendent's office and at each school's administration.

### **School Time Schedule**

The following schedule for beginning and ending the school day will be adhered to by Altus Elementary students.

7:45	Teachers on duty
7:50	Bell rings to send students to class
8:00	Tardy bell rings and class instruction begins
3:00	End of school day
3:15	Teachers off duty

### **Activities**

The District Calendar, School Facebook page, and notes sent home will inform parents of the various activities and to invite parents to visit during these activities.

### **Arrivals/Dismissal**

The first bell in the morning is at 7:50 and the tardy bell is at 8:00. Students not riding an Altus Public Schools bus should not arrive before 7:40 a.m. All students will enter the building by the office doors. Students will proceed through the cafeteria. If eating breakfast they will get in line. If not eating breakfast they will proceed outside to the playground. All students will be dismissed at 3:00. When picking children up after school, please note the following::

- All students will exit though the west doors. (3rd Grade by office and 4th Grade on the North end)
- Bus students will load in the bus lane.

Students should be picked up no later than 3:15.

### **AFTER SCHOOL EXTENDED DAY CARE PROGRAM**

AES provides an after school program for students of working parents. The program hours are from 3:00-5:30 p.m. on school days only. Please contact the school office for more information.

## **Altus Elementary School Attendance Policy**

### **First Action**

When a student has been absent from school four or more days or parts of days within a four-week period without a valid excuse the parent or guardian will receive notification that will include the following:

- Cover letter
- State warning letter
- CIMS report

### **Second Action**

When a student has ten days or parts of days of unexcused absences, it will result in filing with the District Attorney's Office. (Per semester)

### **Third Action**

Excessive excused or non-excused absences could result in student retention.

NOTE:

Notification will be sent to parents of students who are frequently absent due to illness when the number of absences has exceeded ten days. In order for further absences to be considered excused, a doctor's verification may be required.

Students will be permitted to make up classwork missed because of an excused absence. Make-up work will not be permitted for truancy. (unexcused absences)

Absences will be considered excused for the following reasons providing communication is made to the school on the day of the absence; illness, bereavement, family emergencies, recognized religious holidays, and doctor or dentist appointments. All other absences are considered unexcused.

## **Attendance, Tardies, Absences, and Makeup Work**

### **Definitions**

**Tardies**-students arriving after 8:00 a.m. must receive a tardy slip from the office. Tardies result in loss of valuable teaching activities and can impact student progress.

**Absence**-missing more than one hour of instruction is equal to ½ day absence.

**Truancy**-an absence without parent/guardian or school consent and appropriate notification made to the building principal.

**Attendance**-Regular attendance is a necessary part of the learning process and is a key to getting a good education. The educational experience consists of more than merely taking tests. Daily classroom participation, interaction with the teacher and other learners, and receipt of instruction is necessary to acquire desired knowledge and skills.

**Notification of Absence from School**-If your child is ill or must be absent from school for any reason, please notify the office at 481-2133. The office will be open at 7:30 a.m. Parents

are encouraged to call as early as possible. If for some reason a parent/guardian contact has not been made regarding a student's absence by the end of that school day, the student will be considered truant.

**Make-up Work**-Students will be allowed to make up the class work missed due to an excused absence. Students are given one school day plus the number of school days absent to make up class work and tests. If the make-up work is not completed, a zero will be recorded for each missing assignment and test.

**Excessive Absences**-If a child is absent without valid excuse for four or more days or parts of days within a four-week period, or is absent without valid excuse for ten or more days or parts of days within a semester, schools are required by law to report these excessive absences to the District Attorney.

### **Bicycle Safety**

Riding bicycles to and from school can be dangerous. Strict safety practice by the students is required. No unsafe practices will be tolerated. Bicycles are to be walked on school property during the school day, and bikes are to be kept in the racks provided during the school day. Bikes must be parked in the racks for safety purposes. Always lock your bike. Scooters and roller blades should not be brought on school property.

### **Breakfast Program**

All children will be provided a free breakfast in the classroom. Breakfast will be served from 7:50-8:10 in the classroom. The cost for parents to eat breakfast with their children is \$3.00. **There will be no charging for school meals.**

### **Bullying**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or, electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited. In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. (Reference Board Policy 700.430 and 700.431 on the District webpage)

## Bus Transportation

Bus transportation is provided to students in certain designated areas. Transportation of students by method of school bus should be considered a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused. Only regularly scheduled bus students are to ride the buses. Students need to go immediately to the buses after school has been dismissed. Each bus driver will establish rules for the buses in accordance with the District Transportation Manual. No busing will be provided for pre-school children.

## Bus Discipline

For students the procedures below will be applied:

- 1<sup>st</sup> Offense-upon the first offense of unacceptable conduct, the principal will counsel the student and inform the parent.
- 2<sup>nd</sup> Offense-Upon the second offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for three (3) days. The student will be transported home on the last day he/she rides the bus.
- 3<sup>rd</sup> Offense-Upon the third offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for seven (7) days.
- 4<sup>th</sup> Offense-Upon the fourth offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for ten (10) days.
- 5<sup>th</sup> Offense-Upon the fifth offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for twenty (20) days.
- 6<sup>th</sup> Offense-Upon the sixth offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for the equivalent of one semester. (87 days)

**If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspension from the bus and school may occur without going through the procedures above.**

The same rules of conduct expected at school and in the classroom shall apply for the student on the school bus.

Bus conduct procedures involving identified special needs students are determined individually on a case by case basis.

## Checking Students Out During School Hours

To ensure the safety and protection of all students, parents needing to check their children out during the school day should go to the office and sign their child out. Students will be notified by office personnel to meet parents/guardian at the front office. Our time with your child is valuable. Please try to schedule doctor's appointments and trips at a time that will not conflict with his/her learning.

## Closed Campus

To promote the safety of our students, to give them better supervision, and to encourage them to take advantage of our school lunch program, the following policy will be instituted.

During the noon period, students will be restricted to the school campus. However, a parent may pick up his/her own child and take that child from the campus during the lunch period. A parent will be allowed to take his/her child only. Students who are late in returning to class from lunch will be given an unexcused tardy.

### **Computers**

Computer education has become an important part of our curriculum and a part of the Oklahoma State Competencies. All students at AES will have access to an IPAD and computer lab. There is also Internet access to each classroom with computers available for students.

### **Counselor**

Our counselor provides counseling services throughout the year and coordinates many programs and activities. Parents, teachers, or students may request services from the counselor for individual counseling, behavior modification techniques, classroom activities, and other needs.

### **Dismissal of School due to Severe Weather or Other Cause**

On occasion weather or other unforeseen cause merits dismissal of school or requires a late start time. When questions arise listen to KWHW 1450 or FM radio 93.5 radio to hear updated news concerning start times and dismissal. Local television cable channel 10 will also broadcast this information. Altus Public Schools will send out mass phone calls to inform parents of students of any dismissals.

### **Dress Code**

Students are encouraged to dress comfortably, healthy, and cleanly at all times. Appropriate dress as determined by the staff and administration of Altus Elementary is required at all times. No clothing or anything attached to the clothing that advertises beer, alcoholic beverages, drugs, or bears words or statements that are vulgar or suggestive may be worn. Also, bare feet, spaghetti straps, see-through clothing, and bare midriffs are not acceptable under this code. Hats of any kind are not allowed at school unless prior approval has been obtained from the principal. Sagging pants, house shoes or pajamas will not be permitted at school. Piercing is limited to the ears only. Athletic shoes are encouraged for physical education classes and recess for student personal safety. Skate type shoes are not permitted due to safety concerns.

### **Discipline Policy**

The Altus Public Schools believes that the primary function of the schools is to educate children. We further believe that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists

Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in the Altus Schools or in transit to or from the school or while attending or participating in any school function authorized by the school district (70 O.S. 6-114, School Laws of Oklahoma).

Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction. (Reference Policy #700.150 on the district website)

### **Enrichment Program**

Altus Elementary students who qualify for the Enrichment Program will be served with a pullout program with the amount of weekly class time increasing at each respective grade level. Multi-criteria evaluation procedures are used for the purpose of identification and placement of students in the enriched studies program. Screening and nomination procedures of students for possible placement will include:

- 1 .Referrals by parents, teachers, and/or peers
- 2 .Group Achievement test scores
3. Classroom performance and work samples

Students who score at the 97th percentile or above on a standardized achievement test or nationally recognized standardized test will be automatically placed in the program with a teacher referral and permission of the parents or guardian.

### **Field Trips**

Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance. Altus Schools will provide any transportation needed for trips. To ensure the safety of your child, a power of attorney must be on file.

### **Fire and Other Safety Drills**

Safety drills to include fire, severe weather, emergency lockdown, and evacuation drills will be conducted during the year. A fire evacuation plan is posted in each room.

### **Flowers and Bouquets**

Flowers or balloon bouquets will not be delivered to students in class because it is a distraction and disrupts learning. A message will be given to the student instructing them to pick up the bouquet in the office after school.

### **Grades**

Teachers in the Altus Schools in determining grades shall utilize the following percent spreads:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Penmanship, P.E. and Music will use the following scale:

H	High
S	Satisfactory
L	Low
U	Unsatisfactory

Students in fourth grade can qualify for the honor roll each nine weeks in five subjects: math, reading, language, social studies, and science. They can qualify for the Principal's (3.5) or

Superintendent's (4.0) Honor Roll each semester. Students who make the nine weeks honor roll for three of the four nine-week periods shall be members of the Honor Society.

### **Great Expectations**

The Great Expectations program is used at Altus Elementary. The basic tenets of Great Expectations and Altus Elementary are the following:

- All Children Can Learn
- Building Self-Esteem
- Climate of Mutual Respect
- High Expectations
- Teacher Attitude and Responsibility
- Teacher Knowledge and Skill

If you have any questions about the great Expectations program please contact the office at 481-2180.

### **Hall**

When walking in the hall, students should walk quietly in a single file line at all times and keep their hands to themselves. No running is allowed. Students will move through the halls on the right side to alleviate congestion.

### **Homework**

Homework is a valuable educational tool. It is important to a student's academic development. Parents should be aware of and involved with assignments. They should offer encouragement whenever possible. We ask the parents not to do the work for the child. You may assist the students whenever it is deemed necessary.

Teachers will assign homework from time to time; however, excessive or unnecessary homework is to be avoided. In order that students not are burdened with excessive assignments, the Altus Elementary Schools have adopted the following policy on homework assignments:

1. It is recommended that students be assigned homework whenever teachers feel it is necessary but it is not to be assigned in excessive amounts.
2. A home exercise that requires approximately 1/3 of the number of minutes spent on the subject during class is appropriate. This time spent will be based on the work time required on the assignment by an average student in the class.
  - a. Example of No. 2: Ten minutes of homework given for thirty minutes of class instruction.
  - b. Example of No. 2: Fifteen minutes of homework given for fifty minutes of class instruction.

Exemption to this rule: Students who are "making up" work missed due to an Excused absence will be given one day plus the number of days absent to make up classwork and tests. If the makeup work is not completed, a zero will be recorded for each assignment and test.

3. It is recommended that homework should be checked.
4. Homework will never be used as an instrument for modification of negative behavior.

### **Ill Children**

If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep ill children at school.

### **Immunization**

Oklahoma State Law requires that all children be immunized before entering school. There are required immunizations and a shot record is required upon enrollment.

### **Time Out Supervision**

Time Out Supervision is an in-school detention time used as a form of discipline. Students can be placed in Time Out by the principal or his/her designee. Students under adult supervision will complete daily assignments in a designated area in the building.

### **Learning Lab**

Special education classes are available for students to receive individualized special assistance. Various state and federal guidelines must be met.

### **Lost and Found**

The lost and found department is located on the stage in the cafeteria. Articles found are to be turned in to the office. Articles not claimed by one week after the end of the school year will be disposed of or donated to charity.

### **Lunch Program**

All Children will be provide a free lunch at no cost to the parents.Extra milk is \$.35. Parents wishing to eat with their children in the cafeteria should notify the school early in the morning of the day they are eating. The cost of lunch is \$4.00.

### **Medication**

The school nurse, principal, or his/her designee may administer prescription or non-prescription medication, if indicated, during school hours. The student must have a medication permission and emergency form on file. No medication shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. **The parent or guardian of any student requiring medication during school shall bring the medication to the principal or his/her designee. Medication cannot be brought to school or sent home with the student.** The parent or guardian must complete and sign the "Request for Administration of Prescription and Non-prescription Medication" form. A new form must be completed for each change in medication and renewed each school year.

All medications brought to school by students with the exception of inhalers and epipens will be confiscated and the parents will be asked to come to school to pick up the medication. Medication not picked up within two weeks will be destroyed.

### **Music Classes**

Students will participate in music classes weekly. In addition, various programs will be presented during the year.

### **Parent Conferences**

Parents are welcome to come to school and talk with teachers. Appointments can be made to coincide with the teacher's schedule. This can be done through the office. Call 481-2180 to set up the conference. Refer to your district calendar at front of this handbook for school-wide conference schedules.

### **PARENT CONTACT SYSTEM**

Altus Public Schools has a messaging system which enables the school to contact parents in case of emergencies, school changes, and any other important information by phone, text, and e-mail. You will be asked to complete a form at the beginning of the year to give us that information so you may be notified as quickly as possible.

### **Parties**

All birthday celebrations, etc. in the classroom need to be coordinated ahead of time with the child's teacher. If at all possible, these parties should be limited to the last few minutes of the school day. Invitations to children's birthday parties are not allowed at school unless an invitation is given to each child in the classroom.

### **Physical Education**

All students will participate in physical education. P.E. will be taught by a qualified P.E. instructor and should be of benefit to every student. A note should be sent from home when your child cannot participate in P.E. because of illness. A doctor's statement may be required for continued illness. Athletic shoes are recommended for wear in physical education classes. The physical education plan for AES incorporates into the daily program discussion of the food groups, the importance of proper nutritional meals, and healthy physical activities. Student's progress is determined by successful participation in class activities and assignments, as documented by report card grade.

### **Playground**

Use good sense when playing on playground. There are at least two adults, one certified and one support, on playground duty. If students have a need they should see a playground teacher for assistance. Following are a list of general safety rules for the playground.

#### **Playground Expectations**

- **Use all equipment safely and properly**
- **Stay where a teacher can see you**
- **Freeze where you are on the first whistle**
- **Walk to appropriate area after second whistle**
- **Follow all staff directions**

## **Power of Attorney**

All students must have a Power of Attorney on file to attend any school field trip.

## **PTO**

We encourage all parents and teachers to become involved in our PTO. This organization involves parents, teachers, and students in many worthwhile services that enhance our school and learning environment.

## **Reading Sufficiency**

In compliance with the reading Sufficiency Act of Oklahoma State Law. Altus Public Schools' K-3 grade students shall be assessed at least three times each school year for specific reading skills utilizing assessments approved by the State Department Board of Education.

The purpose of the Reading Sufficiency act is to ensure that each child's attains the necessary reading skills by completion of the third grade, which will enable students to continue development of reading skills and succeed throughout the school year. beginning with the 2013-14 school year, students who score unsatisfactory level on the Reading portion of the 3rd grade criterion-referenced tests will be retained. If a student scores unsatisfactory they may only be promoted to the 4th Grade if the student qualifies for a good cause exemption provided by school state law. As well Altus Schools' Board policy requires retention of Kindergarten through 2nd grade students that are not reading on grade level according to the Reading Sufficiency assessments. (Reference Board Policy 700.605)

## **Recess**

When the whistle blows after recess, students should stop playing and talking. At this time students should walk and take their places in line. Students should be courteous, and should obey all safety rules while playing at recess.

## **Report Cards**

Report cards will be issued to students at the close of each nine-week grading period. Attendance will be reported on the report card. Report cards will be computer generated and must be signed by the parent/guardian and returned to the classroom teachers.

## **Room Parents**

The room parents will give parties during the year. If you are interested in becoming a room parent, contact your child's teacher.

## **Severe Weather**

When severe weather occurs, Board of Education officials monitor the situation and work closely with Civil Defense. Children will not be released to leave school unless the designated adult indicated on the student's enrollment form arrives to pick them up. Buses will not run until an all clear sounds. All communication from the Board of Education to the schools will be done on KWHW 1450 AM and Channel 10 on local cable television because of the probability of a loss of phone communications. Students will not be released to leave the building until officials at the Board of Education sound an all clear.

### **Speech Class**

Speech classes provide services for students having speech or language difficulties. Federal guidelines must be met for qualification.

### **Telephone**

Students are not allowed to use the telephone unless absolutely necessary, and must have a permission slip from their teacher.

### **Textbooks and Library Books**

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

### **Title I**

Altus Elementary School is a school wide Title I school. All students have access to Title I assistance.

### **Toys**

Toys should not be brought to school unless requested by your teachers. Toys brought to school will be secured and must be picked up by parent from the Principal's office.

### **Visitors**

Visitors should stop by the office and obtain a visitor's pass.

### **Visually Talented Program**

Elementary students, grades 2-4, who qualify for the visually talented program, will be served with a pullout program. Nominations are based on students' potential in art and need for differentiated or accelerated services and meet district guidelines as established by board policy. The student's parent or guardian, teacher, or school administrator may make nominations at any time throughout the school year. The visually talented art specialist will be responsible for student testing.

### **Volunteer Program**

Volunteers play an important and valuable role in education. Voluntary assistance in the education of students offers a way for you to become actively involved in your child's school. Volunteers can assist the school in a variety of ways to included making copies, making bulletin boards, making classroom materials, assisting with special events and field trips, and listening to students read. Volunteers are required to have passed a law enforcement background check. All volunteers are subject to board of education approval. Volunteers may be required to have confidentiality training before volunteering in the school.

### **Wireless Communication Device (Cell Phone, Pager, Personal Tablets)**

Wireless telecommunication devices, including but not limited to cell phones and pagers, shall not be used by students on school premises during regular school hours. In no case will a device be allowed which has the capability to take “ photographs” of any kind. Principals at the various sites determine regular school hours. If in a student’s possession, wireless telecommunication devices shall be turned off during these hours and put away in an inconspicuous place out of sight, for example, in a purse or book bag. Student possession of wireless telecommunication devices shall not distract or disrupt the educational environment, including class time, assemblies, lunch, meetings and/or passing between classes in school hallways. Students found to be distracting or disrupting the educational environment will be subject to disciplinary action. Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, in-school supervision, alternative placement, or suspension. Where appropriate, police authorities may be contacted. Students in violation of the discipline policy may be disallowed to from carrying any personal communication device. Where appropriate, police authorities may be contacted. (Reference Board Policy 700.160)

### **Withdrawal of Students**

If you are moving and are withdrawing your child from school, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated. Parents must come to school and sign documents for withdrawal.

### **Moment of Silence**

The minute of silence is for the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity. At Washington this will be incorporated into the morning activities with the observance of the pledge of allegiance to the American flag and Oklahoma flag.

**THE FOLLOWING PAGES CONTAIN BOARD POLICIES THAT ARE VERY IMPORTANT.**

**YOU MAY VIEW ANY BOARD OF EDUCATION POLICY ON THE ALTUS PUBLIC SCHOOL’S WEB PAGE**

[www.altusps.com](http://www.altusps.com)

**THE OKLAHOMA EDUCATION STANDARDS, CURRICULUM OBJECTIVES, AND OTHER SCHOOL INFORMATION MAY BE LOCATED AT THE OKLAHOMA STATE DEPARTMENT**

[www.sde.state.ok.us](http://www.sde.state.ok.us)