

Banner Public School Student Handbook



BANNER ELEMENTARY SCHOOL
Superintendent: Michael Prior
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Welcome to Banner School. We are looking forward to an exciting and successful school year. We have prepared this handbook to promote an understanding of this institution's operational procedures and educational goals. We require that each student attending Banner School become familiar with the contents of the student handbook. We ask for your cooperation so that we may provide student's with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly.

Our school offers a traditional approach to teaching and learning. Emphasis is placed on Oklahoma's Academic Standards, assigned homework to reinforce classroom learning, good citizenship, and social development.

On behalf of the Board of Education, faculty and staff, we would like to extend an invitation to our parents to visit our school, attend student programs, and become an active member of our school. We are privileged with the opportunity and responsibility of educating each Banner Student.

MISSION STATEMENT

The Board of Education, faculty and staff at Banner School are dedicated to the highest level of quality education. Our educational program provides an organized method of developing students and recognizing individual talents. The objective is to prepare individual students to be responsible citizens. Educating students is a team effort consisting of parents, faculty and community cooperation.

SCHOOL CREED

I am a valued member of the Banner School family. I will behave with integrity and have respect for myself and others. I accept responsibility for my choices. I welcome the challenge to become a lifelong learner. I can and will succeed.

GOALS

Develop skills in mathematics, science, social studies and language arts.
Promote good listening and speaking skills.
Acquire critical thinking skills.
Develop good character and self-respect.
Enhance the desire for learning now and in the future.
Practice application of learned information.
Reinforce learning by completing daily assigned work.
Develop social skills by learning how to respect and get along with others.
Develop pride in work and feeling of self-worth.
Learn the value of good citizenship.
Understand and practice democratic ideas and ideals.
Learn and practice proper health and safety skills.
Appreciate culture and beauty in the world.
Develop ownership of personal behavior.
Develop student organizational skills.
Develop a significant student/teacher advisory relationship.

GENERAL RULES AND INFORMATION

- School commences at 8:25 a.m. The tardy bell rings at 8:30 a.m. Classes end at 3:30 p.m. All students arriving after 8:30 a.m. must check in with the front office. Admit slips will be required for classroom entry.
- If a student is absent without valid excuse 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, the student will be reported to the Canadian County Truancy Officer for attendance violation.
- For promotion/retention consideration, the maximum number of absences, for students in Kindergarten through Sixth Grade, should not exceed 5 in a 9 week period. A student absent from class more than 5 times during a 9 week period shall be required, along with a parent, to work out an improvement plan with the superintendent. Students in 7th and 8th grades are required to attend class 85% of the time in order to receive credit for any class period. Any student, who exceeds the 10 day limit, may appeal to the board of education for reinstatement of credit.
- Student absences must be reported to the school office by 9:00 a.m. in order for homework requests to be completed and available for pickup at the end of the school day. Every consideration will be made to accommodate a parent's request, but cannot be guaranteed if the request is not received by 9:00 a.m. Requests to pick up homework earlier than the end of the school day will be attempted, but cannot be guaranteed.
- Students may ride only the bus they are assigned to ride, unless parental permission is given to ride another bus. No last minute ride changes will be permitted except in the event of an emergency. All students must be picked up by 3:40 p.m. unless participating in an approved after school activity or have received prior approval from the school office. In-district students remaining at 3:40 will be placed on the school bus. No last minute arrangements for staying after school will be made. All after school stays by a student require adult supervision at all times (i.e.: tutoring, basketball, academic, cheerleading, pep club, camp fire, etc.)
- All notes to be given to students must be approved by the Superintendent's office prior to distribution. Birthday party invitations may be handed out with teacher's permission and must be given to every student in the class. Often parents want to provide a treat for a class to celebrate a student's birthday; however, prior arrangements must be made with the teacher and organized after 2:35 p.m.
- Please make every effort to bank money in a student lunch account so that a student does not have to charge meals. Students will only be allowed to charge 20 meals before payment is expected in full.
- Students are not to bring any toys, electronic games, cameras, and/or watches with internet connectivity, etc. to school without permission from their teacher AND the item must be utilized for academic purposes only. Electronic reading devices or other devices with internet connectivity and/or a data plan will be allowed only with prior written parental permission and may only be used to read while at school; an additional form approved by the School Board must also be signed by the parent. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.**
- Students should never bring weapons of any kind to school. Such items include knives, matches, lighters, fireworks, guns of any type, or any items, which may endanger others.
- If a student walks to and from school, please discuss safe and proper routes and encourage them to respect other people's property.
- Please notify the office when a change of address, phone, work, and/or emergency numbers occurs. When moving, please notify the office so withdrawals can be made properly. It is imperative that the office have a means of contacting either a parent or emergency contact at all times.

- Students should not bring money to school unless it is for lunches or has been requested for field trips, book orders, etc.
- Students are responsible for textbooks and library books checked out to them. Any lost or damaged school property will require reimbursement to the school district.
- Students may not leave classes without the permission of the teacher.
- Written notification to the school office is required when someone other than the legal guardian/parent is picking up the student.
- Hats or caps are not to be worn in the school building or gym except on specified days.
- No bicycles or motorcycles are to be ridden to or from school by students.

ACCELERATED READER (A.R.) GUIDELINES

Banner School has implemented the Accelerated Reader Program for the purpose of promoting reading sufficiency. Each child is individually tested on their reading ability and comprehension skills to obtain their A.R. points. An A.R. goal is a **challenge** and should require effort on the part of the student to achieve it. Tests may only be taken during school hours. As part of the classroom curriculum, teachers may decide to choose one A.R. book for whole class reading per nine week period. Students will be allowed to test on these books. At the completion of instruction and daily work, students may receive permission from their teacher to read A.R. books during class hours. AR is not a reading class.

Once individual A.R. points are established, students may read books within their testing limits and take the A.R. quiz (no open book tests are allowed). A.R. books are not allowed in the computer lab while a student is taking an A.R. test; therefore, students may need a written record of the author and title to identify the test. Accommodation of these requests will be made without the student using the book. Students transferred from other districts should have their A.R. information transferred so as not to repeat tests on books already read and/or tested on.

Due to each child's abilities, he/she may need to read on different levels other than the grade he/she is in. The teacher will monitor this process and continue to raise the bar so that the student is consistently challenged in reading. Points accumulated in pursuit of a student's goal will be those which are achieved at 70% correct or better on tests of books within their established testing limits. Re-tests are not allowed.

Students who achieve their A.R. goal 4 out of the 4 quarters will be eligible to attend an off-campus A.R. event at the end of the school year. Within the established guidelines, transfer students will be allowed to transfer A.R. information from their previous school and be considered for the end of year award.

A.R. points for the 1st, 2nd, and 3rd quarters will be tallied through the end of each nine weeks period. Fourth quarter points will only be tallied through the end of April. Additional time will not be given to achieve A.R. points.

The integrity of the A.R. program is imperative. If any student is caught cheating, all students involved will lose their A.R. points for that book, will not be able to attend an A.R. activity for the nine week period and receive a discipline violation.

Parent acknowledgement of the A.R. policy is included in the handbook signature form and will be maintained in the student's file.

ACCIDENT OR ILLNESS

In case of injury, the school will administer only minimum first aid. In case of apparent internal injury or broken bones, parents and/or paramedics will be notified immediately. The school does not diagnose diseases. If a student develops a temperature of 99.5 or higher, the student will be sent home and should remain temperature free for 24 hours before returning to school. If a student is sent home for vomiting or other illness symptoms, they must remain symptom free for 24 hours before returning to school. If the student arrives at school before the 24 hours have passed, they will be sent home.

It is extremely important that the school be given the telephone number of a person to call in an emergency, if a parent cannot be reached.

The student handbook signature page constitutes permission to treat and transport and will be placed in the student's file.

ACHIEVEMENT TESTING

Banner School provides achievement testing designed to develop information to help the student know himself better, his interests and his capabilities, and to help in planning his schoolwork and his life work. A well-rounded testing program has been developed that can be very valuable to each student, when the information is properly interpreted and applied. Any student or parent having questions about the test is encouraged to ask for assistance from the child's teacher.

Any incoming Pre-K student and Kindergarten student may be given a readiness test in order to provide parents information pertaining to a student's developmental readiness.

ACTIVITY/EXTRA CURRICULAR ELIGIBILITY

All grades to be considered for eligibility must be posted by 12:00 each Friday. This will determine student's eligibility for the following week. This report will be produced by the office. If a student is going to be ineligible for the upcoming week, please note "ineligible" next to grade of "F" in their agenda along with the date of the next period that eligibility will be considered.

ACTIVITY TRIPS

Students will conduct themselves in the proper manner to and from the designated activity. All school discipline policies will remain intact as long as the students are under the supervision of the teacher or principal. Students riding buses will return on the bus unless the teacher in charge releases them to their parents.

ADVANCED MATH

Advanced math classes are offered with the following requirements: A 7th grade student must have maintained an "A" average in the 6th grade Math class **and** scored within a 15 point range of "Advanced" on the OCCT 6th grade Math test, or an equivalent test administered by their previous school, in order to be placed in the Pre-Algebra 7th grade Math class. An 8th grade student must have successfully completed Pre-Algebra and maintain an "A/B" in Pre-Algebra **OR** scored within a 15 point range of "Advanced" on the OCCT 7th grade Math test, or equivalent test administered by their previous school, in order to be placed in the 8th grade (AP) Algebra Math class.

AIDS

The state law requires that Banner School provide Aids Prevention Education each year to all 7th and 8th grade students. The state law holds that "no students shall be required to participate in Aids Prevention Education" if a parent or guardian of the student objects to such a participation.

ARTICLES PROHIBITED AT SCHOOL/ON THE BUS/AT SCHOOL ACTIVITIES

Problems arise each year because students have articles, which are hazardous to the safety of others or interfere in some way with school procedures. Such items include but are not limited to: "healies", laser lights, any kind of laser devices, toy guns, radios, video games, knives, and headgear (hats, bandanas, etc.) digital cameras, i-pods, CD or DVD players, watches, PlayStations, Nintendo or other electronic devices that play games, music, and/or have internet connectivity. These items are restricted from use at school, on the school bus, or during school activities.

ASBESTOS

The Asbestos Management Plan is available through the Banner School office. Anyone interested in this plan may come by the school during office hours. We are making every effort to make Banner School System a safe and healthy environment. Every six months we will inspect the facility and make repairs as needed.

ASSEMBLIES

Assemblies are a part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. School assemblies provide one of the few opportunities to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful.

ATTENDANCE

School hours are from 8:25 A.M. to 3:30 P.M. If a student is absent for any reason, it is the duty of the parent or guardian to notify the school office at 405-262-0598. According to the Oklahoma School Code, any person having control of a student between five (5) and eighteen (18) years of age, is required to compel that student to attend school. Failure to do so may result in fines up to two-hundred and fifty dollars (\$250.00) and/or imprisonment.

Attendance is important. State law requires a public school system to keep an accurate record of attendance and reasons for absence. If a student must be absent from school, the parents should call the day before, if possible, or the morning of the day the student is absent. If the parent does not have a telephone, he must send a note back to school with the student stating the date, and the reason for the absence.

The Banner School District has adopted the Canadian County District Attorney's School Attendance Policy which states the following:

We will abide by Oklahoma State Law Title 10A O.S. § 1-1-105 & Title 70 O.S. § 10-106. In order for a school to excuse an absence there **shall** be **documentation** of a **valid** excuse: Examples of acceptable documentation are doctor's notes, family funerals, and religious holidays (this is a non-exhaustive list)

If a child is absent three or more days due to illness, a doctor's note **shall** be provided to the school. Absences in which the school is notified by the parent **shall** be treated as verified until

documentation is received.

Students will not be excused from school once they arrive unless the parent calls for them or sends a note if he has no phone. By state law, students must be counted absent for any reason other than missing for activities. Students must strive to be on time at all times.

A student must be in attendance 85% of the academic year in order to receive class credit. Any absences in excess of seven (7) days shall require an intervention plan with the student's parents, teacher and principal. Non-compliance with the intervention plan may result in student receiving an incomplete for the coursework and class. Retention may be recommended by the teacher or a placement committee due to the excessive absences and incompletions. A written appeal concerning the recommendation may be made within ten (10) days of the decision. The decision of the board of education shall be final.

Exceptions to this policy are the following:

- Hospitalization.
- Extended illness when verified by a physician
- Educational related absences approved by the administration.

If a student is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the principal shall notify the parent, guardian or custodian of a student and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes (70-10-106).

BACKPACKS/BOOK BAGS/PURSES

Students in 5th through 8th grades are not allowed to bring backpacks, book bags, or purses into the classroom, locker room, or detention/ISS. Backpacks, book bags, and purses must be kept **IN** the lockers provided and not left on the floor in the hallway. Backpacks and book bags are not allowed in the bathroom.

BULLYING/HARASSMENT/INTIMIDATION POLICY

Banner School is committed to creating and maintaining a learning environment that is free from bullying, harassment and intimidation. As used in the school Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication 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 students property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. The Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance. In all disciplinary action, teacher and the administrator will be mindful of the fact that they are dealing with individual personalities.

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. The school district is not required to provide education services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

The following corrective actions will be considered by the administrator when handling acts of harassment, intimidation and bullying.

- Conference with student
- Conference with parent
- In-school suspension
- Detention
- Referral to counselor
- Behavioral contract
- Changing student's seat assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges
- Involvement of local authorities
- Referring student to appropriate social agency
- Suspension

BUS CONDUCT

The school bus is considered an extension of the classroom, and students are required to conduct themselves on the bus in a manner consistent with standards for classroom behavior. The board shall provide bus transportation to students who live a one and one half mile radius outside of the school. Bus stops will be determined by Administration. The provision of school bus transportation is not a student right but a privilege extended by the board of education. In accordance with the policy of the board of education, the following rules and regulations shall govern conduct of school bus passengers:

- The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals.
- Food or beverages are not permitted on school buses.
- School bus windows must remain closed unless the driver permits them to be opened. Passengers must not throw objects from windows or extend any part of the body through a window.
- Any passenger who defaces or vandalizes a school bus in any way shall be immediately suspended from riding school buses. The first suspension shall be for five days; the second suspension shall be for the remainder of that school year. No suspended student shall be permitted to resume the school bus privilege until all damages for which the student was responsible is paid.
- For misconduct other than vandalism, the student's parent/guardian and the superintendent shall be notified of a first occurrence. The superintendent shall take whatever reasonable action he deems necessary. For a second occurrence, the student shall be placed on probation in addition to the above notification and bus privileges shall be withdrawn for five days. For a third,

and subsequent offense, a student's privileges shall be withdrawn for the equivalent of one semester.

- Students must cautiously board the school bus at designated bus stops and at boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and boarding permission is given by the driver. Seats may be assigned at the driver's discretion. Passengers must be seated immediately.
- While the bus is in route, passengers must remain seated. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the passenger can be observed by the driver. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
- If a student is denied transportation for any reason, the parent must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

CAFETERIA

The cafeteria provides a place to take a break from classes and enjoy lunch. When you have finished eating, you may sit and talk to friends. Students must remain in the cafeteria until dismissed. The following rules help insure everyone an enjoyable lunch period and aid in the efficiency of service in the time allotted.

- Walk in the cafeteria.
- Go to the back of the line (no cuts).
- Let others get their own seats.
- No food or drink is to be taken from the cafeteria.
- Take your tray to the cooks when they are finished serving all students.
- Call the school before 9:00 if you will be eating lunch and arriving late.
- Respect authority.
- Keep tables and floors clean.
- Talk in a normal voice.
- Pick up and/or clean up any food you drop or spill.
- No glass containers are allowed in school.
- Food throwing will not be tolerated.

CHECK POLICY

It is the policy of the school to accept checks for cafeteria accounts and fundraisers. Any check or electronic transfer that is returned for insufficient funds, will incur an insufficient funds charge of up to \$30.00, in excess of the face amount of the check. Remitting cash, cashiers check or money order for the full amount including the insufficient fund charge will satisfy the returned check. After an insufficient check has been returned to the school, all future transactions will require cash or money order.

CHILDREN AFFLICTED WITH SOCIAL DISEASE/HEAD LICE

Any student afflicted with a contagious disease or head lice may be prohibited from a public school until such time as the student is free from the contagious disease or head lice. It is the school's policy that students be declared lice free before returning to school.

Any student prohibited from attending school due to head lice shall present to the appropriate school authorities, before said student may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said student is no longer afflicted with head lice (70-1210.194) Banner School policy further states that students must be nit free

before returning to school.

CLASS PARTIES

The class parties are a privilege. If abused, the teacher has the right to suspend such parties. Parties for all grades will consist of Christmas and Valentine's Day and will commence on or after 2:35 p.m. on class party day.

CLASSROOM INSTRUCTION

Students are expected to be in the classroom from 8:25 to 3:30 daily. Students should not be checked out early without a valid excuse (Doctor's appointment, family emergency, etc.) Students should be in attendance regularly. Excessive absences (in whole or in part of the school day) may result in a student being retained in the current grade.

CLOSED CAMPUS

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until the bus picks them up.

MOTORCYCLES AND BICYCLES ARE NOT ALLOWED ON CAMPUS.

COMMUTER STUDENTS

For the safety of all students, use the north driveway to enter and the middle driveway to exit. The north parking lot will be used for picking up students in grades PK – 2. The south parking lot is available for parking, drop-off, and pickup of students in grades 3-8. Be sure to observe the stop signs and red warning lights on the buses before you exit. The third driveway coming from the north on the east side of the school is an EXIT only, (it is the first driveway coming from the south). All commuter students are to wait in their designated area to be picked up after school. **Parents and students are prohibited from walking between or around the school buses while they are in the loading zone.** All students must be picked up by 3:40 p.m. unless they are participating in an approved after school activity. In-district students remaining at 3:40 will be placed on the school bus. Students are not allowed to stay after school past 3:40 unless they are participating in a school activity or have received prior approval from the office. No last minute arrangements for staying after school will be made. All after school stays by a student require adult supervision at all times (i.e.: tutoring, basketball, academic, cheerleading, clubs, etc.)

CONSENT TO TREAT AND TRANSPORT

IN CASE OF AN EMERGENCY SITUATION INVOLVING MY STUDENT(S) AND UNLESS OTHERWISE PROVIDED FOR IN WRITING, BY SIGNING THE LAST PAGE OF THIS HANDBOOK I DO GIVE PERMISSION FOR SCHOOL AUTHORITIES OR PARAMEDIC PERSONNEL TO TREAT MY STUDENT(S) AND/OR TRANSPORT MY STUDENT(S) TO THE NEAREST NECESSARY MEDICAL FACILITY. IT IS FURTHER UNDERSTOOD THAT THE TREATMENT AND TRANSPORTATION COST WILL BE MY RESPONSIBILITY AS PARENT(S) OR LEGAL GUARDIAN. In order to opt-out of this provision, the parent/guardian must provide written notice to the school.

COUNSELING PROGRAM

Guidance services are available for every student in the school. Guidance services may be

provided by school personnel, Youth and Family Counseling Services or other contracted agencies. These services include assistance with study help; help with home, school and/or social concerns, or any question the student may feel they would like to discuss with a counselor. Counseling services will be required for those students who continuously have discipline problems.

CTS (Critical Thinking Skills)

Students will qualify for the program based upon a combination of COGAT testing, state test results, parent and teacher referrals. CTS will be conducted one day a week and may require students to complete assignments outside of class time. Ineligibility rules will be followed in CTS as in other extracurricular activities. Students who do not actively participate, exhibit poor behavior, or have a grade below a "C", may be removed from the program following a parent/teacher conference with the CTS sponsor.

DISCIPLINE

The Banner Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. We have one basic rule of conduct. We desire that all Banner students accept the responsibility of self-discipline. If self-discipline fails, remedial or corrective action may be taken. The type of disciplinary action may vary depending on the type and severity of the offense committed by the student. Disciplinary action may include any or a combination of the following: warnings, school conference, parent conference, writing assignment(s), extra reading assignments, school community service, behavior contracts, physical exercise, removing students from class, before or after school detention, alternative placements, financial restitution, suspension, and agency referral. The administration may impose punishment that would prevent a student from participation in and attendance at extracurricular activities. Banner School reserves the right to invoke corporal punishment upon a student when it is deemed necessary in order to correct undesirable behavior patterns. Paddling may be used for serious offenses or for repetitious offenses when other methods of control have failed.

An offense will consist of any act, which, in the judgment of the administrator or delegated authorities, is in disobedience to written or oral instruction at school or a school-sponsored activity. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior.

- Unexcused tardiness
- Disruption of class or assembly
- Lunchroom misconduct
- Bus/Playground misconduct
- Negligence in completing daily class assignments
- Cutting class
- Leaving school without permission
- Truancy
- Tobacco on school grounds
- Drug or alcohol possession
- Gambling

- Theft
- Assault (physical or verbal)
- Fighting
- Destruction of property
- Threats/Harassment/Intimidation/Bullying/Racial Discrimination
- Extortion
- Refusal to obey school officials
- Possession of weapons or other item with the potential to cause harm

A more comprehensive list of infractions and associated schedules may be obtained from the classroom teacher.

Nothing in this discipline schedule shall be construed to deny the right to a fair and orderly hearing, appeal, counsel, and the due process in cases, which may end in suspension or expulsion. If the evidence is inconclusive, the student may request a hearing before the Board of Education in order to determine guilt or innocence. The decision of the Board shall be final.

INSERT DISCIPLINE SCHEDULE HERE

DRESS AND APPEARANCE

A good personal appearance is an asset to a student both socially and academically. If a student wears an article of clothing, which is against policy, the student's appearance becomes a distraction both to the student and others. For this reason, we find it necessary to enforce a dress code.

Shorts will be permitted. All shorts, dresses and skirts must be an appropriate length. The general length guideline will be that all shorts, skirts and dresses must be no shorter than fingertip length. Jean shorts must be hemmed or cuffed without rips or tears. Tank tops are allowed, but must measure two inches or more in width on shoulder. Any clothing exposing any part of a student's undergarments are prohibited at school. Signs, slogans, and jewelry that are displayed separately or on clothing, which are obscene, vulgar, promote illicit behavior, socially unacceptable, or pertain to beer, wine, tobacco, alcoholic beverages, or controlled dangerous substances, or weapons are prohibited at school-sponsored activities. Pajamas are only allowed on designated days. Flip-flops are highly discouraged due to potential injury. School dress code is required during P.E. and all students will be allowed to change into sportswear.

DRUG-FREE SCHOOL

It is the policy of the Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety and well being of students, employees and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through Eighth Grade. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to this school district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

EARLY ARRIVAL

Students should not arrive at school before 8:00 a.m., as they will not be allowed in the building until then. If there is a need for other arrangements, please contact the school office in advance. Students must enter the front doors and remain in the designated area until

dismissed to class. Students are not allowed to be in the hallways, classrooms, gym locker room, or at lockers without teacher's permission.

EARLY DISMISSAL

We encourage you to schedule a student's doctor and dental appointments around school hours. If this is not possible, the parent/guardian must be present to sign the student out of school. Parents may wait in the lobby for the student to be dispatched by the office.

EIGHTH GRADE END OF YEAR CLASS TRIP

The Banner Board of Education recognizes the accomplishments of the eighth grade class by sponsoring an end of year outdoor classroom trip and dinner to be scheduled on the same day with bus transportation provided. The trip and dinner should not exceed \$50.00 per student.

EMERGENCY WARNINGS

In order to be prepared for an emergency, several fire and tornado drills will be conducted each year. The signals for emergencies are as follows:

- Fire – Fire Bell that sounds when the alarm is pulled
- Tornado – Weather Alarm Tone Lock Down – Siren Tone

Announcements will also be made as follows: "Area Lockdown" or "Intruder Lockdown"
Students should remember to conduct themselves in the proper manner when a drill is in process.

ENROLLMENT

Students must provide the following paperwork prior to attending school:

- Copy of state issued birth certificate
- Copy of current immunization record
- Proof of residency (i.e.: Lease agreement in parent/guardian's name, Utility bill in parent/guardian's name, or other document approved by superintendent)
- Signed affidavit of residency or non-residency
- Legal documents supporting court-ordered guardianship or custody

No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six on or before September 1 of the school year.

A full day pre-kindergarten (PK) program will be offered on a space available basis (up to a maximum of 20 students in the class.) Students must be four (4) years old on or before September 1st. A pre-kindergarten program is not required by the State of Oklahoma and placement is on a first-come, first-served basis. Everyone has an equal opportunity to qualify. Placement priority is based on demonstrating school readiness and foundational skills such as the following:

1. Motor Area: looks at the child's abilities to jump, hop and skip, as well as fine motor skills.
2. Language Area: articulation, identifying objects and answering simple, personal questions.
3. Self-help Development: looks at the child's development of social skills with other children and parents, including rule compliance, sharing, self-control and empathy.

Assessments will be ongoing throughout the school year for compliance with the pre-kindergarten program. Students must meet pre-kindergarten requirements to maintain enrollment.

FERPA POLICY

In the course of a student's education, the school district will keep records as deemed necessary to provide programs to meet his/her needs and interests. Under the Family Educational Rights and Privacy Act (FERPA) you have the RIGHT TO:

- Inspect and review a student's education record within 45 days of the day the District receives a request for access.
- Request amendment of education records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights.
- Consent to disclose education records, except when consent is not required to authorize disclosure.
- File complaints with the Family Policy and Regulations Office, United States Department of Education, Washington D.C. 20202, concerning the alleged Violations of the requirements of FERPA (34CRF99.1-00.67): and
- Obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Parents have two weeks upon receiving this letter to advise the Superintendent, in writing, of any items they designate as not being directory information for that student.

The following items are considered by Banner School District to be "PUBLIC INFORMATION" unless a parent or guardian provides written instructions to the contrary.

- The student's Name
- Parent's Name
- Class designation (i.e., first grade, third grade, etc.)
- Extracurricular participation
- Achievement awards or honors
- Photographs
- Student statements, photographs, audio or videotapes which identify the student's participation in/and or achievements gained in enrolled courses or officially recognized activities

All rights and protection given parents under FERPA and this policy transfer to the student when he/she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "Eligible Student." Certain qualifications apply in the case of handicapped students, which may affect their being an "Eligible Student." If you have any questions, regarding FERPA, you may address them to the principal. **Translation of this notice will be arranged, in the native language, for non-English speaking parents.**

GRADING SYSTEM

Students in PK and K will have the following grading scale:

- 4 The student demonstrates in-depth skills/knowledge that go beyond the learning goal.
*Not all skills have sufficient depth to go to a 4.

- 3 The student independently and consistently demonstrates skills/knowledge necessary to show mastery of the learning goal.
- 2 The student can independently demonstrate some of the skills/knowledge necessary to reach the learning goal.
- 1 The student cannot independently demonstrate skills/knowledge necessary to reach the learning goal. *Please contact the teacher for more information

The grading system in the 1st through 8th grades is based on letter grades as follows:

Excellent Achievement	90-100	=	A
Above Average Achievement	80-89	=	B
Average Achievement	70-79	=	C
Below Average Achievement	60-69	=	D
Failing	Below 60	=	F
Incomplete		=	I

In addition to the above reports and progress reports, a Pass/Fail will appear on report cards for electives and will be mailed to parents or guardians of students who are failing or at near failure on the third and sixth week of each grading period. Reports may also be mailed (at teacher's discretion) reflecting satisfactory progress. Parents and guardians should feel free to discuss their child's progress with teachers and staff by appointment at any time.

Homework will account for 50% of a student's grade. It is at the discretion of the teacher to allow homework to be redone; however, a maximum score of 70% will be recorded. Testing will account for the other 50% of the student's grade. Any deviation from the above grading system must be approved by the principal, published, and presented to the students at the beginning of the term. Eleven unexcused absences will result in the student receiving no credit for the course or class.

GUM, CANDY, FOOD, AND COKES

Students are not allowed to have or bring gum, candy, or food to the classroom or on the bus. (Gum is only allowed during testing and may be provided by the teacher, only. Candy or food in the classroom is only allowed at the teacher's discretion or during class parties.)

HEALTHY/FIT AND SAFE SCHOOL PROGRAM

Banner School has developed a Healthy/Fit Safe School Program to improve school safety, physical activity, and nutrition with the implementation and monitoring of 70 O.S Sections 5-147 which limits access to foods of minimal nutritional value.

HOMECOMING KING AND QUEEN/COURT

The attendants of Homecoming Coronation will consist of three eighth grade boys and three eighth grade girls. The king and queen will be selected by the fifth through eighth grade student body. All themes, decorations and attire shall be approved by the eighth grade sponsor in advance of the event.

HOMELESS STUDENTS

Banner School will work closely with county juvenile officials in determining any homeless children and will serve these children utilizing county services and local shelters. Banner has a target assistance program and will serve these children through this program. If you are aware

of any homeless students residing in our district, please contact the office at 262-0598.

HOMEWORK/MAKE-UP POLICY

It is the responsibility of the student to acquire any homework assignments, notes, or other materials necessary to make up the missed work. For each day a student is absent, they will have one additional day to make up the work. If a student misses a day of a test or quiz the teacher will determine when the make-up quiz/test will be given. Assignment sheets will be made for any student who is not in class after the tardy bell rings. Assignments will be ready to be picked up in the office after 3:30 p.m.

Any work missed due to excused absence or participation in school activities must be completed. Unexcused absences allow for a maximum credit of 75% on any missed school work. Generally, one day will be allowed for making up daily work for each day of absence. Papers and projects assigned in advance of the absence are due the first day the student returns to class or at a time specified by the teacher. Homework is left up to the discretion of the teacher. If a student is absent due to a school function, the teacher may still require the work to be made up.

HONOR ROLL

To be placed on the Superintendent's Honor Roll, a student must make straight A's. To be eligible for the Principal's Honor Roll, a student must have only A's and/or B's for the nine weeks reporting period.

HONOR SOCIETY

Any 7th/8th grade student maintaining a Grade Point Average of 3.75 or higher will be eligible for the National Honor Society. Students in 6th grade will be inducted during the 4th quarter of their 6th grade year.

INTERNET USAGE

The Banner Board of Education believes the use of the Internet will enhance education by promoting the exchange of information and ideas by providing statewide, national, and global opportunities for students and staff.

Since the Internet constitutes an unregulated collection of educational resources, which change constantly, it is not possible to predict or control exactly what resources students may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of material, which a student may encounter.

The internet will be used for educational purposes only. Internet users will refrain from accessing and/or downloading any website, text, game, online diary, picture, or online conferring including but not limited to material which is considered to be obscene, libelous, indecent, vulgar, profane, or lewd; advertising any product or service to minors prohibited by law; presenting a clear and present danger; or causing the commission of unlawful acts or the violation of lawful school regulations.

Users will be courteous and polite. Messages will be concise and not abusive in content and language. Personal information should not be revealed. Users must be aware that any message or information posted on the Internet may be accessed by others for whom it may not be intended.

Users of the service will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates the copyrights. All users must agree to attend an Internet orientation, which will address the issues of appropriate use of the Internet, copyright laws, and Internet etiquette. Violation of the Internet Use Policy will result in all Internet use privileges being revoked. Violators shall also be subject to appropriate disciplinary action.

By the parent's signature on the signature page of this handbook, the parent agrees to these stipulations and grants their student permission to use the Internet.

LIBRARY RULES

It is the policy of the board of education that efforts are made to staff and maintain a school library media center adequate for the needs of the students and teachers. The following regulations will be enforced in the media center:

- Students may check out a maximum of 2 books.
- Books must be returned to the library or presented for renewal after two weeks.
- Books should be placed in the book return slot as students are finished with books.
- Bookshelves should stay orderly as students locate desired books.
- Books are to be returned to the library in the same condition as they were checked out.
- Students may visit the library during regularly scheduled times.
- If a student has misplaced two library books, the student must pay for or replace books before any more may be checked out.
- Students are not allowed to have food, drinks, candy, or gum in the library.
- The library must remain quiet and orderly at all times.
- Borrowers will be charged replacement costs for all books or materials that are lost or destroyed.

The handbook signature page constitutes acknowledgment and acceptance of library media center regulations.

LOCKERS

Lockers will be assigned to 5th – 8th grade student and will be assigned the first day of school. Additional lockers may be assigned to lower grade students based on availability. Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else; more problems arise from this arrangement. It is recommended that each student furnish a good sturdy lock for his or her locker and should not give the combination or key to any student. Under no circumstances should you ever keep money or valuables in your locker. Lockers are the property of the school and may be inspected at any time. Spare locker keys and combinations should be given to the homeroom teacher. If a lock has to be cut off for the purpose of inspecting a locker, the school will not be held responsible for the value of the lock.

LOST AND FOUND

Students who find lost items are asked to take them to the office; clothing and shoes that are found will be placed in the lost and found bins located in the gym and in the main hallway. Lost and found items which are not claimed by the last day of each quarter will be given to charitable organizations.

LUNCH SCHEDULES

Lunch hours are as follows:

1st Lunch - 10:50-11:25 for PK, Kindergarten, and First Grade

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2nd Lunch - 11:30-12:05 for 2nd – 4th graders
3rd Lunch - 12:25-1:00 for 5th – 8th graders

Students who go off campus for lunch are required to be back at their regularly scheduled times. Being late back from lunch is considered an unexcused tardy; it is disruptive to the class to come in late. Parents and grandparents are welcome to bring lunch to their student and eat at our facility. Please refer to the Permission Slip section of this manual should a student intend to bring a friend to lunch with them. Students must contact their parents if they don't have lunch to eat and are not eating the school provided lunch.

MEDICATION

No medicine 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 "Parental Authorization Form to Administer Medicine" must be completed and on file in the office. The term "medication", as used in this policy, means "non-prescription medicine and filled prescription medicine." "Filled prescription medicine" is prescription medication contained in a prescription vial, with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of prescriber, prescription number, and directions for administering the medication. (Note: Your pharmacists can print two bottles in order that you may keep medicine to be administered at home and only send that which is sufficient to be administered at school.) Medicine sent in Ziploc baggies, or other non-original packaging will not be administered to your child. Banner School will not provide non-prescription medication. If your student regularly needs any non-prescription medications, please provide written instructions regarding its administration and provide the medication in the original non-prescription packaging. All medicine must be provided by the parent or guardian.

If your student has a chronic medical condition, please provide a medical doctor's note describing the condition, the required treatment and treatment schedule. Please have the physician document any considerations that should be made for the student in regards to their school day including exceptions for seating, physical education, drinking and/or eating. No exceptions will be given to a student without this information.

Pursuant to the provisions of 70 O.S. 1984, S1-116-2, a portion of the statute reads as follows: a county nurse, administrator, or designated school employees are not liable to the student or his parents or guardian for civil damages for any personal injuries to the student which result from acts or omissions of the school or county nurse, administrator, or designated school employee administering any medication pursuant to the provisions of this statute.

In accordance with SB 0343- Self Administration of Medication, a student may carry an inhaler or epi-pen if they have been properly instructed by their physician to administer its usage correctly. A letter from the parent or physician attesting to the same must be on file in the office. Inhalers may also be left in the office and must include the same information as outlined above under "Filled prescription medicine".

MEETING WITH TEACHERS

We encourage parents to visit the school. Any concerns or issues regarding your student or their teacher(s) should first be addressed with the teacher(s) individually. For the benefit of the students, teachers will not be called away from classes (unless extreme circumstances arise). Teachers will meet with parents or students before school from 8:00 to 8:20 if they are not on duty, during a free period, or after school duty at 3:45. Every effort should be made to pre-

schedule meetings.

MENINGOCOCCAL DISEASE AND VACCINES

Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitis* which causes severe swelling of the brain and spinal cord. It is spread by droplets in the air and direct contact with someone who is infected. Two vaccines are available in the United States. The vaccine is not required to attend Kindergarten through the 12th grade in Oklahoma; however it is required for students who are enrolling in colleges. 15 to 22 year olds are at increased risk because of behaviors that spread the disease. Common symptoms include: headache, fever, chills, stiff neck, sensitivity to light, rash of small purplish black-red dots, vomiting, and extreme tiredness. For more information, contact your healthcare provider or local county health department or visit these web sites:

www.nmaus.org, www.vaccineinformation.org/menin/index.asp, www.vaccinesafety.edu/cc-mening.htm or www.immunizationinfor.org/Oklahoma State Department of Education

The handbook signature page constitutes acknowledgement of information provided regarding the meningococcal disease and vaccine.

NON-RESIDENT STUDENTS/TRANSFERS

All students attending Banner School on emergency transfer must have a signed non-residency affidavit on file and agree to comply with the terms of the affidavit.

ORDERS TO LEAVE SCHOOL PROPERTY

The superintendent or principal of any secondary, middle or elementary school shall have the authority to order any person out of the school buildings and off the school property when it appears that the presence of such person is a threat to the peaceful conduct of school business and school classes. This authority shall extend to the removal of any individual attending an official school activity or field trip where students are present, including an activity or field trip not on school property, when the superintendent or principal determines that a threat to the peaceful conduct of students exists. Any person who refuses to leave after being ordered to do so by the superintendent or principal shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment. (70-24-131)

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be scheduled at specific times during the school year (see school calendar). During the scheduled time for conferences, parents are urged to come to the school and confer with a student's teachers. A conference will be scheduled at any other time that a student or parent would like to visit with a teacher on a one-on-one basis.

PERMISSION REQUIRED

The following changes in a student's normal schedule will require a written permission slip or phone call from the parent or guardian. In the event a permission slip is left at home, or forgotten, a fax copy of the slip will be accepted; however, students will NOT be allowed to call and make arrangements to have a note faxed. It is the responsibility of the student to make these arrangements in advance and not during the regular class day. The following situations require signed permission slips:

- Attending lunch off campus with another student
- Leaving the school for any activity or event

- Getting on and/or off the bus at a stop other than designated stop
- Leaving the school with another parent

PERMISSION TO USE A STUDENT'S IMAGE ON THE BANNER SCHOOL DISTRICT WEBSITE, NEWSPAPER AND PHOTOGRAPHIC RELEASE OF INFORMATION

The Banner School District releases various student achievements such as Principal's and Superintendent's Honor Roll, special awards, honorary societies, etc., sometimes with a photograph, to local newspapers, broadcasting companies, and/or television stations. Banner School also posts this information, when appropriate, on its web site at www.banner.k12.ok.us.

This section provides for permission to use the student's name, image and/or voice of your child on the official Banner School World Wide Web page (www.banner.k12.ok.us) on the Internet, and/or to submit the information to local newspapers, broadcasting companies, and/or television stations.

Student images are used on the Internet to promote a wide range of student activities. However, the use of images is strictly controlled to best assure student safety and confidentiality. In some instances, students whose images are displayed on the Internet may not be identified. However, if the student is identified, it will be by first name only.

Unless provided for in writing, the handbook signature page grants permission to use the student's name and photo during their career at Banner Public School. Additional information can be found under the FERPA section of the student handbook.

PERSONAL IDENTIFICATION

It is the policy of Banner School District to keep all personally identifiable information including but not limited to a student's address, phone numbers, contact information, and date of birth confidential. Banner School does not participate in a School Directory.

PHYSICAL EDUCATION

All students will participate in physical education unless they have a note from their parents or are obviously injured and unable to participate (i.e.: cast on foot or arm). Students are required to have appropriate clothing and shoes for use in the gymnasium. The school is not responsible for lost or stolen items. Lost or stolen items should be reported to the office immediately following gym class. It is the responsibility of the student to bring a lock for use on the lockers during gym class. Students should not give their combination out to other students.

PLAYGROUND

All students will be sent outside for play periods unless they have a note from their parents. The students will not be sent out when it is raining or extremely cold. If a note is sent to excuse a student from PE, they will also miss recess. If a student suffers from any chronic illnesses, such as asthma, arthritis, kidney or bladder infections, which may impair the student's ability to fully participate, a record of such information should be kept on file in the student's permanent record or a note should be sent when the parent deems it necessary that the student not participate in physical education or recess.

PROGRESS REPORTS

Progress Reports are sent home to the parents in the middle of each nine weeks. Please see the school calendar in this handbook for the exact dates.

PROMOTION OR RETENTION

Since each student develops physically, mentally, emotionally, and socially at his/her own rate, not all students can complete the work of twelve grades in the same length of time. Therefore, for some students, it is necessary to repeat the studies of a particular level. Grade placement is based upon the student's maturity (emotional, social, mental, and physical), his chronological age, school attendance, effort, and grades achieved. Students in grades one through eight must achieve a grade average of 59.5% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading and social studies. A placement committee consisting of the superintendent, counselor and teacher shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age. Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent, if dissatisfied with the recommendation, may appeal the decision by complying with the districts appeal process. The decision of the board of education shall be final.

Any student who demonstrates proficiency in reading at the 3rd grade level shall be promoted and parents will be notified that the student met the Reading Sufficiency Act. If a 3rd grade student is identified at any point of the academic year as having a significant reading deficiency (as defined by an approved screening instrument), the district will begin a student reading portfolio and provide notice to parents. Prior to completion of 3rd grade, the student may qualify for promotion by scoring "limited knowledge" on the statewide 3rd grade criterion-referenced test. The district will provide notification to the parent that the student is not reading at grade level and provide the parent the option for retention. If the student does not meet proficiency requirements and has not accumulated evidence of 3rd grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall be eligible for probationary promotion to 4th grade upon evaluation of a Student Reading Proficiency Team. Beginning with the 2015/2016 school year, students who score at the unsatisfactory level on the reading portion of the statewide 3rd grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the 3rd grade and provided instructional services and support.

The Board advocates that, while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of the group. The following obligations of students shall be enforced:

- To obey the rules of the school.
 - To apply himself/herself to the established course of study.
 - Be prompt and regular in attendance.
 - Complete school assignments on time.
 - Pay attention to teachers.
 - Learn to criticize fairly and to accept criticism.
 - To respect the authority of teachers and staff.
 - To respect school property.
 - To respect fellow students.
 - To conduct him/her properly in school, on school grounds, on buses, and at school functions.
 - To refrain from expressions of non-conformity through demonstrations, violence, and other
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forms of incitement.

PUPIL PRIVACY RIGHTS ACT

Parents have the right to “opt out” of a student’s participation in any surveys that elicit protected information such as religious/political affiliation, mental conditions, and/or sexual behavior or attitudes. Banner School will not administer any such surveys or evaluations without prior written notice to the parents, with the option for parents to provide written refusal for a student to participate. Parents will have the right to inspect any such surveys and to inspect any and all instructional/curriculum materials used with students.

RESIDENCY

Banner School requires proof of residency in the Banner School District. Please consult the Residency Officer for types of documentation considered sufficient to establish residency (i.e.: proof of payment of local personal income tax or ad valorem taxes, title to residential property in the district or valid lease agreement, current utility bill in the parent’s name, valid motor vehicle operator’s permit, maintained voter registration or notarized residency affidavit). Property ownership does not constitute residency. All persons claiming residency must sign a residency affidavit; if residence is rented, landlord must also sign an affidavit.

RESPONSIBILITIES OF PARENTS

Parents are asked to support the school by requiring students to observe all school rules and accepting responsibility for any willful misbehavior on their part. In addition, we ask parents to maintain an active interest in the students’ daily work; making it possible for them to complete assigned homework, particularly by providing a quiet place and conditions for study. We encourage parents to stay informed by carefully reading all communications, signing and returning them as requested and to attend parent/teacher conferences.

RESPONSIBILITIES OF SCHOOL

The office of the superintendent is charged with providing an environment conducive to learning. It is responsible for employing quality faculty and staff members to promote the educational process and encourage students to become informed and productive members of society.

RESPONSIBILITIES OF STUDENTS

The following are responsibilities which students are expected to accept:

Quality of work: Students must do their best each day and complete the assigned lessons including homework and assignments missed because of absence.

School Rules: Each student must abide by the school rules and regulations and accept the leadership of teachers, school officials, and others who have been assigned leadership responsibility. Students must also abide by school rules at all times when they are on the way to and from school.

Care of School Property: A modern, fully equipped school building designed for beauty and utility is a part of the heritage of the Banner Student Body. It belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of anyone in the student body to appreciate fully, use carefully, preserve faithfully, and pass to future generations of the building, its grounds and its equipment without blemish. Any person who damages or defaces any school property will replace or pay for the property damaged.

Personal Standards: Students must dress appropriately, meet standards of health and cleanliness, be honest, courteous and moral, use only acceptable language, and refrain entirely from profanity and obscenity.

REST ROOM

Please help to do your part to keep the rest rooms clean. Students in upper grades (5th – 8th) should use the rest room between classes. The bathrooms are designated as follows: 5th-8th grade – South Bathrooms, 1st-4th grade – Middle Bathrooms, PK, K, and Portables-North Bathroom. Students participating in a gym class should use the gym bathrooms.

SCHOOL CITIZENSHIP

Be loyal to your school by showing the following traits:

1. Do schoolwork as well as you are able.
2. Support varied activities.
3. Do nothing which will harm your school's reputation.
4. Refuse to spread gossip while checking false rumors.
5. Thank those who do you a favor.
6. Please be courteous; refer to teachers as Mr., Mrs., and Miss.
7. Remove your hat or cap upon entering the building.
8. Be considerate, make no unnecessary noise.
9. Do not wrestle or push one another. Walk, do not run.
10. Make no unnecessary work for the janitor.

SCHOOL HOURS

The school doors are unlocked at 8:00 a.m. School ends at 3:30 p.m. All students arriving after school begins or leaving before school ends must sign in or out on the ident-a-kid system. Parents should have students picked up by 3:40 p.m. Students are not allowed to stay at the school after 3:40 p.m. unless they have received approval from the office or are attending a pre-approved after school activity and have adult supervision at all times.

SCHOOL PREMISE STATE LAWS

ASSAULTS ON SCHOOL DISTRICT EMPLOYEES (70-6-113)

Every person who, without justifiable or excusable cause, knowingly commits any assault, battery, or assault and battery upon a person of a school district or threatens and places such an employee in immediate fear of bodily harm while such employee, is in the performance of his duties as a school employee, is punished by imprisonment in the county jail for a period not exceeding six (6) months, or by fine not exceeding Five Hundred Dollars (\$500), or by such fine and imprisonment.

CONTROLS AND DISCIPLINE OF A CHILD (70-6-114)

The teacher of a student attending a public school shall have the same right as a parent or guardian to control and discipline such a student according to local policies during the time the student is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

ORDERS TO LEAVE THE SCHOOL PROPERTY (70-24-131)

The superintendent or principal of any secondary, middle, or elementary school shall have the

authority to order any person out of the school building and off the school property when it appears that the presence of such a person is a threat to the peaceful conduct of school business and school classes. Any person who refuses to leave the grounds, after being ordered to do so by the superintendent or the principal, shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than Five Hundred Dollars (\$500), or by imprisonment in the county jail for not more than ninety (90) days, or by both such fine and imprisonment.

AUTHORITY TO ORDER NON-STUDENTS TO LEAVE INSTITUTION (21-1376)

The chief administrative officer or anyone designated by him to maintain order at an institution of learning shall have the authority and power to direct any person to leave the institution who is not a student, officer or employee thereof, and who: Interferes with the peaceful conduct of activities at an institution of learning; or commits an act which interferes with the peaceful conduct of activities at an institution of learning; or enters the institution of learning for the purposes of committing an act, which may interfere with the peaceful conduct of activities at an institution of learning.

Any person to whom this section applies, who fails to leave the institution of learning as directed or returns within thirty (30) days thereafter, without first obtaining written permission from the chief administrative officer, shall be guilty of a misdemeanor.

ASSAULTS AT ATHLETIC CONTESTS (21-650.1)

Every person who, without justifiable or excusable cause and with the intent to do bodily harm, commits any assault, battery, assault and battery upon the person of a referee, umpire, timekeeper, coach, official, or any person having authority in connection with any amateur or professional athletic contest is guilty of a misdemeanor and is punishable by imprisonment in the county jail not exceeding one (1) year or by a fine not exceeding One Thousand Dollars (\$1000), or by both such fine and imprisonment.

STUDENT AND SCHOOL PROPERTY SEARCH

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school lockers, desks, and other school property in order to properly supervise the welfare of pupils. Searches may include, but are not limited to any item found on school property such as purses, backpacks, jackets, pockets, school lockers, desks, and other school property. 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 to search. (70 O.S. Section 24-102).

SCHOOL SPIRIT

School Spirit may be divided into three categories:

Courtesy - Towards teachers, fellow students, and the officials of school athletic activities.

Pride - In everything our school endeavors to accomplish and has accomplished.

Sportsmanship - The ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

SELLING MERCHANDISE

The selling of any merchandise at school is prohibited unless prior authorization has been obtained from the Board of Education. This includes both school-sponsored groups and

community organizations.

SEVERE WEATHER

If school will be closed due to severe weather you may view television stations KFOR-4, KOCO-5, or KWTW-9. In addition, a "school closing" message will be sent out via telephone to all school community contacts on file.

SMOKE-FREE POLICY

We maintain a smoke-free policy on all school property.

SPECIAL EDUCATION

The Banner School District Special Education Department seeks to serve all disabled children in an appropriate manner.

PUBLIC LAW 94-142 mandates a free and appropriate public education for all disabled children. This law requires that educators and parents be responsible for developing an educationally appropriate program for each child who qualifies.

To obtain services under this law a child must be designated "Disabled." Classification of students into the disabling categories is based on the results of assessments and judgments of a variety of professional personnel and the parents. A child may be eligible for special education--specially designed instruction--if she or he is determined to be in one of the following categories: Autism, Deaf-Blindness, Deafness/Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Emotional Disturbance, Speech/Language Impairment, Specific Learning Disability, Traumatic Brain Injury, Visual Impairment, or Developmental Delays.

For any child suspected of needing special education the following questions should be addressed:

- (1) Does the child have a disability?
- (2) Due to this disability, does the child require specially designed instruction?

If information is needed, please call the Superintendent.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, AND EVALUATION:

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL:

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area Wide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other

service providers.

SCREENING:

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1) READINESS SCREENING:

Personally identifiable information is collected on all kindergarten and first grade students participating in school-wide readiness screenings to assess grade-level readiness. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

(2) EDUCATIONAL SCREENING:

Education screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each School district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed written objection with the local school district.

Educational screening is implemented for all first grade students each school year.

Second through eighth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

Students entering the public school system from another state, or from within the state without previous educational screening, shall be educationally screened within 6 (six) months from the date of entry.

EVALUATION:

Evaluation means procedures used in accordance with the Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION:

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of students shall be maintained in accordance with family educational rights and privacy act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the school district's administrator.

Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access;

Parents or eligible student should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the students privacy rights under FERPA;

Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

The annual distribution of this handbook and/or the posting of this handbook on the school's website constitute the School's intention to forward records on request without further notification to the parent or eligible student. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the United States Department of Education concerning alleged failures by the Banner School District to comply with the requirements of FERPA (34 CFR 99.1-99.67). The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

To obtain a copy of the FERPA policy, adopted by the local school district, upon request being made to the local school administrator.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall include the rights of parents under FERPA.

IT IS THE POLICY OF THE BANNER SCHOOL DISTRICT TO PROVIDE EQUAL OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, QUALIFIED HANDICAP, OR VETERAN IN ITS EDUCATIONAL PROGRAMS AND ACTIVITIES. THIS INCLUDES, BUT IS NOT LIMITED TO, ADMISSIONS, EDUCATIONAL SERVICES, FINANCIAL AID, AND EMPLOYMENT. INQUIRIES CONCERNING APPLICATION OF THIS POLICY MAY BE REFERRED TO MR. MICHAEL PRIOR, SUPERINTENDENT FOR BANNER SCHOOL.

SPORTS PARTICIPATION

It is the policy of Banner School that all students are given the opportunity to participate on a school athletic team. Academic standards must be met in order to participate in any game, scrimmage, or tournament.

SUSPENSION

The authority to suspend a student from school is delegated to the superintendent. Any student may be suspended for:

- Violation of policy or regulations
- Possession of alcohol
- Possession of missing or stolen property
- Possession of a dangerous weapon or a controlled dangerous substance
- Possession of a firearm
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property
- Students found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school

Students who are continually experiencing behavioral problems, who commit a serious offense which threatens the rights of others, or who show a tendency to be uncooperative may be suspended for a period of one (1) to ten (10) days. Students who are suspended will be allowed to make up work missed. If a student is in ISS, class work will be due as scheduled. If the student is in OSS, the assigned work is due on the day the student returns to school. No additional time will be given to make up work unless there are extenuating circumstances as approved by the superintendent. Before a student is suspended, the superintendent shall consider and apply, if appropriate, alternative in-school placement options. Students attending In-school suspension may be required to stay until 5:00 pm.

TARDIES

The morning tardy bell rings at 8:30 a.m. A student is tardy who is not in the student's seat when the bell to begin the period sounds. A student who is more than thirty minutes late is counted absent for the period. Only a tardy involving medical appointments or school activities will be marked as excused. Students who receive a tardy will be dealt with in accordance with the discipline policy which includes non-participation in recess, lunch detention, in-school suspension and/or reporting to the Truancy Officer.

TELEPHONE USAGE

To slow traffic in the office to a minimum, the phone usage will be strictly for official school business and emergency calls only. Students are responsible for making arrangements **in advance** when they are required to stay after school due to practice, tutoring, meetings, etc.

Students violating behavior policies will be required to use the phone in the classroom to notify their parent(s) of their misbehavior.

Persons calling students while the student is in class will be asked to leave a number or message for the student. The student may then return the call at lunchtime. A student must have written permission from a teacher or office personnel to use the telephone.

TEXTBOOKS / LIBRARY BOOKS

All basic textbooks are loaned to the students for their use during the school year. Books are to be handled carefully. Please be sure the students name and grade is written in the space provided in the front of the book. We do charge a fine for abuse, misuse, or lost books. All library books, dictionaries, and encyclopedias follow the same policy. All textbooks should be covered with a book cover in order to prevent damage.

TRANSFERS

The Banner School Board has adopted a closed transfer policy. All transfer applications will be emergency transfer applications and require the approval of the sending school district. No open transfers will be accepted. Banner School will accept transfers on an individual basis. Failure to follow school attendance, academic, school policies and/or other behavioral policies may result in student(s) being returned to their sending district (district of residency) at any time during the school year. Transfer applications will be completed annually between January 1 and April 1 to be considered for the upcoming school year. All transfer applications must be completed in the office. No late applications will be accepted. Class size is a determining factor in transfer consideration.

VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian at Banner School will be chosen on a weighted GPA basis for the current year. In the event of a tie, each quarter's grades and 4th quarter progress report will be averaged. Percentiles will include all grades up to 100. Everything over 100 is considered bonus and is not averaged. If a tie still exists, then a Co-valedictorian and/or Co-salutatorian will be chosen. Before a student may be chosen for Valedictorian or Salutatorian at Banner School, they must have attended Banner School for a minimum of 165 days during the current school year.

VISION SCREENING

The parent or guardian of a student enrolled in kindergarten, first grade or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department.

VISITORS

All visitors must have approval of the superintendent to enter the halls of the school building. **ALL** visitors must check in at the front office, sign in, receive a badge to be worn at all times during their visit and sign out.

WEAPONS-FREE SCHOOL

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

“any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed.”

Any student who violates the Weapons-Free Policy may be removed from school for one full calendar year or longer.

WIRELESS TELECOMMUNICATION DEVICES

The Board of Education states that a student may possess a wireless communication device while on the school premise in the off mode. Prior permission may be granted by superintendent for use in emergency situations. Any disruption to the educational environment may result in a disciplinary action.

WITHDRAWAL

The procedure for withdrawal is as follows:

Authorization for withdrawal must be made in person by parent or guardian.

Obtain appropriate forms from the principal's office.

Complete all forms filled out by teachers; return all textbooks and library books.

Pay all fines and costs including lost books, damaged books, uniform fees, and cafeteria accounts.

Take completed forms to the superintendent for final clearance.

The procedures outlined in this handbook may be amended at any time by posting the change on the bulletin boards located at the front of the school and inside the front doorway.

COMPLETE THIS FORM AND RETURN TO SCHOOL IF YOUR STUDENT WILL BE ADMINISTERED ANY MEDICATION OR HAS ANY MEDICAL CONDITION.

**Banner Public Schools 2455 N. Banner Rd. El Reno, OK 73036
Phone: (405) 262-0598 Fax: 405-262-0628**

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE AND MEDICAL INFORMATION:

I am the parent with legal custody or the legal guardian of _____, a student attending this school in the _____ grade. This student requires or may require medication at intervals during the school day.

I hereby authorize and give my consent to the school principal or the school superintendent, or other school employee designated by the principal or superintendent to: administer the following non-prescription medication that I am hereby supplying you in its original container or will supply when required, in accordance with the instructions for administering such medication:

TUMS IBUPROFEN TYLENOL BENADRYL OTHER _____

and/or to administer a filled prescription medication which I am hereby supplying you in its **original container** or will supply when required, in accordance with the directions for administering the medication as listed on the label or the vial or according to any written instructions of the physician prescribing the medication (Medicine must be received in the office in the original container with the child's name and all other pre-printed prescription information on the container as it comes from the pharmacist. When you are having the prescription filled, please request a separate bottle for the medicine being sent to school.)

Dated this _____ day of _____, 2018.

Signature of Parent with legal custody, or Legal Guardian Address

LIST ANY AND ALL MEDICAL CONDITIONS (INCLUDING ASTHMA) AND ANY ALLERGIES (INCLUDING FOOD ALLERGIES AND/OR ALLERGIES TO LATEX, ETC.):

This student has a Medicaid number: YES NO

If so, the number is _____

BANNER ELEMENTARY SCHOOL
Superintendent: Mr. Michael Prior
2455 N. Banner Road
El Reno, OK 73036
(405) 262-0598

This is to certify that the student named below has read and discussed the handbook with the parent and all rules, policies, and regulations are understood and agreed to. The handbook is also available on the website www.bannerschool.net and a printed copy has been provided to my household.

Student Name _____ Grade _____

Parent/Legal Guardian Signature _____ Date _____

Printed name of Parent/Legal Guardian _____