

# Banner Public School Student Handbook



**BANNER ELEMENTARY SCHOOL**  
Superintendent: Michael Prior  
2455 N. Banner Road  
El Reno, OK 73036  
Phone (405) 262-0598  
Fax (405) 262-0628



# Important Information 2022-2023 School Year

[www.bannerschool.net](http://www.bannerschool.net)

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**First Day of School:** August 11, 2022

**Last Day of School:** May 16, 2023

## Start and End Times

8:30 a.m. — 3:30 p.m.

## Lunch Times

1st Lunch	PK, K, 1st	10:45-11:10	1st Recess	11:15-11:40
2nd Lunch	2nd & 3rd	11:20-11:40	2nd Recess	11:45-12:10
3rd Lunch	4th & 5th	11:50-12:10	3rd Recess	12:15-12:40
4th Lunch	6th, 7th, 8th	12:15-12:40	X	X

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### New Enrollments

Front Office 405-262-0598

### Superintendent

Michael Prior

### Assistant Principal

Samantha Smith

### Special Education

Christina Sharp

### Athletics

Matt Mohr

### Board of Education

Adam Slattery

Jessica Johnson

Colin Autin



### **OUR VISION**

Every child counts in our tradition of excellence creating success for tomorrow.

### **OUR MISSION**

Banner Public School, inspired by a tradition of excellence, is committed to the shared responsibility of preparing all learners for a successful future, ownership of personal behavior and responsible citizenship in an ever-changing world.

### **OUR CORE VALUES**

Tolerance, Respect, Perseverance, Service/Teamwork, Compassion, Integrity, Patience, Courage, Responsibility.

### **DISTRICT GOALS:**

#### *Focus on student success*

- Prepare all students to be productive and responsible citizens ready to meet the challenges in an ever-changing world
- Foster, encourage and celebrate creativity, critical thinking, good character and respect in all learners
- Promote health and wellness for students, staff and the surrounding community

#### *Focus on fiscal stability*

- Balance the operating budget, annually
- Adhere to all audit recommendations
- Transparency

#### *Focus on a vision for tomorrow*

- Recruit and retain highly effective employees
- Provide opportunities for growth, professional development and increased success
- Ensure a safe and secure physical and digital learning environment for students and staff members

# BANNER BOMBERS

## BANNER BOMBERS MONTHLY CHARACTER TRAITS:

- August – **Tolerance**: Being willing to accept change without getting upset
- September – **Respect**: Treating others in a way that makes them feel honored
- October – **Perseverance**: Using self-control that pushes you to work through challenges
- November – **Service/Teamwork**: Ask not what others can do for you, but what you can do for others
  - December – **Compassion**: Truly caring about the needs of others
- January – **Honesty/Integrity**: Telling the truth no matter what the consequences
  - February – **Patience**: The ability to wait calmly
- March – **Courage**: A quality of spirit that enables you to face difficulties without fear
  - April – **Responsibility**: Making good choices on your own

### **Beginning of the year *NEED to KNOW* information**

- School begins at 8:30 a.m. students are late arriving after 8:30 am. Classes end at 3:30 p.m.
- Student absences must be reported to the school office by 9:00 a.m. (See Absences for more information)
- Students may ride only the bus they are assigned to ride. (See Transportation for more information regarding bus transportation)
- ALL parents and visitors are required to sign in and out at the front office using the Ident-a-kid system which requires a valid, state issued identification. Only essential visitors (meetings scheduled, maintenance as needed, assistance for special events, etc.) will be permitted in the main school buildings/cafeteria.
- cell phone policy (See Cell Policy)
- PK-2 Grade students should have a complete change of clothes (shirt, pants, underwear, socks) in the backpacks at all times. This will assist getting students changed quickly as needed and avoid calling parents to bring clothing.
- 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.
- No toys or personal items (blankets, toys, animals, earbuds, etc.) allowed.
- Please notify the office when a change of address, phone, work, and/or emergency numbers occurs. 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/Parents are responsible for all school property checked out to them. Any lost or damaged school property will require reimbursement to the school district.
- A phone call to the school office by the student's parent or guardian is required when someone other than the legal guardian/parent is picking up the student.
- Due to the location of Banner Public School, no walkers, no bicyclists, or motorcycles are to be ridden to or from school by students.
- medication
- The Superintendent will have the right to change any procedures listed if it is determined that the health, safety, and/or welfare of students/staff may be affected. Those changes will be posted on the school website.

## **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 100°F or higher, they must be picked up immediately. 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.

A student that has a temperature of 100°F or higher will be isolated, a parent/guardian will be called to arrange pick up immediately. The student will not be able to return to school for at least 24 hours after their temperature is below 100°F and being 24 hour symptom free. Banner School will follow the current CDC guidelines for precautions and steps to follow pertaining to health and safety.

If a student is exposed at any point to COVID, parents will have the option for an at-home quarantine or option to stay in school with a mask following the most current CDC guidelines.

If a student tests positive for COVID, current CDC guidelines and recommendations for quarantine will be followed.

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.

## **ACTIVITY/EXTRACURRICULAR ELIGIBILITY**

Students are representing Banner Public School District during the school day and during school sponsored activities. Acceptable behavior is required during on and off campus events and is subject to the authority of school officials. School personnel are an important part of any decision concerning student involvement. Personnel will always consider grades, attitude and behavior. This applies to all related activities. Studies have shown the most successful students are those who remain active. We encourage our entire student body to find their niche and to get involved.

All grades to be considered for eligibility must be posted by 12:00 each Friday. This will determine a student's eligibility for the following week. This report will be produced by the office. If a 3<sup>rd</sup> – 8<sup>th</sup> grade student is going to be ineligible for the week, teachers are required to notify parents each Friday by 4 pm in writing for any students on their class roster that are failing and/or ineligible for school sponsored activities for the upcoming week.

Each honor, office, and activity has rules of eligibility which students must meet. Extracurricular activity eligibility generally conforms to regulations listed below. Students must maintain eligibility for participation.

A student is NOT eligible for extracurricular activities if he/she:

- Has not attended each class 90% of the time or has any questionable absences.
- Has been disqualified from a contest because of unsportsmanlike conduct or is under school discipline.
- Is marked "ineligible" due to grades and the parent has been notified by the teacher.
- Has obtained 3 referrals/red slips and has been placed in In-School Detention at any point in the school year

### ***Additionally:***

- A student must be passing all subjects.
- Any student absent for three (3) or more hours in one day (excluding school events), may not be permitted to participate in any extracurricular activity that day, including practice, rehearsals, etc.

### **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. Students will not be allowed or permitted to ride with others in personal cars during activity trips. In order to be counted as present, students MUST ride the school bus to the activity and may be checked out by their parent/guardian upon arrival and dismissal from the teacher.

Wireless internet devices, including cell phones and tablets, are not permitted to be used on Activity Trips including field trips and extracurricular activities. In accordance with the school's bus policy and wireless communication policy, wireless internet devices must be turned off.

### **ADVANCED MATH**

Advanced math classes are offered with the following requirements: A 7<sup>th</sup> grade student must have maintained an "A" average in the 6<sup>th</sup> grade Math class **or** scored within a 15 point range of "Advanced" on the OSTP 6<sup>th</sup> grade Math test, or an equivalent test administered by their previous school, in order to be placed in the Pre-Algebra 7<sup>th</sup> grade Math class. An 8<sup>th</sup> 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 OSTP 7<sup>th</sup> grade Math test, or equivalent test administered by their previous school, in order to be placed in the 8<sup>th</sup> 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.

### **APPROPRIATE CONDUCT BY STUDENTS**

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

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.

### **APPROPRIATE CONDUCT BY VISITORS**

Parents attending assemblies will enter and exit through the gym doors. If you intend to check your student out, you will need to go to contact your child's teacher to do so and your student will be called to the office for dismissal.

### **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.

### **ATTENDANCE**

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. School hours are from 8:30 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.

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 unexcused until documentation is received.*

*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. Non-compliance with the attendance policy may result in students receiving an incomplete for the coursework and class, truancy referrals, DHS referrals, or retention. Retention may be recommended by the teacher or a placement committee due to the excessive absences and incompletions.*

**Exceptions to this policy are the following:**

- Hospitalization.
- Extended illness when verified by a physician.
- Educational related absences approved by 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 truancy officer 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).

Excused and Unexcused absences count toward Truancy.

In order for the school to excuse absences, there shall be documentation of a **valid excuse**.

Examples of acceptable documentation are the following:

- Doctor's statements
- Family funerals
- Court summons
- Observation of religious holidays of the pupil's faith
- School-related field trips or educational activities approved by the building administrator
- Educational experiences, weather extremes, or other special circumstances, etc.  
- these are to be approved by the building administrator prior to the absences.

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 and/or a truancy referral to the Canadian County Sheriff's Office or Juvenile Probation Office.



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 if homework is requested after 9:00 a.m.

### **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. Banner Public School will call Law Enforcement for any student that is dropped off before 8:00 a.m. and left unsupervised.

### **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. Students leaving school before 3:30 will be marked absent/early dismissal. Parents must check their student out using the Ident-A-Kid system and wait in the lobby for their student to be dispatched to the office. Early dismissal absences will not be marked excused without documentation.

### **BACKPACKS/BOOK BAGS/PURSES**

When lockers are available, backpacks, purses, bags are to be kept in the locker. When lockers are not available, these items are to be kept in a designated area in the classroom. Lockers will be equipped with a combination lock and students are only permitted to their own lockers with teacher permission.

### **BULLYING/HARASSMENT/INTIMIDATION POLICY**

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 educational 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.

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 ensure 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.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. 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.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, homecoming activities, prom activities, and/or class trips.

#### **HARASSMENT (Cont.)**

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

**The superintendent shall develop procedures providing for:**

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;

4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment;
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0, 70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***

**PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING  
(INVESTIGATION PROCEDURES)**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

**Definitions**

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or 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.

"Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

**Procedures**

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to a building administrator. If the bullying involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to a building administrator. As much detailed information as possible should be provided to a building administrator in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, a building administrator shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed a building administrator and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, a building administrator shall follow district policies regarding the discipline of the student. A building administrator shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, an administrator or superintendent may recommend that available community mental health care, substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to a building administrator by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. A building administrator should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, a building administrator should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (REGULATION)**

The Banner Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### **Statement of Board Purpose in Adopting Policy**

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

### **Definition of Terms**

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a 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 that a reasonable person should recognize will:

A.Harm another student;

B.Damage another student's property;

C.Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

D.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.

## 2.The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

## 3.General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)**

**A.Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

**B.Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are

considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

**C.Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

**D.Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Banner Public Schools.

### **Procedures Applicable to the Understanding of and Prevention of Bullying of Students**

#### 1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Banner Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

#### 2. Banner Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student

victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

### **Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. (A harassment/bullying incident form is to be completed and returned to a building administrator.)

### **Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)**

### **Parental Responsibilities**

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs and complete a harassment/bullying incident report form;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents.



## **Discipline of Students**

In administering discipline, consideration will be given to alternative methods of punishment to ensure 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.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. 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.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips
15. Required enrollment in the Banner Virtual Academy (off campus instruction).

*\* The Superintendent of the school shall have the authority to order any person out of the school building and off the school property for up to one semester when it appears that the presence of such a person is a threat to a student, employee, or the peaceful conduct of school business and/or school classes.*

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

# HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged:

Racial \_\_\_\_\_ Sexual \_\_\_\_\_ Religious \_\_\_\_\_ Other \_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_

Witnesses Present: \_\_\_\_\_

Physical evidence: Graffiti \_\_\_\_\_ Notes \_\_\_\_\_ Email \_\_\_\_\_ Websites \_\_\_\_\_ Video/audio tape \_\_\_\_\_  
Other \_\_\_\_\_

Staff signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

## **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 1 1/2 mile radius outside of the school. If this becomes a hardship of overcrowding and limited seating, the Superintendent will have the right to extend the radius of transportation. Students enrolled in the PK program will not be eligible to ride the bus. Parents must make arrangements for PK students to be brought and picked up from school. Bus stops will be determined by the 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, candy or beverages are not permitted on school buses.
- Helium Balloons will not be permitted on the bus
- Students may be required by administration to wear a mask or face shield while riding the bus if a health or safety issue is present.
- 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 administration shall be notified of a first occurrence. Administration shall take whatever reasonable action they deem 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 on 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.
- 6th - 8th grade students may use cell phones during transit on the school bus so long as the following rules are followed:
  - Sound must be turned off.
  - Students are using phones for personal use and not sharing the screen or showing content to any other student.
  - No pictures or social media posts are permitted on the school bus or school grounds.
- 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.

Students may ride only the bus they are assigned to ride. 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 pm are required to be picked up at the front 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, etc.)

## **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 your child 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.
- Designated spots to stand in line or sit are required during social distancing procedures.
- Lunch must be consumed in the cafeteria or thrown away at the end of the lunch period.
- Students arriving after 8:20 will receive a prepackaged breakfast and go to their classroom to eat it. They will not be permitted to enter the cafeteria after 8:20.
- Parents/Guardians may come have lunch with their student after they have called to make an appointment with the front office for visitation that day. Parents will only be allowed to have lunch with their student and they will not be permitted to any other part of the buildings or recess grounds during their lunch visit. Only (2) parents/guardians will be permitted per day with their student.

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 up to \$50.00 before payment is expected in full.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

### **GRADES PK-5TH**

Students are prohibited from having cell phones, or other communication devices such as Smart Watches, and tablets to school in the “On” position and on their person while at school, on the bus, or school events. Cell phones must be stored in backpacks in the OFF position. If students are found to have these devices on their person and/or in the “ON” setting, the phone or device will be confiscated and only released to the

parent/guardian. Repeated violation of this policy will result in other consequences (Detention, In school suspension, Out of School Suspension, etc.)

## **GRADES 6TH-8TH**

Students may possess wireless devices (cell phones) while on school premises, while riding school transportation or attending functions sponsored or authorized by the school. Use of these devices is prohibited in restrooms, playground, and locker rooms at all times. During class time and the school day, phones must be put away and in the "OFF" position and stored in student lockers. Exceptions are made for cell phone usage during class time under a teacher's direction (no student shall be penalized for not having a device). Cell Phone usage at school is at the ultimate decision of the school officials.

**Smart watches** (6th-8th grade only) may be worn, but must be in the silent position and not used for communication throughout the day for any purpose. Students should not be tapping on the watch at all throughout the day. If a student is found violating rules of wearing a smartwatch, the smart watch will be retained by the school for the remainder of the day, a red slip will be given, and the student will lose all privileges to wear a smartwatch for the remainder of the school year.

Wireless devices used during a test for any purpose will be considered cheating and proper action will be taken. During Oklahoma state testing, students will not be allowed to wear smart watches. Teachers have the right to ask students to turn off or take smartwatches off during classroom tests. Student's misuse of wireless devices during the school day or school activities will warrant disciplinary actions that will be determined by the nature, severity, and frequency of the violation. Disciplinary actions will include, but not limited to confiscation of the device, detention, suspension, and/or loss of privileges.

**1st Offense:** Device may be retained by the school for the remainder of the school day, a red slip will be given, and will be released to the student at the end of the day.

**2nd Offense:** Device may be retained by the school for the remainder of the school day, a red slip will be given, and will be released to the parent/guardian. Wireless device privileges will be revoked and students will not be allowed to possess any devices at school the remainder of the school year.

At NO time, should a cell phone or tablet be on a student's person throughout the school day, during transition of classes, in the hallways, restrooms, or locker rooms.

**Banner Public School assumes no responsibility for lost or stolen cell phones or devices including headphones/wireless accessories that are in the custody of the student. Wireless speakers and earbuds are not allowed on school property.**

## **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 School policy further states that students must be nit free before returning to school.

Any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice and is safe to return to school. Medically excused absences will be limited to 2 school days for each occurrence of live head lice. (O.S. 15-1210.194)

Any student found with bed bugs on their person or property will receive parental notification with recommendations on eradicating the pests. No student will be sent home because of bed bugs. A school employee will inspect the student and their belongings for signs of infestation 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 (15-1210.194)

### **CHILD FIND**

The Banner School District Special Education Department seeks to serve all disabled children in an appropriate manner. If you are aware of any resident requiring services from the ages of 3 through 5 or K-12, please contact the office at 405-262-0598.

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 a 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.

## **CLASS PARTIES**

The class parties are a privilege. PreK- 5th grade classes will host holiday parties and will be planned by the teacher. If abused, the teacher has the right to suspend such parties. Class parties may also be suspended due to health and safety concerns. Parties for all grades will consist of Christmas and Valentine's Day and will commence on or after 3:00 p.m. on class party day. Please do not deliver outside items to be passed out at class parties and/or birthdays. Students may bring class party items with teacher permission when arriving at school. Only prepackaged, store bought items will be permitted for class parties. Parents may be invited to participate as planned by the teacher. No homemade items will be allowed at any time.

Birthday party invitations are **never** to be distributed at school and birthday parties are not hosted in classrooms. Outside items to be handed out at parties are not permitted. Prepackaged treats may be brought only with preapproval or with teacher permission.

## **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 OPERATED BY STUDENTS ARE NOT ALLOWED ON CAMPUS.**

### **COMMUTER STUDENTS**

For the safety of all students, please follow the two drop off and pick up lanes for all students as directed by school personnel from 8:00 am to 8:25 am and from 3:30 pm to 3:35 pm. All car riders will use the main entrance for drop off and pick up. **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 3:35 p.m. unless they are participating in an approved after school activity. Students are not allowed to stay after school past 3:35 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.) Siblings who are not participating in an extracurricular event are not allowed to remain after school.

**\*\*\*If students are consistently picked up after 3:35 OR anytime after 4:00, Banner School Resource Officer, the Sheriff's Department and/or Oklahoma Department of Human Services (DHS) will be notified. It is imperative that parents/guardians are aware of and respect off duty time of teachers and staff.**

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 and/or a truancy referral to the Canadian County Sheriff's Office or Juvenile Probation Office.

### **COUNSELING PROGRAM**

Guidance services are available for every student in the school. Guidance services may be provided by a school counselor/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. For assistance with counseling services for a student, please contact Administration at 405-262-0598.

#### **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, lunch detention, in school detention, in school suspension, alternative placements, financial restitution, suspension, and agency referral. The administration may also impose punishment that would prevent a student from participation in and attendance at extracurricular activities, as well as participation in 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.

- 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.

Banner Public School will operate on a three strike policy. Any Red Slip obtained will count as a strike. When a third red slip is obtained, the student will receive (1) day of in-school suspension, students will then move to the 2nd set of infractions. When a third red slip is obtained within the 2nd set of infractions, students will move to the 3rd set of infractions. After 9 red slips are obtained by a student for any reason, the student will have a consequence determined by the administrator. This consequence may include the student being placed in the Banner Alternative Academy.

<b>LEVEL 1 Offenses</b>	<b>1<sup>ST</sup></b> Set of Infractions	<b>2<sup>ND</sup></b> Set of Infractions	<b>3<sup>RD</sup></b> Set of Infractions
	1st Red Slip = 1 day of lunch detention	4th Red Slip = 1 day of lunch detention	7th Red Slip = 1 day of lunch detention
	2nd Red Slip = 2 days of lunch detention	5th Red Slip = 2 days of lunch detention	8th Red Slip = 2 days of lunch detention
	3rd Red Slip = 1 day of In School Detention	6th Red Slip = 2 days of In School Detention	9th Red Slip = Alt. Academy the remainder of the 9 weeks (With a minimum of 1 week) 10th Red Slip= Admin discretion

**LEVEL 1 Example Offenses**  
 \*Any level 1 offense will be counted as a yearly infraction  
 #1 Misconduct in Halls  
 #2 Disrupting Class  
 #3 Unauthorized Food, Candy, or Gum  
 #4 Improper Dress; Dress Code Violation  
 #5 Inappropriate Language/Gestures  
 #6 Cell Phones, Toys, Electronic Devices, Personal Items  
 #7 Disobeying Staff Members; Not following directions  
 #8 Rude Discourteous; back talking; sassing; arrogant comments to staff member or others  
 #9 Public Display of Affection  
 #10 Unwarranted Physical Action/Horseplay  
 #11 Throwing Rocks  
 #12 Violation of Bus Rules  
 #13 Cheating  
 #14 Other Yearly Level 1 Offense

\*All behavior infractions are required to be documented on Infinite Campus  
 \*Continuous Levels 1 behavior infractions may result in a behavior plan developed by the teacher and Administration, and signed by parents.

**Consequences to be determined by administration**

**LEVEL 2 Offenses**

#15 Cutting Class/Skipping School  
 #16 Fighting  
 #17 Theft; Destruction; Defacing Property  
 #18 Sexual Harrassment/Physical or Verbal Assault, hate or racial speech directed at someone  
 #19 Possession of a Deadly weapon and/or ammunition, use/possession of tobacco, controlled substances, drugs, or alcohol  
 #20 Threat towards school, staff, students or any other school affiliates  
 #21 Other Yearly Level 2 Offense

\*All behavior infractions are required to be documented on Infinite Campus  
 \*Level 2 behavior infractions may result in a behavior plan developed by the teacher and Administration, and signed by parents.

Please note that after numerous violations, and it has been determined that detention or other

discipline is not effective, students can be given In School Suspension (ISS) and/or Out of School Suspension to be determined by Administrator and/or paddling with parent approval.

Detention is up to the discretion of the teacher and/or administrator and can be held during the following hours: Before school 8:00am to 8:30am, after school 3:30pm to 5:00pm, during lunch period, or electives and can be given In School Suspension (ISS).

Detention may include any or a combination of the following: Community Service for the school, Physical Exercise, Writing assignment(s), Reading assignment(s), Extra homework assignment(s) or other assignments at the discretion of the Teacher/Administrator.

- The semicolon gives options for disciplinary action.
- The comma includes all disciplinary action.
- Students identified as repeated bullying offenders may be subject to long term expulsion.
- Administrator has the right to impose other disciplinary actions as deemed necessary.
- All behavior infractions are required to be documented on Infinite Campus

## **SUSPENSION**

The authority to suspend a student from school is delegated to the school administrators. 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.

## **DRESS AND APPEARANCE**

Educational consideration is given to grooming and dress which must not constitute a material or substantial distraction to the educational process. With ever-changing styles, additional guidelines are established to help maintain high standards.

These standards are provided so clothing does not distract from the educational process.

- Shoes must be worn at all times - no house shoes or slippers allowed.
- Weather appropriate clothing must be worn at all times. This includes, but is not limited to wearing shorts during freezing temperatures, and wearing hoodies during extreme heat temperatures.

- No clothing with derogatory or suggestive pictures or phrases.
- No advertising or suggestions of drugs, alcohol, tobacco, or weapons.
- Clothing and grooming must not constitute a health or safety hazard.
- Skirts, dresses, and shorts must be mid-thigh or longer in length.
- Pants with holes/frays above mid-thigh, where skin is visible, are not permitted
- All pants must be worn at the waistline and all belts are to be buckled. Pants and jeans must be high enough to cover undergarments when seated. "Sagging" is never permitted.
- Any clothing exposing any part of a student's undergarments, buttocks, stomach, chest, and/or back are prohibited
- Appropriate undergarments should be worn and all items and be in good taste (modesty is key). Undergarments must not be worn as outer garments. Any attire exposing undergarments is not permitted.
- Pants with zippers must be able to be zipped completely.
- Headgear of any type is prohibited (hats, hoods, bandanas, stocking caps, beanies, etc.) Exceptions may be made for religious or medical reasons.
- Tank tops, string or spaghetti strap tops, halter tops, tube tops, sheer tops with bra showing, racer backs and backless tops are not appropriate school attire. Cleavage should be unexposed and midriff covered. Dresses are held to the same standard.
- Clothing/accessories deemed to be gang related by the principal and/or law enforcement will not be permitted.
- Accessories such as furry tails, chains, ropes, straps, spiked jewelry, sunglasses, etc. are not permitted inside the buildings
- Clothing worn when participating in a school-sponsored extracurricular activity may be worn to school when approved by the sponsor or coach. Teams are encouraged to wear spirit wear during the school day that meets the dress code.
- No blankets, pillows, or bedding allowed.
- Clothing must be worn as designed/intended and may not be reversed or turned inside out.
- It is never acceptable for students to trade clothing/shoes while on school grounds.
- Shorts or a change of clothes when wearing a dress are recommended for participation in P.E.

**There may be changes, interpretation, or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or other types of situations that develop. The judgment of administration concerning appropriateness is final.**

Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation. Failure to meet dress code regulations will be grounds for disciplinary action and could result in an unexcused absence.

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Each honor, office, and activity has rules of eligibility which students must meet. Students must maintain eligibility for participation.

A student is NOT eligible for extracurricular activities if he/she:

- Has not attended each class 90% of the time or has any questionable absences
- Has been disqualified from a contest because of unsportsmanlike conduct or is under school discipline
- Is on the ineligible list, this student may not participate in an event, practice, game, rehearsal, contest, etc. (This includes going to the event and sitting with the team)

A student who has lost eligibility under this provision must achieve the minimum scholastic standard in order to regain eligibility. Eligibility runs Monday through Sunday and is in effect for the entire week and may not be changed mid-week for any reason.

## **Behavior**

Participation in extracurricular activities at Banner is a privilege. As a participant, students are representing our school and the high standards of academic achievement as well as athletic abilities expected of participants.

- If at any time, any student involved in any extracurricular activities receives a Red Slip for any reason, that student will not be allowed to participate in the next event, this includes, but is not limited to, practices, meetings, rehearsals, games, etc.
- If at any time, any student involved in any extracurricular activities receives a 2nd Red Slip, for any reason, that student will not be allowed to participate in the next two (2) events, this includes, but is not limited to, practices, meetings, rehearsals, games, etc.
- If at any time during the school year, any student involved in any extracurricular activities receives three (3) Red Slips, for any reason, that student will no longer be eligible to participate in any extracurricular activity for the remainder of the season/year.

## **Absence**

Students absent for three (3) or more hours during the day will not be allowed to participate in any extracurricular activity that day including practices, unless cleared in advance by administration. This means that a student who is ill during the day may not participate in an event held that day/night.

## **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.

## **EIGHTH GRADE**

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

## **Electronic Devices & Other toys or prohibited items**

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: spinners, 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.

## **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- 3 long bells
- Lockdown – Siren Tone- announcement of a lock down

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

**Three (3) Proofs 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.

### **Pre-K Enrollment**

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 1<sup>st</sup> and be potty trained (potty trained is defined as being able to say the words "I have to go potty" BEFORE they have to go. 2) Be able to pull down their underwear and pants and get them back up without assistance. 3) Be able to wipe themselves after using the toilet). 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.

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

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

1. The right to inspect and review the student's education records within 45 days after the day the Banner Public School District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records 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.
2. 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 student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to 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 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.

3. The right to provide written consent before the school discloses personally identifiable information (P11) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of P11 from educational records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Banner Public Schools to comply with the requirements of FERPA. 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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of P11 from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

**The Uninterrupted Scholars Act** Public Law 112-278, allows schools to disclose P11 from the education records of a student without obtaining prior written consent of the parents or the eligible student. This includes P11 from records of students in foster care placement, an agency caseworker, or other representative of local child welfare agency or tribal organization when such agency is legally responsible for the care and protection of the student.

To other school officials, including teachers, within the educational agency or institution that the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)(a)(i)(B)(2) are met. [(§99.31(a)(1))]

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. [§99.31(a)(2)]

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. [(§99.31(a)(4)]
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve , prior to adjudication, the student whose records were released, subject to §99.38. [(§99.31(a)(5)]
- To organizations conducting studies for, or on behalf of the school in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. [(§99.31(a)(6)]

### **GRADING SYSTEM**

Students in PK, K, 1st will have the following grading scale:

- |   |  |
|---|--|
| 4 | The student demonstrates in-depth skills/knowledge that go beyond the learning goal.<br>*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 2nd 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 provided 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. If report cards are not sent home with students, parents/guardians will have to pick up a copy of their report card. Report cards and Individualized Education Plans (IEP) will not be sent electronically, but can be accessed using the parent portal through Infinite Campus. 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 in grades 3 through 8 and 80% of a student's grade in grades 1 and 2. It is at the discretion of the teacher to allow homework to be redone; however, a maximum score of 80% will be recorded. No makeup work or additional time will be given past seven (7) days following the original due date of the homework or test for re-does, missing, failing or incomplete assignments or tests. Testing will account for the other 50% of the student's grade in grades 3 through 8 and 20% in grades 1 and 2. Grades 3 through 8 will give a minimum of two tests per nine-week period. 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.

### **GT (Gifted & Talented) PROGRAM**

Students will qualify for the program based upon a combination of COGAT testing, state test results, and teacher referrals. GT will be conducted one day a week and may require students to complete assignments outside of class time. Ineligibility rules will be followed in GT 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 GT sponsor.

### **GUM, CANDY, FOOD, SODA, AND ENERGY DRINKS**

Students are not allowed to have or bring gum, candy, soda, energy drinks, or food to the classroom or on the bus. Candy or food in the classroom is only allowed at the teacher's discretion or during class parties. Flavored water, water additives or other drinks will not be allowed.

Water bottles are acceptable when filled with plain water. Water typically doesn't stain if spilled as other liquids can create more damage. All other liquids such as pop, juice, energy drinks, flavor packets, squeeze or water additives and flavored drinks/water are not acceptable while on the school campus. Students may bring a drink of choice (energy drinks are not acceptable) for lunch while kept in a locker or backpack until their lunch time in the cafeteria. No drinks or food items may leave the cafeteria. If a student is having a lunch tray, they are not allowed to bring separate drinks.

### **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 sixth through eighth grade student body. To be nominated a student must have a current GPA of 2.0 or higher and no more than 2 behavioral referrals. Nominees must be part of school extracurricular activities at Banner. 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.

### **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. Arrangements are to be made with the teacher, by the parent, for any make-up assignments, homework, and books to be gathered for completion.

All make-up work must be completed and turned in according to this policy. No additional time will be given to make up work, re-do assignments, finish incomplete work, or take tests more than seven days past the original due date.

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.

If a student is absent due to quarantine, students are expected to return ALL assignments assigned during their quarantine upon the day of return to school after quarantine is complete. Any missing work will count as an absence. Any materials needed during a quarantine will need to be picked up within 24 hours or the next school day after quarantine begins.

### **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 7<sup>th</sup>/8<sup>th</sup> grade student, who has attended Banner School for one consecutive year and maintains a Grade Point Average of 3.75 or higher for the current academic year will be eligible for the Banner Honor Society. Students in 6<sup>th</sup> grade will be inducted in April or May during the last half of the quarter of their 6<sup>th</sup> grade year. All GPA's will be calculated on core curriculum classes, and based on posted grades for the first three quarters of the year and the posted progress report grade from the fourth quarter.

Membership in the Banner Honor Society is not only determined by academic achievement. Honor Society students will be asked to fulfill a number of community service roles throughout the school year. Some areas of service include the Book Fair, Thanksgiving Dinner, Mother's Day Tea, and Graduation in addition to other opportunities as they arise. These privileges are earned and participation in these events should be considered an opportunity to serve with pride. Students of Honor Society are expected to adhere to the Extra Curricular Activity Policy found on page 28. Proper conduct must be exhibited at all times both as a role model for the younger students and as a representative of Banner School. Student volunteers will be expected to adhere to all school rules and student policies. Failure to do so will result in disciplinary action with consequences to be determined by the school administrator. Disciplinary action may result in termination as a member of the Banner Honor Society.

### **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. Prior to a student using internet or technology resources on campus, a technology contract must be signed by the student's parent or legal guardian and remain on file at school. By the parent's signature on the technology contract, the parent agrees to these stipulations and grants their student permission to use the internet and other technology resources.

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.

### **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 5<sup>th</sup> – 8<sup>th</sup> grade students 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. 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. Lockers are a privilege to be used according to school procedures or could result in loss privilege.

Lockers will be accessed daily before the 1st hour, before and after lunch period, and the last hour of each day. 6th-8th grade students will be required to take their trapper keeper between classes and will

not have access to lockers throughout the school day. Backpacks will not be allowed to be carried around throughout the day. Lockers must remain locked throughout the day using school provided combination locks. Combinations assigned to student locks should not be shared with other students.

**Gym Lockers**

Students will be given an opportunity to dress out for P.E. They will have 2 minutes to dress in and dress out. Inappropriate locker room behavior will result in loss of locker privileges in the locker room

**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**

Approximate lunch times are as follows: (These may change due to social distancing requirements)

1st Lunch	PK, K, 1st	10:45-11:10	1st Recess	11:15-11:40
2nd Lunch	2nd & 3rd	11:20-11:40	2nd Recess	11:45-12:10
3rd Lunch	4th & 5th	11:50-12:10	3rd Recess	12:15-12:40
4th Lunch	6th, 7th, 8th	12:15-12:40	X	X

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. Outside Food brought in during the day is not permitted in order to reduce the risks of contamination/spreading of germs and maintaining equality/fairness to all students. Microwaves are not available to heat up students’ food during lunch times. Students will be provided a school lunch when a lunch is not brought from home. Parents will be permitted to check their child out to provide an alternate lunch during the scheduled lunch/recess time.

**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 only provide non-prescription medication with a current signed medication form on file. 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. Medical marijuana will not be allowed or administered on school grounds at any time.

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**

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 may be contacted via email to schedule a meeting. A message may be left for the teacher and the teacher will return your call at their earliest convenience.

### **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 12<sup>th</sup> 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](http://www.nmaus.org), [www.vaccineinformation.org/menin/index.asp](http://www.vaccineinformation.org/menin/index.asp), [www.vaccinesafety.edu/cc-mening.htm](http://www.vaccinesafety.edu/cc-mening.htm) or [www.immunizationinfor.org/Oklahoma State Department of Education](http://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). These conferences will take place during back to school time, a fall conference, and a spring conference. 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. 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:

- Leaving the school for any activity or event
- Leaving the school with another parent
- Movies shown in the classroom requiring written permission

### **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](http://www.banner.k12.ok.us), Banner News channel, and/or official Banner Facebook page.

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](http://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 a doctor and are obviously injured and unable to participate (i.e.: cast on foot or arm). Students will be given a pass/fail grade for their participation in physical education. 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 Pk-5<sup>th</sup> will be sent outside for play periods unless they have a note from a doctor. 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. Only Banner staff and authorized personnel will be permitted in the cafeteria during lunch times and on the playground during recess.

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. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

### **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, Assistant Principal, 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 district's appeal process. The decision of the board of education shall be final.

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 who is absent from class more than five days or parts of days during a nine-week period or seven days or parts of days in a semester shall be required, along with a parent, to work out an improvement plan with the principal and/or counselor. Students in 7<sup>th</sup> and 8<sup>th</sup> 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. Any student who meets the truancy referral laws and or are academically struggling may be retained at the discretion of a committee made up of an administrator, the student's teacher, and one other teacher.

Any student who demonstrates proficiency in reading at the 3<sup>rd</sup> grade level shall be promoted and parents will be notified that the student met the Reading Sufficiency Act. If a 3<sup>rd</sup> 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 3<sup>rd</sup> grade, the student may qualify for promotion by scoring "limited knowledge" on the statewide 3<sup>rd</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> 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 3<sup>rd</sup> grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the 3<sup>rd</sup> 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 or retention may be recommended:

- 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.
- 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 forms of incitement.

\*Discipline issues that negatively affect student's learning and/or educational growth could also result in the recommendation of retention.

### **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 a minimum of 3 documents to establish or verify residency in the Banner School District. Residency is defined as the permanent nighttime residence of the student. Documents may include, but are not limited to: proof of payment of local personal income tax or ad valorem taxes, current year's tax return showing student's name and parent/guardian's address, current (within the last 30 days) utility bill in parent's name, title to residential property in Banner School District that is the



student's permanent nighttime residence, valid and current motor vehicle license or state issued identification, maintained voter registration or other documents requested by the residency officer. All persons claiming residency for the purpose of enrolling a student in Banner School must provide a signed and notarized affidavit of residency; if the residence is rented, the landlord is required to sign the affidavit in front of a notary. The decision of the residency officer is final. To dispute the decision of the residency officer, please follow the instructions for denial of enrollment as a resident student provided by the residency officer.

### **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.

Parents should be sure their students are well groomed, healthy and have taken proper hygiene measures as well as being sure they are prepared for school each day. Parents should be sure their students are present and on time to school each day.

### **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. Students are expected to take full accountability for their work.

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. Students are expected to know and be familiar with handbook rules and guidelines.

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 restrooms clean. Students in upper grades (6<sup>th</sup> – 8<sup>th</sup>) should use the restroom between classes and/or according to the teachers scheduled times.

Students should use the bathroom closest to their classroom. Students are provided waste cans in the bathroom stalls and near the sink. Do not flush anything other than toilet paper down the toilets.

At no time will technology or cellphones be allowed in the restroom.

### **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; advocate and be a possible model for our school
4. Refuse to spread gossip while checking false rumors.
5. Thank those who do you a favor.
6. Please be courteous
7. Be considerate

## **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.

### **SCHOOL RESOURCE OFFICER(S)**

Banner Public School has employed The Union City Police Department to supervise our school resource officer program. SRO's should be treated as though they are staff of the school district by all students and parents.

### **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).

### **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/VAPE FREE/ALCOHOL FREE/DRUG FREE POLICY: 24/7 Tobacco-free Schools Act 70 O.S. 1210.212 (OSCN 2019)**

We maintain a smoke-free, vape free, alcohol free, and drug free policy 24 hours, 7 days per week on all school property.

**Universal Citation:** [70 OK Stat § 70-1210.212 \(2016\)](#)

As used in the 24/7 Tobacco-free Schools Act:

1. "Chewing tobacco" means any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing;
2. "Educational facility" shall mean any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased or under the control of a public school district or private school located in the state. For purposes of this act, a public school district shall not include a technology center school district;
3. "School vehicle" means any transportation equipment or auxiliary transportation equipment as defined in Section 9-104 of Title 70 of the Oklahoma Statutes;
4. "Smoking tobacco" shall mean any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette; and
5. "Tobacco product" shall mean any bidis, cigars, cheroots, stogies, smoking tobacco and

chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.

Added by Laws 2015, c. 259, § 2.

### **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. The same behavioral expectations will apply to assess eligibility of sports participation.

### **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.

### **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.

### **TRANSFERS**

Education Open Transfer Act Information

**Banner Public School in compliance with state law has an open transfer policy based on sq. footage per number of students/teachers in each classroom. The capacity number can vary from classroom to classroom depending on size. Our school website lists our enrollment/capacity and the number of open transfers available per grade level. This is updated each quarter of the year.**

### **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 4<sup>th</sup> quarter progress report will be averaged. Percentiles will include all grades up to 100. Everything over 100 is considered a 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 be enrolled in the Banner School District 8<sup>th</sup> grade for the current and entire school year. If at any time during the school year, any student involved in any extracurricular activities receives three (3) Red Slips, for any reason, that student will no longer be eligible to participate in any extracurricular activity for the remainder of the season/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 parents and visitors are required to sign in and out at the front office using the Ident-a-kid system which requires a valid, state issued identification. Only essential visitors (meetings scheduled, maintenance as needed, assistance for special events, etc.) will be permitted in the main school buildings/cafeteria.

Pets/animals are not to be on the school campus without prior written consent from the superintendent. Pets/animals are not allowed inside the school building.

## **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.

## **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 assistant principal or the school superintendent, other school employee designated by the principal or superintendent to: administer the following non-prescription medication in accordance with the instructions for administering such medication:

TUMS  IBUPROFEN  TYLENOL  BENADRYL

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 \_\_\_\_\_, 2022

\_\_\_\_\_  
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 SCHOOL PARTNERSHIP COMPACT**

1. Banner Public School will provide a balanced education which prepares our students to compete and succeed in a global economy.
2. Our curriculum is designed to meet or exceed the state standards.
3. It is our belief that performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership with a specific goal in mind. It is imperative that each person assumes his or her responsibilities.

### **PARENT RESPONSIBILITIES**

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- Study area should be well lit and well equipped with pens/pencils, paper, ruler, crayons/ markers, glue, dictionary, etc.
- Look over homework assignments to check for understanding.
- Be available to assist.
- Sign and return all papers that require a parent's or guardian's signature.
- Encourage positive attitudes toward school.
- Require regular school attendance.
- Attend parent-teacher conferences.

### **STUDENT RESPONSIBILITIES**

- Ask the teacher any questions about the homework.
- Take home materials and information needed to complete the assignment.
- Complete homework in a thorough, legible, and timely manner.
- Strive to always do quality work.
- Return homework on time.
- Return signed homework form.
- Comply with school rules.
- Attend school regularly.
- Respect the personal rights and property of others.

### **TEACHER RESPONSIBILITIES**

- Provide quality teaching and leadership.
- Assign homework using grade-level form.
- Coordinate with other programs to make sure nightly assignments do not exceed time limits.
- Give corrective feedback.
- Recognize that students are accountable for every assignment.
- Check the homework that has been completed and the homework form has been signed by the parent/guardian.
- Respect cultural, racial and ethnic differences.
- Hold at least two parent-teacher conferences.
- Provide opportunities for parents to observe, volunteer and participate in classroom activities.

**General Permissions Form**

**INTERNET USAGE/TECHNOLOGY CONTRACT**

I give permission for my student(s) to have access to the Banner School network and the Internet with the understanding that the program GoGuardian will be used to monitor internet usage on school technology or while using school provided Google Login. Students and guardians have read and signed the Technology Contract.

\_\_\_\_\_ Yes \_\_\_\_\_ No

**NAME/IMAGE RELEASE**

Periodically we (the district/school staff) take pictures, videos or write an article about our students and their work. There are times that we may want to publish these articles and pictures on the school website, social media, Banner News, or submit to the newspaper for publication. The photograph or article may identify the class, school event, etc.

\_\_\_\_\_ I consent to my student(s)'s name/image being used as described in the policy above

\_\_\_\_\_ I **DO NOT** consent to my student(s)s name/image being used as described in the policy above.

**FIELD TRIPS**

I give permission for my student(s) to participate in class field trips.

\*Information will be sent home prior to each trip

\_\_\_\_\_ Yes \_\_\_\_\_ No

**SCREENINGS**

I give permission for my student(s) to receive vision, hearing, and any other screening tests.

\_\_\_\_\_ Yes \_\_\_\_\_ No

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](http://www.bannerschool.net) and a printed copy has been provided to my household.

Student Name \_\_\_\_\_

Parent signature \_\_\_\_\_

Teacher signature \_\_\_\_\_