

# Frederick Elementary School Policies

The following handbook has been adopted by the Board of Education as the instrument to use to communicate to students and parents the policies and procedures by which Frederick Public Schools will operate. The school staff encourages parents to visit the school this year and to be involved with their child's educational process. Staff members are available to answer questions or to give assistance to those that request it. We look forward to having a good year.

## The school asks parents' help with the following:

1. Please notify the appropriate school when your child is absent.  
Frederick Elementary Phone: 335-3513  
Prather Brown Center: 335-5713
2. Please notify the principal's office ahead of time if you plan to take your son or daughter out of school.
3. Please do not allow your child to bring items to school which are not necessary for classes or activities.

## A. Admission

A student must be four (4) years of age on or before September 1<sup>st</sup> before entering the 4-year old program. When enrolling a child in the 4-yr. Program, the parent should provide the following:

1. an official state birth certificate
2. a social security number
3. an up-to-date immunization record

Students entering Kindergarten must be five (5) years of age on or before September 1<sup>st</sup>. When enrolling a child in Kindergarten, the parent MUST provide the following:

4. an official state birth certificate
5. a social security number
6. an up-to-date immunization record

## B. Immunization Requirements

No student entering school for the first time will be admitted without an up-to-date immunization record.

Immunizations required are:

- Five (5) DTP (Unless the 4<sup>th</sup> was received after the 4<sup>th</sup> birthday)
- Four (4) Polio (Unless the 3<sup>rd</sup> was received after the 4<sup>th</sup> birthday)
- Two (2) MMR (Measles, Mumps, Rubella) received after the child's first birthday
- Two (2) Hepatitis A
- Three (3) Hepatitis B
- One (1) Varicella (Chicken Pox)

## C. Social Security Number

State law authorizes the State Department of Education to request the social security number of

any student who wishes to enroll in or is enrolled in Frederick Public Schools in order for the Department to administer any provision of the Oklahoma School Testing Program Act or for the collection of data pursuant to the Oklahoma Educational Indicators Program.

## D. Attendance, Absences, and Make Up Work

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co curricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co curricular activities.

### ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school by 10:00 a.m. if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,

- c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

Regular attendance is extremely important to all students. Regardless of the reason for an absence, all work must be made up. An absence will be recorded as an absence in the principal's attendance register unless absence is caused by a school sponsored activity. A student must not have eight (8) or more absences per semester to receive a grade and/or be promoted. In case of a long absence due to an extended illness or injury, the office should be contacted relative to securing a homebound teacher.

After four (4) consecutive absences or six (6) total absences the principal will notify the parent of guardian by regular mail that the student may receive no grade for the class. A copy of the letter will be sent to legal authorities if the days absent are questionable.

If a student has been absent, he/she will be allowed one day for each day of absence for make up. If a student is absent three (3) or more days, they must make arrangements with teachers and principal for the amount of time needed. To avoid penalty, work must be handed in within the specified time.

Students will be allowed 5 days of personal or family illness without documentation from a medical professional. Upon the 6<sup>th</sup> illness absence, a document must be provided by the parent from a medical professional and must be received by the school the day the student returns to school.

## **E. Bell Schedule**

Students should not arrive before the scheduled time and should be picked up from school at the scheduled time. These times are:

7:30-8:00 a.m ...Breakfast students will be served.  
8:00 am .....Classes will begin for all Elementary students

- 3:10 pm..... Students will be dismissed (Grades K-5)
- 3:30 pm..... School buildings will be closed.

After dismissal students are to go directly home. Exceptions to this rule are students staying after school for special help or disciplinary action. Parents who are going to pick up their children early should call or come by the office.

## F. Frederick School Discipline Policy

The building principal shall be in charge of discipline cases and shall have the authority to discipline students in their area of administrative responsibility for violations of regulations of the school. However, teachers have the right and the responsibility to discipline students in their charge.

## G. Leaving Classrooms

Students will not leave the classrooms without the teacher’s permission.

Children are not to leave the school grounds for any reason during the day without permission from the principal or teacher. **A check out sheet is to be signed when a child leaves early.**

## H. Visitors to the School

**ANYONE VISITING THE SCHOOL MUST COME TO THE BUILDING PRINCIPAL FOR PERMISSION TO CONTACT STUDENTS OR SCHOOL PERSONNEL. STUDENTS DO NOT BRING VISITORS TO SCHOOL.**

## I. Student Dress Code

Appropriate school clothes are conducive to good school spirit. The principal has the authority to interpret the student dress code. If situations arise which are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

The board of education encourages students to dress conservatively and appropriately during school hours. The following is a list of violations of this Student Code:

1. Dresses must be a reasonable length. **Midriffs, halter tops, and garments resembling tank tops are not permitted grades 3-5.**
2. Clothing and/or other apparel with advertisements of alcoholic beverages or objectionable slogans may not be worn.

Extreme styles that disrupt the educational process of students will not be permitted.

3. Caps, hats, scarves, and bandannas will not be worn in classes and school buildings.
4. Shoes must be worn at all times. No house shoes will be permitted.
5. Shorts must be long enough so the student can touch shorts with finger tips when arms are hanging fully extended. For students in 3<sup>rd</sup> through 5<sup>th</sup> grades, walking shorts must reach mid-thigh. Other shorts and/or tights are prohibited.
6. Hair should be clean and neatly groomed. No hair curlers are permitted. Exceptions will be at the discretion of the principal.
7. Combs of any kind other than those that are specified to be worn in the hair will not be worn at any time while in school.
8. Shirts/blouses should be buttoned to within one button from the top. Shirts/blouses must cover the stomach. No tank tops are allowed grades 3-5.
9. Dress and/or conduct violating the school’s policy prohibiting gang-related activity will not be permitted. (See “Prohibition of Gangs and Gang-Related Behavior or Incidents” policy.)

## J. Grading

The grading system used is similar to that in many schools in the state:

- A = 90-100 -----Denotes excellent work
- B = 80-89 -----Denotes above average work
- C = 70-79 -----Denotes average work
- D = 60-69 ----- Denotes below average work
- F = Below 60-----Denotes failing work
- NG-----No Grade  
(A result of 8 or more absences in a semester.)
- S-----Satisfactory
- N-----Needs Improvement
- U-----Unsatisfactory

Report cards will be handed out the week following the end of the nine weeks period. A notice will be sent to the parent or guardian if the student is doing D or F work at the end of the fifth (5<sup>th</sup>) week of each quarter term.

## K. Guidance and Counseling Program

Guidance in the Frederick Elementary School is a developmental program designed to aid students to become more self-directed in identifying and meeting the needs of educational, personal, and career domains through self-appraisal, self-understanding, and self-acceptance.

The elementary guidance in Frederick is an integral part of the total school program and contributes

directly to the school purpose and philosophy, and involves every member of the school staff.

1. The Frederick Elementary Guidance Program is based on the belief that children are unique individuals who are deserving of care and attention as they explore and begin to realize their social, emotional, physical, and mental potentials.

### **L. Bad Weather**

Children should dress appropriately for school, keeping in mind the weather and outdoor activities. If the student is to leave school during inclement weather, he/she must be picked up by his/her parent or guardian or have the parent or guardian's prior written authorization on file.

### **M. Lunch**

**Charges will be accepted on an emergency basis only.** A closed campus will be in effect during lunch hour. All elementary students will be expected to eat at the cafeteria (cafeteria tray or brought from home) unless they go home for lunch.

### **N. Permanent Withdrawals from School**

A student who is planning to withdraw from school is expected to go to the office for a withdrawal slip. The slip will be taken to all teachers who will sign the slip and record grades to day of departure providing the student has checked in all textbooks and library books and paid all dues. After the slip is signed, the student will return to the Principal's office for his/her signature and withdrawal procedure will be completed through the Principal's office.

### **O. Textbooks**

Students will be checked out free textbooks. These will be numbered and the student will be responsible for the book if it is lost. He/She is also expected to take responsibility for making sure that the book is not damaged or he/she will have to pay for the damage.

### **P. Damage to Property**

Any damage to school property by students will bring disciplinary action, and the student or parent may be asked to pay the cost of repair work required.

### **Q. Oklahoma Academic Standards**

A core curriculum, Oklahoma Academic Standards, has been adopted throughout the state of Oklahoma. This curriculum represents the basic skills and knowledge that all students should learn in the elementary and secondary grades. Frederick Schools have included these OAS standards along with additions desired by the community, students and staff to offer educational opportunities appropriate to the needs of our students.

The Oklahoma Academic Standards will form the basis of student achievement testing. Copies of these standards are available in school offices for inspection and comment.

The overall educational program incorporates high expectations and successful experiences for students. Instructional methods shall provide for cooperative group learning in addition to competitive and individualized learning formats.

Students and parents are charged with certain rights and responsibilities pertaining to the school curriculum. Frederick schools work to protect those rights and encourage students and parents to become familiar with the school's curriculum. Questions and comments are welcomed.

Oklahoma's Academic Standards serve as expectations for what students should know and be able to do by the end of the school year. The development, review and revision process involves stakeholders throughout the state of Oklahoma and is an ongoing and critical component to ensure Oklahoma students in every classroom receive current and relevant learning experiences.

### **R. State Mandated Testing**

#### **State-Mandated Testing Program Schedule**

##### **Grade 5**

Reading/Writing  
Math  
Science

##### **Grades 3 & 4**

Reading  
Mathematics

**Senate Bill 346 was signed into law by Gov. Mary Fallin. This bill states that students entering into the 3<sup>rd</sup> grade beginning 2015-16**

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will be noted on the transcript.

## Reading Sufficiency Act

Effective July 1, 1998 – The purpose is to ensure that each K-3 grade student attains the necessary reading skills by completion of the third grade. The school district will adopt and annually update a district-wide reading sufficiency plan for each school site to be submitted and approved by the State Board of Education as part of the Comprehensive Local Education Plan (CLEP). Beginning in 1998-99, all K-3 students will be assessed to determine the reading level of each student. Those found not reading at the appropriate grade level will be provided a reading assessment plan to bring the child up to grade level.

## S. Proficiency Based Promotion

Proficiency Based Promotion is a system which awards course or grade credit through an assessment process for a student's knowledge in the core curriculum areas such as social studies, language arts, the arts, languages, mathematics, and science. All students in grades K-12 are eligible for Proficiency Based Promotion if they perform at the 90 percent level on designated assessments. Elementary or secondary students may advance one or more levels in the core curriculum areas.

Proficiency Based Promotion tests will be offered at least three times per school year. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Elementary, middle level, or high school students who demonstrate proficiency will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Students must progress through a curriculum area in a sequential manner.

If students demonstrate proficiency for 9-12 curriculum areas, appropriate notation will be entered on the high school transcript. The unit will count toward meeting the requirements for graduation. Credits earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.

Educators of the Frederick Public Schools may select the best means of assessing proficiency for students. The assessment should be appropriate to the curriculum area and shall be aligned with curriculum and instruction. Proficiency in all laboratory classes will require that students are able to perform relevant laboratory techniques.

## T. Policy for Internet Use

Frederick Public Schools is supplying teachers and students with modern computer technology that will allow access to the Internet. Frederick Public Schools has selected to provide Internet access to classrooms through Pioneer Long Distance, Inc. (pldi)

The purpose of providing Internet access at Frederick Elementary School is to enhance and expand educational opportunities for students. These opportunities will include educational resources, classroom activities, career development, and limited self-discovery activities.

### Student Internet Access

1. All students will have access to Internet information through their classrooms, the library, or the school computer lab.
2. The system is guarded by "Bess". Bess is an elaborate system designed to filter out web sites that are considered inappropriate. Students cannot enter a web site that is guarded by Bess. In the unlikely event a student discovers inappropriate material, he or she should report it to the teacher or principal.
3. Students will respect the rights of copyrighted material.

### Unacceptable Uses

The following actions will not be allowed:

1. Students will not post personal information about themselves or others. This includes name, address, telephone numbers, etc.
2. Students will not access other computer systems or another person's files.
3. Students will not make any attempt to disrupt the system or destroy data or engage in any other illegal act.
4. Students will not use language that is considered inappropriate while accessing the Internet.

5. Students will not download large files such as computer games.
6. Students will not attempt to access web sites which contain material considered inappropriate.
7. Students will not change the setup of the school computers – including backgrounds, icons, etc.
8. Students will not plagiarize works found on the Internet.
9. Students will not be allowed to obtain an e-mail address through the school's technology equipment.
10. Students may not offer, provide, or purchase products or services through the Internet.

### Personal Responsibility

Students are responsible for their own use of the Internet. Routing monitoring may lead to the discovery that a student has violated the Policy, the Student Handbook, or the law. If so, the violation will be handled in a manner described in the appropriate document. In the event of a violation of this policy, students will be warned once and then suspended from using the Internet for the remainder of the school year.

### Limitation of Liability

The Frederick School District makes no guarantee that the functions of the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage suffered, financial obligations arising through the unauthorized use of the system, or the quality or accuracy of the information obtained through or stored on the system.

## **U. Rights Under FERPA**

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

1. The right to inspect and review the student's education records within 45 days of the day the 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 record(s) they wish to inspect. The principal 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 or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

**5. The right to object to the disclosure of directory information.**

Directory information may be disclosed without prior written consent of a parent or eligible student if the parent or eligible student has not notified the Superintendent in writing at least ten (10) days after receipt of the notification of any or all of the items they refuse to permit the district to designate as directory information regarding the student. In addition, two federal laws require school district to provide to military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student’s information disclosed without prior written consent. “Directory Information” shall include a student’s name, parent’s or guardian’s name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, degrees and awards received, most recent previous school attended, student statements, photographs, audio or videotapes which identify the student’s participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the internet. Any parent or eligible student’s objection to release of directory information shall be appropriately designated on the student’s educational records.

**V. Protection Of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Frederick Schools to notify parents and obtain consent or allow parents to hold their child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

**W. Oklahoma Search, Find, and Serve**

The local school system participates in Oklahoma Search, Find, and Serve, a program which seeks to identify, locate, and screen all individuals from birth through 21 years of age who are in need of special education classes. Persons who have or know of children living within the Frederick School District who are handicapped and are in need of special services should contact the local Search, Find, and Serve coordinator at the Frederick School administration office, 335-5516.

**X. Nondiscrimination**

The Frederick Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, lineage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies and firms with whom the board does business.

The Frederick Board of Education does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran status. The District further forbids sexual harassment by any employee or student. Victims of discrimination and/or sexual harassment are encouraged to come forward with such claims. This may be done through the grievance procedure outlined in District’s Civil Rights Policy.

**Drug-Free Schools Policy Statement**

All students have a right to attend school in an environment conducive to learning. Since alcohol and other drug use is illegal and interferes with both effective learning and the healthy development of young people, the Frederick Public School System has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment.

Because of the extensive abuse of alcohol, tobacco, and drugs and their continuous promotion in our society, the Frederick Public

Right-to-Know applies to all schools receiving Title I funds.

Parents wishing to request the professional qualifications of their child's classroom teacher(s) and paraprofessional(s) must provide a written request to the Superintendent or Superintendent's designee including the child's name, name of teacher(s), school site, and address where the requested information can be forwarded.

## **AA. Parental Involvement**

Frederick Public Schools encourages parental involvement in the educational process. The school and home have a shared goal of promoting success in our children. Our parents will be encouraged to act as advisors, resources persons, and coordinators in the following ways:

- attend school events and serve as advisors
- use talents/resources to enhance the instructional programs
- be school supporters and advocates
- respond to memos, surveys, and questionnaires expressing ideas and concerns

The administrators will provide a school improvement plan which will include means through which parents can participate in the education of their child(ren).

## **Y. Regulations for Safe Bus Riding**

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for the bus in a safe place, well off the roadway.
3. Enter the bus in an orderly manner and take your seat.
4. Follow instructions of the bus driver.
5. Remain seated while the bus is in motion.
6. Keep your head and arms inside the bus at all times.
7. Keep all aisles clear at all times.
8. Remain quiet and orderly
9. Be courteous to the school bus driver and fellow passengers.
10. Be alert to traffic when leaving the bus.

## **Z. Parents' Right to Know**

Frederick Public Schools is required by "The No Child Left Behind Act" to notify parents that they have the right to request and receive information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). The