

**BETHANY EARL HARRIS ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2016-2017**

WELCOME!

Welcome to Earl Harris Elementary School! It is the goal of our staff to provide an educational environment that will enable your child to become an effective participant in our democratic society. It is our belief that students are responsible for helping to maintain an atmosphere conducive to quality education. This handbook provides information concerning the elementary school policies and expectations. A student shall be subject to this policy while in attendance at public school or school activity, or in transit from public school, or when present on any property that belongs to or is under control of the Bethany Public School District. Please read the entire handbook so that you can be familiar with its contents

OBJECTIVES

- 1. To offer opportunities for students to reach their potential through basic educational skills.**
- 2. To help students understand themselves and how to get along with others.**
- 3. To prepare students to cope adequately with current problems and relate it to their future, including career awareness.**
- 4. To develop good citizens who are dedicated to democracy and help students become aware of the forces that would destroy American principles and freedoms.**
- 5. To present a drug-and-violence-free education program that will help students become aware of the dangers of chemical substances, strategies to avoid violence and to assist them in making wise decisions**

CURRICULUM

Bethany Public Schools bases its curriculum on the standards adopted by the Oklahoma State Department of Education (OSDE).

In accordance with Oklahoma Law (Article XI, Section 240), students of Bethany School District must develop skills in the following:

- 1. Reading**
- 2. Writing**
- 3. Speaking**
- 4. Listening**
- 5. Computing**
- 6. Quantitative and spatial thinking**
- 7. Critical thinking**

Students must, therefore, demonstrate competency in the standards mandated by the Oklahoma State Department of Education in the following curricular areas:

1. Social Studies (includes Geography)
2. Language Arts (reading, writing, listening, speaking, literature)
3. Foreign Languages (Spanish)
4. The Arts (visual art; general music)
5. Mathematics
6. Science

The district shall provide for the teaching and/or the integration of the following:

1. Instructional Technology
2. Health/Safety/Wellness and Physical Education
3. Technology education (Board Policy)

ATTENDANCE:

You can track your child's attendance through our Parent Portal. If you have not registered for this free service, you can do so at our main administrative offices. You will need a photo ID to obtain your log-in information.

The official start time of classes is 8:00 a.m. Students arriving to class after 8:00 a.m. are considered tardy. Class attendance is a key factor in student achievement and absences from class represent a loss of educational opportunity . . . Students are expected to attend all classes if possible. In order to receive credit for the course or grade in which the student is enrolled, a student may not have more than ten (10) absences per class, per semester of school. (Board Policy) It is important that doctor notes are turned in if a child has a protracted illness, requiring extensive absenteeism. Parents need to supply doctor notes to the office as soon as possible. Forgery of doctor's notes is a felony in the State of Oklahoma. The school will contact the doctor on any notes that appear to be forged. Absences and tardies are considered when reviewing a student's enrollment status. It is the responsibility of the parents to keep track of their child's attendance. Your child's attendance is noted on report cards each quarter or may be accessed through Parent Portal. Students with excessive absences or tardies may receive disciplinary consequences including, but not limited to administrative assignments, alternative placement or loss of credit. State law requires districts to notify legal authorities when students are not attending school during the instructional day. Students with no absences, tardies or early releases from school are considered to have perfect attendance. Student with 3 or less absences, tardies, or early releases are considered to have exemplary attendance.

ADDITIONAL CURRICULUM:

Internet:

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Board Policy)

Promotion/Retention:

You can track your child's grades (2-5 grades) through our Parent Portal. If you have not registered for this free service, you can do so at our main administrative offices. You will need a photo ID to obtain your log-in information.

Students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. Retention may be considered under certain conditions. Some areas of consideration include whether a student is significantly below expected grade level performance or whether the student has or has not been previously retained. If a student receives more than 2 F's in core subjects, he/she may be retained. (Board Policy)

Student Behavior/Discipline:

Our responsibility is to assist students in learning to behave in the best manner possible and to represent the best segment of society. Teachers are responsible for maintaining good order in their rooms, the halls, and about the school premises. They should seek the help and advice of the principal when situations arise requiring his/her guidance. While corporal punishment is not advised except as a last resort, this type of punishment will be administered with discretion and in the presence of an administrator, the principal, or a teacher designated by the administration. (Board Policy) You can track your child's behavior through our Parent Portal. If you have not registered for this free service, you can do so at our main administrative offices. You will need a photo ID to obtain your log-in information. Written discipline reports will be made available to parents.

Consequences may include, but are not limited to:

- Conferences with student and counselor
- Conference with principal
- Contacting parents
- Removing privileges (ex.: recesses, room parties, class rewards, field trips)
- School work assignment (cleaning cafeteria or school grounds)
- Morning or Afternoon Detention
- Saturday School
- In School Suspension (I.S.S.)
- Out of School Suspension (O.S.S.)
- Corporal punishment (in compliance with federal and state guidelines and Board Policy – and with proper witness)

Dress and Appearance: (Taken from Board Policy EH)

Students' appearance, conduct and character should reflect credit upon the school and its proper functioning. Students, who by their dress or actions, draw attention to self, or distract from a good educational climate will be subject to disciplinary action. It is expected that they will be fully clothed, clean and well groomed. All students shall wear footwear. NO "flip flops" shall be worn to school. Tennis shoes are highly encouraged. NO garments that expose cleavage or back/shoulders, such as spaghetti straps, low-scooped shirts or dresses, nor half shirts will be allowed. Tight

fitting shorts, such as biker shorts, shorts with lace on bottom, and boxers are not appropriate wear for school.

For safety reasons, pants are to be worn around the waist, keeping them from dragging. Shorts, dresses and skirts should be worn at a modest length as determined by the Principal.

Students will not wear see-through clothing or underclothing as an outer garment. Headbands, scarves, bandannas and other items worn as headgear are not permitted. (unless given permission by the Principal for special occasions) No hats or sunglasses will be worn in the building during school, nor shirts or clothing with alcohol, tobacco, or other suggestive material wording (as advertisements). Additionally, there will be no chains and no visible piercing, other than earrings. Undergarments should not be visible at any time. Sleeveless garments should fit tight around the underarm and be wide enough to cover the majority of the shoulder.

Any variation to the dress code will be subject to discipline by the building principal. Students who do not conform to the dress code may be sent home to change clothing and continual violations may result in suspension.

Care of School Property:

School property is your property. Take care of it. Take pride in keeping halls and grounds clean. Throw waste materials into the containers provided for this purpose. Food or drink is not to be taken into halls or classrooms or from the cafeteria, (except by special permission from your teacher.) Do not destroy school property. Parents may be responsible for replacing damaged property. Be a good citizen. Pick up trash or help with general cleanliness of the school area. (Board Policy)

Cheating:

Any student who is caught cheating or is aiding another student to cheat will be liable for immediate disciplinary action as determined by the teachers and administrators. The parents will be notified of the action taken. The student may receive an "F" on all material on which he/she cheated and may not be given an opportunity to make up that work.

Language:

The use of obscenity or vulgarities, whether by spoken word or gesture, is not permitted and will warrant strong disciplinary action. VERBAL OR WRITTEN THREATS will not be tolerated. (Board Policy)

Fighting:

Fighting is not permitted on school property or at any school activity. Students will be held responsible for their actions and both parties may be subject to severe disciplinary action. The administrator in charge will discipline accordingly. (Board Policy)

Stealing:

An act of stealing or aiding another to steal is cause for immediate disciplinary action. The parents shall be notified in writing of the punishment. Students should carry money, watches and other valuables with them rather than leaving these items unattended. Unless these items are needed at school, they should be left at home. (Board Policy)

Drugs, Tobacco, and Alcoholic Beverages:

a. Tobacco: Students will not be permitted to use tobacco products of any kind including electronic cigarettes on or in any school property while in attendance at a school-sponsored event, or while in transport to or from school (or a school event) in school-authorized vehicles . . . Tobacco is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking or both . . . (Board Policy) There should be NO matches or lighters in a student's possession on school property.

An educational facility which offers an early childhood education program or in which children in grades K-12 are educated shall prohibit smoking, the use of snuff, chewing tobacco or any other form of tobacco product in the building and on the grounds of the facility by all persons including, but not limited to, full-time, part-time, and contract employees, during the hours of 7:00 a.m. to 4:00 p.m., during the school session, or when class or any program established for students is in session . . . (Sect. 941, School Laws of Oklahoma)

b. Intoxicating or dangerous substances: It is the policy of the Bethany School District that any teacher, administrator, or security personnel who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages, including low-point beer, marijuana, or a controlled dangerous substance as defined by law shall immediately notify the principal or superintendent of such suspicions. The principal or superintendent will then notify a parent or guardian of the student concerning the policy violation. (Board Policy) (Sec. 515, School Laws of Oklahoma)

Weapons:

It shall be unlawful for any person, except a peace officer or other person authorized by the Board, to have a firearm or weapon in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers. (Sect. 1030, School Laws of Oklahoma) Any custodial parent or guardian of a child under eighteen (18) years of age whose child commits the crime of possession of a firearm on school property may be fined . . . (Sect. 1030, School Laws of Oklahoma)

Dangerous weapons including, but not limited to firearms, are a threat to safety of students and staff of Bethany School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of school. Possession by any student of a dangerous weapon or a replica or facsimile of a dangerous weapon while on school property, at a

**school-sponsored activity, or on a school bus or vehicle is prohibited.
(Board Policy)**

A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife with a blade which can be opened by a flick of button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than 3 inches which can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, and any replicas or facsimiles thereof of any item that is used to harm any person or to threaten harm to any person. (Board Policy)

HARASSMENT AND HAZING

Harassment and hazing: No student in this district will be subject to hazing, harassment, sexual harassment or any other form of persecution by any student or employee at school or on school-sponsored activities whether related to an organization or not. District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. (Board Policy)

It is the policy of Bethany School District that no student or employee of the district shall participate in or be members of any secret organization that is in any degree related to the school or to a school activity.

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Students and parents are expected to be kind and respectful to other students and faculty of Bethany Public Schools. All posts on social media sites such as Facebook, Twitter, Instagram that are intended to cause harm, insult or demean any student or faculty member will be treated as bullying.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, or insult or demean any student or group of students in such a way as to disrupt or

interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include but are not limited to, gestures or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for sanctions of the school district.

At school means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

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

"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.

No student in this district will be subject to harassment, bullying, hazing or any other form of persecution by any student or employee at school or on school-sponsored activities whether connected to an organization or not.

District employees shall take necessary and appropriate disciplinary action toward any student or employee who violates this policy. Disciplinary action may include expulsion for students and employment termination for employees if in compliance with state law.

Bullying:

Section 24-100.2 of Title 70 of Oklahoma Statutes and Sections 2 through 4 shall be known as SCHOOL BULLYING PREVENTION ACT.

The Legislature finds that bullying has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior. Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, and the use of drugs and alcohol. Research has shown that sixty percent (60%) of males who were bullies in grades six through nine were convicted of at least one crime as adults, and thirty-five percent (35%) to forty percent (40%) of these former bullies had three or more convictions by twenty-four (24) years of age. Successful programs to recognize, prevent, and effectively intervene in bullying behavior have been developed and replicated in schools across the country. These schools send the message that bullying behavior is not tolerated and, as a result, have improved safety and created a more inclusive learning environment.

The purpose of the School Bullying Prevention Act is to provide a comprehensive approach for the public schools of this state to create an environment free of unnecessary disruption which is conducive to the learning process by implementing policies for the PREVENTION of harassment, intimidation, and bullying.

As used in the School Bullying Prevention Act:

- 1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal, or physical act.**
- 2. “At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.**

Nothing in this act shall be construed to impose a specific liability on any school district.

Section 3: Each district board of education shall adopt a policy.....the policy shall specifically prohibit harassment, intimidation, and bullying by students at school and address prevention of and education about such behavior.....

Section 4: Due to the growing concern regarding safety and the ever constant threat of violence in the public schools, it is the intent of the Legislature that public schools and families work together to combat this rising problem....the Safe School Committee shall study and make recommendations to the principal regarding:

- 1. unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which prohibit the maintenance of a safe school;**
- 2. student harassment, intimidation, and bullying at school;**
- 3. professional development needs of faculty and staff to implement methods to decrease student harassment, intimidation, and bullying;**
- 4. methods to encourage the involvement of the community and students and...use of problem-solving teams....**

YOUR CHILD CANNOT HARASS, BULLY, OR INTIMIDATE OTHER STUDENTS. IT CAN RESULT IN OUT OF SCHOOL SUSPENSION!

Student Suspension

The principal may suspend a pupil for persistent and continued violations of the school's rules as well as gross infractions. Such gross infractions include engaging in acts of immorality, lewdness, or improper dress; using profanity or vulgar language or expressions; showing disrespect for school property; violating school rules, regulations, or policies; willful and openly disobeying a teacher, administrator, or person designated with school authority; truancy, absent without permission; or promoting or encouraging any of the above acts. (Board Policy)

Students must consent to the directions given by the principal, teacher or other staff personnel. Failure to comply may be grounds for suspension immediately for such action that:

1. impedes the educational program
 2. prevents others from attending class
 3. is involved in student demonstrations and forms of protest
 4. indicates a student might be under the influence of alcohol or drugs
 5. has possession of any narcotic drug, stimulant, barbiturate, or drug
 6. manifest behavior that jeopardizes the safety of others
 7. assault and battery on another student or person
- (Board Policy) (Section 488.2, School Laws of Oklahoma)

Revocation of Student Transfers:

It is a privilege for a student to attend Bethany Public Schools on an open or emergency transfer. As such, all transfer students must meet the following expectations to remain on emergency/open transfer:

1. The student has not had discipline issues, multiple discipline referrals, major infractions or a suspension.
2. The student has maintained a 95% attendance record. This includes reporting to school on time.

Students and their parents may appeal a cancelled transfer by writing to the principal stating why an exception should be made for the family.

Searches:

The superintendent, principal, teacher or security personnel of any public school in Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons or, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Oklahoma Statutes, wireless telecommunication devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one

other authorized person, said person to be of the same sex, if practicable. (Sect. 489, School Laws of Oklahoma) (Board Policy)

Pupils shall not have any reasonable expectation of privacy towards school administration or teachers in contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desk, and other areas of school facilities may be opened and examined by school officials at any time. No reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights toward school officials in school lockers, desks, or other property. (Sect. 489; School Laws of Oklahoma) (Board Policy)

Cell Phones/Telecommunication Devices:

Students of Bethany Elementary shall not be permitted to carry wireless telecommunication devices, including electronic devices or cellular phones, on their person during the regular school day without teacher approval. The regular school day is from 7:30-3:15. Electronic devices brought for use after one leaves campus must be powered off and stored in a backpack, purse, or other type of bag. Electronic devices that are in use and violate the above policy will be confiscated. School personnel shall have the authority to take the unauthorized device from the student's possession and disciplinary action can be taken. Such devices, on first and second offense, must be picked up by a parent or guardian in the office. The third offense may result in additional disciplinary consequences and restrictions to bring electronic devices. The principal or superintendent, upon request, may make exceptions for medical necessities or other appropriate circumstances. (Board Policy, SLO)

Nuisance items:

Radios, video games, cassette or CD players, tape players, headphones, water guns, personal pagers, hackey sacks, laser pointers, cards, skates, skate boards, scooters, and other similar items are considered "nuisance" items and should NOT be brought to school. Any such items will be confiscated and returned to the parent at the end of the school day or at another time designated by the administrator dealing with the situation. Consequences may also be given at the discretion of an administrator. (Board Policy) (Sect. 488; School Laws of Oklahoma)

Medical:

No medicine shall be administered unless the parent or guardian of the student requiring medication has given the school written authority to administer the medicine . . . (Sect. 816; School Laws of Oklahoma) (Board Policy)

Contagious Disease/Lice:

The Bethany Board of Education believes that any student with a contagious disease should not attend school until he or she is free from the contagious disease, head lice, NITS, or egg cases. Contagious

diseases include, but are not limited to, head lice (NITS), scabies, impetigo, strep throat, plus temperature of 100 or above, vomiting, and any other obvious sickness. (Sect. 815; School Laws of Oklahoma) (Board Policy)

Delivering Messages to Students:

We will be unable to deliver messages to students during class time, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of other students in the class for any reason other than an emergency. The nature of the emergency must be specified to a school official before classroom activities will be interrupted. Under normal circumstances, emergencies exist when conditions arise that make it impossible or impractical to delay the message later. Arrangements for routine matters such as ride to and from school, car and house key delivery and pick-up, meeting places, etc. should be made before the student arrives at school. Any non-emergency notes or deliveries will be made at times when class instruction will not be adversely affected.

Middle School & High School Property:

Elementary students are not to loiter at the middle or high school. This includes before school or after school. Elementary students should wait for older siblings near the main entrance to the elementary school.

Lost and Found:

Students are responsible for all items used at school. Personal items should be marked with your full name. Lost and found items are located in near the main office. Items that are not claimed will be donated to a school or charitable organization at the end of each month.

REWARDS/CONSEQUENCES:

The Bethany Earl Harris Elementary School Discipline Committee lists the rewards and possible consequences for behavior during school. Our goal is to maintain a positive approach to modifying students' behavior.

Positive Behavior Intervention and Supports:

The purpose of Positive Behavioral Intervention and Supports (PBIS) is to provide a clear system for all expected behaviors at Earl Harris Elementary. By implementing a school-wide system of positive behavior support, Earl Harris Elementary is taking a team-based system approach to teaching appropriate behavior to all students in the school.

The benefits of a school-wide positive behavioral intervention and support system include:

- Improved student outcomes
- Reduced discipline referrals
- Increased student, faculty, and staff satisfaction
- Increasingly positive school climate
- Positive link with parents

The components of Earl Harris Elementary School's school-wide positive behavioral intervention and supports are:

- Clearly defined behavioral expectations
- Explicitly taught behavioral expectations
- Positive parent contact
- Random reinforcement strategies
- Continuous behavioral feedback for students, faculty, and staff
- Recognition and reinforcement of students exhibiting behavioral expectations

Our Broncho Best/Broncho Brand Program:

Broncho Best Expectations: READY, RESPONSIBLE, and/or RESPECTFUL

Broncho Brands are handed out by faculty and staff at Bethany Earl Harris Elementary when a student is "caught" at their Broncho Best. Students are at their Broncho Best exhibiting our school-wide expectations of being READY, RESPONSIBLE, and/or RESPECTFUL. When a student is caught at their Broncho Best, a faculty or staff member stops them and verbally describes their Broncho Best behavior and awards the child a Broncho Brand. The student then takes the Broncho Brand to a designated location where they are "branded" and draw a token for a spot on the Broncho Best board (located across from the office). Once a row is completed on the Broncho Best board, a notification announcement goes out to the entire school and the winners are asked to come to the office where they open the mystery envelope that reveals the group prize. Once the prize is awarded, the Broncho Best Board is cleared and we begin awarding Broncho Brands to new recipients. The more students exhibit Broncho Best behavior, the more opportunities they have to be "caught" by one of our staff or faculty members increasing their chances to be recognized!

PARENT RESPONSIBILITIES

PLEASE BE SURE TO READ THE INFORMATION REGARDING BULLYING NEAR THE END OF THIS HANDBOOK!

1. You **MUST KEEP US INFORMED OF ADDRESS, PHONE, DAY CARE, EMERGENCY NUMBER CHANGES.** We **MUST** be able to get hold of someone in case of an emergency.
2. The main entrance will open at 7:30 a.m. Please do not drop children off before 7:30 a.m. and leave them unattended. School personnel do not come on duty to supervise children until 7:30 a.m.
3. The front door is locked at 4:00 p.m. Your child must be picked up by 3:15 p.m.
4. School begins at 8:00 a.m. Excessive tardies may lead to administrative action.

5. Make arrangements for your child to be picked up by 3:15 p.m. every day.
6. Parents need to be supportive if children receive consequences. We work on the positive as much as possible, but there are times when less positive consequences have to be utilized.
7. Threats are not tolerated – VERBAL OR WRITTEN! We cannot be too safe at school. Threats can lead to short or long term suspension from school.
8. If you take your child out of school during the day, you MUST check him or her out in the office. You CANNOT take another child to lunch unless the office has received an email or signed note from the other child's parent.

Call the attendance line at 499-4623 if your child is absent.

10. We welcome parents as visitors and volunteers. Please get your visitor tag in the Entrance Office. You must present a valid picture ID when checking your student out. To volunteer at school, you must fill out a volunteer form every school year.
11. "Saddlebags" are sent home every Thursday with communication information for you about the school activities.
13. Due to the number of students enrolled, we are unable to accommodate children visiting from out of town or other schools.
14. Please join PTO and get involved with your child's education.
15. Reminder: No smoking is allowed on school property at any time.
16. You do not have permission to put pictures on the Internet of our students. Many parents do not give permission for that. Permission must be granted.
17. In order to help you with any problems you have encountered at school, we ask that you follow these procedures: First address the problem with your child's teacher. If you are not able to reach a satisfactory resolution, then schedule an appointment with the principal. Our desire is that together we can provide your child opportunities for excellence.

STUDENT DIRECTORY INFORMATION:

Bethany School District will maintain and release "directory information" without the parents or guardians prior written consent, unless the parent or guardian informs the district that any or all of the following information should not be released without prior consent.

"Directory information" is defined as:

**students name
guardians name
address, telephone
date, place of birth
course taken
major field of study
grade level classification
student's participation in officially recognized activities and sports
weight and height of members of athletic teams
dates of attendance, dates of enrollment, withdrawal and/or re-entry
diplomas, certificates, awards and honors received
most recent previous school attended
student statements
photographs
audio or videotapes which identify the student's participation
achievement gained in enrolled courses or officially recognized
activities and sports**

**Each year the district will give public notice of the categories of information that it considers directory information regarding students in the district. The school will allow ten days from date of such public notice for parents and guardians to inform the superintendent or principal in writing of specific directory information pertaining to such student that should not be released without prior consent of parent or guardian. If no objection is received within ten days of the official notification, the information will be classified as directory information until the beginning of the next school year. A copy of the Student Directory Information policy will be placed in all student/parent handbooks each year.
(School Laws of Oklahoma, Section 553; Board Policy)**

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Students and their parents will have access to the student's school records. The parents will be notified of the following procedures:

- 1. Type of records kept**
- 2. Procedure for inspecting and copying these records**
- 3. Right of interpretation**
- 4. Right to challenge data or to provide a rebuttal to data**
- 5. Right to lodge a complaint with the U.S. Department of Education if the law is not adequately implemented.**

Educational records that are kept by the district shall include all materials directly related to a student. They shall not include records and notes of a teacher, administrator, school nurse or therapist for his or her own use.

The board will require a prior written consent from the parent before providing such information to third parties. Exceptions are allowed for district employees who have reasons for reviewing the records and for school officials where the students seeks to enroll.

When district officials transfer records, they will notify parents of the transfer and of their rights to review and contest. Although an exemption exists for materials under court order, parents will be notified of such order.

Within the first three weeks of each school year, Bethany School District will publish in the BETHANY TRIBUNE a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights. The bulletin will be included with a packet of materials provided parents or an eligible student when the student enrolls during the school year.

The Board of Education is committed to compliance with the Family Educational Rights and Privacy Act and other pertinent guidelines. Copies of the FERPA and related forms may be obtained in the superintendent's office.

Additional information about the Family Privacy Act may be obtained from:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Ave. SW
Washington, D.C. 20202-4605

**REGULATION LOCATION OF EDUCATION RECORDS
BETHANY PUBLIC SCHOOLS**

TYPE	LOCATION	CUSTODIAN
Cumulative	School Principal's Office	Principals
School Records of present and former students	School Principal's Office	Principals
Health Records	Nurse's Office	Nurse
Speech Therapy Psychological tests	Special Services	Director
Special Test Records Counselors	Counselor's Offices	
Occasional records Principals	Principal will collect.	

Notification of Rights under FERPA for Elementary and Secondary Schools

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 [Name of school ("School")] 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 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 (PII) 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 PII from education 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 education 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. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

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

FERPA permits the disclosure of PII 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. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom 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)(1)(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))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

Parents Right to Know:

In keeping with the provisions of the No Child Left Behind Act, Bethany Public Schools will provide parents information regarding the professional qualifications of their child’s classroom teachers: The following information will be provided (in a timely manner) upon request.

- **Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;**
- **Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived;**
- **The baccalaureate degree major of the teacher and any other graduate certification of degree held by the teacher, and the field of discipline of the certification or degree; and whether the child is provided services by paraprofessionals and, if so, their qualifications.**

Child Find Statement

The Bethany Public School District recognizes its responsibility to provide a free and appropriate public education to eligible students with disabilities within its geographical boundaries. The District has a "child find" process that is designed to locate, identify and evaluate children with disabilities residing within its geographical boundaries preschool through grade 12 or through age 21 if they have not received a high school diploma.

If you know a child who lives within the boundaries of the Bethany Public School District and attends school in the District who may be in the need of special education and/or related services, please contact the Director of Special Services for further information regarding the referral and evaluation process. If the student is a school age student who attends a non-public private school that is not located within the geographical boundaries of the school district, the student may need to be referred to

the school district in which the non-public school is located in order to receive services during the regular school year. Please contact that school district for information regarding time deadlines for requests for services.

The District's Child Find process extends to students with physical or mental impairments that substantially limit a major life activity. Such students may be eligible for services or accommodations pursuant to Section 504 of the Rehabilitation Act. Section 504 is a federal civil rights statute that prohibits discrimination against persons with disabilities and programs receiving federal financial assistance. Please contact our special services department for more information regarding Section 504 eligibility and services.

Proficiency Based Promotion:

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. Earl Harris Elementary will follow Oklahoma State guidelines and Bethany School Board Policy for proficiency based promotion.

AM/PM DISMISSAL & PICKUP GUIDELINES:

- Everyone needs to cross the street at the crosswalks. Make sure you look both ways before crossing a street. Please do not cross in the middle of the street. Please set a good example for our students.
- Please try to pull past the covered awning before stopping and letting off kids. The curb is painted purple to identify where kids should enter and exit their vehicles.
- Once your car has stopped in the pull through drive area (purple curb), please exit the car at that point. Do not wait in your car until it gets right in front of the awning.
- Please make sure that your car pulls completely to the right before you exit vehicle. Students should also exit from the right side of the car. Do not stop and exit in the left lane.
- Be consistent in how you get home. Go out the same doors. Take the same route home. If the routine is to change, make sure someone calls the office. We are not just going to take the students word that they are to go home another way.
- Walk home using sidewalks. Stay out of the street. Try to walk home in groups.

Cars will not be allowed to go NORTH on ASBURY from 7:15 am to 8:15 am and 2:15 pm to 3:15 pm. There is no parking on the east side of Asbury.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningiidis. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

**Adolescents entering high school (15 years of age),
College freshmen who live in dormitories,
Other people at high risk 11- through 55- years-of-age.**

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

Is the meningococcal vaccine safe?

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented

by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American,
- Or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Bethany Broncho Athletic Parents Committee (Student Support):

The Bethany High School Athletic Advisory Committee will meet for the purpose of both short term, long range, and strategic planning. Though not a governing or policy making committee, this committee serves as a general advisory group and meets on a monthly basis. This committee provides vision to the administration when considering athletic improvements, programs, sportsmanship and general sports issues. This Committee will provide support to and communicate on behalf of our student athletes, coaches, booster organizations, parents, and community members.

- **MISSION STATEMENT:**

Bethany Broncho Student Support Committee's Mission Statement is to help every player reach their highest potential by supporting extracurricular programs. Our mission is to help develop players' mental, physical and social skills; henceforth, by partnering with parents, students, and the community we will create an environment geared to the success of all students.

- **CREED:**

- AS ATHLETES we will work hard and lead with respect and pride.
- AS COACHES/SPONSORS we will inspire athletes to love the game, to work hard, and to show respect for the game.
- AS SPECTATORS we will support students, coaches/sponsors and players. We will work hard to promote a successful environment. We will

keep our attitudes in check to uphold the Broncho Standard...as **WE ALL BLEED PURPLE**.

- MOTTO:**

As Bethany Bronchos we will....

WORK HARD BLEED PURPLE	LEAD OTHERS BLEED PURPLE	INSPIRE OTHERS BLEED PURPLE
LOVE THE GAME BLEED PURPLE	SHOW PRIDE BLEED PURPLE	BRONCHO STANDARD BLEED PURPLE

- CAMPAIGN: BLEED PURPLE!!!!**

We will put out as much **BLEED PURPLE** information, publicity, sportswear, etc as possible. It is our goal to make **BLEED PURPLE** a phrase that everyone in our community and around the state will come to know and recognize. It is imperative that we have as much participation as possible, from as many as possible, to come up with ideas to spread the word to all parents in the Bethany School District.

**MASTER SCHEDULE
2016-2017**

Pre-K ½ Day	8:00-10:40 Teaching Time	10:40-12:10 Lunch/Plan	12:10-2:45 Teaching Time	2:45-3:00 Load/Duty		
Kdg. Full Day	8:00 to 10:35 Teaching Time	10:45-11:25 Lunch/Recess	11:25-2:10 Teaching Time	2:15-2:55 Specials/Plan		
First Grade	8:00 to 10:45 Teaching Time	10:45 to 11:05 Lunch	11:05 to 11:25 Recess	11:25 to 12: 40 Teaching Time	12:40 to 1:25 Specials/Plan	1:25 to 3:00 Teaching
Second Grade	8:00 to 11:05 Teaching Time	11:05 to 11:25 Lunch	11:25 to 11:45 Recess 11:45-11:55 RR Break	11:55 to 12:40 Specials/Plan	12:40 to 3:00 Teaching Time	
Third Grade	8:00 to 11:25 Teaching Time	11:25 to 11:45 Lunch	11:45 to 12:05 Recess	12:05 to 1:25 Teaching Time	1:25 to 2:15 Specials/Plan	2:15 to 3:00 Teaching Time
Fourth Grade	8:00 to 9:45 Teaching Time	9:45 to 10:35 Specials/Plan	10:35 to 12:30 Teaching Time	12:30 to 12:50 Lunch	12:50 to 1:10 Recess	1:10 to 3:00 Teaching Time
Fifth Grade	8:00 to 10:35 Teaching Time	10:35 to 11:25 Specials/Plan	11:25 to 12:15 Teaching Time	12:15 to 12:35 Recess	12:35 to 12:55 Lunch	12:55 to 3:00 Teaching Time

ACKNOWLEDGEMENT

2016-2017

I understand that I am responsible for reading and understanding the rules and procedures contained in this handbook. As a guardian, I will work with my child to ensure they understand the expectations contained in this handbook, so they can have a successful school year.

This handbook was developed so all parents and students would have a better understanding of the rules enforced at Earl Harris Elementary. **All efforts have been made to provide a comprehensive guide of our school rules and policies, however, unforeseen circumstances may also need to be addressed in accordance to administrative interpretation. This book contains most, but not all, of the rules of the school district.**

All students are responsible for all information, rules, and regulations included in this handbook and set forth by the Bethany School Board. Because of the importance of the information contained in this handbook, we are asking that each student and at least one parent/guardian sign below.

We have read and understand the rules and policies stated in this handbook.

Student's Name
(Print) _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please sign and return to your child's homeroom teacher.