

Anderson Elementary

Student and Family Handbook



2017-2018



ANDERSON PUBLIC SCHOOL

2195 Anderson Rd.
Sand Springs, Ok 74063

Anderson Public School is a dependent school district located in Osage County.

Mission Statement

The mission of Anderson School is to provide an environment in which every child has an opportunity to achieve at his/her highest potential. This opportunity will empower all students to succeed in an ever-changing world

Anderson School Board

Michele Drummond

Kristen Duncan

Monty Pryor

Message from Superintendent Kevin Younger

Welcome to the 2017-2018 school year. The purpose of the Student and Family Handbook is to communicate the expectations, policies, procedures and practices for all students and their families for the upcoming school year. The faculty and administration will strive to provide the best educational opportunities that will contribute to all students' social-emotional growth and academic achievement. As a District, we are charged with creating and providing a school climate where students and staff can experience success in an atmosphere of mutual caring, respect and responsibility. We continue to be a high performing school district that provides our students a superb education. Anderson Public Schools has always and will continue to perform at the highest level. We appreciate your support as we prepare our students for success.

School Day:
Start **8:25 am**
End **3:20 pm**

Students are permitted in the building at 7:55a.m. Upon entering students must go directly to designated area playground, classroom, and/or cafeteria, if having breakfast at school.

Anderson Trojans 2017-2018

August 2017

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September 2017

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October 2017

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November 2017

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December 2017

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31						

Professional Days	July 28,30; Aug. 1
Pre-K, 1st-6th gr Students report	Aug. 2
ALL Students report	Aug. 2
No school (Labor Day)	Sept. 4
Progress Reports	Sept. 1
First Qtr ends	Oct. 6
Report Cards	Oct. 13
Parent Conf. 3:30-7:00pm	Oct. 16-17
No school (Fall break)	Oct. 18-20
Halloween Parties	Oct. 31
No school (Thanksgiving)	Nov. 20-24
Christmas Parties	Dec. 19
Second Qtr ends	Dec. 19
No school (Winter Break)	Dec. 20-Jan 2
Report Cards	Jan. 5
Professional Day (no school)	Jan. 15
Progress Reports	Feb. 2
Valentine Parties	Feb. 14
Parent Conf. 3:30-7:00pm	Feb. 13 & 15
No school	Feb. 16-19
Presidents' Day (no school)	Feb. 19
Third Qtr ends	Mar. 2
No school (Spring Break)	Mar. 16-23
Report Cards	Mar. 15
Easter Parties	Mar. 30
Sr Breakfast	Apr. 20
Track & Field Day	April 20
Graduation for 6th grade	April 24
Last day of classes	April 26
Fourth Qtr ends	April 26
Professional Day	April 27

Quarters	Days Taught	Professional Days
Aug 2-Oct 6	45	2
Oct 9-Dec 19	44	2
Jan 3-Mar 2	40	2
Mar 5-Apr 26	23	1
	152	5

- Classes Begin / End
- Professional Day (no school)
- Holiday / Break (no school)
- Parent/Teacher Conf. 3:30-6:30pm



January 2018

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March 2018

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April 2018

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May 2018

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27	28	29	30	31		

approved 03/30/2017



SCHOOL DIRECTORY
Faculty Contact Information



Anderson Public School Phone 918-245-0289 Fax 918-245-3281		
Faculty	Extension	Responsibility/Resource Area
Kevin Younger	101	Superintendent and Principal/Office
Dawne Edelman	102	Business Administrator/Office
Athena Martin	103	Cafeteria/Office
Michelle McNally	100	Student Information Secretary/Office
Leslie Clary	120	Pre K Teacher
Karen Taylor	121	Pre K Teacher/Bus Driver
Trinity Rutledge	122	Kindergarten Teacher
Corde' Dunlap	123	Kindergarten Teacher
Summer Bass	119	1 st grade Teacher
Ashley Quillin	118	1 st grade Teacher
Jessica Lesser	125	2 nd grade Teacher
Jennifer Villines	126	2 nd grade Teacher
Danielle Younger	108	3 rd grade Teacher
Jennifer Meadows	109	3 rd grade Teacher
Jamie McCracken	107	4 th grade Teacher
Jennifer Conway	106	4 th grade Teacher
Sherrall Hagood	207	5 th grade Teacher
Lisa Charlesworth	206	5 th grade Teacher/Bus Driver
Julie Lewis	205	6 th grade Teacher/Student Council
Kristina Woodmansee	204	6 th grade Teacher/Student Council
Terri King	124	Reading Specialist
Susan Croston	104	P.E. Teacher/Gifted & Talented
Holly Shreffler	200	Library Media Specialist
Wendy Elliott	201	Computer Media Specialist
Mandy Hilligoss	117	Special Service/Education
Tereasa Couffer	116	Teacher Assistant/Bus Driver
Billie O'Brian	100	Teacher Assistant
Tracy Warwick	100	Teacher Assistant
Tera Smith	116	Teacher Assistant
Robyn Silver	100	Teacher Assistant
Sarah Koehling	105	Speech Therapist
Richard Moss	115	Maintenance/Transportation

HELPLINE and COMMUNITY RESOURCES

If you or someone you know is having thoughts of suicide, feels depressed, or hopeless.

GET HELP NOW!!

**Suicide Prevention
Lifeline 1-800-273-8255**
www.suicidepreventionlifeline.org

Hotlines are available 24 hours 7 days a week. You will be connected with a crises counselor in your area. Have the courage to make the call!

Domestic Violence is REAL!

If you or someone you know is experiencing domestic violence and wants help call

24 hour crises and information helpline

918-743-5763

www.dvis.org

1-800-799-7233

If you are in a Crises and need information on treatment or prevention facilities

Call the

**Reach- Out
Helpline**

1-800-522-8017

For or help with food, utilities, clothes, and basic life necessities. Call

**2-1-1
Helpline**

<http://www.211oklahomahelpline.org>

If you suspect that a child or vulnerable adult is the victim of neglect, abuse, or exploitation please call

**1-800-522-3511
Abuse and Neglect
hotline**

Help with school supplies, food, utilities, clothes, and other basic needs.

**Sand Springs
Community Services
918-245-5183**

<http://www.sscsok.org>



STUDENT RESOURCE Helpline

- We are ALL responsible for the safety of our school students, school staff, and school community. If you are aware of unsafe situation or that a crime may be about to occur do not be reluctant to report.
- It is the policy of the Anderson School District to prohibit all bullying, harassment, or threatening behavior of any person at school, on school grounds, school vehicle, and school sanctioned activities. Prohibited conduct includes incidents of bullying instigated by use of electronic communication specifically directed at students or school personnel. (School Safety and Bullying



Prevention Act ,70 O.S. §§ 24-100.4 and 24-100.5)

ANDERSON PUBLIC SCHOOL 2195 ANDERSON RD. SAND SPRINGS, OK 74063

Acknowledgement of Review of the Student and Family Handbook

Please detach and return to your child's teacher.

Please review the Student Handbook with your child. His/her teacher has discussed it in class, especially the Shield of Success and Student Code of Conduct, plus other policies and regulations it references that are an important part of a school career. Supporting a safe and secure learning environment is central to success in school that there will be periodic reviews of important sections of the handbook during the year, in particular sections related to:

- Shield of Success Behavior Expectations and Student Code of Conduct
- Academics
- Attendance
- Technology Resources

In order for students to succeed in school and the community it's essential that school and families work together. Home support is vital in helping Anderson students meet successful behavior expectations outlined in the Shield of Success and Student Code of Conduct.

As the parent/guardian of the above student, I have read and discussed the Student Handbook. I understand that it and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds, in all school vehicles and at all school-related, or Board-sponsored activities, including but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

After you have reviewed the Student Handbook with your child, please sign and return this form to your students teachers.

Parent/Guardian Signature	Date
Parent/Guardian Signature	Date

Introduction



We promote a safe, supportive, and orderly learning environment. We encourage appropriate behaviors by teaching, guiding, directing, and providing opportunities for new learning to occur. We empower students within the school environment by providing opportunities to practice and succeed at making responsible effective choices that promote academic and social skill sets.

School safety and academic success are created and strengthened when students effectively and actively are engaged in their learning. These outcomes are accelerated when positive relationships exist between students and school staff, and when families, communities, and school staff work collaboratively to support positive student outcomes.

Students have rights and privileges as well as responsibilities. While the school system has an obligation to provide an education for all students, we have set high standards for students to conduct themselves in a way that is respectful and helps to build a climate essential for learning. Students can expect school staff to reinforce positive behaviors.

This handbook outlines policies and procedures that promote school atmosphere of excellence in teaching and learning.

The purpose of the handbook is:

1. *Outline district policies, procedures and provide as a resource guide for student and families regarding school practices*
2. *To describe the Academic Process, Student Code of Conduct, associated interventions, and consequences that may be enforced upon violation of policies.*
3. *To illustrate expected student behaviors*
Anderson school district policies and practices promote **Respect** through positive behavior choices, character development, and development of self-control. **Developing positive and effective student behaviors requires collaborative efforts from school, home, and community organizations and agencies.**

Students in an effective learning community are expected to demonstrate **RESPECT** through the following character traits: **Be Kind, Be Honest, Be YOUR Best!** These traits are referred to at Anderson as the **Shield of Success**.

Respect is shown by treating others the way you wish to be treated, using good manners and appropriate language, dealing peacefully with anger, insults, and disagreements, and accepting differences among people.

Being **Kind** is displayed by showing concern for yourself and the well-being of others around you.

Being **Honest** is keeping your promises, telling the truth, being reliable, practicing academic integrity, and building a good reputation.

Being **YOUR Best** has to do with applying yourself by practicing learned skills that make your school and community a better place; in addition to obeying rules, and respecting authority.

Anderson school district cultivates a learning climate focused on sustaining strategies purposed for achieving maximum academic success and positive social emotional learning outcomes. This is achieved through diverse practices, with emphasis on *Positive Behavioral Intervention & Supports (PBIS)* and *Response to Interventions (RtI)*. PBIS is a proactive approach to school-wide discipline that focuses on creating a positive environment through the practice of expected behaviors in the school community. PBIS uses a collaborative team approach to analyze data and respond to discipline-related behavioral patterns. RtI is a collaborative team approach that utilizes academic data to support and develop interventions relevant to student success. The focus of this handbook is to guide students and families towards school climate success. The rules and expectations outlined have been developed so a combination of consistent and fair strategies will be implemented within the school community.



STUDENT ENROLLMENT

Enrollment and Transfer Process

Please bring listed items and any necessary legal documentation for student during time of enrollment. If you are unsure or missing information contact the Student Information Secretary for assistance in enrollment process.

Enrollment need items:

- Birth certificate
- The child's legal name must be recorded on all school documents.
- Immunization records: Must have the necessary immunizations, as required by Oklahoma Law
- Evidence of residence in the district. Recent utility bill, receipt of paid county property tax. (Must be in parent/guardian's name)
- The following contact information:
 - Parent's home, work, and cell number
 - Friends or relatives (emergency) phone
 - Doctor's phone
 - Email addresses, if available
- Name and address of school last attended.
- Certificate of Indian Blood (CDIB) card, if available and enrolling as Native American.

Kindergarten is mandatory for 5 year old children unless the results of screening indicate otherwise.

School age law: 70 Okl.Stat. §1-114 states that all children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1 shall be entitled to attend public school free of charge in the district in which they reside: Provided that children who have reached the age of five (5) years on or before September 1 of school year may be admitted to kindergarten classes approved by the State Board of Education. No child shall be enrolled in the first grade unless he/she will have reached the age of six (6) years on or before September 1 of the school year.

District Transfers

Students NOT living in Anderson School District currently enrolled or seeking new enrollment **must complete an Emergency Transfer.**

- Emergency Transfers can be downloaded from the school website or obtained from the Student Information Secretary.
- Transfers must be completed yearly before May of the upcoming school year.
- Transfers are reviewed and accepted by the Board of Education and Superintendent.
- Families will receive notice if their child is NOT accepted
- Transfers must be completed in addition to enrollment needs listed above.



STUDENT ENROLLMENT **Withdrawal Process**

- Please notify your child's teacher and the Student Information Secretary as soon as possible in the event that your child will no longer be attending Anderson Elementary School.
- Check to see that all lunch charges are paid in the cafeteria.
- Be sure all library books are turned in to the building media center.
- All textbooks are to be returned to the classroom teacher.
- If you desire copies of school records to take with you, notify the Student Information Secretary at least three days prior to withdrawal.



STUDENT ATTENDANCE **Key to School Success**

School Day

Starts **8:25 am**

Ends **3:20 pm**

As part of Anderson's initiative to create a more proactive environment in the school community please understand that student attendance is extremely important and directly associated with state funding, in addition to the schools state report card grade.

Attendance is a very important part of your child's school career! At Anderson we are serious about teaching students and families how to practice a foundation for school success. A major part of that success starts with attending school daily and on time! Good school attendance is a character trait that helps build positive citizenship skills in students, families, staff, and community.

If you find your family struggling with getting your student to school daily or on time please contact the School Office or School Social Worker.

We are committed to helping students and families with school success!!



Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit attendanceworks.org and reachoutandread.org



STUDENT ATTENDANCE Policy and Procedure

EARLY ARRIVAL/DISSMISAL

Students arriving before 7:55 a.m. must go to designated before school waiting area.

If a parent/guardian wishes to take student away from school grounds for doctor or dentist appointment, etc. the **parent/guardian must:**

1. Sign student(s) out at office.
2. Be listed on school documentation as an approved person(s) for picking student up.
3. Notify the **Office** or Teacher if student is leaving school grounds or activities with someone other than legal parent/guardian. Under no circumstances will student(s) leave school building/grounds unless the school is notified by the parent/guardian(s).

VISITORS

Safety is PRIORITY at Anderson School! Be advised families or visitors are NOT to go directly to student's classroom or be on school grounds without FIRST CHECKING IN WITH OFFICE. All approved visitors MUST wear a visitors tag while on school grounds.

TARDIES

Students arriving after 8:25 a.m. are counted as tardy. Student must check in with office to receive tardy slip and be admitted to class. **3 tardies** are equivalent to 1 day absent.

TRUANCY

Students absent without approval of school and parent are considered truant. The Truancy Law for the State of Oklahoma indicates the responsibilities of parents and school administrators as follows: 70 Ok. Stat. §10-106

1. All children enrolled in public schools are covered by the truancy legislation.
2. Parents/guardians must notify the school on those days when their child is absent and explain the reason for the absence. Notification by telephone should be made to the office.
3. Parent/guardian should call before 9:00 a.m.
4. A note explaining the child's absence may be sent to the child's teacher if you are unable to make telephone contact.
5. The Student Information Secretary or other school staff will contact the family of children absent and who have not contacted the school.
6. Children who are absent for 10 or more days or parts of days within a semester without a valid excuse will be reported to truancy board and law authorities.
7. Extra-curricular activities (piano, karate, gymnastics, etc.) should be scheduled after school hours. Children may be dismissed early for medical reasons. Classroom instruction is continuous throughout the day and students will be held accountable for that work.



STUDENT TECHNOLOGY

Technology Resource Use by Students

Anderson Public School technology related Resources (including hardware, software, ipads, laptops, and other approved mobile devices) that are accessed by minors, and in accordance with the Children's Internet Protection Act (federal law enacted December 2000), Anderson has implemented technology Protection measures to block or filter internet access to sites and images that are inappropriate or harmful to minors. Use of instructional mobile devices that are provided by Anderson are accompanied by a Use of Technology form kept on file within the school. Anderson Public School is committed to providing safe and quality instructional opportunities for all students. The student is responsible for appropriate behavior while using technology resources. Teachers and staff monitor student activities while online for appropriateness and instructional relevance.

Students Shall:

- Use provided school network account in an ethical, responsible, and legal manner for school purposes only.
- Use electronic communication with appropriate language, images, and symbols that demonstrates respect and appropriate expected behavior.
- Maintain privacy of their personal information and others such as name, address, phone number, account passwords, and social security numbers.
- Use only their Anderson authorized account and password.
- Respect and comply with copyright law, fair use guidelines, as well as intellectual property rights.
- Use Anderson approved electronic devices, tools, and resources while utilizing technology and internet on school grounds.

Students Shall Not:

- Attempt to override or bypass security restrictions on computers, networks, and/or internet access.
- Use any network account for non-school related activities.
- Copy unauthorized licensed software, download or copy files without permission, or install personal software on computers.
- Plagiarize online content.
- Access, create, or distribute offensive, obscene, bullying, or disrespectful material on Anderson electronic devices, tools, and resources.
- Remove or damage hardware components.
- Knowingly access unauthorized technology-related hardware and software to tamper with or destroy data.
- Connect non-Anderson approved electronic devices to the Anderson network without permission.
- Use electronic resources for commercial, personal purchasing, or illegal purposes.
- Use electronic resources and equipment in any other manner that would violate Anderson's School Board policies or state and federal laws.
- Share user account information or passwords with others.

Directed Internet Use

- Requires appropriate adult supervision (Anderson staff members or adult designee must be present to monitor student access to internet).
- Internet use is permitted at all levels and in compliance with above stated conditions.
- Internet searches will be conducted using Anderson's recommended search engines, online databases, and websites.

Consequences for violation of Anderson's Technology Resources are address in policy EFBCA.



STUDENT CODE OF CONDUCT

Shield of Success Behavior



The Student Code of Conduct and Shield of Success Expected Behaviors Applies to ALL students at ALL times on ALL Anderson Public School property, including these parameters:

- ❖ In school buildings
- ❖ On school grounds
- ❖ In all school vehicles

At all school related, or School Board sponsored activities, including but not limited to:

School field trips School sporting events Before/After school clubs

*** (whether such activities are held on school property or at locations off school property, including private business or commercial establishments)*




ANDERSON ELEMENTARY



SHIELD OF SUCCESS

The Shield of Success is Anderson's PBIS/RtI brand and visual reminder of expected behaviors for students, families, and staff.

Shield of Success Behavior Matrix

Setting → Expectation ↓	<u>Playground</u>	<u>Bathroom</u>	<u>Cafeteria</u>	<u>Hallway</u>	<u>Bus</u>	<u>Assembly</u>	<u>Dismissal Areas</u>	<u>Office</u>	<u>Special Events</u>	<u>Classroom/ Specials</u>
 Be KIND	Take Turns Include others Use kind words	Leave it better than you found it Hands and feet to self	Look at servers Say "please and thank you." Quiet voices "1"-6"	Walk on "Right" side of hall Enter/Exit "Right" Door Avoid crowding others	Safety of others and self Follow Bus drivers directions Follow anti bullying approach	Arrive on time Keep comments to yourself	Listen for adult to call your name Keep hands and feet to yourself Use kinds words with each other	Be polite Say Please & Thank you Enter office quietly	Help others Use anti bully approach Remove hat for flag salute	Use kind and positive words Clean up all messes even if you didn't make them Be considerate of others
 Be HONEST	For help find adult on duty Play by the rules	Wait your turn Eyes in own stall 2 pumps of soap & 2 towels	Just enough to fill you up (salad bar) Eat your own food	Keep hands and feet to self Go directly to your destination Use walking feet	Keep hands and feet to yourself Report problems to adult Keep your area clean	Participate when asked Listen and watch speakers	Report problems to adult Keep backpacks zipped	Wait your turn Sit until it is your turn	Have a good attitude Take care of property Show sportsmanship	Always be truthful Take responsibility for my mistakes
 Be YOUR BEST	Use equipment properly Play fairly with others Line up when you hear signal	Stay quiet and use quickly Take care of the restroom	Raise hand for help Clean up Walk	Walk behind not beside Maintain a "0" voice/ quiet line Face forward	Listen to the bus driver Mind your concern Keep backpacks closed	Stay in your personal space Be supportive to presenters	Maintain proper voice level Stay in designated areas	Quiet voices Softly explain what is wrong	Use appropriate event manners Leave area better than you found it.	Come in prepared to work with all materials Stay focused and on task Follow all procedures without reminders

STUDENT CODE OF CONDUCT

Bus Expectations and Procedures



Riding the bus to and from school is a **PRIVILEGE!** The State Department of Education **does not require** the schools to transport students to and from school. If bus expectations are not followed, this privilege can be taken away.

Please refer to the Anderson Shield of Success Behavior Matrix for bus expectations.

Bus Procedures:

Buses will load and unload in the main bus parking area.
Plenty of time is allowed for loading and unloading.

Staff will be on duty to help loading and unloading.
If a student has problems about which bus to ride, etc., they should go immediately to a staff member or bus driver.
Buses will leave the playground at 3:20pm to transport students home.

Students will have a bus assigned at the beginning of the school year. If students ride a bus other than the assigned bus they must have written or verbal permission communicated to office personnel directly from parents/guardians stating the change in transportation.

Communication regarding changes in after school transportation must be made before 2:30pm to school OFFICE.

Students who are not regular bus riders are permitted to ride a bus with written or verbal permission to office staff.



STUDENT CODE OF CONDUCT

Expected Behaviors for Showing Respect

Myself

- Practicing positive behavior choices.
- Using positive words about myself (no putdowns).
- Following school wide expectations and directions of adults
- Doing my schoolwork and homework neatly and completely.
- Attending school regularly and being on time.
- Choosing not to bring tobacco, alcohol, drugs, or weapons to school.

Others

- Treating others like I want to be treated and not bullying or threatening others.
- Using positive words with others (no putdowns).
- Working with others in positive ways
- Using a respectful, positive, and considerate tone of voice and body language when I am speaking to others.
- Listening when others are speaking to me.
- Working together and/or with adults to manage negative behaviors and emotions

Learning

- Coming to school prepared to work.
- Practicing school wide and classroom expectations daily.
- Participating in class activities and discussions.
- Following rules and school staff directions.
- Completing my schoolwork and homework.

Property

- Taking care of things in my school and on school grounds.
- Not bringing dangerous or distracting things, such as matches, lighters, weapons, toys, fireworks, alcohol, tobacco, and other drugs on school grounds
- Following the school's rules and expectations regarding personal electronic devices
- Using school materials or equipment for their intended purpose.
- Use playground equipment in a safe manner.

Students should:

Promote and work toward making school a positive, supportive, safe, and welcoming place for all students and staff.

Respect and Be Kind to others students, parents/guardians, school staff, and visitors.

Be Honest by following school rules, even when not specifically asked to do so.

Be Your Best by making a reasonable effort to participate actively in any, activities, interventions, conferences, or programs recommended appropriately by school staff or

Recognize how personal conduct affects other students and school staff, and make every reasonable effort to restore relationships affected by personal conduct.

Share ideas and strategies for improving school climate and school discipline practices.

Universal Interventions and Discipline Referrals


Shield of Success
GOTCHA!!!
is a *universal*
intervention used at
Anderson to
encourage expected
behavior and positive
student conduct.

When students receive
a GOTCHA it means
they are exhibiting
positive behavior and
verbal praise should be
given to the student to
encourage this
behavior. *The pink
copy of the GOTCHA is
sent home with the
student.*

Student _____
Staff _____

GOTCHA!!!
You were caught showing RESPECT!!

Be KIND
Be HONEST
Be YOUR BEST!!



SHIELD OF SUCCESS

Playground Classroom Cafeteria Assembly Restroom Hallway Specials Bus

Anderson Elementary Office Referral Form

Name: _____ Date: _____ Time: _____

Teacher: _____ Grade: _____ Referring Staff: _____

Location	Minor Problem Behavior	Major Problem Behavior	Possible Motivation
Playground	Inappropriate language	Abusive language	Obtain peer attention
Cafeteria	Physical contact	Fighting/ Physical aggression	Obtain adult attention
Bathroom	Defiance	Overt Defiance	Obtain items/activities
Hallway	Disruption	Harassment/Bullying	Avoid Peer(s)
Arrival/Dismissal	Property misuse	Inappropriate Display Aff.	Avoid Adult
Classroom	Tardy	Electronic Violation	Avoid task or activity
Bus	Electronic Violation	Lying/ Cheating	Don't know
Assembly	Other _____	Skiping class	Other _____
Special Event	Classroom or Administrative Decision		
Special _____	Loss of privilege		
Other _____	Conference with student		
	Parent Contact		
	Individualized instruction		
	In-school suspension (____ hours/ days)		
	Out of school suspension (____ days)		
	Other _____		
Minor to Major			
3 rd Minor =			
1 Major			

Others involved in incident: None Peers Staff Teacher Substitute Unknown Other

Comments: _____

☐ I need to talk to the students' teacher ☐ I need to talk to the administrator

Parent Signature: _____ Date: _____

White Copy -Staff Yellow Copy-Data Pink Copy-Parent

Office Discipline Referral Form (ODR)

is used to track
problem behavior and
disciplinary
consequences. A
student receives this
form when he/she
have NOT exhibited
expected behaviors or
desired student
conduct. The ODR
data is used to
develop interventions
based on problem
behavior, location,
motivation, and other
relevant data collected
from form. *The pink
copy of the ODR is
sent home with the
student.*



Suspension Policy and Disrespectful Behavior

Student(s) violating Anderson's Shield of Success expected behaviors and/or Student Code of Conduct at Anderson Public School or the associated parameters resulting in a Major Problem Behavior is subject to receive suspension as a disciplinary consequence from Superintendent and/or Principal. Suspensions may consist of In School Suspension (ISS) or Out of School Suspension (OSS). DEPENDING ON THE INCIDENT, THE SUPERINTENDENT and/or PRINCIPAL HAS THE RIGHT TO OMIT ANY STEPS AND ADMINISTER PUNISHMENT DEEMED APPROPRIATE.

*Following are some, but not limited to, **Disrespectful Behaviors** that can and will result in immediate suspension and/or Tier 3 interventions for student(s):*

- Showing disrespect for, defying the authority of, and/or being insubordinate to a teacher, administrator, or other school district staff.
- Leaving school grounds or activities at unauthorized times without permission, refusing to identify or falsely identifying one's self to school personnel and/or unauthorized entry into classrooms or other school premises.
- Violating the school district, Student Code of Conduct rules, regulations, policies and public law.
- Possession or use of any firearm, weapon, object, electronic device, or substance that might be dangerous and/or injurious to person or property, including possession or use of fireworks.
- Engaging in conduct which endangers or jeopardizes the safety of others.
- Bullying, harassing, hazing, threatening or verbally assaulting another student, teacher, administrator, school district employee and/or visitor.
- Use of profanity, vulgar language or expressions and/or obscene gestures.
- Assault and battery of, inflicting bodily injury on, or fighting with a student, faculty member or other person.
- Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace and/or inciting, encouraging, prompting or participating in an attempt to interfere with or disrupt the normal education process.
- Showing disrespect, causing damage, vandalizing, cutting, defacing or destroying any property, real or personal, belonging to the school district, its employees, students, or visitors.
- Use or possession of tobacco in any form while riding in school vehicles, on school grounds or other school parameters.
- Using, possessing or being under the influence of, selling, transferring, distributing or exchanging any alcoholic beverage, drug, or inhalant.
- Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property and cheating in person and or on electronic devices while on school property and associated parameters.
- Possession, distribution, and/or accesses of pornographic materials, clothing, or websites electronically and/or in person.
- Failure to fulfill assigned school discipline, comply with state immunization records, truancy, and/or falsely reporting an emergency or interfering with emergency drills.

Programs, Process, and Policy

Evaluation of Academic Progress

1. The school year is divided into four nine week grading periods for which a progress report is made to parents. A student must be enrolled a minimum of 50% to receive a report for that nine week period.
2. Progress reports will be sent to the home when a student is making 69% or below at the end of the fifth week of each nine weeks. Special reports may be sent when a teacher feels a student is making unusually slow progress in a particular subject.
3. All students receive a report card every nine weeks. The following evaluation marks are used for grades Pre-K, K, & 1st:
 - + Skill Mastery
 - / Presently developing skill
 - Area of concern
 - [] Not evaluated at this time
4. The following is the grading scale used by grades 2 through 6:

90 - 100	A - Superior
80 - 89	B - Above Average
70 - 79	C - Average
60 - 69	D - Below Average
59 and below	F - Unsatisfactory

Proficiency Based Progress

Proficiency based promotion is a system which awards credit for student's knowledge in the core curriculum areas of mathematics, language arts, social studies, and science through an assessment process. The following outlines the procedures that will be used to allow students the opportunity to progress through the program.

1. All students in grades 1-6 enrolled in Anderson School are eligible for the Proficiency Based Program.
2. Upon request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more of the core curriculum areas.
3. In order for a student to participate in the program, a student must perform at 97% or greater level on a Test of Basic Skills.
4. Students demonstrating proficiency in one or more curriculum areas 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 areas.
5. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
6. Students may advance one or more levels in the core curriculum areas. However, they must progress through a curriculum area in sequential manner.



STUDENT ACADEMICS

Programs, Process, and Policy

Gifted and Talented Program

The Anderson Gifted and Talented program serves grades 3 through 6. Student participants are served through both differentiated curriculum in the classroom and through learning laboratory programs. Student participants must qualify for the program by meeting certain criteria in compliance with Oklahoma State Law. An advocacy procedure has been developed which permits teacher and parents to recommend students for further evaluation and possible placement in the program. You are encouraged to contact the school superintendent or GT Coordinator if you have questions about the program.

Homebound Program

Homebound services are for children who are unable to attend classes due to physical illness (surgery, etc.) and who expect at least a two week (consecutive) absence.

Retention Process

Some students are retained at their present grade level each year. This is a cooperative process carried on between the school and parent/guardian(s). Efforts are made to notify parents early in the second semester when retaining is imminent. By Oklahoma Law, the Superintendent has the authority to determine grade placement.

Special Services Program

The mission of the Special Services/Special Education Program is to individualize the instruction and support of special education based on specific identified needs for our students on an Individualized Education Plan (IEP) in order for them to achieve at their highest level. The focus of special education instruction is to create IEP's that drive our services. Anderson Public School believes in the philosophy of inclusion and follows the least restrictive environment guidelines recommended by the State Department of Education. A spectrum of services in and outside the general education classroom help to bridge the learning gaps for special education students while building a strong sense of community. We strive to address areas of academic and other deficits through the use of research based practices and curriculum to prepare our students for the future.



STUDENT ACADEMICS

Placement Process and Homework Policy

Homework Policy

Please discuss with student's classroom teacher any homework or make-up work preferences specific to your student's class.

1. Students should have a place in their notebooks for writing daily assignments.
2. Homework is used for reinforcement, make-up and/or completion of unfinished classroom assignments.
3. A student should strive to work hard at school; therefore, less homework will be necessary and the student will have more time for extracurricular activities and family involvement.
4. Homework is the student's responsibility. Students may share this work with their parents and seek their help when needed.
5. All assignments should be carefully and neatly prepared and turned in on schedule.
6. Absentee homework: When you are absent for a length of time, please ask your parents to call the office. Your teacher will have your homework assignments ready at the office to be picked up.
7. Students that are absent will have the same number of days to make-up work as days they were absent. It is the student's responsibility to make arrangements for any make-up work upon returning to school.

Teacher Placement Process

Classes are formed by previous year's behavior and academic data collected through the PBIS and Rtl process. Classroom teachers, along with an interdisciplinary team, make professional placement recommendation based on the students school career needs. This process occurs toward the end of the previous school year. The Superintendent and/or Principal is involved in the placement process and is aware of the data team and teacher's placement recommendations. The teachers always place children according to the child's needs. Concerns pertaining to student's placement should be addressed to the Superintendent and/or Principal and not the teacher.



STUDENT AND FAMILY RIGHTS

FERPA and IDEA

Family Education Rights and Privacy Act (FERPA) of 1974

Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy and this policy

1. The right to inspect and review the student's education record.

2. The right to exercise a limited control over other people's access to the student's education record.

3. The right to seek to correct the student's education record; in a hearing if necessary.

4. The right to report violations of the FERPA to the Department of Health, Education, and Welfare.

5. The right to be informed about FERPA rights.

All right and protections give parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student".

*A copy of the FERPA policy is available for review in the Superintendent's office

Individuals with Disabilities Education Act - IDEA (2004)

- IDEA states that **all** children have the right to a Free and Appropriate Public Education (FAPE).
- The Anderson Public School district is searching for children, birth through twenty-one years of age that may be in need of special services.
- If you think a child may have a disability or a special need, call the school district at 245-0289. All information is kept confidential.



STUDENT AND FAMILY RIGHTS

ESSA and School Board Process

Every Student Succeeds Act (ESSA) - December 2015

Congress passed the Every Student Succeeds Act (ESSA) 1 to replace the No Child Left Behind Act (NCLB).² This chart provides a breakdown of the differences between standards of the two laws. To understand more about the difference between these two laws go to <http://www.ascd.org/>

STANDARDS	
No Child Left Behind (NCLB)	Every Student Succeeds Act (ESSA)
Requires state standards in reading, math, and science at all grade levels.	Requires assurance that states adopt challenging academic content standards in reading, math, and science with three levels of achievement that are aligned with entrance requirements for credit bearing coursework in the states' higher education system as well as the state's career and technical education standards. Prohibits the Secretary from having any authority over a state's academic standards.
Allows states to develop standards in other content areas.	Allows states to adopt standards in other subjects.
Requires states to apply the same academic standards to all schools and children	Allows states to develop alternate academic achievement standards for students with the most significant cognitive disabilities using a documented and validated standards-setting process.

School Board Meetings and Process for addressing concerns

Meetings are held at the beginning of each month, at 5:30 p.m. in the school library. Agendas are posted 24 hours prior to the day of the meeting. Parents/Patrons are welcome to address their concerns to the Board, but must follow the guidelines listed below. (policy BED)

- Patrons must first discuss their concerns with the Superintendent.
- Patrons will need to make a written request two (2) days prior to the posting of the agenda of the regularly scheduled Board Meeting. The Agenda is posted on the Wednesday before a Thursday board meeting.
- Patrons will be allowed a maximum of 3 minutes to address their concerns during the meeting.



STUDENT INFORMATION

Dress Code and School Functions

Student Appearance Guidelines

- Attire for all students should be reasonable, modest and in such style as will not cause distraction.
- Shorts and skirts should be fingertip length. Tank tops or sleeveless shirts should be three fingers wide.
- Pants or shorts that are too large and sag below the hips will not be allowed. No sagging is permitted.
- No hats, caps, scarves or bandanas shall be worn inside the School Building.
- Clothing which promotes beer, liquor, obscene words or suggestive statements and/or grotesque pictures, such as skulls or violence is inappropriate.
- Hairstyle must be reasonable, modest, clean, and in such style as will not cause distraction from the educational process.
- Dress properly for the weather.
- Shoes must be worn to school.
 - Tennis shoes are recommended for the safety of the students
 - No Flip flops, Heelys, backless shoes or cleats are allowed.
- Any questionable attire is left to the discretion of the superintendent and/or principal.

Classroom Parties

- Class parties are coordinated with the teachers and home room entity so please review teachers handbook for further information.
- Families will receive notification of school party through teacher notification.
- Birthday party invitations will not be passed out at school unless every student in the class is being invited.

Assemblies

- Shield of Success pep assemblies are held the last Friday of the month at 8:30 am
- Shield of Success pep assemblies are to promote and recognize excellent student behavior
- Families are encouraged to attend and promote good student behaviors.
- From time to time other assemblies occur, families will be notified through a letter from school, a text reminder from teacher, or school reach call.

Sporting Events/ School Activities

- School sporting events, activities, and PVO sponsored activities are held throughout the year. Notification regarding events will be posted on the schools website, through written notification or through electronic text, mailers, or phone call.
- All school policies, procedures, and student conduct are applicable to students during these events and activities.



STUDENT INFORMATION

Food Services

Anderson School participates in the National School Lunch Program.

Student

Breakfast.....\$1.25
Lunch.....\$2.50

Adult

Breakfast.....\$2.00
Lunch.....\$3.75

****Prices are reflective of the National School Lunch Program**

Food Service Cost

- We will serve free and reduced priced meals to children whose families fall within the state guidelines. Guidelines and applications may be made through the school office.
 - Those children buying their lunch at regular or reduced prices are asked to pay in advance. Milk is also available to students bringing lunch.
 - Breakfast is available and is served for all students at 7:55am.
 - Lunch is available for all students and parents/guardians should check with school office or teacher to know your child's lunch schedule.
 - Family members interested in joining their student(s) for lunch must check in with office first and are encouraged to let classroom teacher know in advance.
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STUDENT INFORMATION

School Visitors and Observations

Visitors

Safety is PRIORITY at Anderson School! Be advised families or visitors are NOT to go directly to student's classroom or be on school grounds without FIRST CHECKING IN WITH OFFICE. All approved visitors MUST wear a visitors tag while on school grounds.

If you are here to visit with a teacher, other school employee, or attend a conference, meeting, etc., then you MUST sign in at the office.

Please remain in the office until your child has arrived or until you receive a visitors badge and cleared to be in building by office staff.

CLASSROOM VISITATION BY PARENT/LEGAL GUARDIAN(S)

REGULAR EDUCATION CLASSROOMS: All visitations must be scheduled and approved by the Superintendent. To minimize disruption, parent(s) or legal guardian(s) may visit classrooms under these circumstances: To attend a class function such as a party or play; to have a conference with the teacher in the classroom when other students are not present. To make classroom observations during instructional time, requests must be made in writing and delivered to the Superintendent at least forty-eight (48) hours prior to visiting the classroom.

Observations may occur within the following guidelines:

1. An administrator must accompany the parent(s) or guardian(s) for a period not to exceed fifty-five (55) minutes.
2. Observations will not be scheduled during achievement testing or any other activity that could be disrupted by the presence of visitors in the classroom.
3. No recording equipment or cameras will be permitted in the classroom during an observation of the instructional process unless prior permission has been given by the Superintendent.

SPECIAL EDUCATION CLASSROOMS: The provisions of the above policy pertain to special education classrooms; however, due to confidentiality requirements, a written request to make observations in the classroom, on forms provided by the school district, must be submitted to the Superintendent at least forty-eight (48) hours in advance. A confidentiality release from parent(s) or legal guardian(s) of other children in the classroom shall be required by the Superintendent.



STUDENT INFORMATION

Conferences & General Information

Conferences

Communication between parent/guardian(s), student and teacher is encouraged. The proper communication procedure begins with first contacting your child's teacher. If a resolution is not satisfactorily met, then a meeting with parent, teacher, counselor and/or the superintendent may be necessary. If a student wishes to see the superintendent they may ask their teacher and a meeting will be scheduled. If a parent desires a conference please call the Student Information Secretary at 918-245-0289 for an appointment.

Under no circumstances should a conference take place during a school day when a teacher is conducting class or supervising children on the playground.

After-school drop in conferences are discouraged. Conferences with teachers are scheduled by appointments made through the school secretary or by written consent of the teacher.

Parent/Teacher Conferences are scheduled for the Fall and Spring of each school year. Please see the school calendar for exact dates.

Open House is held at the beginning of the school year so that all parents have the opportunity to meet with their child's teachers.

Lost and Found

- Please label all items of clothing and lunch pails with your child's name. This will help your child from losing their possessions.
- Lost and found items should be turned into the office so they can be placed in the Lost and Found Box.
- Articles not claimed will be given to a charitable organization at the end of each school year.

Money

Students turn money into the office (Athena Martin) in a sealed envelope with Students Name, Classroom Teacher, and Purpose of Money written on the outside of envelope. Students should NOT leave money in lockers or in desks. The school is not responsible for any money stolen from the school. All money is turned in to the office at the end of each day and not kept onsite overnight.

Library Media Center

Students are responsible for books checked out from the library media center. Lost books and badly damaged books must be replaced. A list of rules is posted in the Library Media Center.

Lost/Damaged Books

Text books or library books that have been lost or damaged must be paid for in full, on a pro-rated basis. Workbooks are purchased by the school. They are to be left at school if you move. Records will not be released until all books are returned and fees are satisfied.



STUDENT HEALTH SERVICES

Medications, Illness, and Head Lice

Medication at School

The School will dispense medication upon written request. If possible, parents are advised to give medication at home, and on a schedule other than during school hours. Otherwise, the following regulations must be followed:

1. An "Authorization to Administer Medication" form must be completed, signed and on file in the school office.
2. Medication must be brought to school in its original container – both prescription and nonprescription medication with original labels intact.
3. All medication is kept in the office in a locked cabinet. If medication is not properly labeled, it will not be given.
4. We strongly recommend the parent bring ALL necessary medications to school and deliver them to the office. This eliminates lost medication on the bus or in the classroom. It also protects the ones it is intended for. A medication that helps one student can be extremely harmful to another student. Students should not keep Medication with them at school for this reason.
5. ACETAMINOPHEN/Tylenol - Can be administered to students if parent permission was given on Authorization to Administer Medicine. Parents should supply the preferred brand that is properly labeled.

Illness at School

1. Students with temperatures of 100 degrees or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home 24 hours after the temperature returns to normal.
2. Students who vomit during the evening should NOT be sent to school the next day. Students who vomit at school will be sent home.
3. Parents are to provide transportation home for students who become ill at school.

Head Lice Procedures

1. If you suspect your student has head lice, please contact the school to confirm it. Head lice are contagious and will not disappear without the student being treated.
2. No student will be admitted to class who has nits or lice regardless of the number of treatments or measures that may have been taken.



PARENT INVOLVEMENT

Parent Volunteer Organization (PVO)

Anderson Elementary understands the importance of family involvement in a student's school career. Families are encouraged to get engaged in the school's PVO organization. The PVO meets regularly and assist with numerous school activities. The time spent and the funds raised by the volunteer organization go directly to benefit classroom, building, student, family, and community needs.

The following examples are activities that the PVO is involved in:

CLASSROOM VOLUNTEER PROGRAM: Under the guidance of the staff, day time volunteers help in a variety of ways, such as laminating materials and working with small groups of students needing extra drill work, covering for teachers while they are in team data meetings.

VISION AND SCREENING: Volunteers assist in vision and auditory screening.

LUNCHEONS: Grandparents Day, Thanksgiving, and Christmas

SPIRIT ITEMS: Non-profit sale of Anderson Trojan Buttons, Mugs, Pom-poms, and T-shirts to promote school spirit.

HOLIDAY PARTIES: There are 4 parties each year; Harvest, Christmas, Valentine's Day and Easter. These are coordinated with the teachers and homeroom entity.

TRACK AND FIELD DAY: Assist the P.E. Teacher in planning and running the track and field day.

WHERE NEEDED OR ASKED: Open House, Musicals, Plays, Graduation, etc.

FUNDRAISERS: Carnival and Santa Shop

You are invited and encouraged to attend and join the P.V.O. It is through our support that the students receive "the extras".

Meetings are held the 2nd Tuesday of each month at 7:00.

Contact the school office to find out more or get the phone numbers of the current PVO coordinators.