

ANDERSON SCHOOL



**Student and Family Handbook
2019-2020**



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

Chris Probst
Kristen Duncan
Michele Drummond

Message from Superintendent Kevin Younger

Welcome to the 2019-2020 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.

Enrollment

New & Returning Students

July 23-24

ANDERSON *Trojans* 2019-2020

School Day

Start time: 7:45
Dismissal: 3:20

July 2019

S	M	T	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30	31			

August 2019

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September 2019

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29	30					

October 2019

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November 2019







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December 2019

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22	23	24	25	26	27	28
29	30	31				

Professional Days	Aug 12-14
Meet & Greet 5:30-7:30pm	Aug 13
ALL Students report	Aug 15
No school (Labor Day)	Sept 2
School Picture Day	Sept 11
Literacy Night & Parent Meetings	Sept 12
Progress Reports	Sept 20
Muffins with Mom	Sept 24
No school	Sept 27
First Qtr ends	Oct 4
Report Cards	Oct 11
Parent Teacher Conf 3:30-6:30pm	Oct 14-15
No school (Fall break)	Oct 16-18
Picture Retakes & Math Night	Oct 22
Halloween Parties (Pre-K - 4th grade)	Oct 31
No school	Nov 1
Donuts with Dad	Nov 7
No school (Thanksgiving break)	Nov 22-29
Second Qtr ends	Dec 17
Christmas Parties (Pre-K - 4th grade)	Dec 17
Winter Break	Dec 18 - Jan 6
Professional Day (no school)	Jan 7
Report Cards	Jan 10
No school (MLK Day)	Jan 20
Progress Reports	Feb 7
Parent Teacher Conf 3:30-6:00pm	Feb 11, 13
Valentine Parties (Pre-K - 4th grade)	Feb 13
No School	Feb 14
Presidents' Day (no school)	Feb 17
Third Qtr ends	Feb 28
Report Cards	Mar 6
Spring Pictures	Mar 12
No school (Spring Break)	Mar 13-20
No school	Apr 10
Sr Breakfast 7:00 am	May 1
Field Day	May 5
Awards and Talent Show	May 7
8th Grade Graduation	May 7
Last day of classes	May 7
Professional Day	May 8

Quarter	Days Taught	Professional Days
Aug 12 - Oct 4	35	3
Oct 7 - Dec 18	42	0
Jan 7 - Feb 28	35	1
Mar 1 - Apr 30	41	1

-  Classes Begin / End
-  Professional Day (no school)
-  Holiday / Break (no school)
-  Parent/Teacher Conf. 3:30-6:00pm
-  Picture Day
-  Board Meeting

January 2020

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February 2020

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March 2020

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April 2020

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May 2020

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June 2020

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28	29	30				



Community Resources and Tipline

For links and phone numbers to state and national hotlines, visit the Oklahoma State Department of Education's website.

<https://sde.ok.gov/help-hotlines>

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

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

<https://sscsok.org/>

- 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 might 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)

Have you seen or heard
about a possible threat
to an Oklahoma School?

Report It!

Tipline.OK.gov

1-855-337-8300

405-810-1158

Tips Monitored 24/7

ANDERSON PUBLIC SCHOOL 2195 ANDERSON RD. SAND SPRINGS, OK 74063
Acknowledgement of Review of the Student and Family Handbook

Please 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. 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 is 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 _____, 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 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 student's teacher.

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 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 are effectively and actively 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 a school atmosphere of excellence in teaching and learning.

The purpose of the handbook is:

1. Outline district policies, procedures, and provide a resource guide for students and families regarding school practices.
2. To describe the Academic Process, Student Code of Conduct, 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 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, while also following expectations and respecting authority.

Anderson School cultivates a learning climate focused on sustaining strategies proposed 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

Enrollment

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

Enrollment need items:

- Birth certificate
- Photo ID of custodial parent
- 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 phone numbers
 - Friends'/relatives' phone number (emergencies)
 - Parent email address
- Name and address of the last school attended
- Certificate of Indian Blood (CDIB) card, if available and enrolling as Native American

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 School.
- Ensure all lunch charges are paid in the cafeteria.
- All textbooks and workbooks must be returned to the classroom teacher.
- Library books must be returned to Media Center.
- 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

Start time: 7:45
Dismissal: 3:20

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

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 Counselor.

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



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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?

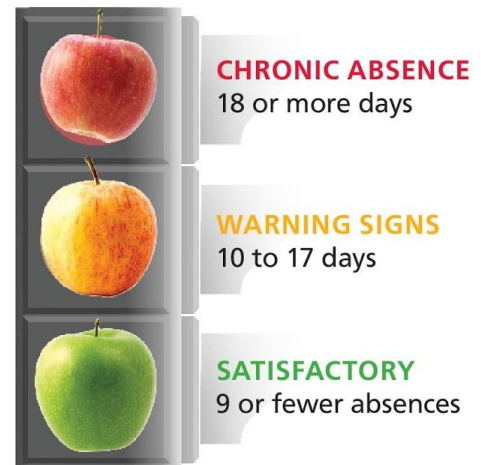
- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- 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

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Student Attendance Policy and Procedure

Early Arrival/Dismissal

Students arriving before 7:30 A.M. must wait in the hallway outside the office doors.

Early pick up of students is reserved for emergencies and occasional doctor appointments. Early pickup on a daily basis is NOT permitted.

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

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

Visitors

Safety is a priority at Anderson School. Families or visitors are NOT to go directly to student's classrooms or be on school grounds without FIRST CHECKING IN WITH THE OFFICE. All approved visitors MUST wear a visitors tag while on school grounds.

Tardies

Students arriving after 7:45 A.M. are counted as tardy. Students must check in with the office to receive a tardy slip and be admitted to class. **Three tardies** are equivalent to a one day absence.

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 (music lessons, karate, dance, sports, etc.) should be scheduled after school hours. Children may be dismissed early for medical reasons. Classroom instruction in continuous throughout the day and students will be held accountable for that work.



Student Technology Technology Resource Use by Students

Anderson Public School's technology related resources (including hardware, software, iPads, Chromebooks, 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) have 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 demonstrate respect and appropriate expected behavior.
- Maintain privacy of their personal information, and others, such as name, address, phone number, and social security numbers.
- Use only their Anderson authorized account and password.
- 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 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 and Anderson School Board policies, or state/federal laws.
- Share user account information or passwords with others.

Directed Internet Use

- Requires appropriate adult supervision (Anderson staff member or adult designee must be present to monitor student access to internet).
- Internet use is permitted at all levels and in compliance with the 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 addressed in District policy.



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, and on ALL Anderson School property.

- ★ **In school buildings**
- ★ **On school grounds**
- ★ **In all school vehicles**

***At all school-related, or school sponsored activity, included but not limited to:**

- ★ **School field trips**
- ★ **School sporting events**
- ★ **Before/after school clubs**

***Whether these activities are held on school property or at locations off school property, including private businesses 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 school 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.

Buses will load and unload in front of the school foyer. Plenty of time is allowed for loading and unloading.

Buses will unload at 7:40.

They will leave the school at 3:25 to transport students home.

Students will have a bus assigned at the beginning of the school year.

If students ride a bus other than their assigned bus, they must have written or verbal permission communicated to office personnel, directly from parents/guardians.

Communication regarding changes in after school transportation must be made before 2:30 P.M. to the school office.

Students who are not regular bus riders are permitted to ride a bus with written or verbal parental permission to the school office, if space is available.



Student Code of Conduct

Expected Behaviors for Showing Respect



Practicing positive behavior choices.
 Using positive words about myself.
 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.



Treating other like I want to be treated (no bullying or threatening others).
 Using positive words, considerable tone, and body language.
 Working with others in positive ways.
 Listening when others are speaking.
 Working together and/or with adults to manage negative behaviors and emotions.



Coming to school prepared to work.
 Practicing schoolwide and classroom expectations daily.
 Participating in class activities and discussions.
 Completing my school work and homework.



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.
 Using 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 other students, parents/guardians, school staff, and visitors.

Be Honest by following school expectations, 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.

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.



Student Code of Conduct 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. Verbal praise should be given to the students 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!!



Playground Classroom Cafeteria Assembly Restroom Hallway Specials Bus

Anderson Elementary Office Referral Form

Name: _____ Grade: _____ Teacher: _____

Time: _____ Date: _____ Day: Mon. Tues. Weds. Thurs. Fri.

Referring Staff: _____ Minor to Major: YES this is 3rd Minor = 1 Major

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 _____	Skippping class	Other _____
Special Event	Classroom or Administrative Decision		
Special _____	Loss of privilege *Define in Comments	Individualized instruction	
Other _____	Conference with student	In-school suspension (____ hours/ days)	
	Parent Contact	Out of school suspension (____ days)	
		Other _____	

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)

ODRs are 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 pink copy of the ODR is sent home with the student.



Student Code of Conduct Suspension Policy and Disrespectful Behavior

Student(s) violating Anderson's Shield of Success expected behaviors and/or Student Code of Conduct at Anderson School or the associated parameters resulting in a Major Problem Behavior is subject to receive suspension as a disciplinary consequence from the 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:

- Showing disrespect for, defying the authority of, and/or being insubordinate to a teacher, administrator, or any 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, policies, or public law.
- Possession or use of any firearm, weapon, object, electronic device, or substance that might be dangerous 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, faculty member, or other person.
- 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, tobacco product, drug, or inhalant.
- Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating in person or on an electronic device 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.



Student Academics Progress, Programs, 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 and 2nd:

- + Skill Mastery
- / Presently developing skill
- Area of concern
- [] Not evaluated at this time

4. The following is the grading scale used by grades 3 through 8:

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 1-8 enrolled at 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 areas in sequential manner.



Student Academics Process, Programs, and Policy

Retention Process

Some students are retained at their present grade level each year. This is a cooperative process carried on between the school and parents/guardians. 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.

Gifted and Talented Program

The Anderson Gifted and Talented program serves grades 3 through 8. 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 teachers and parents to recommend students for further evaluation and possible placement in the program. You are encouraged to contact the school Superintendent, Principal, 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.

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 IEPs 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 inside 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 **Homework Policy**

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

1. Students should have a place in their planner/notebook 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 help when needed, but should be completed by the student.
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 call the school and speak to the Student Information Secretary and email each teacher. Teachers will have your assignments ready at the office to be picked up.
7. Students who 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.



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 Act

1. The right to inspect and review a 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 rights and protections five 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 and "eligible student".

The Uninterrupted Scholars Act (Public Law 112-278) was enacted on January 14, 2013. The Act amends FERPA to permit educational agencies and institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the 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 (918)245-0289. All information is kept confidential.



Student and Family Rights ESSA and School Board

ESSA

Congress passed the Every Student Succeeds Act (ESSA) in December of 2015. It is the main law for K–12 public education in the United States, and it affects all students in public schools. It replaced No Child Left Behind.

The main purpose of ESSA is to make sure public schools provide a quality education for all kids. ESSA gives states more of a say in how schools account for student achievement. This includes the achievement of disadvantaged students. Under ESSA, states get to decide the education plans for their schools within a framework provided by the federal government. For more information on ESSA or to see the full law, go to:

<https://www.ed.gov/essa?src=rn>

School Board Meetings and The Process for Addressing Concerns

Meetings are held on the second Wednesday of each month, at 6:00 P.M. in the school library. Agendas are posted prior to the day of the meeting. Parents and patrons are welcome to address their concerns to the Board, but must follow the guidelines listed below.

- **Patrons must first discuss their concerns with the Superintendent.**
- **Patrons will need to make a written request two days prior to the posting of the agenda of the regularly scheduled Board Meeting.**
- **Patrons will be allowed a maximum of three minutes to address their concerns during the meeting.**



Student and Family Rights

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 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 are inappropriate.
- Hairstyles must be reasonable, modest, clean, and in such style as will not cause distraction from the educational process.
- The only allowed piercings are in the ear and small nose studs. No earring plugs or gauges that stretch the ear. No other piercings are allowed.
- Dress properly for the weather.
- Shoes must be worn to school.
 - Tennis shoes are recommended for the safety of the students.
 - No flip flops, backless shoes, or cleats are allowed.
- Any questionable attire is left to the discretion of the Superintendent and/or Principal.

Classroom Parties	Assemblies	Sporting Events & School Activities
<p>*Class parties are coordinated with the teachers, so please review the classroom handbook for further information.</p> <p>*Families will receive notification of school parties through teacher notification.</p> <p>*Birthday party invitations will not be passed out at school unless every student in the class is being invited.</p>	<p>*Shield of Success assemblies are held the last Friday of each month at 2:15 P.M.</p> <p>*Shield of Success assemblies are to promote and recognize excellent student behavior.</p> <p>*From time to time, other assemblies occur, and families will be notified when necessary.</p>	<p>*School sporting events, activities, and PVO sponsored activities are held throughout the year. Notification regarding events will be posted on the school’s website, through written notification, or through electronic text, mailers, or phone calls.</p> <p>*All school policies, procedures, and student conduct are applicable to students during these events and activities.</p>



Student Information Food Services

Anderson School participates in the National School Lunch Program

Student

Breakfast.....\$1.50
Lunch.....\$2.50

Guest

Breakfast.....\$2.00
Lunch.....\$4.00

Prices are reflective of the National School Lunch Program

- 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 and lunch are available to all students. Parents/guardians should check with the school office or classroom teacher to know your child's schedule.
- Family members interested in joining their student(s) for lunch must check in with the office and are encouraged to let the classroom teacher know in advance.



Student Information

School Visitors and Observations

Visitors

Safety is a **PRIORITY** at Anderson School. Be advised families or visitors are **NOT** to go directly to a student's classroom or be on school grounds without **first checking in with the 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., 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 are cleared to be in the building by office staff.

Classroom Visitation by Parent/Legal Guardian

Regular Education Classrooms

All visitations must be scheduled and approved by the Superintendent. To minimize disruption, a parent or legal guardian 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 instruction time, requests must be made in writing and delivered to the Superintendent at least forty-eight hours prior to visiting the classroom. Observations may occur within the following guidelines.

1. An administrator must accompany the parent or guardian for a period not to exceed fifty-five 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 an observation in the classroom, on forms provided by the school district, must be submitted to the Superintendent at least forty-eight hours in advance. A confidentiality release from parents or legal guardians of other children in the classroom is also required by the Superintendent.



Student Information Conferences & General Information

Conferences

Communication between parents/guardians, the student, and teachers 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 the parent, teacher, counselor, and 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 parents 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 Student Information Secretary or by written consent of the classroom teacher.

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

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

General Information

Lost and Found

Any items left lying around will be placed in the Lost and Found box. In order to ensure your items are returned, please label all items of clothing and lunch pails with your child's name. Articles not claimed will be given to a charitable organization at the end of each school year.

Money

Students turn money into the office in a sealed envelope with the student's name, classroom teacher, and purpose of the money written on the outside. Students should NOT leave money in lockers or in desks. The school is not responsible for any money stolen during school. All money is turned into the office every day, and is 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 expectations 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. Workbooks are purchased by the school, and are to be left at the school if you move. Records will not be released until all books are returned and fees are satisfied.



Student Health

Medications, Illness, and Head Lice

Medications 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 the original container - both prescription and nonprescription medication with original labels intact. If medication is not properly labeled, it will not be given.
3. **PARENTS MUST SUPPLY ALL MEDICATION.** The school CANNOT supply anything. We strongly recommend that the parents deliver all medications to the office. This eliminates lost medication on the bus or in the classroom. It also protects the ones it is intended for. A medicine that helps one student can be extremely harmful to another. Students should not keep medication with them at the school for this reason.
4. All medication is kept in the office in a locked cabinet.

Illness at School

- Students with a temperature 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.
- Student who vomit or have diarrhea while at school will be sent home, and should not return until they are symptom free for a minimum of 24 hours.
- Students who have a fever, vomit, or have diarrhea during the previous evening or night should NOT be sent to school the next day.
- Parents MUST 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 easily spread and will not disappear without the student being treated and all nits removed.
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 School 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 meet 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 are involved in:

Classroom Volunteer Program:

Under the guidance of staff, day time volunteers help in a variety of ways, such as laminating materials, making copies, and working with small groups of students needing extra drill work.

Vision and Hearing Screenings:

Volunteers assist in vision and auditory screening.

Luncheons:

Grandparents Day, Thanksgiving, and Christmas lunch periods will need volunteers to assist with cafeteria and playground duties.

Track and Field Day:

Assist the PE teacher in running events during Field Day. PVO also has a concession stand during this event.

Fundraisers:

Help is always needed for the Carnival and Santa Shop.

Where Needed or Asked:

Meet and Greet, Musicals, Plays, Book Fairs, Dances, Literacy Night, Math Night, etc.

You are invited and encouraged to attend and join our PVO.

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