Anderson School

Home of the Trojans

Student and Family Handbook 2026-2027

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.

Core Values

Our students will know they are SAFE
Our students will know they are LOVED
Our students will gain MARKETABLE SKILLS
Our students will become LIFE-LONG LEARNERS

Anderson School Board
Sharon Quimby
Kristen Duncan
Melissa McClain

Administration
Tod Williams - Superintendent
Leslie Fairchilds - Principal

Student Resource
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

DHS
Statewide Abuse
&
Neglect Hotline:
1-800-522-3511

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) See policy FNCD, FNCD-R, and FNCD-P

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

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:

- Student Code of Conduct
- Academics
- Attendance
- Dress Code
- 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:
Outline district policies and procedures and provide a resource guide for students and families regarding school practices.
To describe the Academic Process, Student Code of Conduct, and consequences that may be enforced upon violation of policies.
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.

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.

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

If you reside outside of the Anderson School district you must complete a Student Transfer Application Form forms are located on our website https://www.andersontrojans.org/page/transfer-forms . As a reminder, all forms must be completed in full in order to be considered for transfer. Transfer students will have to wait for approval based on our in-district student enrollments. If your student is a transfer into Anderson, you will go ahead and complete the online enrollment process during the dates listed above as well as the Student Transfer Application form.

For more information see policy FD, FD-R, FD-P, FE and FEH upon request.

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.
- 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: 8:00
Dismissal 3:15

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, education funding, and your school's report card. 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.

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

Student Attendance
Policy and Procedure

Early Arrival/Dismissal

Students should not arrive before 7:40 A.M.

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.

Student Pick-Up Procedure

Students must be picked up no later than **3:30 PM**. Guardians will receive **one verbal warning** and **one written warning** for late pick-up. Continued failure to pick up a student on time will result in notification to the Sheriff's Office for the child's safety.

Tardies

Students arriving after 8:05 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. Children who are absent for 7 or more days, or parts of days, within a semester will be reported to the truancy board and law authorities. 70 OK Stat § 10-105.
4. Students absent for 10 consecutive days will be unenrolled.
5. 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.
6. For more information see policy FDC upon request.

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).
- Interned 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.

Continued on following page.

Technology Resource Use by Students Continued

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.

PreK iPad Usage:

- PreK classrooms will be equipped with class iPads exclusively designated for in-class instructional purposes.
- All iPads are designated for classroom use only and must remain within the classroom premises.

Chromebook Assignment for Grades Kindergarten – 8th:

- Chromebooks will be available to all students in Kindergarten – 8th grade for the academic year 2026-2027.
- Students are required to return their assigned Chromebooks to the designated cart by the conclusion of the final academic class each day.
- In the event of an extended student absence, and upon staff discretion, a Chromebook may be temporarily borrowed overnight.
- Prior to borrowing a Chromebook and charger, students must sign the Chromebook Check-Out Agreement along with a financially responsible parent or guardian. Use electronic resources for commercial, personal purchasing, or illegal purposes,
- Students and parents bear responsibility for the proper care and maintenance of the Chromebook and its charger, including any incurred damages.
- Optional Chromebook insurance is available for $30 per student. Payment must be made in cash only. Additional coverage details will be provided at checkout.

Click here for Chromebook Insurance Policy Information

ANDERSON PUBLIC SCHOOL INTERNET SAFETY POLICY

The following is a contract between the student parent or guardian, and the school system. Please read carefully before signing.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the District or which is inappropriate for distribution to children. The District has taken available precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. However, on a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. Subject to staff supervision, technology measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways, such as short training sessions once a year, one-on-one education with individual students, and/or via educational handouts. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior.

As a student I agree to the following terms and conditions:

- I will not use the Internet for transmission of any materials in violation any federal or state regulations. Transmission of copyrighted material threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.
- I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.
- I will not give my home address, location of my school, phone number or any personal information about myself or any other student or school personnel to anyone via the Internet.
- I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.
- I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and/or network (email, chat rooms, etc.).
- I will not use the Internet in a way that would disrupt the use of the network by others.
- I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.
- The school system and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.
- If you discover any way to access unauthorized information or defeat any security measures you must inform the lab teacher immediately. You must not share any unauthorized information with any other user.
- Vandalism of any kind is prohibited.
- These terms and conditions shall be governed and interpreted in accordance with the laws of the state and the United States of America.
- I understand access to the Internet through ANDERSON PUBLIC SCHOOL is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.
- Additional information about policies EFBCA and EFBCA-R can be requested from the Superintendent or Principal.

My instructor/school sponsor has explained the terms and conditions for using the Internet to me and I agree to abide by them.

Student's Signature: _____ Date:_____

I have read the above forms and conditions and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student

Parent/Guardian's Signature: _____ Date _____

The Student Code of Conduct 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.

Operating Principles

At our school, we are committed to fostering a culture of **TROJAN PRIDE**, where:

Politeness: is at the forefront of our interactions, encouraging kindness and respect among all members of our community.
Responsibility: is embraced as we take ownership of our actions, decisions, and learning, promoting accountability and a sense of belonging.
Integrity: is upheld as we engage in honest and transparent practices, building trust and mutual respect within our school.
Dedication: to academic excellence and personal growth drives us to strive for our best, supporting one another in our educational journeys.
Empathy: is practiced daily, as we seek to understand and value the feelings and perspectives of others, creating a nurturing and inclusive atmosphere.

Together, we embody **TROJAN PRIDE** in our actions, achievements, and the positive impact we make on our school and beyond."

Student Code of Conduct

Trojan PRIDE Behavior Matrix

A behavior matrix is a simple, visual tool that clearly outlines school or classroom expectations in different settings (like the hallway, cafeteria, or playground). These matrices are important because they help students understand exactly what positive behavior looks like in each area, making expectations consistent and easy to follow.

They are effective because they:

- Promote a positive and safe learning environment
- Help reduce confusion and misbehavior
- Support students in making good choices
- Encourage accountability and consistency across all staff and settings

By teaching and reinforcing expected behaviors, behavior matrices help all students succeed—academically, socially, and emotionally.

Trojan PRIDE

	Politeness	Responsibility	Integrity	Dedication	Empathy
Hallway	• Use quiet voices • Open and hold doors for others • Stay to the right side	• Walk safely • Be mindful of time • Hands and feet to self	• Respect other's property • Be punctual	• Keep hallways clean • Respect class time • Use appropriate school language	• Be aware of surroundings • Acknowledge staff • Encourage positive interactions
Restroom	• Use quiet voices • Wait your turn • Keep the area clean	• Keep it clean • Use facilities appropriately	• Avoid vandalism • Limit time spent • Go, Flush, Wash	• Go quickly • Use the restroom during breaks • Report issues	• Respect privacy
Assembly	• Respect personal space • Clap appropriately • Enter and exit calmly	• Be attentive • Avoid distractions • Keep hands, feet, and objects to self	• Participate respectfully • Be quiet and courteous • Stay focused	• Reflect Trojan behavior at all times	• Show support and encouragement to classmates who are presenting or performing • Celebrate one another
Playground	• Take turns • Include others • Respect personal space	• Use and clean up equipment properly • Help keep the playground clean • Report problems	• Play fair • Respect other's feelings • Follow safety rules	• Stay committed to a game or activity • Practice good sportsmanship • Follow the rules of the game or activity	• Problem-solve with other students
Cafeteria	• Use a quiet voice • Line up respectfully • Say "Please" and "Thank You"	• Clean up after yourself • Eat only your food • Stay seated until dismissed	• Wait your turn • Respect others' space • Use walking feet • Line up quietly	• Eat food • Leave the area clean • Use a quiet voice	• Wait calmly in line • Notice if classmate is feeling left out or sitting alone and ask them to join your table
Dismissal	• Use quiet voices • Use walking feet • Follow the teacher's instructions	• Stay in your designated area • Keep conversations low • Listen to staff instructions	• Keep track of belongings • Keep hands, feet, and belongings to self	• Arrive on time	• Be patient waiting • Respect other's space • Say kind goodbyes or offer positive words before leaving
Classroom	• Listen actively • Use kind words • Raise your hand to speak	• Be prepared • Follow classroom rules • Actively participate • Take care of classroom materials	• Be honest • Follow instructions • Accept feedback	• Be prepared • Have all supplies ready • Complete assignments on time	• Show a caring attitude towards others feelings
Bus	• Board the bus in an orderly manner • Use a quiet voice • Be kind to other	• Stay in the assigned seat • Keep your belongings secure • Sit properly	• Keep bus clean • Avoid disruptive behavior • Remain seated	• Arrive on time • Maintain a respectful atmosphere	• Greet the bus driver • Offer your seat to someone who needs it, when appropriate

Student and Family Rights

Dress Code and School Functions

Student Appearance Guidelines

- Shorts and skirts must be mid-thigh length. Shorts/pants should not have rips on the upper thigh.
- Shirts must sufficiently cover the waistband while arms are raised. Spaghetti straps and crop tops are not allowed. Sleeveless shirts must have modest arm openings.
- Pants or shorts that are too large and sag below the hips will not be allowed.
- No hoods, hats, caps, scarves, or bandanas shall be worn inside the school building.
- Clothing that 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.
- Pajamas, pajama pants, house shoes, or other nightwear may not be worn to school unless for a specified schoolwide or classroom event.
- Appropriate shoes must be worn to school.
    - Tennis shoes are recommended for the safety of the students.
    - No cleats are allowed. Backless shoes are not recommended.
- Any questionable attire is left to the discretion of the Superintendent and/or Principal.

Dress Code violations will result in documentation and a required change of clothing. Multiple violations will result in disciplinary action.

Classroom Parties		Assemblies		Sporting Events & School Activities
*Class parties are coordinated with the teachers, so please review the classroom handbook for further information. *Families will receive notification of school parties through teacher notification. *Birthday party invitations will not be passed out at school unless every student in the class is being invited.		*Assemblies are held each week to recognize student success and showcase our monthly character trait. *From time to time, other assemblies occur, and families will be notified when necessary.		*School sporting events, activities, and PVO sponsored activities are held throughout the year. Notification regarding events will be posted on the school's website, or through electronic communication or phone calls. *All school policies, procedures, and student conduct are applicable to students during these events and activities.

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 Pride Behavior Matrix for bus expectations and Student Conduct on Buses Policy at the end of the handbook.

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

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

Buses will unload at 7:40.

They will leave the school at 3:15 to transport students home

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.

Bus Expectations can be found under Policies at the end of the Student Handbook

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

Student(s) violating the Trojan PRIDE Behavior Matrix expectations or Student Code of Conduct at Anderson School or the associated parameters resulting in a major 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 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 including vaping products.
- 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.

Beginning in the 2026-2027 school year, the district will utilize Educator's Handbook, a secure electronic student behavior and discipline management system, to document behavioral incidents, interventions, parent contacts, discipline referrals, and administrative actions. Information maintained through the system is considered part of the district's student records and is handled in accordance with applicable federal and state student privacy requirements. Parents/guardians will continue to be notified of disciplinary matters in accordance with district policy.

Cellular Devices

Anderson Public School will allow students to have cellular devices (not limited to: cell phones, smart watches, smart headphones, and smart glasses) on campus. However, the device must be turned off when they arrive in the morning and kept in their backpack until 3:15. Students will be allowed to turn their device on when they are leaving campus at the end of the day. There will be NO devices out in the building throughout the day or on the playground/common areas where students gather. If a student is seen with their device throughout the day it will be taken and kept in the office. The parent will be notified and the student can have the device back at 3:30. Repeated episodes will result in a conference between the parent, student, and school administration. We realize parents may need to contact or touch base with their child if an emergency arises during the day. Parents are asked to contact the school at 918-245-0289 and leave a message. The office will make sure information is shared with the child. If it is an extreme emergency a parent can call and the student can come to the office to receive a call.

Please review SB139 for more information on cellular devices on campus.

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 Conduct on Buses

See Student Handbook page 16

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 at 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

1. 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.

Homework Policy

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

1. Homework is used for reinforcement, make-up, and/or completion of unfinished classroom assignments.
2. 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.
3. 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.
4. All assignments should be carefully and neatly prepared and turned in on schedule.
5. 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.
6. Planned absences require planned make up work. Assignments should be gathered before you leave for your event, and the work is due the day you return to school.
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.

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.
For more inrformation see policies FL and FL-R

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.

Anderson School participates in the National School Lunch Program

Student
Breakfast.....$ 2.50
Lunch.....$ 4.00

Student Reduced
Breakfast.....$ .30
Lunch.....$ .40

Adult
Breakfast.....$ 3.00
Lunch.....$ 5.40
*Adult Guest prices are subject to change

Prices are reflective of the National School Lunch Program
This institution is an equal opportunity provider

- 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.
- 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.

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. All observations will be at the Superintendent's discretion, and if allowed, must occur within the following guidelines.

1. An administrator must accompany the parent or guardian for a period not to exceed twenty 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 made in writing and delivered to the Superintendent at least forty-eight hours prior to visiting the classroom. All observations will be at the Superintendent's discretion, and if allowed, must occur with a confidentiality release from parents or legal guardians of other children in the classroom. This is required.

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, Principal, and/or Superintendent may be necessary. If a student wishes to see the principal, 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.

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 99 degrees or above must be sent home. Parents/guardians are asked to keep students who have elevated temperatures home **36 hours AFTER the temperature returns to normal without the aid of medication.**
- Students 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 36 hours.**
- **Students who have a fever, vomit, or 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 promptly.

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 lice, regardless of the number of treatments or measures that may have been taken.

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 normally held on the second Monday of each month, at 6:00 P.M. in the school library. Agendas are posted prior to the day of the meeting on the school's main door and our website. 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.**

Anderson Public School

Title 1 Parent/School Compact Agreement

Anderson Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved student academic achievement. It describes the means by which the school and the parents will build and develop a partnership that will help achieve high academic standards.

As a student I will:

- Complete my assignments in class and turn them in on time.
- Attend school regularly.
- Ask for help when I do not understand.
- Follow school rules.
- Give my best EFFORT in all I do.
- Complete and return homework assignments in a timely manner.

As a parent I will:

- See that my child is punctual and attends school regularly.
- Support the school in its effort to maintain proper discipline.
- Establish a quiet time and place for homework and review it regularly.
- Provide the school with a way to contact me.
- Listen to my child read and let my child see me read.
- Respect the school, staff, students and families.
- Uphold Anderson Pubic School District policies according to the handbook.

As a staff member I will:

- Provide all students with high quality teaching.
- Provide a safe and challenging learning environment.
- Welcome the involvement of parents.
- Work with students who learn at different rates and in different ways.
- Communicate regularly with families about student progress in a language understood by the family.
- Work collaboratively with other professionals to ensure student success.
- Respect the school, staff, students and families.
- Attend Professional Development to increase “Best Teaching Practices.”
- Uphold Anderson Public School District policies according to the handbook.

School Board Policies

For more information on the policies and procedures outlined please see the appropriate policy as indicated. Specific policy requests can be made to the Principal or Superintendent.

- Cell Phones and Personal Digital Devices: FNG
- Student Attendance and Tardiness: FDC
- Bullying: FNCD
- Student Discipline: FO
- Student Suspension: FOD, FOD-R
- Discrimination: EGG
- Student Conduct of Buses: CN-A2

Anderson School Board	FNG

Wireless Telecommunication Devices

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been help. Students violating this rule will be disallowed from caring any wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline police, including. But not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

REFERENCE: 70 O.S. §24-101.1, et seq.
70 O.S. §24-102

THIS POLICY IS REQUIRED BY LAW.

Adoption Date:	Revision Date(s): 2/5/96, 7/21/97, 6/6/01 6/2/04, 3/20/19	Page 1 of 1

Anderson School Board	FDC

STUDENT ATTENDANCE AND TARDINESS

1. **Parents and/or guardian, or any other person having charge thereof, will notify the child's teacher concerning the cause of absenteeism.**

2. **The principal will notify the proper authorities and cause action to be taken when a parent and/or guardian to any other person having charge thereof fails to make their children attend school.**

3. **Students will 1epo1t to their respective classrooms, with the materials they will need, no earlier than 8:10 a.m., or upon arrival of the first bus.**

4. **Students who change classes arc expected to be in each class on time.**

5. **Students who must leave school early must first obtain permission in the-school office and a parent or guardian must sign a sign-out sheet.**

6. **Students are expected to be present and punctual for all classes.**

7. **Student are expected to be at school on time.**

8. **A parent or guardian will notify the child's teacher and/or principal concerning the cause of tardiness or absenteeism.**

The Anderson Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 80 days each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

Adoption Date: September 10, 2012	Revision Date(s):	Page 1 of 1

ATTENDANCE POLICY
(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. Thus, any absence from those classes represents an education loss to the student 'The board recognizes, however, that the co-curricular program of the school also has educational benefit Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to part1cipate in co-curricular activities.

The superintendent is directed to develop, for board approval, regulations that support this Policy.

In accordance with the policy of the board of education, each student in K-8 is required to attend each class a minimum of 90% of the time in order to receive credit for that class . A maximum of nine days a semester may be missed for school activities, absence by arrangement, or truancy in any one class.

Absences

Excused absence will be granted for the following reasons:

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

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

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to five days of absences by arrangement per semester;

2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.

3. In order to take an absence by arrangement, the parent, or guardian, must submit, atleast two days prior to the absence, a written request for the student to be absent. If therequest is not made as required, the absence will be treated as an unexcused absence.

4. Absence by arrange will count against a student's exemption from semester tests.

This is any absence that does not fall within one of the above categories. Work may be made up. 90% of the grade will be counted. Nine unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent Ten percent will be deducted from the student's nine-week average for each instance of truancy. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.

2. A student who is more than 30 minutes is counted absent for the period.

3. Each 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the 9-day limit may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

***REFERENCE: 38 O.S. §37**

TARDIES

1. A tardy is entry to class any time after the bell rings.
2. Students will pick up tardy slips in the office where a master tardy list will be maintained.
3. Teachers will mark all tardies the grade book and record them on grade cards.
4. Tardies are accumulumulative for each semester.
5. Written warning to student and parent after the 3rd and 6°' tardies.
6. After the 6th tardy, students will sit out 5 minutes of recess.
7. Each additional tardy, up to 9 will require that the students sit out an additional five minutes of recess.
8. If tardies exceed 3 in one semester, they will be considered as 1 day of absence for each set of 3 tardies.

EXAMPLES OF UNEXCUSED TARDIES ARE:
a. Oversleeping
b. Going to locker
c. Any other left lo discretion of administration

Examples OF EXCU SED TARDIES ARE:
a. Illness
b. Doctor appointment
c. Oversleeping because electricity is off in area of student's residence
d. Emergency at home (call from parents to verify).

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act Inappropriately are not fully, engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds If the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication it's prohibited whether or not such communication originated at school or with school equipment, if the communication Is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services In the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another st ate by administrative or judicial process for an act of using electronic communication with the intent to terrify. intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and Is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline Is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation wlth parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or correct ive action In each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6, Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14, Performing Campus-site services for the school district

HARASSMENT (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but Is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips,

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

1. Verbal, physical, or written harassment or abuse;

2. Repeated remarks of a demeaning nature;

3. Implied or explicit threats concerning one's grades, achievements, etc.;.

4. Demeaning jokes, stories, or activities directed at the student;

5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;

2. The expeditious correction of the conditions causing such harassment;

3. Establishment of adequate measures to provide confidentiality in the complaint process;

4. Initiation of appropriate corrective actions;

5. Identification and enactment of methods to prevent reoccurrence of the harassment; and

6. A process where the provisions of this policy are disseminated In writing annually to all staff and students.

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

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

THIS POLICY REQUIRED BY LAW.

STUDENT DISCIPLINE

The Anderson Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions ace necessary for the benefit of the individual and the school. The teacher in a public school has tb e same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas . Disciplinary matters concerning children of school employees will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary acti on will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offence;
The effect of the offense on other students;
Whether the offons6 is physically or mentally injurious to other people;
Whether the incident is isolated or habitual behavior;
The manifestation of a disability;
Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples aue not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2: Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10, Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

STUDENT DISCIPLINE (Cont.)

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral lo counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiri ug a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by tl1e circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

Parents, guardians, and students residing ill th.is school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in tile formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

SUSPENSION OF STUDENTS

The Superintendent has the authority to suspend students for:

1. Violations of policy or regulations

2. Possession of an intoxicating beverage, low-point beer (See policy FNCE)

3. Possession of missing or stolen property If the property Is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

4. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act (See policies FNCE and FNCGA)

5. Possession of a fi rearm shall result in out-of-school suspension of not lass than one year (See policy FNCGA)

6. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or ,damages property.

7. Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by- case basis.

Before a student ,is suspended out-of-school, the superintendent shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or In-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and Will bear the responsibility of monitoring the student's educational progress until Iha student is readmitted to school. Students suspended from school shall be ineligible to participate In extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of educations. The superintendent may delegate authority for suspensions of students to building principals.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

1. One or sex is inherently superior to another race or sex,
2. An individual, by virtue of his or her race or sex. is inherently racist, sexist or oppressive, whether consciously or unconsciously.
3. An individual should be discriminated against or *receive* adverse treatment solely or partly because of his or her race or sex,
4. Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
5. An individual's moral character is necessarily determined by his or her race or sex,
6. An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
7. Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
8. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction of activities tied to the instruction arc provided including courses, programs, instructional activities, lessons, training sessions. seminars:, professional development lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred or enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

A. Be submitted in writing, signed and dated by the complainant. including complaints: submitted through electronic mail that include electronic signatures;

B. Identify the dates the alleged discriminatory act occurred;

C. Explain the alleged violation and/or discriminatory conduct and how enumerated items: 1-8 above have been violated.

D. Include relevant information that would enable a public school to investigate the alleged violation; and

E. Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district herby designates Superintendent as the employee responsible for receiving complaints. The district will ensure that the employ« is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 918 245-0289. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive process and investigate complaints in the same manner as all other complaints: or discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within tm (10) days of resolution of the complaint the designated employee shall report the resolution to the State Department of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)

No induvial shall be retaliated against for (1) filing a complaint: (2) exercising any right or privilege conferred by or referenced within 210;10-1-23 of the Accreditation Standards: (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complain may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complain ot otherwise disclose information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S.** § 24-158
State Accreditation Standard 210:10-1-23

A POLICY ON THIS ISSUE IS REQUIRED BY THE STANDARDS OF ACCREDITATION FOR OKLAHOMA SCHOOLS

Effective July of 2021

PROHIBITION OF RACE AND SEX DISCRIMINATION INCURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20, _____ (Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,

(5) An individual's moral character is necessarily determined by his or her race or sex,

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or(

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

_____
_____
_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____
Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.

APPENDIX 2
STUDENT CONDUCT ON BUSES

TO: Parents of Transported Students

FROM: Anderson Board of Education

The school bus driver has a great responsibility. Each day the bus carries a "precious cargo" and the driver's only concern should be to see that all passengers are transported to and from school safely. Unfortunately, there are times when children (young and old) do things that cause the driver to be distracted from the job. This is dangerous and cannot be allowed. It is necessary therefore, that Student Conduct Rules and Regulations be in force and that they be followed without question. Parents must see that their child understands the importance of good behavior while riding a bus.

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when the student continues to jeopardize the safety of others. The board of education realizes that a hardship may result in having to take your child to and from school but it is sometimes necessary.

Therefore, the school system must have parents sign an agreement that their child will abide by the rules and regulations. If the rules are broken, punishment will be administered on an increased scale. Students will be given three opportunities to correct their behavioral problems. Students will have a choice of three alternatives each time. 1) Not riding the bus; 2) In-school suspension; 3) Punishment befitting the offense (for example, writing or seats will result in having to clean bus seats). On the fourth offense, the student will have no choice: he/she will no longer be allowed to ride the bus. Suspension will be for the remainder of the semester or the school year. This applies only to students in grades 5 through 12. There will be no counseling with them. They have read the rules and you have gone over it with them. Punishment will be immediate, and by the principal of the respective school.

If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspension will occur without going through the above procedure.

The bus driver accepts the responsibility of getting your child to and from school safely. Therefore, what the driver observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might interfere with the proper operation of the school bus.

For students in K through 4th grades, counseling will be provided for controlling discipline and conduct problems, with occasionally some punishment assessed after counseling fails. Only in very rare cases is it necessary to deny riding privileges to students in grades K-4.

Any student who is involved in damage to a school bus will be required to pay for the damage.

APPENDIX 2. STUDENT CONDUCT ON BUSES (Cont.)

BUS RIDER RULES

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Prior to loading, students should:

1. Be on time at the designated school bus stop.
2. Stay off the road while waiting for the bus.
3. Wait until the bus comes to a complete stop before boarding.
4. Respect other people and their property while waiting to board buses.

While on the bus, students should:

1. Keep all parts of the body inside the bus.
2. No eating or drinking.
3. No use of tobacco, alcohol, or drugs.
4. Keep the bus area clean at all times.
5. No loud talking and/or laughing.
6. Do not destroy school property (buses).
7. No tampering with bus equipment.
8. Keep aisles clear.
9. Help smaller children.
10. Do not throw objects.
11. Remain in seat while the bus is in motion.
12. No fighting or horseplay.

APPENDIX 2. STUDENT CONDUCT ON BUSES (Cont.)

13. Be courteous to fellow students and the bus driver.

14. Remain quiet when approaching a railroad crossing stop.

15. Remain in the bus during road emergencies except when instructed otherwise by an adult.

After leaving the bus, students should:

1. Before crossing the road, go ten feet in front of the bus. Stop, Look, and Listen and wait for bus driver's signal to cross.

2. Notify the principal in writing if you are going to be discharged at places other than your regular bus stop.

Extracurricular Trips

1. The above rules and regulations will be applied to all school-sponsored functions.

2. A sponsor will be appointed by the Superintendent.

TIPS FOR SAFE SCHOOL BUS RIDING

For a safe and enjoyable ride to and from school, follow these rules:

1. Leave home early enough to arrive at your bus stop on time.

2. Wait for your bus in a safe place well off the roadway.

3. Enter your bus in an orderly manner and take your seat.

4. Follow the instructions of your school bus driver or bus patrol.

5. Remain in your seat while your bus is in motion.

6. Keep your head and arms inside the bus at all times.

7. Keep aisles clear at all times.

8. Remain quiet and orderly.

9. Be courteous to your school bus driver and fellow passengers.

10. Be alert to traffic when leaving the bus.

APPENDIX 2. STUDENT CONDUCT ON BUSES (Cont.)

PLEASE COMPLETE THE FORM BELOW. IN ORDER TO RIDE THE SCHOOL BUS, THIS FORM MUST BE RETURNED WITHIN THE FIRST TWO WEEKS OF SCHOOL.

(Turn in the form to your teacher, bus driver, or principal. Form may be included in student handbook with the Bus Rider Rules.)

To the Anderson Public School System:

We have read and discussed with our child(ren) the school bus policy and rules.

We agree with the school system that these rules should be in force and that any student who cannot abide by these simple rules should be disciplined and/or counseled with according to the school's policy.

As parents, we ask that the school contact us by telephone or written letter each time our children are involved in incidents so that we might further counsel our child(ren) on proper bus conduct.

Sincerely,

_____
Parent's Signature

_____
Date Phone Number

Please write in the names and grade of each child in your family who will ride the school bus. This statement will be in effect for the current school year.

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____

_____ Grade _____