

# Anderson School



HOME OF THE TROJANS!

**Student and Family Handbook  
2022-2023**



## **ANDERSON PUBLIC SCHOOL**

2195 Anderson Rd.  
Sand Springs, Ok 74063

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*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**

Kristen Duncan  
Sharon Quimby  
Melissa McClain

#### **Administration**

Tod Williams Superintendent  
Kayre Pryor, Principal

# ANDERSON TROJANS

Begin 7:45

End 3:15

## 2022 - 2023

| August 2022    |    |    |    |    |
|----------------|----|----|----|----|
| M              | T  | W  | TH | F  |
| 1              | 2  | 3  | 4  | 5  |
| 8              | 9  | 10 | 11 | 12 |
| 15             | 16 | 17 | 18 | 19 |
| 22             | 23 | 24 | 25 | 26 |
| 29             | 30 | 31 |    |    |
| September 2022 |    |    |    |    |
| M              | T  | W  | TH | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |
| October 2022   |    |    |    |    |
| M              | T  | W  | TH | F  |
| 3              | 4  | 5  | 6  | 7  |
| 10             | 11 | 12 | 13 | 14 |
| 17             | 18 | 19 | 20 | 21 |
| 24             | 25 | 26 | 27 | 28 |
| 31             |    |    |    |    |
| November 2022  |    |    |    |    |
| M              | T  | W  | TH | F  |
|                | 1  | 2  | 3  | 4  |
| 7              | 8  | 9  | 10 | 11 |
| 14             | 15 | 16 | 17 | 18 |
| 21             | 22 | 23 | 24 | 25 |
| 28             | 29 | 30 |    |    |
| December 2022  |    |    |    |    |
| M              | T  | W  | TH | F  |
|                |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  |
| 12             | 13 | 14 | 15 | 16 |
| 19             | 20 | 21 | 22 | 23 |
| 26             | 27 | 28 | 29 | 30 |

|                             |                |
|-----------------------------|----------------|
| Professional Days           | Aug. 8 & 9     |
| Meet & Greet 4:00-7:00 pm   | Aug. 9         |
| All Students Report         | Aug. 10        |
| Early Release @ 1 pm        | Aug. 26        |
| No School (Labor Day)       | Sept. 5        |
| Progress Reports            | Sept. 13       |
| Early Release @ 1 pm        | Sept. 30       |
| First Qtr Ends              | Oct. 7         |
| Report Cards                | Oct. 10        |
| P/T Conf. 3:30 - 7:00 pm    | Oct. 11, 13    |
| No School (Fall Break)      | Oct. 14 - 21   |
| Early Release @ 1 pm        | Oct. 28        |
| Early Release @ 1 pm        | Nov. 18        |
| No School (Thanksgiving)    | Nov. 21-25     |
| Second Qtr Ends             | Dec. 16        |
| Early Release @ 1 pm        | Dec. 16        |
| Winter Break                | Dec. 19-Jan. 2 |
| No School                   | Jan. 2         |
| Report Cards                | Jan. 6         |
| Prof. Dev. (MLK Day)        | Jan. 16        |
| Early Release @ 1 pm        | Jan. 27        |
| Progress Reports            | Feb. 6         |
| P/T Conf. 3:30 - 7:00 pm    | Feb. 14, 16    |
| No School                   | Feb. 17        |
| No School (President's Day) | Feb. 20        |
| Early Release @ 1 pm        | Feb. 24        |
| 3rd Qtr Ends                | Mar. 3         |
| Report Cards                | Mar. 9         |
| No School (Spring Break)    | Mar. 10 - 17   |
| Early Release @ 1 pm        | Mar. 24        |
| No School                   | Apr. 7, 10     |
| Early Release @ 1 pm        | Apr. 28        |
| 8th Grade Graduation        | May 9          |
| Field Day                   | May 11         |
| Last Day of Classes         | May 12         |

| January 2023  |    |    |    |    |
|---------------|----|----|----|----|
| M             | T  | W  | TH | F  |
| 2             | 3  | 4  | 5  | 6  |
| 9             | 10 | 11 | 12 | 13 |
| 16            | 17 | 18 | 19 | 20 |
| 23            | 24 | 25 | 26 | 27 |
| 30            | 31 |    |    |    |
| February 2023 |    |    |    |    |
| M             | T  | W  | TH | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 |    |    |    |
| March 2023    |    |    |    |    |
| M             | T  | W  | TH | F  |
|               |    | 1  | 2  | 3  |
| 6             | 7  | 8  | 9  | 10 |
| 13            | 14 | 15 | 16 | 17 |
| 20            | 21 | 22 | 23 | 24 |
| 27            | 28 | 29 | 30 | 31 |
| April 2023    |    |    |    |    |
| M             | T  | W  | TH | F  |
| 3             | 4  | 5  | 6  | 7  |
| 10            | 11 | 12 | 13 | 14 |
| 17            | 18 | 19 | 20 | 21 |
| 24            | 25 | 26 | 27 | 28 |
|               |    |    |    |    |
| May 2023      |    |    |    |    |
| M             | T  | W  | TH | F  |
| 1             | 2  | 3  | 4  | 5  |
| 8             | 9  | 10 | 11 | 12 |
| 15            | 16 | 17 | 18 | 19 |
| 22            | 23 | 24 | 25 | 26 |
| 29            | 30 | 31 |    |    |

|  |                             |
|--|-----------------------------|
|  | Classes Begin / End         |
|  | Prof. Days (No School)      |
|  | Holiday / Break (No School) |
|  | Parent / Teacher Conf.      |
|  | Board Meeting               |
|  | Early Release 1 pm          |

Revised Board Approved Calendar 7/11/22

Days to Hours Calculation

| Quarter           | Days Taught |
|-------------------|-------------|
| Aug. 10 - Oct. 7  | 42          |
| Oct. 10 - Dec. 16 | 40          |
| Jan. 3 - Mar. 3   | 42          |
| Mar. 6 - May 13   | 42          |
| First Sem.        | 82          |
| Second Sem.       | 84          |
| Total             | 166         |

| Prof. Days |
|------------|
| 2          |
| 1          |
| 1          |
| 1          |
|            |
|            |
| 5          |



## 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

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

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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

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## 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

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- 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

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### School Day

Start time: 7:45  
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 arriving before 7:45 A.M. must wait outside.

**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 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. 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 7 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 is continuous throughout the day and students will be held accountable for that work.

For more information see policy FDC upon request.



## Student Technology Technology Resource Use by Students

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



## Student Code of Conduct

# Bus Expectations and Procedures

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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 7:45.  
They will leave the school at 3:15 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



**Myself**

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, vaping products or vaping devices, alcohol, drugs, or weapons to school.



**Others**

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.



**Learning**

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



**Property**

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

**GOTCHA!!!**

*You were caught showing RESPECT!!*

Student \_\_\_\_\_

Staff \_\_\_\_\_

**Be KIND**

**Be HONEST**

**Be YOUR BEST!!**

**SHIELD OF SUCCESS**

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     |   | Other _____                             |                         |
| Special _____     | <b>Classroom or Administrative Decision</b> |   |                         |
| Other _____       | Loss of privilege *Define in Comments       | Individualized instruction              |                         |
|                   | 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

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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 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.



## Student Academics Progress, Programs, and Policy

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### 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
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

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### **Cell Phones**

Anderson Public School will allow students to have cell phones on campus. However, the cell phone must be turned off when they arrive in the morning and kept in their backpack until 3:30. Students will be allowed to turn their device on when they are leaving campus at the end of the day. There will be NO phones out in the building throughout the day or on the playground/common areas where students gather. If a student is seen with their cell phone throughout the day it will be taken and kept in the office. The parent will be notified and the student can have the cell phone 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 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.

### **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 pages 34-37



## **Student Academics Homework Policy**

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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.



## 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.  
For more information 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.





## Student and Family Rights

# Dress Code and School Functions

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### Student Appearance Guidelines

- Shorts and skirts must be mid-thigh length. Spaghetti-strap tank 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 hats, caps, scarves, or bandanas shall be worn inside the school building.
- Shirts must cover the waistband while arms are raised.
- 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 or cleats are allowed. Backless shoes are not recommended
- 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 each month.</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, or through electronic communication or phone calls.</p> <p>*All school policies, procedures, and student conduct are applicable to students during these events and activities.</p> |



## Student and Family Rights **ESSA and School Board**

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### **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 School participates in the National School Lunch Program

### **Student**

Breakfast.....\$ 1.55

Lunch.....\$ 2.55

### **Student Reduced**

Breakfast.....\$ .30

Lunch.....\$.40

### **Adult**

Breakfast.....\$ 2.00

Lunch.....\$ 4.25

**\*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.



## Student Information

# School Visitors and Observations

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### 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.



## Student Information Conferences & General Information

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### 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.



## Student Health Medications, Illness, and Head Lice

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### 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.**
- 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 36 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 in a timely manner.

### 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.





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.**



## Anderson Public School Title 1 Parent/School Compact Agreement

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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.
- 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.



## Anderson Public School Internet Safety Policy

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### 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 \_\_\_\_\_

## **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 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.

A "course" shall include any program or activity where instruction or activities tied to the instruction are 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 of 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 hereby designates Superintendent as the employee responsible for receiving complaints. The district will ensure that the employee 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 of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (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 individual 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 complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses 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 IN  
CURRICULUM 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:

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**PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't**

The district may interview the following individuals:

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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 on 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





## Anderson Public School Internet Safety Policy

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

\*Student Surveys/HATCH Amendment: EK-R1

\*Parent Bill of Rights: EHBDBA

\*Dress Code: FNCA

\*Student Discipline: FO

\*Student Suspension: FOD, FOD-R

\*Student Searches: FNF

\*Cell Phones and Personal Digital Devices: FNG

\*Student Drug Testing: FNCFD

\*Extracurricular Activities: FMA