

**GUYMON ELEMENTARY SCHOOLS
PARENT/STUDENT HANDBOOK**

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PARENT STUDENT HANDBOOK

Dear Parents,

Your children are our community's most valuable treasure, and we, as a school, feel our responsibilities to those children. It is our desire to provide your child a safe and secure environment conducive to learning, in order to allow each child to achieve their maximum potential. We desire to provide a nurturing academic setting for each child to learn and thrive.

We look forward to the opportunities of this school year. A partnership between school and home is essential for the children to achieve their best, and we are anticipating a year of productive partnership with each of our families. We share your desire and concern that your child's best interests and well-being be foremost, and look forward to working together with you.

This handbook has been provided as a tool for you and your student. We trust it will be helpful and make for a smooth school year. It is our effort as a school to communicate and explain those items which each family and teacher may have questions on.

We thank you for your support of the school. We have an outstanding staff who care deeply about your child's future. We guard the trust you grant us carefully and look forward to an exciting year.

Mission Statement

It is the philosophy of Guymon Public Schools that all students can learn, although it may be at different rates, in different modalities, and at different levels. It is the mission of Guymon Public Schools to provide educational experiences and learning climates which will insure that each student is competent in mandated Priority Academic Student Skills, and which will enhance each student's opportunity to be a productive, well-prepared citizen.

We Believe In School Spirit

School spirit includes courtesy, respect, and pride. Courtesy and respect should be shown toward staff, students, and property. Pride should be shown in all we do in and around school. We will strive for and be supportive of excellence in ourselves and others.

School Colors

Mascot

Orange and Black

Tiger

Age

Pre-Kindergarten children must be four years old on or before September 1 to enroll.

Kindergarten children must be five years old on or before September 1 to enroll.

First grade children must be at least six years old on or before September 1 to enroll.

Schools

Guymon Public Schools consist of the following:

Administration	801 N. Beaver	338-4340
Senior High	1900 N. James	338-4350
Junior High	700 N. James	338-4360
Academy Elementary	7 th and Academy	338-4370
Academy "C" Elementary	6 th and James	338-4380
Homer Long Elementary	1500 N Beaver	338-4380
Northeast Elementary	220 Medical Dr.	338-4380
North Park Elementary	1400 North Crumley	338-4390
Carrier Elementary	103 N Perkins	338-0420 or 338-0460
Salyer Elementary	211 N.E 1 st and Ellison	338-0420 or 338-0460
Prairie Elementary	1501 E. Hwy 3	338-0420 or 338-0460
Food Service	700 N. James	338-4385
Special Ed Office	712 N.Academy	338-7230
ELL Office	712 N Academy	338-7230 Ext. 272
Bus Barn	8 th and Sunset Lane	468-1300

Children will attend the school within their attendance zone according to the district map. However, in the case an overload exists in some particular room, assignments of some of these children to another school will be necessary.

School Hours PreK--6th grade

The regular time for school to begin is 8:20 a.m. Children should not arrive before 7:50 a.m. unless participating in extended day or extra-curricular activities.

Children eating breakfast may enter the cafeteria at 7:50 a.m. Dismissal time varies per site between 3:00 – 3:20 p.m. Please check with your school for exact dismissal time. Children should report home immediately after dismissal.

The morning Pre-Kindergarten session is from 8:20 a.m. to 11:10 a.m.

The afternoon Pre-Kindergarten session is from 12:20 p.m. to 3:10 p.m.

(Students in afternoon Pre-Kindergarten should not arrive before 12:15 p.m.)

Children are not supervised before 8:00 a.m. or after 3:30 p.m. (unless participating in extended day or extra-curricular activities). Please make sure transportation is provided promptly.

Habitual lateness will be referred to the Department of Human Services. Students will not be allowed to walk home during school hours for any reason.

Check-Out Forms

The check-out forms that are used at all PreK-6 sites do not apply to after school pick up, or the

need for the school to contact someone to pick up a student in the case of illness during school hours.

School Calendar and Attendance

A printed calendar will be provided for each child with all holidays and significant dates for the school year. Please keep this reference handy and plan family activities so regular attendance for all students will be possible.

Regular and punctual attendance is required for all pupils enrolled in school. No other single factor does more to aid student progress than regular attendance. However, children should not be sent to school when ill, have a temperature, have a rash from a contagious disease, have head lice, have a skin infection, or any other symptoms of illness that could be spread to other students.

When a child must be absent, the parent or guardian should call the principal's office giving cause, and making arrangements for picking up make up work. You may call 338-4370 for Academy. Academy "C", Homer Long and Northeast call 338-4380. Carrier, Salyer, and Prairie call 338-0420 or 338-0460. North Park Elementary phone number is 338-4390. Teachers appreciate make up work being turned in as soon as possible. Your student has one day for every day absent, plus one day, to turn in this work. Example: If your student is absent three days, the make up work is due four days after returning to school, at the latest. **Students turning in work after this time frame will receive no credit.** Parent/Guardian wishing to pick-up homework should call before 9:00 a.m. and pick-up assignments between 3:30 p.m. – 4:00 p.m.

If you know your child is going to be absent ahead of time, make-up work should be turned in before leaving.

A child who arrives after 10:00 a.m. will be counted present one-half of a day. A child who leaves school before 2:00 p.m. will be counted present one-half of a day.

Unexcused absences may be given if there is no contact to the school office by a parent or guardian. After the fourth (4th) day of consecutive absences, a doctor's note must be presented to the school office.

Guymon Public School functions in accordance with school board policy attendance rule. If a child is absent for more than twenty (20) days during a school year, credit will not be issued. These days include excused and non-excused absences. A review committee made up of an administrator, counselor, and teachers may make exceptions to this policy in extreme circumstances.

PLEASE SEE SCHOOL POLICY FDC-R2 (page 6a) and FDC-R (page 6b)

Parents will be notified when their child misses five (5) days of school, again at ten (10) days, and when they exceed the twenty (20) day policy. Notification of poor attendance to the proper

authorities will be made in this same manner.

Students achieving perfect attendance will receive an award. In order to be eligible for perfect attendance, students must not have any absences or tardies.

5th and 6th grades: Excessive tardiness can result in an assignment to In-School Detention (ISD).

Report Cards and Parent Teacher Conferences

Report cards will be given out each 9-week period. Parents should sign and return cards. At the end of the first and third periods parents will pick up the report card at a parent/teacher conference. Your child's teacher will schedule a conference time.

Frequent visits with your child's teacher help you understand what your child is doing in school.

Please make appointments by telephone or by note, so that the teacher may have your child's records and school work available for discussion.

Please do not attempt to confer with teachers during class time because they are busy with classroom activities. Students will not be removed from class to accept messages. Messages will be delivered at a time least disruptive to instruction.

Grade Scale

90-100=A	70-79=C	64 & below=F
80-89=B	65-69=D	

Homework

Homework is usually unfinished classwork, extensions of classroom instruction, or preparation for a test. It is the responsibility of the student, under parent supervision, to complete and return this work. **Failure to return homework will result in disciplinary action.**

Promotion and Retention

Skills Based: Kindergarten and 1st Grade retention will be based on portfolio assessment and classroom performance. In accordance with mandates under H.B. 1017, students in grades one through eight must achieve a grade average of 65% or higher in each of three or more major courses of study to be promoted to the next higher grade. The major courses of study are math, reading, English, science, and social studies. Parents will be notified of any recommendation for retention. A copy of such request will be included in the permanent record of the student. Any appeal to this process must be made through the Guymon Board of Education.

Reading Sufficiency Act /H.B. 1621

The State of Oklahoma requires that each K-3 student be assessed using multiple, ongoing assessments. Students found not to be ready at the appropriate grade level are provided a reading assessment plan, which includes a program of instruction in reading designed to bring the student's reading skills up to grade level.

Students not determined to be on level in the third grade are to attend a Summer Reading Academy/S.B. 966. According to the law, students must attend 80% of the session to be eligible to attend 4th grade. If they miss more than 20% they will be retained.

Medical Treatment and Medication

Basic first aid in case of injury is administered. If serious illness or injury occurs to your student

while at school, an attempt will be made to contact the parent/guardian and school nurse. If unable to locate the parent/guardian, the emergency number given on the enrollment card will be called. If unable to locate either, 911 will be called. In extreme emergencies 911 will be called immediately.

If your student has a chronic disease (epilepsy, diabetes, attention deficit disorder/attention hyperactive disorder, or asthma) and must take medication at school, the parent/guardian must obtain, fill out and sign a medication release form, get a doctor's statement (for each medication), and provide the medication. This form is available in the office of your school. The returned form and the medication will be kept in the office.

**PLEASE READ THE MEDICINES AT SCHOOL POLICY
FOR MORE DETAILED INFORMATION.**

Immunizations

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. In accordance with Oklahoma law, every school-age child must have the following:

Children entering kindergarten through grade 6:

- 5 doses of DTP/DTaP (unless the fourth DTP/DTaP was received after the fourth birthday)
- 4 doses of Polio (unless the third dose was received after the fourth birthday)
- 2 MMR
- 2 doses of Hepatitis A
- 3 doses of Hepatitis B
- 1 dose of Varicella (Chickenpox) or a parent's written statement of history of the disease is accepted.

The completion of these vaccines from start to finish is a minimum of 6 months. **START NOW!**

All children transferring from other school districts of other states are also required to have these immunizations.

It is the parents' responsibility to follow up and finish the series of immunizations. This is monitored closely, and your student will not be allowed to attend school if an immunization is due.

STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS.

**MEDICINES AT SCHOOL POLICY
TO BE PUT IN ALL HANDBOOKS IN GUYMON PUBLIC SCHOOL DISTRICT**

The _____ (name of school)_____ will follow the guidelines set forth by the Guymon Board of Education. Only medications for the students with chronic illnesses, who are prescribed medication by a licensed physician will be administered. Over the counter medications (such as Tylenol or cough drops for example) will not be issued or administered by the school or its employees. Parents/guardians must provide and administer over the counter medications to their own children. Prescribed medications to be administered by the school to the student must be brought to the school by the parent/guardian in its original container. Directions for administering the medication must be clearly printed on the side of the prescription bottle from a pharmacy. If the child has an inhaler, the label must be present on the inhaler. The school will not administer the medication until the “Request for Medication to Be Taken at School” form is fully completed; meaning both the parent permission and physician statement are both completely filled out and dated for the current school year. Only those employees who have completed the medication administration training yearly will be able to give medications.

**POLITICA ESCOLAR DE MEDICINAS
PARA PONER EN TODOS LOS MANUALES DEL DISTRITO ESCOLAR DE LAS
ESCUELAS PUBLICAS EN GUYMON**

El _____ (nombre de la escuela)_____ seguirá las reglas puestas por la Mesa Directiva de Educacion. Solamente se administrará medicina a los estudiantes con condiciones crónicas, que fueron prescritas por un medico. Medicinas (como tylenol o pastillas para la toz) no se pueden administrar por la escuela o sus empleados. Padres/ o tutores legales deben proveer y administrar tales medicinas a sus propios hijos. Medicamento prescrito que debe administrado por la escuela al estudiante se deberá traer a la escuela pro el padre en su contenedor original. Instrucciones para administrar el medicamento deben estar claros e impresos en el contenedor por la farmacia. Si el estudiante tiene un inhalador, la etiqueta deberá estar puesto en el inhalador. La escuela no administrará medicamento hasta que la forma “Requisición para tomar medicina en la escuela” esté completamente lleno; lo cual significa que ambos padres y medico hayan llenado la forma y anotado la fecha escolar. Solamente los empleados que hayan completado el entrenamiento anual sobre como administrar medicamento podrán hacerlo.

Deciding when your child is too ill to go to school can be difficult. This decision is made more difficult due to our 10 day a semester absence rule. However, in order for your child to be available for learning, and to control communicable illnesses in school, it is important to keep your child home for the following reasons:

- **Fever Above 100 Degrees Fahrenheit** – Your child should be fever free, and off of **all** fever reducing medications for 24 hours before he/she returns to school. Please do not give your child medication to treat a fever and then send him/her to school. This exposes everyone to whatever illness your child may have.
- **Sore Throat or Tonsillitis** – A minor sore throat is not a problem, however if your child has a severe sore throat with enlarged tonsils please keep them home and contact your health care provider. If your child is diagnosed with Strep Throat, they may return to school 24 hours after they begin antibiotic treatment.
- **Spots/Rash** – Do not send your child to school with a rash until your health care provider has said that it is okay to do so. The child will need to bring a note from a doctor stating that he/she is okay to return to school. Children with ringworm, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if at all possible.
- **Severe Cough/Cold Symptoms** – Children with severe coughs need to stay home and possibly see their health care provider.
- **Red/Pink Eye and/or Drainage** – If your child’s eye is red, swollen, and/or has yellow/green drainage then your child needs to stay home from school. Your child may return to school when the eye is clear or 24 hours after beginning treatment from your health care provider. Please bring a note from your health care provider stating that your child is okay to return to school.
- **Vomiting and/or Diarrhea** – Your child should stay home until the illness is over, and for 24 hours after the last episode without medications.
- **Head Lice** – Student must be treated per our school policy (please contact the school) and checked by one of the school nurses before returning.

Remember to call the school every day that your child is absent. If your child does go to see their health care provider during their absence, please bring a note to the school so that they can be excused. Make sure the school has your current contact information in case your child becomes ill or is injured at school. If you have any questions you may contact your child’s school nurse.

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Visitors

Visitors are always welcome at school. **All visitors must check in at the office before going to**

the classroom. Parents are urged to keep in close touch with their child's progress by frequent visits. However, kindergarten and first grade pupils adjust more rapidly if NO VISITORS are present the first four weeks. Please do not remain with your child the first full day of classes. **STUDENTS NOT ENROLLED IN GUYMON PUBLIC SCHOOLS ARE NOT ALLOWED TO ATTEND CLASS.**

Parent Orientation

All parents are encouraged to attend the Parent Orientation at the beginning of the school year. This is a time to meet your child's teachers and learn what will be expected of your child during the year.

Library

We encourage students to read for pleasure. Each student can check out library books from the library. Students are responsible for books checked out in their name. Lost or damaged books must be paid for. If lost books are found and returned, reimbursement of payment for these books may be made only during the same semester.

Dress Code

The basic design for school dress is one, which emphasizes neatness, cleanliness, modesty, and safety. Students must understand that school is a place of serious business, and their attitude toward schoolwork is often reflected in their choice of clothing. The following guidelines are in effect for Guymon Elementary Schools:

1. Skirts, dresses, shorts, and culottes are to be **mid-thigh or below**. Blue jeans are acceptable. Biker shorts, tights, leggings may be worn **if outside** garment meets dress code policy.
2. Tank tops or tops with spaghetti straps may be worn with shirts under or over them. Under garments must not show or be worn as an outer garment.
3. Any form of dress or hair style which is considered contrary to good hygiene, or which is destructive or disruptive in appearance, or detrimental to the purpose or conduct of the school **will not be permitted**.
4. Low cut shirts or blouses will not be worn. No sleeveless or see through tops are allowed. Midriffs or short shirts that reveal the stomach or back are not allowed. Shirts must be tucked in if they are excessively long.
5. Printed tee shirts, which advertise alcoholic beverages, tobacco products, or drugs; have pictorial designs or printed phrases that are sexually suggestive; have obscene connotations; and/or have a double meaning or innuendos; or are related to gang activity cannot be worn at school. (This includes printed text on the student's pant bottom).
6. Clothing must be clean and not torn, cut, mutilated, sloppy, or saggy regardless of current styles (this includes pajamas). **Trousers must be worn at the waistline. Never should student's underwear be exposed at anytime.**
7. Both boys and girls must wear appropriate footwear. Elementary (PreK-6) are not allowed to wear the following: Flip-flops, open toed, open heeled and spiked or cleated soles may not be worn. Roller skate shoes may not be worn

(NO HEELYS).

8. Hats, caps, headbands or scarves must not be worn inside the building.
9. Students may NOT wear watch or wallet chains, long tailed belts, or non-prescription sunglasses or contacts.
10. To ensure the safety of all children at play, only stud or post earrings may be worn. All jewelry worn should be appropriate for school attendance and not pose a threat to the safety of other students.

Parents/Guardians will be contacted and asked to bring an acceptable change of clothing if these guidelines are not followed.

STUDENT APPEARANCE VIOLATION: A student found to be in violation of the dress code will be required to change the article of clothing. The violation will be documented, and the parent/guardian will be notified. If changing the article of clothing to conform to the dress code requires a student to miss time from class, the absence will be recorded as unexcused, and the student will be required to work with the teacher to make-up for time lost in class.

Physical Education Dress Code: On P.E. day students **must** wear appropriate athletic footwear.

Student Code of Conduct

Students are expected to behave in a manner which is acceptable to students, teachers, administrators, and society in general. Students are under the authority of the principal, teachers, and support staff.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is therefore of the utmost importance for the teacher to communicate with the parent in securing their help, support, and cooperation. Parents will be contacted by the school concerning disciplinary actions administered by school officials.

Student Rules of Conduct

- ◆ Students are not to threaten, intimidate, or cause bodily harm to any school employee or any student. Fighting will not be tolerated. Police can and will be called if needed and can result in school suspension.
- ◆ Students are not to throw dangerous or inappropriate objects.
- ◆ Students should always have teacher permission to leave classrooms.
- ◆ Students should not run in halls or classrooms, and noise levels should be kept to a minimum.
- ◆ Students will not use, possess, or distribute tobacco, alcohol, or drugs in the building and/or school property (to include bus and bus stops). This also includes school activities.
- ◆ Students are not to have in their possession matches, lighters, knives, weapons, ammunition, or nuisance items (yo-yo's, homemade sling shots, dart guns, etc.).

- ◆ Students should never leave the school grounds without proper permission.
- ◆ Students must not use foul language, gestures or sexually suggestive language or behavior.
- ◆ Students are not to vandalize, damage, or steal property.
- ◆ Students are expected to be on time for all classes unless officially excused.
- ◆ Students are not to bring gum or candy to school unless permission has been given.
- ◆ Students are to do their own work. Cheating will not be tolerated.
- ◆ Students are to be in compliance with the dress code.
- ◆ Students will not use gang-related hand signs or written expression.
- ◆ Any hand-held electronic devices not conducive to learning will **not** be allowed.
For example:
 - cell phone
 - pagers
 - cameras
 - hand-held gaming device

SUSPENSIONS:

Consequences for repeated rule violations could result in the following:

Corporal Punishment: Includes up to three (3) swats by a school administrator with parent permission.

Students who complete assigned work during out-of-school suspension, will return their work no later than the first returning day following completion of suspension. Assignments not returned will receive a zero. Tests should be made up by arrangement with individual teachers.

Out-of-School Suspension: This is a suspension whereby a student is excluded from attending school activities, or being on school grounds for a designated period of time. Students suspended out-of-school have the right to appeal the decision of the administration directly to the Superintendent. An education plan will be provided for students.

Written notice of a request for an appeal hearing with the Board of Education shall be received by the district Superintendent within three (3) business days of receipt of the suspension notice. (O.S.S.70-488)

In-School Suspension/Detention (I.S.S./I.S.D): Cannot be appealed by parents. It is a program designed to remove a student from their regular classroom on a temporary basis generally due to chronic classroom misbehavior or other serious concerns which normal discipline action has not corrected. This program is also intended to isolate the student from their social peers to minimize any peer pressure which may be affecting their behavior.

DISCIPLINARY ACTIONS

BEHAVIOR PROBLEMS - - PREVENTION

Prevention is the name of the game. There is a desperate need for personal communication between parents and children.

Suggestions for parents:

HAVE A PARENT/STUDENT CONFERENCE EVERY DAY!

- * Listen to your children!
- * Hear their needs!
- * Be positive!
- * Be honest!
- * Discipline when necessary!

Don't depend on efforts from outside the home. Only you can communicate effectively within your family situation.

We reserve the right to refer a student to the appropriate community agency. **POLICY ON DISCIPLINE AND CONTROL**

DISCIPLINE:

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district.

All students enrolled in the Guymon Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school or school-sponsored activities, or while being transported to or from school or school sponsored activities in district-owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any authorized school personnel and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

(See page 11)

Discipline Plans

Guymon Elementary Schools have adopted assertive discipline plans appropriate for each grade.

Based on the idea that all children in the classroom have the right to learn and should do nothing to keep teachers from teaching and children from learning, rules and consequences have been adopted. A copy of these rules will be provided by your child's teacher.

Searches

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Locks will not be permitted on the lockers of elementary school students. Police or school personnel have the right to search persons or property with reasonable suspicion.

Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any object that can be considered a weapon. Each incident involving a weapon or dangerous instrument will be subject to the appropriate Oklahoma Statutes. Students aware of weapons on campus should report this to teachers or the principal. Reporters will remain anonymous. Any weapon confiscated will be turned over to the proper authorities.

Gang Activity

It is the policy of Guymon Public Schools that membership in secret fraternities, sororities, clubs, or gangs not sponsored by established agencies or organizations are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang activity will be subject to disciplinary action.

Telephone

Children will be allowed use of the telephone in EMERGENCY SITUATIONS ONLY. Calling home for permission for non-emergency situations will not be permitted. **An understanding of what the child is doing after school should be made before coming to school.** Any change in after-school transportation MUST be accompanied by a note or parent phone call.

Lunch and Breakfast

Guymon Elementary Schools provide lunch and breakfast programs. Prices are available at your child's school. Forms will be provided to every family concerning eligibility requirements for free and reduced meals. **After five (5) unpaid lunches, students will no longer be allowed to charge school lunch.** When lunches are paid, the student may eat school lunch. Carbonated beverages are not allowed. Students must eat either a school lunch or sack lunch from home. **We don't recommend commercially produced food from retail sources. This includes fast food restaurants.** Please contact Food Service Office to make arrangements for unpaid lunches at 338-4385. There will be no lunch charges after April 1st of each school year.

Closed Campus

We have a closed campus for students at Guymon Elementary Schools. This means students are to remain at school during school hours and their lunch period. Parents/ Guardians wishing to

take their child out of school during regular school hours will need to report to the office and sign their child out. Students not returning to their class directly after lunch will be counted absent or tardy.

Going Home Promptly

Students will leave the premises of the school after school is dismissed unless otherwise directed by a teacher or school official.

Activity Tickets

An activity ticket is available for the entire year for all children wishing to purchase one. The activity ticket does not cover district tournament games.

Rules for Home Football Games:

1. Be a good citizen.
2. Be careful/courteous to others.
3. Don't play on the track.
4. Don't sit on the wall.
5. Don't climb on the hill.
6. Don't throw rocks.
7. Don't run in the concession area (top of bleachers).
8. No throwing of objects.
9. No running behind press box.
10. Follow instructions of your parents, police or school personnel.

Consequences of breaking a rule:

1. The student activity ticket will be removed.
2. The student will be asked to leave the game.

Inappropriate behavior at a school function will result in the loss of an activity ticket and any other action found necessary.

Room Parties

Two dates are set each year for room parties: Christmas and Valentine's Day. We try to hold other activities to a minimum because of our full schedule.

Birthday treats are allowed. **Parents should notify the teacher at least one day in advance if they plan to send treats.**

Surprise parties for students are not allowed. Surprise parties for school personnel must be cleared by the building principal.

Flowers, Balloons, and Gifts

Flowers, balloons, and gifts will not be accepted from any individual or florist for delivery to any student attending Guymon Public Schools. They cannot be left in the office for students to pick up.

Homecoming mums or garters cannot be worn during school hours.

Toys and Valuables

Please do not allow your child to bring toys, trading cards, yo-yos, electronic items, or large amounts of money from home to school. We are not responsible if these should be lost, broken, or stolen.

Weather

It will be the policy of the Guymon Schools to be open every day it is possible. Parents are urged to use their own judgment in sending their children to school when the safety of the child is involved. Drivers of school vehicles will use their own judgment whether to make the route during bad weather. Local radio stations will announce school closings because of weather. Please listen to radio (KGYN 1210 AM) or KSMM-FM 101.5 La Mexicana) for information instead of calling the school. Early dismissal may be a possibility.

Storms

Every precaution will be taken to protect children in case of severe weather during school hours. Parents concerned about the safety of their children during a storm should feel free to come for them any time at school. However, **DO NOT TELEPHONE DURING A STORM**. The phone lines need to remain open.

Moving

If it becomes necessary for your child to transfer out of Guymon Schools during the school term, you must complete a check out sheet through the principal's office. This information facilitates enrollment at another school. If it becomes necessary to attend another school in the Guymon system, the transfer must be approved by the principal before making the change. School officials must be given twenty-four (24) hours notice prior to checkout procedures.

Special Education

Individualized programs are provided for target students who qualify for Special Education: English Language Learning (ELL), Gifted and Talented Education (GATE), Title I, and Proficiency Based Promotion. For more information contact the principal.

Band, Choir, and School Programs

A balanced curriculum is offered to all elementary students including the arts and physical education. Choir and band are elective offerings for 6th graders. Various programs will be presented at different times throughout the year. Parents are welcomed and encouraged to attend.

Safety

The safety of children coming to school, while at school and on the way home is always of great concern to us. We have safety units in subjects taught at school through which we stress all types of safety. You can help a great deal if, at the first of school, you will walk with your child over his route to school, pointing out danger spots and where to cross streets.

We always have very heavy traffic around our schools before and after school. In accordance with state laws, please keep our children safe by doing the following:

- Obey ONE-WAY, STOP, and STREET CLOSED signs around schools.

- No U turns.
- **Never park by a STOP sign, in the street, or on the crosswalk for any length of time in order to let out or pick up students.**
- Obey all speed laws and traffic laws.
- Stop for pedestrians in and around crosswalks.
- No double-parking.
- Do not pass a school bus with flashing lights and STOP sign extended.
- NO PARKING in bus loading and unloading zones.
- Always be alert.
- NO PARKING in handicapped zone without permit.

Field Trips

Extended learning beyond the classroom limits will be provided at various times through field trips. Parents will be notified prior to each of these trips. Field trips involving transportation will not be permitted the month of May.

Playground and Lunchroom Supervision

A teacher is on duty on the playground at all times during recess. At least one teacher is always on duty in the lunchroom to maintain proper order.

Bus Conduct

Students should obey the bus driver at all times and treat them with the same courtesy they show their classroom teacher. Bus rider rules are clearly posted in each bus. Students should review these rules regularly and ask the bus driver for clarification of the rules if needed.

PLEASE SEE CONDUCT RULES AND (3) OFFENSES (page 16a)

Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the student's bus riding privilege may be suspended by either school authorities or transportation director at 580-468-1300.

Wednesday and Sunday Activities

Use of school facilities must be approved by the administration. School facilities may not be used for activities between 6:00 p.m. to 8:00 p.m. on Wednesday or on Sundays before 1:00 p.m. or from 5:00 p.m. until 8:00 p.m. No school personnel shall provide keys to any student to open school facilities without being present. There will be NO required school activities on Wednesday evenings or Sundays.

Equal Opportunity

It is the policy of Guymon Public Schools in accordance with TITLE VI, TITLE IX, and SECTION 504 to provide equal opportunity without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but

is not limited to, admissions. Inquiries concerning application of this policy may be referred to Mike Parkhurst, Assistant Superintendent, Compliance Coordinator.

Disability Accommodations

The Guymon Public Schools assure all handicapped children residing in their district the right of access to a "free appropriate public education," as mandated by the Individuals with Disabilities Education Act (I.D.E.A.). For further questions, please contact your child's principal.

Sexual Harassment

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applying to sexual harassment of employees has been developed.

1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" teasing, double meanings, and jokes.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The Superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

2. Specific Prohibitions

- A. Administrators or Supervisors
 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in

suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

- A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance Process.
 - 1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
 - 2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
- C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
- D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate action subject to applicable procedural and due process requirements.

Grievance Procedures

It is the policy of the Board of Education to encourage victims of sexual harassment or discrimination to come forward with such claims. This may be done through the Grievance Process. For more information on the Grievance Process, please contact a principal or other administrator.

