

E.M. TROUT Elementary



Student Handbook
2019-2020

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A copy of the complete policy of the Ponca City Public Schools is available for parent and eligible student review in the principal's office of each school building, at the Superintendent's office and on-line at the district's web site www.poncacity.k12.ok.us under the Board link.

**Trout Elementary Staff
2019-2020**

Certified Staff

Carla Fry
Katie Butler
Melinda Holder
Diane Green
Monica Pratt
Holly Stein
Amy Parks
Jan Robertson
Kelly Webb
Karen Myatt
Rudonna Bailey
Kylie Jackson
Heather Minson
Wendy Landes
Beth Casey
Jacqueline Cole
Alisa Naugle
Adriane Dickinson
Valerie Fisher
Amanda Biery

Principal
Kindergarten
Kindergarten
First Grade
First Grade
Second Grade
Second Grade
Third Grade
Third Grade
Fourth Grade
Fourth Grade
Fifth Grade
Fifth Grade
Physical Education
Music
Music
Art
Counselor
Instructional Coach
Special Education
Speech & Language

Support Staff

Karen McClelland
Deb Randall
Amanda Smith

Katrina Crossland
Angela Hall
Pam Loy
Monna Jacob
Josh Harris
Jimmy Southerland
Kathy Tippin

Site Secretary
Child Nutrition/Office Assistant
Library Monitor
Special Education Assistant
Title I Intervention Assistant
Title I Intervention Assistant
Child Nutrition
Child Nutrition
Custodian
Evening Custodian
Crossing Guard

**E. M. Trout Elementary School
Vision and Beliefs**

Vision

The vision of Trout Elementary School is to provide each child with the inspiration and support to create personal visions.

We believe that...

We can create a cooperative environment in which the community, students, parents, and staff work together.

We will provide a safe and orderly environment with a climate of high expectations for learning.

Given enough time and the appropriate instruction, every person can learn and experience success.

Mission of Ponca City Schools

Our mission is to ensure that all students are prepared to live and work successfully in a global society.

Creed

Who are we? We are Trout Wildcats!

Who are we?

We are Leaders

We are Friends

We are Helpful

We are Creative

We are Disciplined

What do we do?

We always aim high,

We always show compassion

We always do our best

We are a Team

We are WINNERS

We are Trout Wildcats!!

School Song

Hey everybody, give a great big shout! For our dear grade school, E. M. Trout. We come here to study, work, and learn each day. We proudly salute the red and the gray! Each day brings opportunities to grow. As we discover those things that we should know. We lift up your name, everybody proclaims: Oh, it's E. M. Trout – E. M. Trout – Trout School, it's for me!

Colors

Trout school colors are red and blue.

Mascot

We are a part of the Ponca City Schools. We are the Trout Wildcats.

Ponca City Public Schools Goals and Beliefs

Goals for the Ponca City Public Schools

- Commitment to excellence through high academic achievement and a passion for developing thinking;
- Anyone entering Ponca City Public Schools leaves only by transfer or graduation;
- Maintain a continuing commitment to excellence in our extracurricular programs;
- Parents input and participation in their own child's education is actively sought and encouraged by the school;
- High level of retention of trained and dedicated employees;
- All teachers model effective teaching skills that support district goals and beliefs;
- Fully implement a 21st Century Technology plan
- Commitment to excellence through ongoing capital improvement.

Board of Education Belief Statement

We Believe:

- Our students must learn; our teachers must teach; and it is the responsibility of the school community that both happen;
- Our students can achieve beyond expectations;
- Students learn and achieve at different rates and in different ways;
- All students have value and a natural desire to learn;
- Self-esteem and performance are interdependent;
- Parental involvement is vital in the education of children;
- The entire school community must model life-long learning, open communication, high standards, and ethical behavior; and
- Ponca City Public Schools must teach discipline and respect in a safe, challenging, nurturing climate that maintains high standards of achievement for all learners.

Ponca City Public Schools Mission Statement

Our mission is to ensure that all individuals have the opportunity and environment to demonstrate the attitudes, skills, and knowledge essential for lifelong learning and responsible living.

E. M. Trout Elementary School Policies and Procedures

Policies and procedures outlined in this handbook are subject to change. All policies adopted by the Ponca City Board of Education supersede guidelines outlined herein. Please address any questions and concerns regarding district policy to the building principal, Mrs. Fry at 767-8070.

Absences

If your child will be absent for any reason, the parent or guardian should call the school office at 767-8070 between 7:45am and 8:30am on the morning of the absence. In order for an absence to be excused, the office must receive a phone call or a note stating the reason the student was not in school. Absences remain unexcused until the parent or guardian contacts the school. **By law, the school is compelled to report unexcused absences to the office of the District Attorney.**

If you know the exact date and number of days your child will be absent, you may call the office before the absence and give the dates. If you would like to request homework when your child is absent, please do so when you call to report the absence. You may pick up the homework after 3:10 in the office. Please encourage your children to be in school, and on time, every day.

Accident Insurance

The Ponca City Public Schools offer optional accident insurance to all students enrolled in school. Insurance is available through K&K Insurance/Nationwide Life Insurance Company. Insurance information can be located at www.PCPS.us under District Quick Links or available at the Board of Education upon request. *The Ponca City Public School District DOES NOT provide accident coverage to students.*

Alcohol, Drugs, Tobacco and Illicit Drugs (7.17 – 1.0)

It shall be the policy of the Ponca City Board of Education that any teacher, or any other school employee, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function, either as a participant or spectator, at home or away, may have used or consumed or has in his or her possession:

- (1) 3.2 beer
- (2) alcoholic beverages
- (3) controlled dangerous substance
- (4) illicit drugs (The term illicit drugs shall include, but not be limited to the misuse of prescription drugs or the misuse or inhaling of aerosols, inhalants, glue, or other similar misuses of chemicals.)

as the above are now defined by state law or as defined by federal statutes, shall immediately notify the Principal or his or her designee of such suspicions. The Principal shall immediately notify the superintendent of Schools and a parent or legal guardian of said student of the matter.

Every employee employed by the Ponca City Board of Education, who has reasonable cause to suspect that a student in school, on school premises, or in attendance at a school-sponsored function is under the influence or has in the student's possession alcoholic beverages, beer of any type or a controlled dangerous substance, and who reports such information to the appropriate school official, shall be immune from all civil liability.

Students will be informed in writing THAT DISCIPLINARY SANCTIONS (CONSISTENT WITH LOCAL, STATE, AND FEDERAL LAW), UP TO AND INCLUDING OUT OF SCHOOL SUSPENSION AND REFERRAL FOR PROSECUTION, WILL BE IMPOSED ON STUDENTS WHO POSSESS, USE, DISTRIBUTE, SELL, CONSPIRE TO SELL OR POSSESS OR ARE IN THE CHAIN OF SALE OR DISTRIBUTION OR ARE UNDER THE INFLUENCE OF 3.2 BEER, ALCOHOLIC BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, OR ILLICIT DRUGS. A disciplinary sanction may include the satisfactory completion of an appropriate rehabilitation program.

Parents and students shall be given a copy of the Board policy **7.17 Reporting of Students Using, Possessing, or Distributing 3.2 Beer, Alcoholic Beverages, Controlled Dangerous Substances, or Illicit Drugs**

(Section VII, page 7-63) as this policy contains the standards of conduct and the disciplinary sanctions that can result by not complying with these requirements of student conduct.

In addition, information about drug and alcohol counseling and rehabilitation as well as re-entry programs will be made available to students and parents.

It shall be the policy of the Ponca City Board of Education that any substance believed to be a harmful illegal drug or illicit drug, whenever found, will be turned over to the Ponca City Police Department.

Punishment for Possession of 3.2 Beer and Alcoholic Beverages (7.17-2.0)

Any student who is found to be or have been in possession (person, locker or car) or have conspired to possess alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, or any student who is found to have used or consumed alcoholic beverages or beer of any type, as defined by the Statutes of the State of Oklahoma, or as defined by federal statutes, while attending school, on school premises, or while attending a school-sponsored function, either as a participant or spectator, at home or away, shall, be placed in the In School Detention for a period of ten (10) school days, if the offense is the student's first violation.

It shall be the policy of the Board of Education that students who spend time in a residential treatment facility will have the time count in lieu of time that the student would have been required to spend in the In School Detention.

Any student found guilty of a second offense may be suspended out of school for the remainder of the semester and the following semester. Students assigned to In School Detention will be ineligible to participate in any school activity during the day or evening hours.

Distribution or Sale of 3.2 Beer, Alcoholic Beverages and Possession, Distribution, or Sale of Controlled Dangerous Substances or Illicit Drugs (7.17-3.0).

A student who is found to have distributed, sold, conspired to sell or was in the chain of sale or distribution of alcoholic beverages or beer of any type, or is found to have been in possession, distributed, sold, conspired to sell or possess or are in the chain of sale or distribution or are under the influence of a controlled dangerous substance or illicit drugs, as defined by the statutes of the State of Oklahoma or as defined by federal statutes, while attending school, on school premises, or at a school sponsored function, shall be issued a long-term out-of school suspension.

The student violator may be considered for reinstatement after the Principal is assured that the student and the parents or guardian will cooperate fully in avoiding further violations.

Any suspension and/or search of said student shall be subject to any applicable state law and school policy.

Arrival & Dismissal

Doors open at 7:30am. Supervision is not available prior to 7:15 a.m., so students should not be on school grounds prior to that time. Breakfast begins at 7:35am. School is dismissed at 3:10pm. To ensure the safety of students at the end of the day, students should be out of the building and off of school grounds by 3:25pm unless the student is participating in a supervised after-school activity or is enrolled in the after school childcare program. Students should arrange to meet brothers and sisters outside. Students not picked up by 3:25pm will be escorted to the school office to wait for their parent or guardian. Supervision is not available after school.

For the safety of your student, please be certain you are loading and unloading students in designated areas only. Dropping students off in or near cross walks or bus zones is not permitted. For the safety of your child, please do not pick up students behind the building.

Students may ride their bikes to and from school with parent permission. When arriving on the school grounds, bikes are to be walked to the bike rack. When leaving school, walk bikes off the school grounds. Skateboards, scooters, roller-skates, hee-lies, or roller blades are to remain at home. Please lock up bicycles with a chain and lock for security reasons.

Please do not pick children up early unless it is an emergency. All students must be checked in or out through the school office during school hours. This includes lunchtime. Please do not go to the classroom or take children from the playground. Students will only be allowed to leave the building with the person whose name is indicated on the enrollment form unless their parent or guardian notifies the office in advance. Each student who leaves during school hours must be signed out on the daily log kept in the office.

Asbestos Notice

As a requirement of the Asbestos Hazardous Emergency Response Act of 1986, school officials are to annually inform parents, students, and employees of the possibility of asbestos containing materials (ACM) in some of our schools. Some buildings have asbestos containing materials located in walls and crawl spaces, and/or encapsulated, out of reach contact.

The district has completed an extensive asbestos removal process that has removed asbestos out of areas used by students and employees. Our capital improvement plan has given us the opportunity to remove even more asbestos in our buildings in the last few years.

The district has a state approved operation and maintenance plan. The plan is designed to maintain the ACM where employees may be working, or to handle an emergency such as a broken water line. Twice a year, employees of Precision Testing Laboratories inspect all of the district's ACM areas. Inspectors assist the district in maintaining the integrity of the encapsulation of those pipes and suspected ACM.

The district has an asbestos awareness program for all custodial and maintenance personnel given annually as a part of the district's hazard communications policy. If additional information is needed, contact Bret Smith, Risk Manager and Asbestos Coordinator, at the Ponca City Public School Central Office, 613 E. Grand Ave. or call 580-767-8000.

Attendance Policy

Regular and prompt attendance is necessary for the academic and social development of all students. Under Oklahoma law, it is unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 years and under the age of 18 years, to neglect or refuse to cause such child to attend and comply with the rules of public, private, or other school, unless other means of education are provided. This law makes it a misdemeanor crime to fail to compel a child to attend school and provides for a fine for each day that the child is absent from school without a lawful excuse. Further, failure to compel a child to attend school may result in partial loss of financial assistance through DHS.

Students will be required to attend summer school if their attendance for the year falls below 90%. At the completion of the summer school, the principal will decide to retain or promote that student based on performance.

Birthdays

Student birthdays will be recognized weekly at the morning Rise and Shine Assembly. Please make arrangements with your student's classroom teacher **before** bringing birthday treats to school. Birthday party invitations are not to be handed out at school. Please do not send someone to the school to surprise and entertain your child or their class. (i.e. Clown with balloons)

Breakfast & Lunch

Breakfast is served in the Cafeteria each morning beginning at 7:35. Lunch will begin at approximately 10:45. Students may bring their lunch or buy hot lunch by the month. If a student leaves campus during the lunch hour, he or she must be signed out in the office by a parent or guardian and signed back in upon their return to school. The cost for breakfast and lunch for the month may be obtained by calling the office at 767-8070 between 7:45 and 3:00.

Building Level Team

Each school has a Building Level Team (BLT). The BLT is the custodian of the district and school vision, mission and goals. The BLT is composed of representatives of all the major stakeholders in the school district. One of the main activities of the BLT is to lead its respective faculty through strategic planning in order to develop a data and research driven building level improvement plan. The BLT meets on a regular basis to oversee the implementation of the site's plan. BLT meetings are open to the public. The public is welcome and encouraged to attend all BLT meetings, and if one wishes to speak to an issue on the agenda or concerning school improvement,

you may have your name and topic added to the agenda by making a request through the school secretary at least one day prior to the BLT meeting.

Bullying Policy Prohibiting Student Bullying (7.16-1.1)

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard:

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying:

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training:

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees -

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety. With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Bret Smith, Executive Director of Operations.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), (iii) the potential for future violence, and (iv) the reason for the actual or perceived bullying.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a

criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and P§1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

Bus Transportation

The bus driver has the responsibility for the safety and conduct of students riding the bus to and from the school or activity. Students are to obey their bus driver at all times. Students are expected to help keep buses clean and neat. Rules for bus conduct will be given to each bus student at the beginning of the school year. Parents and students are requested to sign and return the form saying they have read and are aware of the rules and consequences. Any child who violates any of the rules will be reported to the school principal and can be denied permission to ride a bus.

Bus Rules

The bus conduct rules are outlined in the Student Transportation Handbook. Bus conduct reports are filled out by the driver if a rule is broken. Conduct reports are handled in the following manner:

- 1st offense: Child visits the principal.
- 2nd offense: Child visits the principal and parent is called.
- 3rd offense: Child receives a 3 day bus suspension.
- 4th offense: Child receives a 5 day bus suspension.
- 5th offense: Child is suspended from the bus for the remainder of the semester.

Students should know the arrival time of their bus and be ready. Drivers will make every attempt to be on time. In case of bad weather, the Superintendent will decide whether or not it is safe to run a route or any part of it. Local radio stations are notified as soon as a decision to cancel school is made.

Cell Phones

We discourage cell phones from coming to school. They are a distraction in the classroom and invite theft. If a parent wishes their child to have a cell phone after school, the child needs to check in the cell phone with their teacher or in the main office. Students may be reached through the office phone at 767-8070 in case of an emergency.

Child Custody

If legal custody of a child has been awarded to one parent or another individual, it is critical that the school is notified of this situation. A copy of the court order establishing custody should be on file in the school office.

Child Find

If you suspect that your child may have a disability or developmental delays, you can call Zuri Mayo, the Child Find Coordinator, at 580-767-8037, or the Office of Special Services at 580-767-8000. If your child is 0 – 3 years of age, you will be referred to Sooner Start of Oklahoma. If your child is 3 – 21, the Ponca City Public Schools District is responsible for identifying, locating, and evaluating your child, regardless of the nature or severity of disability. The evaluation will be at no cost to you. If eligibility is determined, services for your child will be offered by our district, regardless of the severity of the disability or developmental delay.

Child Nutrition Program

A Free and Reduced Lunch Application must be completed EVERY year. The application will carry over for the first 30 days of school. After that, full price is charged if an application has not been approved.

The Ponca City Schools enforces a “No Charge Policy”. Only three lunch or breakfast charges are allowed. After that, payment must be made for your child to each breakfast or lunch at school. If you have any questions regarding your lunch account, call Mrs. Deb Randall at 767-8070.

Code of Conduct

One of the most important goals we have at Trout Elementary is the development of student self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for other people.

Communication between home and school is essential when disciplinary incidents occur. Repeated violations of school rules, as well as the disciplinary measures taken to correct the misbehavior, will be brought to your attention. We have high expectations for all of our students. We strive to provide a safe learning environment conducive to learning. To maintain a safe environment, we expect all students to abide by the following expectations:

- Practice the Golden Rule, “Treat others how you would like to be treated.”
- Show respect for yourself, your school and the property of others.
- Be courteous to everyone..... students, staff, and visitors.
- Use only appropriate language.
- Trout has adopted a “No Violence” policy. The policy is as follows: “Violence is any mean word, look, sign or act that hurts a person’s body, feelings or things. No one is entitled to use violence. Violence is not tolerated at our school.”
- A student must have a pass to be in the halls during school hours whether it is to use the restroom, use the telephone or visit another area of the building. When students are dismissed, they must clear the halls.
- Toys, electronic games, radios etc. should be left at home.
- Use the restroom and items in it correctly.

Deliveries at School

Flowers or balloons will not be delivered to students during the time classes are in session. Deliveries may be made to the office and the student will be informed to stop by the office at the end of the day to pick up items.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the district may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing. The district has designated the following information as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

No parent or eligible student can opt out of the requirement that a student wear his or her ID badge which shows the student's school ID number.

Discipline Policy

To secure a safe and orderly environment, students will solve problems with cooperation and mutual respect. Strategies include:

- Problem solving: The students involved in the problem talk it out and come to an acceptable solution.
- Mediation: Either a peer or an adult helps students talk out the problem and agree upon a solution.
- Clarification: The student writes a description of the problem and a list of possible solutions.
- Parent contact: The parent is contacted to help with resolution of the problem.
- Counseling: The principal and/or assistant principal work with the student work to resolve the problem.

Discipline Consequences

The following guidelines will be followed when dealing with a disruptive student. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. If the behavior of an individual student comes into conflict with the rights of others, corrective actions will be necessary for the benefit of the individual and the school. In all disciplinary actions, we will be mindful of the fact that we are dealing with individual personalities. The school is not limited to these methods, nor does this list reflect the order or sequence of events to follow disciplinary actions.

1. Student/student mediation
2. Student/teacher resolution
3. Parent/teacher resolution
4. Student/teacher/principal conference (teacher will accompany student)
5. Parent/teacher/principal conference
6. Loss of privilege
7. Time out: in class/another class
8. Detention: after school detention will be used when deemed necessary by the principal or teacher.
9. In-school suspension: Student may be assigned to a classroom or the office to do daily class work when deemed appropriate by the principal
10. Shadowing: parent will attend class with student
11. Suspension (according to Ponca City School Board Policy)
12. Expulsion (according to Ponca City School Board Policy)

All consequences will be assigned in accordance with district policy, and are open for review as outlined in that policy. Parents are encouraged to discuss any concerns with the teacher or the principal.

Student Behavior/ Discipline and Due Process (7.16-1.0)

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Conduct that threatens or jeopardizes the safety of others;
6. Cutting class or sleeping, eating or refusing to work in class;
7. Disruption of the educational process or operation of the school;
8. Extortion;
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
10. Failure to comply with state immunization records;
11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;
21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language;
24. Parking violations;
25. Physical or verbal abuse;
26. Plagiarism;
27. Possession of a caustic substance;
28. Possession of obscene materials;
29. Possession, without prior authorization, of a wireless telecommunication device;
30. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
31. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), controlled substances and/or illicit drugs;
32. Possession of illegal and/or drug related paraphernalia;
33. Profanity;
34. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
35. Theft;
36. Threatening behavior (whether involving written, verbal or physical actions);
37. Truancy;
38. Use or possession of tobacco in any form;

39. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
40. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
41. Vandalism;
42. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
43. Vulgarity;
44. Willful damage to school property;
45. Willful disobedience of a directive of any school official;

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Appeal Procedures for Out-of-School Suspensions

1. A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools or his/her designee and, following the appeal of the Superintendent, to the Board of Education, or, if appointed by the Board, a Hearing Officer. An appeal can be presented by letter to the Superintendent of Schools. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and nonappealable.
2. If the parent or student disagrees with the Superintendent's decision, he or she may request an appeal to the Board of Education by letter to the Superintendent or the Clerk of the Board of Education. If no appeal is received within five (5) calendar days after the decision of the superintendent or designee is received by the parent or student, the decision of the superintendent or designee will be final and nonappealable.
3. Student out-of-school suspensions of ten (10) or fewer school days may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and nonappealable if a request is not timely submitted.

District, State & Federal Policies

PONCA CITY SCHOOL DISTRICT

Notice of Nondiscrimination

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District's non-discrimination policies:

Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Mrs. Amy Swartz
 Director of Special Services
 613 E. Grand Ave.

Ponca City, OK 74601
(580) 767-8000

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) and Age Act Coordinator (for questions or complaints based on age), all other complaints of discrimination

Mr. Curtis Layton
Director of Personnel
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Mr. Bret Smith
Director of Operations
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

Grievance Procedure

Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's ***Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination (Board policy 3.2-3.0, Section III)***. Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, www.pcps.us under the Board of Education link.

Dress Code Policy (BOE 7.23-3.0)

The dress code for elementary students is designed with emphasis on good grooming, cleanliness and proper dress. This code is an important part of our educational process and tends to enhance one's appearance and personal image in the school. Compliance with this dress code is a responsibility of every student and parent, and is to be enforced by every certified staff member in the elementary schools.

Any article of dress or any manner of hair style or makeup that is determined by school authorities to be a disturbing influence, undesirable from a health or safety standpoint, contrary to good taste, or likely to damage school property is subject to immediate correction.

- Any dress, which could be indicative of "gang membership", will not be allowed. This includes the wearing of "colors" or the practice of wearing oversized pants which is referred to as "sagging".
- Skirts, shorts & dresses must be at least mid-thigh in length.
- Halter tops, spaghetti straps or any shirt showing the midriff is not appropriate.
- All students are required to wear shoes. "Heelys" or any shoe with wheels are not to be worn to school. Cleats are not appropriate. **Students must have tennis shoes for PE for safety.**
- Clothing with alcoholic beverages, objectionable or implied slogans or pictorial images will not be worn.

- Earrings are the only body piercing appropriate for the elementary school setting.
- Caps, purses, backpacks and items for personal grooming are to be kept in classroom cubbies during school hours.
- Hats, ball caps & bandanas are to be left at home.

Failure to follow the school dress code while at school will result in the following:

- 1st offense: Student will be given a verbal warning and provided with appropriate clothing.
- 2nd offense: Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted.
- 3rd offense: Student will be given a verbal warning and provided with appropriate clothing. Parents will be contacted. A parent conference may be held.

Drug Free Schools

In recognition of the clear danger resulting from drug abuse and in a good faith effort to promote the health, safety and welfare of employees, students, and the community as a whole, the Board of Education of Ponca City Public Schools will provide a drug free school district in compliance with the Drug Free Schools and community Act Amendments of 1989 (P.L. 101-226). The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, alcoholic beverage, or illicit drug is prohibited anywhere on the school premises or as part of any of its activities. Use or possession of any tobacco products by students is prohibited. Use of any tobacco products by employees or patrons is prohibited on school premises.

Emergencies

If any emergency should occur to your child, it is of the utmost importance that the address, **telephone numbers**, employment information, emergency numbers, and the childcare information be current and complete. Please include a cell phone number if possible. **Call the school or send a note to the office and your child's teacher if any of this information changes during the year.** Unlisted numbers will be kept confidential.

Evacuation Procedures

In the event of an emergency requiring the evacuation of the building, students will either walk or will be transported by bus to a safe site. Please listen to local radio stations for information. Teachers will dismiss students to parents only. Persons other than parents may pick up students only with the WRITTEN permission of the parent. Trout Elementary has developed a building Evacuation Plan. A copy of the plan is kept on file in the school office and at the Administration Building.

Fire Policy

The alarm will be sounded in case of a fire. Students will follow instructed paths of exit. Practice drills on how to properly exit the building in the event of a fire will be conducted each trimester. A copy of the exit plan is kept on file in school office.

Food Items Regulations

Food Service Regulations adopted by the Oklahoma State Department of Health state that, "Food shall be obtained from sources that comply with all laws relating to food safety and food handling. Only food prepared in a licensed establishment shall be used or offered..." The Kay County Health Department has notified all school requiring that all food prepared for or served to children in the public schools should come from a licensed kitchen. Therefore, snacks sent from home for celebrations or parties must be purchased rather than prepared in a home. I understand that many families have enjoyed preparing special treats in past years, but this regulation is designed to insure the safety and health of all of our children.

Grievance Procedure

Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's ***Grievance Procedure for Filing, Processing and Resolving***

Complaints Alleging Discrimination (Board policy 3.2-3.0, Section III). Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, www.pcps.us under the Board of Education link.

Gum- Chewing gum is not allowed on school grounds at any time.

Harassment, Intimidation & Bullying Policy (BOE 7.16 - 1.1)

The District's student conduct code prohibits harassment, intimidation, bullying and threatening behavior. This Policy further explains the negative effects of that behavior, seeks to promote strategies for prevention and education, establishes a procedure for investigating alleged incidents of prohibited behavior and establishes a post-investigation procedure that may include recommendations for community mental health care options and requests for disclosure of student mental health care information. Students and their parents can obtain the policy **7.16-1.1 Policy Prohibiting Student Harassment, Intimidation, Bullying and Threatening Behavior** (Section VII, page 7-52) policy from their school principal, the superintendent, or the school district website, www.pcps.us under the Board of Education link.

Hazing Policy (BOE 7.16- 3.0)

Hazing means any activity that recklessly or intentionally endangers the physical or mental health or safety of a student, required as a condition of membership in an organization, regardless of willing participation, including but not limited to physical brutality such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, alcohol, drugs, or other substances, and activities which would induce extreme mental stress such as prolonged sleep deprivation, prolonged isolation, and conduct which could cause extreme embarrassment or humiliation.

No organization having student members which is sponsored by the School District or which is permitted to hold meetings or other events on School District property (a "Student Organization") and no student member of a Student Organization shall engage or participate in or directly or indirectly condition membership on participation in or submission to a hazing activity.

Students violating the hazing prohibition shall not be permitted to participate in any extra-curricular activity sponsored by the School District for a minimum of three school months, shall be subject to disciplinary measures which may include suspension, and shall be referred to local law enforcement authorities for prosecution.

This policy shall be considered to be a part of the by-laws or other organizational rules of all School District-sponsored Student Organizations.

Head Lice

Preventive screening will be done early in the year and repeated as necessary. The pediculosis policy has been adapted from the State Department of Health's guidelines for the "Prevention and Control of Head Lice Infestation on Schools and Child Care Settings."

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he or she is free from the contagious disease or head lice. In addition, any child prohibited from attending school due to head lice shall present to the school authorities, before said child may reenter school, certification from a health professional as defined by section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. Certification from a health professional must be in writing expressing the date and type of treatment prescribed, and that the student is free from head lice and/or nits. Please see Ponca City Board Policy 7.23-4.0 for further clarification.

Home/School Communication

Each child is to have a pocket folder designated as their "Take Home Folder." Whenever possible, notes from the school or the community will be sent home in this special folder. Parents or guardians are asked to sign and date the sheet attached to the inside front cover of the folder. The student should return the signed folder to school the next morning.

Immunizations (BOE 7.23-1.0)

All students enrolling in any school in the district shall provide the building Principal or designated representative with proof of immunization of certain diseases or furnish documents to satisfy statutory requirements.

A copy of this policy shall accompany applicable state law which shall be distributed to all students at the beginning of the school year. The superintendent shall annually issue a news release regarding this requirement of state law.

Students who fail to provide said documentation as required by law shall be excluded from school by the superintendent or his or her designated representative until statutory requirements are satisfied. Notice of exclusion shall be given to the parents or guardians as prescribed by law.

The appropriate Principal shall forward evidence of compliance with health tests and the immunization law to other schools when requested by such schools or the student's parents or guardians.

Internet Use Policy

The Ponca City Board of Education has adopted an Internet Use Policy. Prior to a student having access to the internet, the parent or guardian and the student must complete an "Application for Internet Use".

IOC Policy

In the case of an intruder on campus, police will be called and an announcement will be made to "TAKE IOC PRECAUTIONS". Staff members will move students in class areas away from windows. Doors will be secured to all classrooms and will remain secured until the "all clear" signal is given. A copy of IOC procedures is available for review in the school office.

Library

The Trout Library is open each school day from 7:45am to 3:10 pm. All students are allowed to check out books, videos and listening tapes, browse or read. The time spent in the library is quiet time.

Books may be checked out for a two-week period. Books may be checked out again if a longer period is needed. The library program is an extension of the classroom. Information skills are taught and learned with the context of the classroom curriculum.

Students are expected to abide by the following library procedures:

- Use quiet voices at all times.
- Handle all library materials carefully.
- Return books on time. No fines are charged, but students may not check out other books until the overdue books have been returned.
- The student is responsible for any materials checked out from the library. If the book is lost or damaged, the student will be charged the replacement cost of the book.
- If a student withdraws from school, all library books must be returned to the library before a clearance slip is issued.
- Grade reports/report cards can be held until books are returned.

Locker Search and Seizure Policy (BOE 7.09 – 2.0)

To maintain discipline and ensure the proper functioning of the educational process, school administrators must have access at all times to all school property, including lockers, desks, etc. assigned to students. The administration will maintain a confidential file of all lockers and their combinations and will retain master keys to all lockers, cabinets, etc., as applicable. Thus, although students have privacy rights in their locker contents as against other students, they do not have privacy rights in their locker contents as against school administrators. No school property will be used to store objects or materials that violate school regulations or state and local laws. The school maintains the right to ensure that lockers and desks are properly cleaned and that they do not contain items which should not be kept on school property. Lockers will be opened periodically for cleaning purposes and to locate overdue library and class materials. In addition, school administrators may open and examine student lockers, desks and all school property assigned to students for general and specific inspections at any time.

Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others will be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.

Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

Lost and Found

Please label all articles of outer clothing such as coats, mittens, gloves, hats and also lunch bags. A lost and found box is located at the west end of the hallway. The items not claimed in the “Lost and Found” will be donated to the Salvation Army at the end of the school year. Students are not to exchange personal belongings.

Medication

Oklahoma state law and Ponca City Public School Procedures strictly govern the administration of medication to students in the school setting. Guidelines related to the administration of medication are as follows:

- Prescription or nonprescription medications may be given only upon written authorization of the parent(s) or legal guardian. These forms are available in the school office.
- Medication is to be administered according to written instructions from the parents for nonprescription (not to exceed the recommend dose) or physician’s instructions for prescription medication.
- Medication must be in the original container or most recent prescription container.
 - a. Prescription label must contain directions, name of student, name of the medication and physician’s name.
 - b. “PRN” and “take as directed” do not constitute physician’s instructions in the school setting. Specific directions such as “take by mouth every 4 hours for pain” must be given.
 - c. Nonprescription containers must have the student’s name attached.
- Each prescription or nonprescription medication requires a separate medication record.
- All medications will be kept in the office in a secure area.
- Any medication considered a controlled substance will be counted when received at school (Ritalin, Phenobarbital, etc.)
- Medication must be brought to the school office by parents or legal guardian. The parent authorization form will be signed at that time.
- Unused medications will be returned to parents or legal guardian when treatment is complete or at the end of the school year. Any medication not picked up will be destroyed.

Movies Shown at School

On a rare occasion, movies may be viewed by students as part of the curriculum. Teachers have been advised that only movies with a rating of “G” can be shown without parent permission. Movies selected for a specific curricular purpose with rating of “PG” will be shown only with written parent permission. Alternative activities or assignments will be provided for those students whose parents elect to opt out of any specific movie. Students are NOT to bring videos from home without prior permission from the teacher.

Non-Discrimination Clause

It is the policy of the Board of Education that no person in Ponca City School District No. 71 shall, on the grounds of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program or activity in violation of any federal or state statute prohibiting such discrimination. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following people have been designated to handle inquiries regarding the School District’s non-discrimination policies:

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Ponca City, OK 74601
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Mr. Curtis Layton
Director of Personnel
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Mr. Bret Smith
Director of Operations
613 E. Grand Ave.
Ponca City, OK 74601
(580) 767-8000

Outside Assistance may be obtained from:

U.S. Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

Grievance Procedure

Any person who believes that the Ponca City Public Schools has engaged in unlawful discrimination is encouraged to file a discrimination complaint using the District's ***Grievance Procedure for Filing, Processing and Resolving Complaints Alleging Discrimination (Board policy 3.2-3.0, Section III)***. Individuals can obtain a free copy of the Grievance Procedures from the compliance coordinator, their school principal or the superintendent, or on the school district website, www.pcps.us under the Board of Education link.

Notification of Family Educational Rights and Privacy Act (FERPA)

(The Student Records-FERPA policy can be found in Section VII, Policy 7.20)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the district receives a request for access.

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the district to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the district decides not make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, "directory" information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Notification of Rights Under the Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

• *Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Ponca City Public Schools (“District”) will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Parents Right-to-Know

At the beginning of each school year, a student’s parent/guardian may request information regarding the professional qualifications of their child’s teachers. Specifically, the parent has the right to know:

- whether a teacher has met state qualifications for license and certification
- whether the teacher is teaching under an emergency or provisional certificate

- the baccalaureate and graduate degree majors of the teachers

Parent Teacher Conference Dates

P/T Conference dates and times will be announced. Our goal is to meet with 100% of our parents. Please make arrangements to come to conference and hear all the great learning goals your students are meeting. Please call the office at 767-8070 to schedule a conference.

Personal Items/Toys

Personal toys and items such as cards, trucks, water pistols, MP3 or iPods, cell phones, cameras, paging devices, rollerblades, skateboards, etc., are not to be brought to school. These items are a distraction in the classroom and invite theft. If a student is found to have such an item at school, it will be held in the classroom/office until the parent or guardian picks up the item. Any items not claimed by the last day of school will be discarded or donated.

Physical Restraint of Students with Disabilities (7.07-2.0)

School personnel may use physical restraint for students with disabilities only under the emergency circumstances identified in the Physical Restraint Guidelines and only if the elements identified by the Physical Restraint Guidelines exist.

The use of physical restraint for students with disabilities shall also be subject to any written Procedures utilized by the district to further explain the responsibilities of district staff members.

Possession and Use of Tobacco Policy for Students (BOE 7.17-4.0)

To ensure compliance with certification requirements of Section 4116 of the Safe and Drug Free Schools Community Act of 1994 (P.L. 103-382), it shall be unlawful to use or possess tobacco products in any form by students while attending school, on school premises or at a school-sponsored activity. Any student in violation of said policy will face immediate disciplinary action.

The disciplinary actions to be taken are:

First offense – five days in in-school detention

Second offense – may result in an out-of-school suspension for the remainder of the semester and the following semester.

Professional Conduct By Staff (6.2 – 3.1)

The BOE counts on staff to adhere at all times to recognized standards of professional conduct.

Proficiency Based Promotions

Upon written request, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency for advancing to the next level of study will be demonstrated by 90% or comparable performance on an assessment or demonstration. Proficiency exams will be given twice each year at the district office. Interested persons should contact the Assistant Superintendent of Curriculum and Instruction.

Promotion and Retention and Student Pass/Failure of a Course Policy (BOE 4.3)

Introduction

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this district will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

1. Testing which actually covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.
4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for 4-19 a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention Based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Act Testing and Procedures Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. To determine the promotion and retention of a third-grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third-grade assessment and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. For more information on the Reading Sufficiency Act Testing and Procedures Policy, please refer to board policy [4.2-7.0 Reading Sufficiency Act Testing and Procedures](#).

The complete policy on 4.3 Student Promotion and Retention and Student Pass/Failure of a Course can be viewed on the district website, www.pcps.us, under Board of Education, Policy Book.

Publicity

Occasionally, we have publicity opportunities for our school involving articles, photographs, slides, audio, or videotapes. If you do not want your child to participate in these opportunities, please check the appropriate space on the student enrollment form and inform the office in writing so that we may excuse your child from any such opportunities.

PTA

The PTA meets on the last Monday of each month at 6:00 p.m. in the school library. The PTA sponsors a , Sock Hop, Extravaganza, holiday parties, Trout Cards, and classroom materials. Numerous other services and activities are provided throughout the school year. Parents are strongly encouraged to become an active part of the PTA. The cost to join the PTA is \$5.00 per member.

Recess

Please assume that your student(s) will be going outside for recess and dress him/her accordingly. The site administrator will determine if and when it is necessary for students to remain inside for recess due to bad weather. If you wish for your child to stay inside at recess due to illness, you will need to send a dated note each day that you want him or her to stay inside. This helps the teachers and patrol in knowing who does and who does not have permission to stay indoors.

E M Trout Elementary School-Playground/Safety Rules

In Hallway

No running (every adult needs to watch for this)
Hands behind their backs as they go down the hall
Voices off

Outside

Stay out from underneath awnings. Students need to be on blacktop or grassy areas. Stay clear of all doorways.

Big Toy/Slide Rules

One person at a time
Feet first
No climbing **up** the slide
Do not stop on slide, go all the way down

Monkey Bars

No sitting on top
Be careful underneath if people are using bars
No jumping onto bars

No throwing of rocks, mulch, or other objects. No throwing of balls or objects on side of building walls except on gym side.

No climbing on backstop, basketball goals, or soccer goals.

NO tackle football

No toys from home

Students will not be allowed back into the building during recess, so appropriate attire such as coats and proper shoes is needed.

Line up

Students need to line up once they hear the whistle
Teachers will pick up students

Playground Boundary Area not past the 1st soccer goal or past building area on east side or backstop area on west side. Stay away from portables. Students must respect any adult on the playground at all times. Appropriate language and behavior will be used or students will be disciplined.

Reporting to Parents

Parents may view assignments and reports cards on the Parent Portal. Report cards are furnished every quarter. A conference may be called any time the teacher or parents feel it is necessary. Your child's teacher(s) will contact you and set up an appointment so you may attend the two designated elementary conference days. This provides an opportunity for the teacher to explain grading patterns and the grade card and gives parents a chance to ask questions.

Safety and Healthy Schools Team

The Safe and Healthy School Committee meets four times during the school year. The committee includes the school principal, counselor, child nutrition, teachers, parents, and students. The job of the committee is to review safe and healthy school practices and concerns.

School Closing

Sometimes it is necessary to cancel school because of severe weather. When this decision is made it will be announced as early as possible. School closures will be announced as follows:

- PCPS App push notifications
- PCPS Facebook
- PCPS Website, www.pcps.us
- Local radio stations
- Ponca City News, Ponca City Now
- Oklahoma City & Tulsa area TV stations

School Improvement Process

The Ponca City Board of Education has made a commitment to the patrons of the city to implement the process of school improvement. Each year educators and patrons at individual sites engage in a collective planning process that is sequential and developmental. Each stage of the process contains elements that are critical to the formation of a successful school improvement plan. While the stages are developmental, there may be times when they overlap. The major components of the school improvement process are as follows: Preparation, Focus, Diagnosis and interpretation of Student Data, Plan Development, Plan Implementation, and Plan Evaluation.

School Nurse

The Ponca City School District has two full time school nurses. The nurse and his/her volunteers will conduct periodic health screenings. They also conduct human growth and development classes and AIDS awareness classes in grades 4 & 5. Parents are invited to preview the curriculum materials and are given the opportunity to exempt their child from these classes if they so desire.

Screenings

Vision Screening -Good vision is essential to your child's learning. Beginning in the 2007-2008 school year, it is required by the State Department of Education and Senate Bill 1795 that the parent or guardian of each student enrolled in Kindergarten, at a public school in the state of Oklahoma, shall provide certification to school personnel that the student passed a vision screening within the previous twelve (12) months or during the school year.

Students enrolled in first or third grade at a public school, in the state of Oklahoma, shall provide, within thirty (30) days of the beginning of the school year, certification to school personnel that the student passed a vision screening within the previous twelve (12) months. Due to the Oklahoma Vision laws students from PreK – 5th grades will be screened annually.

Hearing Screening -Hearing screening may be performed by the school nurse consultants on students that present hearing concerns. Routine hearing screening is done on grades Kindergarten and 1st grade student but all other students may be tested at the teacher, counselor or parent request.

Dental Screening -

Dental Screening is offered to students on an annual basis by dental professionals to address dental concerns.

Speech/Language Screening -

Speech/Language screening may be needed to assist students with communicating effectively. This screening will be provided by speech professionals.

IF YOU DO NOT WANT YOUR STUDENT SCREENED FOR ANY OR ALL OF THE PONCA CITY PUBLIC SCHOOL SCREENINGS YOU MUST NOTIFY YOUR STUDENT'S SCHOOL IN WRITING.

Seclusion of Students with Disabilities (7.07-3.0)

School personnel may use seclusion for students with disabilities only under the emergency circumstances identified in the Seclusion Guidelines and only if the elements identified by the Seclusion Guidelines exist.

Severe Weather/School Closing

Sometimes it is necessary to cancel school because of severe weather. When this decision is made it will be announced as early as possible. School closures will be announced as follows:

- PCPS App push notifications
- PCPS Facebook
- PCPS Website, www.pcps.us
- Local radio stations
- Ponca City News, Ponca City Now
- Oklahoma City & Tulsa area TV stations

Smart Snacks in School - USDA's "All Foods Sold in Schools" Standards

Effective July 1st, 2014, the United States Department of Agriculture is requiring all schools to meet specific standards regarding foods available to students during the school day. These standards are modeled after the same standards for school breakfast and lunch programs. Foods must have as the first ingredient a fruit, vegetable, a dairy product, a protein food or be a combination food that contains at least ¼ cup of fruit and/or vegetable or contain 10% of the daily value of one the public health concern in the 2010 Dietary Guidelines for Americans. Calories are limited to less than 200 for snack items. Food items must also have less than 230 mg of sodium, 35% calories from fat with no trans fats and 35% of weight from total sugars in foods.

Beverages available to students must be restricted to unflavored low-fat milk, fat free flavored milk and 100% fruit and vegetable juice. Elementary may only serve up to eight ounces, while middle schools can serve 12 ounces and high schools can serve 20 ounces. Only sugar free soft drinks are available at the high school level.

Fund raisers are subject to the same rules if items are sold during the established school day.

Schools are encouraged to follow these standards for class parties, but at this time standards apply to regular foods available on campus through school sales and fund raisers.

For information regarding the Smart Snacks in School standards go to: <http://www.fns.usda.gov/school-meals/smart-snacks-school>

Also, a Smart Snack calculator is available at: <http://rdp.healthiergeneration.org/calc/calculator/>

Special Education Services

At Trout Elementary, we believe that all students can learn. Methods and Resource teachers are available to assist with re-teaching and enrichment for students. The Ponca City Public Schools have developed an inclusive practice philosophy. We believe that students should be educated in the regular classroom as much as possible. Special education teachers work with regular classroom teachers to facilitate the students' progress in the regular classroom.

Special education services for children with disabilities ages three to 21 are available through the Ponca City Public Schools. For more information, call Amy Swartz at 718-3816.

Student Behavior (7.16-1.0)

The Board of Education of the Ponca City Schools has adopted policy and procedures dealing with student conduct and behavior. Students and their parents can obtain the policy **7.16-1.0 Student Behavior** (Section VII) from their school principal, the superintendent, or the school district website, www.pcps.us under the Board of Education link. Behaviors at school, while on school vehicles or going to or from or attending school events as outlined in the policy, will result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Student Learning

Trout students are offered an educational program based upon Oklahoma Priority Academic Student Skills. This curriculum is available for review on the Ponca City Schools website. Teachers present this core curriculum in a variety of instructional methods to provide for cooperative group learning in addition to competitive and individualized learning formats to incorporate high expectations and successful experiences for all students.

Student Search and Seizure (BOE 7.09-1.0)

The school principal or designee is authorized to detain and search any student and any property in the student's possession while on school premises, at school activities, or in transit under authority of the school, for any item possession of which by the student is illegal or prohibited by school rules or for property believed to have been stolen from another student, an employee, or the school. The search shall be conducted according to the following guidelines:

1. Reasonableness.
 - a. The decision to search must be based upon a reasonable suspicion that
 - (1) a violation of the law or school rules has occurred or is occurring;
 - (2) the student to be searched has committed the violation; and
 - (3) particular evidence of the violation will be discovered in the search.
 - b. In deciding a suspicion is reasonable, all the circumstances surrounding the case shall be considered, including:
 - (1) the student's age, history, and record in school;
 - (2) the prevalence and seriousness of the suspected violation;
 - (3) the school official's prior experience in detecting the problem or recognizing suspicious behavior;
 - (4) the need to make a search without delay and further investigation;
 - (5) the specificity and source of the information used as justification for the search; and
 - (6) the particular teacher or school official's experience with the student
2. Scope.
 - a. The scope or extent of the search shall be reasonably related to the kind of objects being searched for, and not excessively intrusive in light of the student's age and sex and the nature of the suspected violation.
 - b. A search commenced to discover a particular kind of item may be expanded or continued for additional items circumstances warrant.
3. Discovered items.
 - a. Illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others may be seized by school authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit.
 - b. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
4. Refusal to submit to search. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusals.
5. Reports. The person conducting the search shall prepare a report to be maintained by the principal including the date, time, place, names of witnesses, purpose, basis, and result of the search.
6. Vehicle Search. Students who drive a vehicle on to school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks the vehicle on school property is deemed to authorize a search of such vehicle by the school principal or designee at any time and for any reason deemed appropriate by the school principal or the superintendent of schools. Any student who refuses to peaceably submit to a search of the vehicle when requested to do so may be suspended for such refusal and may thereafter be denied the right to drive a vehicle on to school property.

Tardy Policy

Reading instruction begins promptly at 8:00am. Students arriving late in the morning miss teambuilding opportunities, and specific, guided instruction in reading. Any time a student arrives after 9:30am, the tardy becomes a ½ day absence. Students leaving school early in the afternoon miss their on-level math instruction. Any time a student leaves before 1:30 pm, a ½ day absence for the afternoon is recorded.

Telephone

The telephone is for school business only. We only have two incoming lines available. We try to keep conversations short so that you may call if there is a need. If you are trying to reach a teacher, we will gladly take a message and have that teacher return your call during his/her planning time. Calling the school and requesting to speak with your child is discouraged, unless there is an emergency. Please make all arrangements at home so student learning is protected. Students will only be able to use the phone in case of an emergency.

Textbooks and Library Books

There is no charge for the use of textbooks or library books. Students are responsible for all textbooks and library books checked out to them during the school year. All lost or damaged books must be paid for in the school office. If a lost book is found, the money paid will be refunded.

Title I Parent Involvement Policy

Statement of Purpose:

E.M. Trout Elementary is committed to providing a climate where staff and parents create a partnership that empowers all students to be active and successful in a competitive and changing world. By providing a quality and equitable education and in developing an innovative curriculum all students will be encouraged to become productive citizens and lifelong learners.

Components of the Policy:

Good communication is an important element of Trout's Parental Involvement Plan. Parents will be contacted by the staff through newsletters, group phone callouts, and Trout's homepage. An annual meeting will be held at the beginning of each school year to inform parents of the student opportunities to participate in different school-wide programs.

Parents are encouraged to be involved in their child's education by attending parent/teacher conferences, parent meetings, and school assemblies. Trout will encourage parents to give input on the education of the students with the use of surveys, parent/staff compacts, the parental involvement committee, and Safe and Healthy Kids Committee. Trout will provide assessment information, test scores, school performance profiles and individual student data for parents to review several times during the school year. Trout will endeavor to break down all barriers that stop parents from working in partnership with the school to ensure a quality education for all students. Each year, parents and staff will review and evaluate the effectiveness of our Title I plan. Changes will be implemented as needed. In a collaborative effort, the Ponca City Public Schools and Trout Elementary will provide the following:

- ❖ Assistance, materials and training to parents on how to work with their child in improving achievement.
- ❖ Activities for parents to learn about child development and parenting skills
- ❖ A partnership with parents, community-based organizations and businesses.

Title I School/Parent Compact

Trout Elementary offers Title I services to students to support academic progress. Recognizing that education is a mutual responsibility of school and home, we come together as families, administration, teachers, and school staff to exchange information, share decision-making and support children in their learning.

The Staff of Trout Elementary pledge to:

- Promote high expectations for students and staff
- Create a safe and drug-free learning environment
- Respect the cultural differences of students and their families
- Encourage communication between families and school
- Encourage families to be included in the school decision making process
- Offer opportunities to promote and improve student learning

Our families pledge to:

- Bring the children to school on time and everyday possible.
- Read with their child and ensure that students have reading time at home
- Attend conferences and school activities
- Help their children learn to resolve conflicts in a positive way
- Communicate and work with the school staff to support and challenge their child

Title VI/Native American Education

Trout Elementary participates in the district’s Title VII program. The purpose of this program is to provide assistance to Native American students and parents and to assist in educating all students about the contributions and the culture of the Native American population.

Tornado Policy

If the tornado-warning siren blows during school hours, children will be taken to the cafeteria located in the basement for refuge. Please do not call the school. The line must be kept open for calls from the Civil Defense and the Administration Office. Children will NOT be dismissed from school until Civil Defense officials have given the “all clear”. Practice drills on how to take shelter in the event of a tornado will be conducted each trimester.

Use of computers and electronic communication equipment and services (3.22)

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time. In addition to Internet access, the district also provides each student and teacher with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student/teacher is required to return the laptop at the conclusion of the school year in the same condition the laptop was issued to the student, minus normal wear and tear. In the event the laptop is damaged, lost or stolen, the student’s parent/teacher agrees to reimburse the district in accordance with the fee schedule attached to the Laptop Use Agreement.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

Employees and students are expected to use good judgment in all their electronic or digital communications - whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district - regardless of whether the activity uses district equipment or occurs during school/work hours - is strictly forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

This policy in its entirety may be accessed from the district website, www.pcps.us under *Board of Education, Policy Book Section III*. Should you require a copy, please contact the Board Clerk.

Use of Internet and technology systems safety and appropriate use (3.22-1.0)

It is the policy of the district to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic or digital communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 U.S.C. §254(h)].

Definition:

Key terms as defined in the Children's Internet Protection Act:

Access to Inappropriate Material - To the extent practical, technology protection measures (or "Internet Filters") shall be used to block or filter Internet (or other forms of electronic or digital communications) access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

Any individual who uses the district's resources to access the Internet or engage in any electronic or digital communication is required to participate in the district's education efforts (undertaken pursuant to the Children's Internet Protection Act) and comply with the district's acceptable use policy.

Supervision and Monitoring

All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district's technology policies and the Children's Internet Protection Act. The district's IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district's technology resources in a manner inconsistent with the district's policies.

Personal Safety

Employees and students shall not use the district's technology resources in any manner that jeopardizes personal safety. Students and employees must follow the district's technology policies, including the acceptable use policy which details the district's safe use standards.

Use of Internet and Social Networks and Other Forms of Communication (6.7 – 4.0)

Violence Free Schools

It shall be unlawful for any student, employee, or patron to have in his or her possession or participate in any person's possession any dangerous weapon on premises owned by the Ponca City Public Schools. Any person found to be in violation of this policy will be subject to all penalties outlined in Board of Education policy, state statute, and federal law.

Visitors

All visitors must report to the office when entering the building. Parents are always welcome visitors at school, not only on special occasions or by special invitation, but on any day. Parents are invited to all school assemblies. Your visit gives the child a feeling of security through knowing that there is cooperation between you and his/her teachers. It also builds understanding between parents and teachers. When you visit, please observe these guidelines:

1. Please enter the building by using the South entrance on Prospect and park in the visitor parking lot.
2. Stop by the office, sign in and pick up a visitor's badge.
3. Whenever possible, visit with the teacher either before or after school.
4. Be considerate of your child when you discuss problems in his/her presence.
5. Please make an appointment for a conference when wishing to discuss individual problems or needs of your child to ensure that your discussion is private and the teacher can give you his/her full attention. PTA meetings, Back to School Night etc. are times when the teachers are addressing group issues. Individual issues are best left to a time when

- just parent/guardian and teacher are present.
6. Arrange a parent/teacher conference at any time by calling the office or the teacher.

Withdrawal from School

In the event that a student must begin attending another school, the school office should be notified as soon as possible in advance of the withdrawal, so that the necessary arrangements can be made for the transfer of student records to the new school.

Programs Available to Students at Trout

Gifted Program (Challenge)

The Ponca City Schools has a program to identify and meet the needs of the academically gifted and talented child. Parents of Trout students who are eligible for this program are informed of their child's eligibility and a plan is devised to meet that child's special needs. We also have a committee, which plans activities to meet the needs of gifted students. Any parent wishing to serve on this committee may do so by calling the school office and informing us of your desire to serve.

Guidance and Counseling

The emphasis of the Elementary Guidance Counseling Program in the Ponca City Schools is developmental and preventative. The counselor regularly presents lessons to each class designed to help each child understand his or her feelings, appreciate his or her uniqueness, become more mature in relating to others and making decisions, and growing up drug free.

The counselor is available to counsel students individually and in small groups. Though consultation with parents and teachers, the counselor seeks to provide coordination of efforts between the school and home. Trout's counselor, Mrs. Annie Dickinson, may be reached for parent conferences by calling the school office at 767-8070.

Literacy First

Literacy First is research-based, comprehensive and based on balanced reading instruction. All instruction is driven by the assessment of students. This assessment allows teachers to teach students on their level, using active involvement.

Study Island

Study island is an online product designed to help your child master the state standards specific to their grade and performance level. Study Island's focus on the standards enables students to improve their performance in all skill areas tested on Oklahoma's state tests. The program is divided into sections based on math and reading. Each section has about 25 topics which consists of a lesson and a bank of practice questions with explanations, all based upon Oklahoma's state standards. Every student has their own user name and password and can access Study Island at home. The website is www.studyisland.com.