

# WEST MIDDLE SCHOOL STUDENT HANDBOOK 2018-2019

*West's vision is "To be an innovative, nurturing, supportive environment, which promotes positive self-concept and ensures social and academic success."*

*The mission of West Middle School shall be to ensure the academic success and the positive self-image of all students.*

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## CLASS SCHEDULE

### 6th AND 7th GRADES

1 <sup>st</sup> Period	8:10 – 9:06
2 <sup>nd</sup> Period	9:10 – 10:06
3 <sup>rd</sup> Period	10:10 – 11:06
4 <sup>th</sup> Period & Lunch	11:10-12:39
5 <sup>th</sup> Period	12:43-1:39
6 <sup>th</sup> Period	1:43-2:39
Advisory	2:43-3:10

## <sup>2</sup>*School Calendar 2018-2019*

### August

16- First Day of School

### September

3 -Labor Day – No School

17-Professional Day – No School

### October

8- Professional Day-No School

11- Evening Parent Conferences

16-Evening Parent Conferences

18- No School

20-Fall Break – No School

### November

9– Professional Day-No School

21-23- Thanksgiving Break – No School

### December

19- Teacher Work Day-No School

20-31- Winter Break-No School

### January

1-2-Winter Break – No School

21- Professional Day – No School

### February

7- Evening Parent Conferences

12– Evening Parent Conferences

15– No School

18- Professional Day-No School

### March

15- Professional Day-No School

18-22-Spring Break – No School

### April

19- Snow Make-up Day #2

### May

3- Snow Make-up Day #1

23-Last Day of School

24-Teacher Workday/ Check-out Day

## AVAILABILITY OF POLICY

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, AT THE SUPERINTENDENT’S OFFICE, AND ON-LINE AT THE DISTRICT’S WEB SITE [WWW.PCPS.US](http://WWW.PCPS.US) UNDER THE BOARD LINK

## 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.

## GRADING POLICY

Grade A (90-100)	Grade D (60 – 69)
Grade B (80-89)	Grade F (Below 60)
Grade C (70-79)	

Students will have until one week after the unit summative assessment to complete daily work. (This can be for a reduced percentage depending on the teacher's preference) The student may lose the opportunity to make up the assignments after that point.

## SUMMER SCHOOL

Semester tests will count 20% or less in computing the semester grade. Students failing two semesters of the same class may be required to attend summer school and pay \$150.00 per class (up to a max of \$300.00 for two classes)

## HONOR ROLL GUIDELINES

- ❖ Any student with a grade point average of 4.0 will be listed on the Superintendent's Honor Roll.
- ❖ Any student with a grade point average of 3.50 or above will be listed on the Principals Honor Roll.
- ❖ Any student with a grade point average of 3.0 to 3.4 will be listed on the Faculty Honor Roll.

## WITHDRAWAL FROM SCHOOL

It is the responsibility of the parents to notify the registrar at least three (3) days before the date of withdrawal. This is necessary in order for the staff to complete the withdrawal procedure.

## PROGRESS/GRADE REPORTS

The first progress report will be issued after the third week of school and every third week thereafter.

## STUDENT ACCESS TO THE BUILDING AND TRANSPORTATION

If a teacher needs a student before 8:00 a.m. in his / her classroom, he/she will give that student a MORNING HALL PASS the day before with the time and the teachers name written on it. The student will have to present this hall pass to the person on duty in order to be admitted into the building.

The auditorium will be open to students at 7:30 a.m. ~~on~~ Students are expected to stay seated in team areas in the auditorium in the mornings unless eating breakfast. Students are expected to be out of the building on regular school days

by 3:30 p.m. unless they are under the supervision of a teacher.

Students may be dropped off and picked up south of the building on Grand.

Riding the bus is a privilege; students are expected to follow the rules on all busses. Failure to do so could result in loss of privileges.

## CLOSED CAMPUS

We enforce a closed campus policy. Once a student arrives at school he is expected to remain on the school grounds for the full school day.

If it is absolutely necessary for a student to leave before the school day is over, his/her parent, guardian, or person/persons designated on the parent permission card must sign out through the office, **in person**. We will always enforce this rule. Anyone other than the parent/guardian checking the student out may be asked to show ID. **Students will not be released to persons under the age of 18.**

If a student returns before the school day is over, he/she should sign in at the office. No one will be permitted to go home without the office first contacting the parents.

A student may not be checked out during the lunch hour except by **his/her parent or guardian**. Students checked out for lunch are expected to not miss class time.

## EVACUATION INFORMATION

In the event of an emergency requiring the evacuation of the building, students will either walk or be transported by bus to a safe site. Please listen to local radio stations for information. Teachers will dismiss students to parents only. Each building has developed a building evacuation plan. A copy of the plan is kept on file in each office and at the Administration Building.

## STUDENT EVACUATION PROCEDURES

1. Walk quickly. **DO NOT RUN!**
2. Proceed to the designated exit.
3. Leave all books and materials in the classroom.
4. Be alert for any special instructions from the teacher.
5. **Stay with your class!**
6. Return to your classroom upon notification by the Principal or person in charge.

## SEVERE WEATHER/SCHOOL CLOSING

School closing due to severe weather conditions will be announced on local radio stations in the morning prior to school. Radio stations carrying the announcement are WBBZ (1230 AM), KIXR (100.1 FM), KLOR (99.3 FM), KLVV (88.7 FM), and KPNC (100.9 FM). Area television stations will also be contacted as soon as possible. In addition, Ponca City Schools will activate the automated calling service.

great variety of sandwiches, snack cakes, and freshly baked desserts at reasonably low prices.

There is a “NO CHARGE” policy in place. However, a student will be allowed to charge up to (3) West Port lunches or breakfasts. Students are told daily the balance on their accounts.

All meal accounts are set up as debit accounts, not charge accounts. Monies may be deposited into these accounts any time the cafeteria is open. Please make checks or money orders to: **West Middle School Campus Mart**. Please include your student’s name and/or account number on the check.

Breakfast is served before school from 7:40 to 8:00 a.m. A student’s meal status (free, reduced or full price) is the same for breakfast as it is for lunch.

## **TORNADO POLICY**

If the tornado warning siren blows during school hours, children will be taken to a protected area on campus 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 the all clear has been given by the Civil Defense officials. Two practice drills on how to take shelter in the event of a tornado will be conducted each year.

## **SEVERE WEATHER**

All personnel at WMS will be alerted to proceed to the designated area. Please do not rush, as only so many can enter the doorway of the designated area at one time. Students will go all the way into the designated area to make room for other students. Students should sit down and stay with their class while in the sheltered area.

## **FIRE POLICY**

The alarm will be sounded in case of a fire. Students will follow instructed paths of exit. Two practice drills on how to properly exit the building in the event of a fire will be conducted each semester.

## **TEXTBOOKS**

The teacher will fill out a book card for state textbooks. Students must pay for damaged or lost books.

## **LIBRARY INFORMATION**

Hours - 8:00 a.m. - 3:30 p.m.  
Fines - \$.25 per week per item

Books are checked out for a two-week period. When materials are not returned students will not be allowed to check out additional books. Books that are lost or damaged must be replaced at student/parent expense. Lost books in the elementary schools need to be cleared up with the librarian at West or the elementary school. To prevent theft, all students are required to use their school issued ID to check out books.

## **SCHOOL IDENTIFICATION CARDS**

Students will be issued a student ID card. Students are required to wear their identification card at school. The first card will be issued at no cost to the students. If the card must be replaced, the cost of the replacement will be the responsibility of the student or parent.

## **SCHOOL LUNCH PROGRAM**

In addition to the traditional school meal program, the Westport Cafe offers other items including packaged salads, a

## **CAFETERIA CONDUCT**

Students are expected to behave in a mature and responsible manner while dining in the school cafeteria. Misconduct will be dealt with as any other behavior infraction. All students will sit in their assigned tables in the cafeteria unless given permission by the principal.

This information and other valuable Child Nutrition information are available on our website. [www.pcps.us/childnut/](http://www.pcps.us/childnut/)

## **ARTICLES PROHIBITED AT SCHOOL**

Problems arise each year because students have items which may be hazardous to the safety of others, or which interfere in some way with school procedure. Such items may include water pistols, rubber bands, cards, toys, games, skateboards, roller blades, heellies, lasers, sharpies, etc. Such items may be taken from students and returned only upon parental request. \*\*iPods, music players, handheld devices are allowed during the student’s lunch and recess time. Students assume full responsibility for these items.

## **CELL PHONES & ELECTRONIC DEVICES**

Students are expected to utilize electronic devices in a responsible manner. When using electronic devices, it is an expectation that West students respect the privacy and rights of others. The use of cell phones and other electronic devices (such as ipads, ipods music players, etc...) in the classroom and hallways is prohibited unless given permission by the teacher. Students are encouraged to leave cell phones and other electronic devices in the student’s locker from 8:00 – 3:10 to prevent theft or damage. If the student has a cell phone or electronic device during times not allowed or it disrupts class, it will be taken and placed in a secure location; the device will only be returned to a parent/guardian. The second offense will result in an office detention and the parent must pick up the

phone. The third offense will result in ISD and the student will not be allowed to bring a cell phone to school for any reason. If the child brings a cell phone after the 3<sup>rd</sup> offense, they may be suspended. If a child elects to carry the cell phone or electronic device on them it should be powered off to prevent disrupting the flow of the classroom. Students assume full responsibility for these items.

## BUILDING RULES

1. Be prompt to class. You must be in your seat when the bell rings.
2. Students are not to leave the classroom without a pass from the teacher.
3. There is no running or scuffling in the halls.
4. Classes are not to be disturbed. If it is necessary to contact another student, go through the office.
5. Fighting is dangerous, is against the rules, and will be dealt with severely. **You will be suspended from school if you fight.**
6. Personal graffiti, gang related graffiti (writing on skin, clothing, books, etc.) is not appropriate and is prohibited.
7. Any and all symbols of gang participation are strictly forbidden. There is **ZERO** tolerance on this.
8. **No weapons will be permitted; possession of anything that a police officer says is a weapon is considered a felony. We do ask police officers to examine and identify potential weapons.**

**A complete copy of the Ponca City Public Schools student discipline plan may be obtained on the school website at [www.pcps.us](http://www.pcps.us) under the School Board link**

**REMEMBER:** Students attending any school-sponsored event are governed by the school district rules and regulations and are subject to the authority of the school district officials.

## TELEPHONES

- ◆ The office telephone is available to students only in the case of illness or other emergencies.
- ◆ Teachers will send a signed pass giving permission to use the phone.
- ◆ Get permission from the secretaries to use the phone.
- ◆ Students must sign the telephone log before making their call.
- ◆ All phone calls or messages to and from school must go through the team issued phone or office phone. No unauthorized use of cell phone transmissions should be made during the school day.

## BICYCLES

Bicycle racks are available by the front door of the school. It is suggested that bicycles be locked when parked. The school does not assume responsibility for damage or loss of bicycles parked on school premises. Riding bicycles on the sidewalks or school grounds is forbidden. No one is to loiter around the bicycle rack. Bicycles are not to be used during the school day.

## CHEATING

Unless the teacher has designated the assignment as group work, all work is to be done individually. Whether you give or receive information on tests or written assignments, the offense is the same - CHEATING! You will receive a zero for the work, and disciplinary actions will ensue.

## PROCEDURES FOR DISPENSING MEDICATION

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 non-prescription medications may be given only upon written authorization of the parent(s) or legal guardian (signed consent form).
- ◆ Medication is to be administered according to written instructions on the original container (non-prescription) or physician's instructions (prescriptions).
- ◆ Medications must be in the original container.
- ◆ Prescription label must contain directions, name of student, name of the medication, and physician name.
- ◆ A PRN and take as directed do not constitute physician's instructions in the school setting (need directions such as take by mouth every 4 hours for pain).
- ◆ Each prescription or non-prescription medication requires a separate authorization form and 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.).
- ◆ Parent(s) or legal guardian must bring medication to the school office. When treatment is complete or at the end of the school year:
  - Parent(s) or legal guardian should be notified to pick up any unused medication.
  - Any medication not picked up by parent(s) or legal guardian will be destroyed.

## CLASSROOM CONDUCT

It is the responsibility of the staff to provide a structured and orderly learning environment. Students will not be permitted to disrupt school in any manner which hinders the educational opportunities of other student learning or teachers from teaching.

Students who continually disrupt the teaching/learning process will be sent to the office for discipline matters. Consequences for discipline problems may be after school detention, in-school detention, or out-of-school suspension. The consequences depend upon the severity of the problem and the decision of the administration.

## ISD RULES

1. Do not talk to other students.
2. Do not get out of your seat.
3. Bring all materials to class that you will need to do your assignments - paper, pencil, etc.
4. No sleeping.
5. Must have a reading book.
6. There are two restroom breaks during the day.
7. Lunch will be at 11:00 A.M. The students will eat the cafeteria lunch. No pop or candy will be available to the students. They will eat in the classroom.
8. The students are not allowed to leave the classroom unsupervised at **any time.**
9. No throwing, spitting, flying, or scooting of objects.
10. All other school rules also apply to students in ISD. No gum, candy, swearing, etc.
11. Any violation of these rules will result in **suspension for the remainder of the ISD time plus one day.**

## FIELD TRIPS

Attendance – excused notes from a doctor and funeral leave will not be counted towards attendance eligibility of field trips.

Students with less than 90% attendance rate by the date of the field trip will be excluded from participating. Teachers will work with the Ready by 21 parent liaison in communicating attendance updates with parents. In extremely rare instances parents and students may appeal to the team and principal for further consideration of attendance hardships. **The**

**principal's decision is final.** Discipline – students who have been suspended or placed in ISD more than once in the fall semester will not be allowed to participate in fall trips.

Students who have been suspended or placed in ISD more than once in the spring semester will not be allowed to participate in spring trips.

## DRESS CODE

The dress code is designed for all students with emphasis on good grooming, cleanliness, and proper dress. Compliance with this dress code is a responsibility of every student, parents, and is to be enforced by every certified staff member in the secondary schools. Provisions of this code include:

1. Shorts must be at or below the middle of the thigh.
2. Skirts and dresses must be an appropriate length that does not distract from the instructional process.
3. Students are not to wear halter tops, midriffs, racer back shirts, or tank tops, no undergarments should be showing, all tops should be two inches wide across the shoulders.
4. All students are required to wear shoes.
5. Clothing with advertisements of alcoholic beverages, drug items, objectionable or implied slogans or pictorial images will not be worn.

6. The wearing of hats, hoods and caps will not be permitted inside the school building except for medical reasons.
7. When necessary for safety reasons, individual grooming or dress can be regulated. (No sagging pants)
8. Any attire or accessories that interfere with or disrupts the educational process may be prohibited.
9. No holes or fraying in clothing that show skin above the fingertips with hands dropped to the side.
10. We prefer hair color not be neon or rainbow colored, with this age group it is a disruption to the learning environment.

### **The principal has the final say in appropriateness.**

Students will be provided alternative clothes or the opportunity to work in ISD for the school day. Additional Dress Codes as outlined in the Board of Education Policy Manual will be enforced.

**[www.pcps.us](http://www.pcps.us)**

## STUDENT DISCIPLINE

A student may be suspended from school for any violation of school regulations, including, but not limited to, the following violations:

1. Guilty of Immorality, as defined by law.
2. Violation of Attendance Regulations.
3. Violations of School Regulations.
  - A. Fighting – 1<sup>st</sup> fight 3 days suspension  
2<sup>nd</sup> fight – 10 day suspension  
3<sup>rd</sup> fight – suspension for the year
  - B. Disruption of class activities
  - C. Smoking or possession of cigarettes or of cigarette papers, cigars, snuffs, chewing tobacco, or any other form of tobacco products.
  - D. Dress and grooming code
  - E. Wearing apparel of any description that tends to cause disruptions of learning process
  - F. Threat of extortion or bodily harm
  - G. Bomb threats
  - H. Destruction of school property
  - I. Breaking and entering building
  - J. Arson or attempted arson
  - K. Sexual Harassment
  - L. Being disrespectful to teachers/students
  - M. Felonies or misdemeanors that include: burglary, larceny, robbery, theft, or arson
  - N. Verbal assault, harassment, or intimidation
  - O. Assault and battery (same as fighting)
  - P. Possession of a dangerous weapon
  - Q. The sale, use, possession or distribution of beer, alcoholic beverages, or a controlled dangerous substance as defined by the Statutes of the State of Oklahoma
  - R. Guilty of illegal possession, use, distribution or under influence of any narcotic, stimulant or barbiturate in violation of law, or an illicit drug as defined by federal and state statutes.

- S. Extortion, blackmail or coercion of fellow students or staff
- T. Repeated classroom disturbances
- U. Possession of lighters or matches
- V. Unauthorized use of laser light devices
- X. Guns

**Any school regulation not listed.**

All policies adopted by the Board of Education will be followed. You may access this information at:

[www.pcps.us](http://www.pcps.us)

**BULLYING/HARASSMENT**

Bullying and harassment of students will not be tolerated. Incidents should be reported immediately to a teacher, and/or principal. Reports can be made verbally, in writing, or online at school website. All reports of harassment, intimidation or bullying will be investigated. Students choosing to bully or harass other students may be placed in ISD or suspended from school.

**POSSESSION AND USE OF TOBACCO**

To ensure compliance with certification requirements of Section 4116 of the Safe and Drug Free Schools Community Act of 1994, it shall be unlawful to use of possess tobacco products in any form by students in 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:

- 1<sup>st</sup> offense – five days In-School Detention
- 2<sup>nd</sup> offense – may result in a lengthy suspension for the remainder of the semester or for the following semester

**REPORTING ABSENCES**

When a student is ill, or it becomes necessary for him to miss school for any other reason, it is the responsibility of the parent to call the school at 767-8023.

**If a student absence is unexcused, he must obtain an admit slip in the office.**

Should a student become ill while at school, he will be allowed to contact a parent. A student’s parent must sign the check out sheet in the office when he/she comes to get the student. Only parent, legal guardian, or officially approved persons will be able to check out students. **No person under 18 will be allowed to sign out a student.**

**TRUANCY**

The Ponca City Public Schools, in conjunction with the District Attorney’s Office, the Ponca City Police Department, the Kay County Sheriff’s Office, the Osage County Sheriff Office, the Office of Juvenile Affairs, and the Department of Human Services, have adopted policies and procedures with regard to school attendance. This cooperative agreement was established to ensure that the youth of this community are provided the opportunity to receive the best

possible education for their future.

Under Oklahoma law (70 O.S. S10 -105) , 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 eighteen, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided; and it shall be unlawful for any child who is under the age of 18, and who has not finished 4 years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means, for the full term the schools of the district are in session.

This law makes it a misdemeanor crime to fail to compel a child to attend school and provides for a fine 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 the Department of Human Services. Failure to comply with the laws of the State of Oklahoma may result in your criminal prosecution.

**The administration of West Middle School will report truancies to the District Attorney’s Office.**

**STUDENT PROMOTION/RETENTION**

Students in grades six through eight (6-8) may be required to attend summer school if their reading and or math level is one full grade level or below their grade placement, or his/her attendance for the year falls below 90%, or if the students failed two (2) or more core subjects. Students failing two semesters of a class will be charged a fee of \$150.00 per class to attend summer school. At the completion of summer school, the principal may retain students who are more than one grade level below in reading and or math, did not attend summer school at least 90% of the days, or failed to make adequate achievements in summer school classes. Students failing four core subjects will be retained in the same grade. Special education students will be placed in the appropriate grade by the IEP team.

**PROFICIENCY BASED PROMOTION**

Upon written request, a student will be given an 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 a 90% level of mastery 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.

**ABSTINENCE AND SEX EDUCATION**

During 6<sup>th</sup> and 7<sup>th</sup> grades, the school nurse will present to the students, curriculum related to sex education and abstinence. This material is designed for the exclusive purpose of discussing sexual behavior and attitudes, sexually transmitted

diseases (including HIV/AIDS) and abstinence. All curriculum and materials utilized will be approved by the Board of Education.

Materials will be available for parental review a minimum of one month prior to the classroom presentation through classroom materials, tests, videos, handouts and activities. Notification will be sent to the parent through the classroom and with publication of the parent preview being published in the newspaper. No student shall be required to attend the sex education and abstinence programs and a parent/guardian may in writing request that the student not participate in the program and alternative curriculum will be provided.

## **STUDENT INSURANCE**

Ponca City Schools offers optional accident insurance to all students enrolled in school. Insurance is available through the Mid-West National Life Insurance Company of Tennessee (administered by Student Insurance Division, Dallas, TX). Packets are available upon request at each school site. Available student insurance is as follows:

24 hour coverage

At school coverage

Extended Dental (Extended Dental must be purchased with one of the above coverage)

**The Ponca City Public Schools Insurance does not cover accidents to students.**

## **Advanced and Accelerated Coursework**

West offers advanced or accelerated coursework in Mathematics, Language Arts, Geography, and Science. Placement in these courses is based on teacher recommendation and meeting minimum requirements on either Star Testing or State Testing. Seating is limited in these courses.

## **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](http://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.***



## **Child Find Ponca City Public Schools**

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 Director of Special Education Services at their Office Phone# (580) 718-3816. If your child is 0-3 years of age you will be referred to Sooner Start of Oklahoma. If your child is 3-21 years of age and lives in the Ponca City Public Schools District, 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.

## **Parents Right-to-Know**

A 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

Additionally, parents may request information concerning whether the students will be provided assistance from paraprofessionals and, if so, the qualifications of the paraprofessional.

Timely notification also is required if a student receives instruction from an unqualified teacher for more than four consecutive week.

## **Accelerated & Advanced Coursework**

**West offers the following Accelerated Courses:**

- **Accelerated Geography (6<sup>th</sup> and 7<sup>th</sup>)**
- **Accelerated Language Arts (6<sup>th</sup> and 7<sup>th</sup>)**
- **Accelerated Science (6<sup>th</sup> and 7<sup>th</sup>)**
- **Advanced Mathematics (6<sup>th</sup>)**
- **Pre-Algebra (7<sup>th</sup>—Student must have been enrolled in Advanced Math in 6<sup>th</sup> grade)**

**Seating is limited in these courses. Placement in accelerated or advanced coursework is determined by student scores on either STAR testing or State Mandated End of Year testing.**

**Students need to not only show academic ability in the particular course, but a willingness and ability to do all required work and demonstrate good attendance.**

## Parent Involvement Policy

### **WMS Goals**

- Improve reading and math advanced/proficient goals
- Improve student safety

### **Parental Involvement Input**

- Parent surveys will be available during enrollment activities; parents will have an opportunity to provide input in the educational opportunities for their child.
- Data from surveys will be used to identify parental and student needs/concerns
- Areas of concern will be addressed during monthly focus meetings

### **Parental Involvement Action Plan**

- Provide parent access to student's grades via ParentPortal
- On-line access to Accelerated Reader Enterprise will provide parents greater information regarding their child's reading scores/point goal, etc.
- Provide training for parents to assist their child with reading and math – Reading Plus, SOAR and Star
- Provide focus meetings to assist with educational as well as developmental concerns

### **Services to Parents/Students**

- On-line access to grades, attendance, reading information, and textbooks
- Students have access to counselors as needed
- Counselors provide parents with community resources for assistance outside of the school day
- Bullying education, Drug education, and safety issues will be provided to students through videos, guest speakers, and bullying workbooks

### **Parent Communication**

- Progress reports every three weeks
- Accelerated reader/Accelerated Math parent reports
- Parent Access on line
- Email grades/attendance from Power School
- Email daily bulletin, team newsletters, parent notes, and school agenda.
- Website updated as needed with school calendar, p/t conference information, and special events.

### **Parental Involvement in Educational Process**

- RSA plans
- Pyramid of Success
- Team meetings with teachers, parents, students, and administrators
- Parent conferences

### **Testing Information**

- Star and CRT results will be provided at the beginning of each school year and/or during parent conferences

**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)

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)

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)

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

Age Act Coordinator (for questions or complaints based on age)

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

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact:

Director of Personnel  
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](mailto: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](http://www.pcps.us) under the Board of Education link.

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### **PONCA CITY SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER FERPA**

*(The Student Records(F.E.R.P.A.) 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

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**PONCA CITY SCHOOL DISTRICT**  
**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

**PONCA CITY SCHOOL DISTRICT  
 DIRECTORY INFORMATION NOTICE**

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.

**7.27                    STUDENT ORGANIZATIONS**

The District sponsor or directs and controls the following clubs and organizations at [name of your school].

<u>Name of Club or Organization</u>	<u>Mission or Purpose</u>	<u>Faculty Advisor</u>
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[List]

Parents and guardians may notify the District that they are withholding permission for their student to join or participate in one or more extracurricular clubs or organizations sponsored, directed or controlled by the District. However, parents and guardians may not withhold permission for student participation in clubs and organizations that are necessary for a required course of instruction. Parents and guardians are solely responsible for preventing their student from participating in a club or organization for which they have

withheld permission, but they are also solely responsible for retrieving their student from attendance at a club or organization for which permission has been withheld.

## **7.16 – 1.0        STUDENT BEHAVIOR**

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](http://www.pcps.us) under the Board of Education link.

### **7.16 – 1.1        POLICY PROHIBITING STUDENT BULLYING**

The District intends to comply with the mandates in the *School Safety and Bullying Prevention Act*, 70 O.S. § 24-100.2 et. Seq. (“Act”). This Policy defines key terms and outlines requirements and procedures related to reporting investigating incidents and training personnel. Students and their parents can obtain the policy **7.16-1.1 Policy Prohibiting Student Bullying** (Section VII) policy from their school principal, the superintendent, or the school district website, [www.pcps.us](http://www.pcps.us) under the Board of Education link.

### **7.17 - 1.0        ALCOHOL, DRUGS, TOBACCO AND ILLICIT DRUGS**

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) 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.

### **7.17 - 2.0        PUNISHMENT FOR POSSESSION OF 3.2 BEER AND ALCOHOLIC BEVERAGES**

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.

**7.17 - 3.0      DISTRIBUTION OR SALE OF 3.2 BEER, ALCOHOLIC BEVERAGES AND POSSESSION, DISTRIBUTION, OR SALE OF CONTROLLED DANGEROUS SUBSTANCES OR ILLICIT DRUGS**

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.

**7.17 - 4.0      POSSESSION AND USE OF TOBACCO POLICY FOR STUDENTS**

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. A person who knowingly violates this policy may commit a criminal misdemeanor under state law.

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.

**7.16 – 3.0      HAZING**

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 (3) school months, shall be subject to disciplinary measures which may include suspension, and shall be referred to local law enforcement authorities for prosecution. Student Organizations that violate the hazing prohibition shall forfeit all rights, privileges, and recognition from the School District for a minimum of one year, 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.

## **7.09 – 1.0      STUDENT SEARCH AND SEIZURE**

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 whether a suspicion is reasonable, all the circumstances surrounding the case should 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 officials' 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 if 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.

## **7.09 – 2.0      LOCKER SEARCH AND SEIZURE**

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.

### **4.3 STUDENT PROMOTION AND RETENTION AND STUDENT PASS/FAILURE OF A COURSE**

#### **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 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 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.

Any first, second, or third grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument for the acquisition of reading skills approved by the State Board of Education shall not be subject to retention. Upon demonstrating the proficiency through the screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument for the acquisition of reading skills approved by the State Board of Education, the school district shall immediately begin a student reading portfolio and shall provide notice to the parent of the student's reading deficiency as described in the school district's Reading Sufficiency Act Testing and Procedures Policy.

If a student has not yet demonstrated proficiency in reading at the third-grade level prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments for the acquisition of reading skills approved by the State Board of Education, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade. The school district may also apply the principles of this paragraph, or the preceding paragraph, in grades kindergarten through second grade.

For the 2016-2017 and 2017-2018 school years, a student not eligible for automatic promotion and who scores at the unsatisfactory or limited knowledge levels on the 4-19 reading portion of the third-grade statewide assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be composed of:

1. the parent(s) and/or guardian(s) of the student,
2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who teaches in the subsequent grade level, and
4. a certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school principal and the district superintendent and the principal and superintendent approve the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria approved by the State Board of Education, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

Students who score below the proficient level on the reading portion of the statewide third-grade assessment, who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion," shall be retained in the third grade and provided intensive instructional services and supports.

The school district shall annually report the number of probationary promotions to the State Department of Education.

For students who do not meet the academic requirements for promotion, and who are not otherwise promoted pursuant to this policy, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plan (IEP), consistent with state law, indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide assessments and who have an IEP that reflects that the student

has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first, second, or third grade; and

6. Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in prekindergarten for academic reasons, kindergarten, first, second, or third grade for a total of two (2) years.

A student who is otherwise promoted pursuant to this policy, or by meeting one of the good cause exemptions, shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The school district shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

Requests to exempt students from retention based on a good-cause exemption (1-6 above) require that a teacher submit documentation consisting only of the alternative assessment results or student portfolio work and the IEP, as applicable, to the school principal indicating that the student meets one of the good-cause exemptions and promotion is appropriate. The principal will review and discuss the documentation with the teacher and, if applicable, the other members of the Student Reading Proficiency Team. If the principal determines the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the superintendent. The superintendent shall also review the documentation and either accept or reject the recommendation of the principal in writing.

The school district will provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption. The notice shall contain a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

#### Mid-Year Promotion of Retained Third Graders

The school district implements the following policy for mid-year promotion of a retained student due to a reading deficiency. The school district mid-year promotion deadline for students to demonstrate proficiency is the Friday before Labor Day. After Labor Day, third grade students will not be considered for promotion to the fourth grade. To be eligible for mid-year promotion, the student must demonstrate that he or she:

1. is a successful and independent reader, reading at or above grade level; and
2. is ready to be promoted to fourth grade; and
3. is demonstrating a level of reading proficiency required to score at the proficient level on the statewide third-grade assessment, or upon demonstrating proficiency in reading at the third-grade level through an approved screening instrument, and
4. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the school district.

Tools that the school district may use, in accordance with rules of the State Board of Education, in reevaluating any retained student may include subsequent assessments, alternative assessments or portfolio reviews.

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.

#### Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

##### *First Level of Appeal*

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

##### *Second Level of Appeal*

The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

### *Final Level of Appeal*

The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the board of education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting 4-22 at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

### **7.23 - 1.0      IMMUNIZATIONS**

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.

### **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.

### **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.

**SMART SNACKS IN SCHOOL**  
**USDA's "All Foods Sold in Schools" Standards**

Effective July 1<sup>st</sup>, 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/>

**Availability of Policy**

**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.pcps.us](http://www.pcps.us) under the Board of Education link.**

For Parents - Vaccines Required to Attend School in Oklahoma  
2014-15 School Year

VACCINES	GRADE	PRE-SCHOOL/ PRE-K	KG-6 <sup>th</sup>	7 <sup>th</sup> - 10 <sup>th</sup>	11 <sup>th</sup> -12 <sup>th</sup>
DTP/DTaP (diphtheria, tetanus, pertussis)		4 DTaP	5 DTP/DTaP*	5 DTP/DTaP* & 1 Tdap*	5 DTP/DTaP*
IPV/OPV (inactivated polio/oral polio)		3 IPV/OPV	4 IPV/OPV◀	4 IPV/OPV◀	4 IPV/OPV◀
MMR (measles, mumps, rubella)		1 MMR	2 MMR	2 MMR	2 MMR
Hep B (hepatitis B)		3 Hep B	3 Hep B ■	3 Hep B ■	3 Hep B ■
Hep A (hepatitis A)		2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)		1 Varicella	1 Varicella	1 Varicella	1 Varicella

★	If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTP/DTaP is not required.
◆	Tdap (tetanus, diphtheria, pertussis) booster
◀	If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.
■	If an adolescent reaches age 11 years and has not started the HepB vaccine series, he or she may receive a 2-dose series of Merck® Adult Hepatitis B vaccine instead of the 3-dos series of pediatric HepB. However, the series must be completed before the 16th birthday or the adolescent must receive a total of 3 doses of HepB vaccine. If you have any questions about this 2-dose series of HepB vaccine, talk to your healthcare provider. All other children (younger or older) must receive 3 doses of hepatitis B vaccine.

**INSURED CHILDREN:**

Effective March 2014, Children whose health insurance covers the cost of vaccinations are no longer eligible for VFC vaccines through county health department clinic sites. Parents are encouraged to seek vaccinations through their primary care providers. If your provider does not administer vaccines area pharmacies also offer vaccinations to insured children.

**Vaccines are administered by area physicians, urgent care clinics, health centers, tribal clinics, and pharmacies. For specific information regarding eligibility requirements and availability please contact these vaccination sites directly.**

**COUNTY HEALTH DEPARTMENT CLINIC VACCINE ELIGIBILITY REQUIREMENTS:**

Children from birth through 18 years of age in the following categories are eligible for Vaccines For Children vaccines:

- **SoonerCare eligible:** A child who is eligible for the Medicaid program (SoonerCare in Oklahoma) or is enrolled in the Medicaid program.
- **Uninsured:** A child who has no health insurance coverage
- **American Indian or Alaskan Native**
- **Underinsured:**
  - A child who has private health insurance but whose insurance coverage does not include vaccines,
  - A child whose insurance covers only selected vaccines (VFC-eligible for non-covered vaccines only),
  - A child whose insurance caps vaccine coverage at a certain amount. Once that coverage amount is reached, the child is categorized as underinsured and is eligible to receive VFC vaccines.

**County Health Department Clinic Locations:**

<b><u>Kay County Health Department</u></b>	<b><u>Kay County Health Department</u></b>
<b><u>433 Fairview</u></b>	<b><u>1706 S. Main</u></b>
<b><u>Ponca City, OK 74601</u></b>	<b><u>Blackwell, OK 74631</u></b>
<b><u>580-762-1641</u></b>	<b><u>580-363-5520</u></b>

Monday-Thursday; 8 a.m.-11 a.m. & 1 p.m. – 4 p.m.



## Meningococcal Disease

### Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

#### What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

#### WHO IS AT RISK FROM MENINGOCOCCAL DISEASE?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

#### How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

#### Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

#### How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11- through 55- years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

#### Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

**Is the meningococcal vaccine safe?**

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

**Does the meningococcal vaccine work?**

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

**Does the meningococcal vaccine prevent all cases of meningitis?**

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

**Where can I get the vaccine for my son or daughter?**

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

Have no health insurance,

Are Medicaid eligible,

Are Native American,

Or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or

who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

**IS THIS VACCINE REQUIRED TO ATTEND SCHOOL IN OKLAHOMA?**

This vaccine is not required to attend kindergarten through the 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

**Where can I get more information?**

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at [www.nmaus.org](http://www.nmaus.org)

Immunization Action Coalition at <http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health at <http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at <http://www.immunizationinfo.org/>

This information was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia.

# **West Middle School**

## **Student/Parent/Teacher Compact**

### **Parent/Guardian Agreement**

I want my child to achieve. Therefore I will encourage him/her by doing the following:

- See that my child attends school regularly.
- See that my child completes homework assignments including 30 minutes of reading.
- Attend parent/teacher conferences.
- Attend school activities whenever possible
- Encourage my child in opportunities to increase vocabulary skills
- Encourage my child in helping to promote a safe and orderly environment within the school.
- Communicate with my child on a regular basis.
- Encourage my child to read at least 30 minutes nightly.

### **Student Agreement**

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Attend school regularly and be on time.
- Come to school each day with supplies and other necessary tools for learning.
- Complete my assignments.
- Ask for help when I need it.
- Help keep my school safe.
- Respect the personal rights and property of others.
- Cooperate with my parents/guardians and teachers.
- Read at least 30 minutes each night

### **Teacher/Team Agreement**

It is important that students achieve. Therefore, we will strive to do the following:

- Provide high quality curriculum and instruction.
- Provide a supportive, effective, and safe learning environment.
- Prepare students to meet the state's academic standards.
- Promote ongoing communication with parents.
- Report to families the progress of their students.
- Make parents feel welcome at school.

### **Principal Agreement**

I support this school-parent compact. Therefore, I will strive to do the following:

- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Provide a quality curriculum and instructional practices that will allow students to become effective citizens.
- Provide opportunities for parents/guardians to be involved in the school and in their child's education.