

CRESCENT ELEMENTARY SCHOOL

Parent and Student Handbook



ADMISSION AND RESIDENCE

It is the policy of the Crescent board of Education that the residence of any child for school purpose should be: The school district in which the parents, guardian or person having the legal care and custody of the child holds legal residence, if that person contributes in a major degree to support of each child. The court of Appeals has ruled that “custody “referred to in 70 O>S> Supp. 199, Section 1-112 (A) (1) is legal custody. “Physical custody alone is not sufficient to change a child’s residency for purposes of school law.” If a child is placed by the parent in a voluntary arrangement with an adult not having legal custody or guardianship of the child, an emergency transfer is required. 70 O>S> Supp. 1994, Sec. 1-113 (C) (1) (a) (3).

ARRIVAL TIME AT SCHOOL

Students are not to arrive at school until at least 7:30 a.m. The Cafeteria will be open for breakfast at 7:30 a.m. Doors will open at 7:45, at which time students are to report to their homeroom teacher. First bell is at 8:10 and Final bell is at 8:15 a.m.

ATTENDANCE

Attendance is important. Regular attendance is of tremendous value to the student as well as to the school. Irregular attendance, regardless of the cause, will not produce satisfactory results. Regular attendance stimulates interest in work and prevents the discouragement that comes from being behind in class. Punctuality and regular attendance are desirable habits to form. Excessive absences and truancy will be brought to the attention of the District Attorney.

The only legitimate reason for school absence is sickness or serious emergency. If a student must be absent from school, the parents should call the school, the day before a planned absence or the day of an unplanned absence. Parents must inform the school of a reason for every absence.

Make up work “where feasible” after an excused absence will be at the discretion of the classroom teacher.

PICKUP

After school, students may be picked up on the Northeast side of the elementary building and the Northwest side of the multi-purpose building.

BAD WEATHER

In case of bad weather and the event that school is cancelled, cancelations will be announced on OKC television stations 4, 5 and 9. School messenger may also contact you by phone.

BULLYING BY DEFINITION:

It is both important and responsible to define what bullying is by strict definition and identify root causes so that we can assure prevention of such behavior at school.

- Bullying behavior occurs repeatedly over time and on purpose.
- Bullying behavior is when a person or persons says or does mean or hurtful things to others that have a hard time defending themselves.
- Bullying is a behavior that is intentional and a tactic used to make others that are timid, weak, physically, emotionally, or economically disadvantaged feel even more so.
- Bullying is NOT conflict; conflict is inevitable and should never be confused with bullying. (Arguing with one another is not a desirable action but it is not bullying).
- Staff members are the critical component. Kids learn the majority of their behavior from observing adults; make sure we give off the impression of always protecting, and being kind to those that are disadvantaged.
- Selfishness is the primary root of the behavior, identify this and work to correct it.
- Most importantly make students feel connected to the school, bullies and those bullied HAVE to feel as though they belong to a larger community. Some teachers use the “One Sentence Intervention Technique” for building positive relationships with students.
- Staff members, who include teachers and support personnel, should report any questionable behavior to administration immediately.

CAFETERIA

The cafeteria is open at 7:30 am daily during school to serve breakfast. Buildings open at 7:45 am to allow students to come into the buildings. Students are encouraged to purchase monthly meal tickets from the cafeteria manager. It is advisable to fill out free lunch program papers annually.

Students that eat in the cafeteria will conform to all cafeteria rules and conduct themselves properly. All rules of etiquette are to be followed. State regulations limit the number of allowable charges, and Crescent Schools policy limits those to two.

CLOSED CAMPUS

All visitors are to check in through the Elementary office and any student leaving campus must be checked out through the Elementary office.

CARE OF PROPERTY

Staff and Students alike should take good care of school property as though it was their own. Any damage to property takes money out of the classroom and ultimately damages the reputation of the school. Any damage willfully will result in disciplinary action and or pay costs of repair.

CLASS PARTIES

Class parties are allowed three times a year, Christmas, Valentines, and the end of school. Designated homeroom parents are invited to these parties Please do not bring any additional guests including children. To avoid complications there will be no gift exchange among students.

If you wish to bring treats for your child's birthday, please contact your child's teacher in advance and do not send invitations or gifts to school. Remember that students are in class and should not be interrupted if possible.

CONDUCT

Rules at school are there for the well being and safety of everyone. There will always be a difference of opinion on consequences. Therefore we will impose rules and consequences at the discretion of District policy and administrators decisions. Students who try hard in class and are considerate of others will not have to worry about any potential consequences. Students should never infringe on the rights of others and be very respectful while at school. Please avoid pushing, shoving, name calling, and hitting even if done in jest, there is no way for teachers to know if you are "just playing".

General rules:

- Use of any substance considered to illegal to use is prohibited
- Hats and bandanas should not be worn in buildings
- Always ask permission before going anywhere on campus without supervision

- Remember to stay quiet in the hallways as others may be trying to have class
- Any school personnel is required to correct and or report any unacceptable conduct at school
- Students are to leave campus immediately after school
- Student property is to be left at home unless required by the school. We will not accept responsibility for lost or stolen items that are not required by the school.
- Busses are a courtesy of the district and students should abide by bus rules or not be allowed to ride.
- Adults are not allowed on busses without permission of an administrator.

CONSEQUENCES

1. Verbal warnings and or a written analysis of behavior
2. Counseling with Principal and Counselor
3. Conference with Parent/Guardian
4. Detention either in the morning or after school
5. Suspension from school and activities
6. Corporal Punishment by request of Parent/Guardian

ALCOHOL AND DRUG POLICY

If a student is found to be in possession of a controlled substance of any kind, alcohol, tobacco, drugs, etc. will automatically be suspended. If it is determined that a student is in violation of State Law 1283, the principal will notify the superintendent of schools and a parent/guardian of the said matter. The student upon the first offense will be suspended for a period of ten days. The student will then be placed on probation for the remainder of the year, and upon a second offense will be suspended for the remainder of the current semester and will lose all credits for that semester. The student will also be suspended from all school sponsored activities and from getting on school grounds until suspension is served. Any employee of the district that reports such an event shall be immune from any civil liability.

WEAPONS

For safety of all students and staff members weapons of any kind are prohibited from campus. Guns of any kind, Knives that are specifically designed as weapons, Billy clubs, Mace, or anything else deemed by the administration as a weapon. Suspension can carry a term of an entire school year if violated.

HEAD LICE, SCABIES, OR ANY TRANSMITTABLE DISEASE

Students suspected of having any communicable disease or having evidence of head lice or scabies, or living with persons affected, shall not be permitted to remain in school until authorized by the local Department of Health or a physician. Students who have been treated for head lice must be “nit free” before returning to school.

IMMUNIZATION

Please visit the school office for the latest regulations on immunization.

LEAVING SCHOOL

Any student that leaves the campus during school hours must be checked out through the office by his/her parent or guardian. Office personnel will get the student from class and have them report to the office. Any student that does not check out will be considered truant.

LIBRARY

The library is a wonderful place for our students, and to keep it that way, students should obey the rules in the library and take care of checked books. Students that lose or damage a book will be required to pay the cost of the book. Library fines will be required for overdue books.

LOST AND FOUND

Any thing found on campus should be immediately taken to the office; lost items should be reported immediately. The last thing we want is for a student to find an item and then be accused of stealing it.

Students are solely responsible for items they bring to school; please do not let your child bring items of value to school, especially if they are irreplaceable.

Items not claimed by the end of the year will be discarded or donated.

MEDICAL AUTHORIZATION

No medicine shall be administered unless a parent or guardian of the student requiring the medication has given the school written permission to administer medicine. The parent or guardian must bring the medicine to school and complete the Parental Authorization form, which is kept in the school office. DO NOT send medicine with your student, please follow procedure.

PARENT CONFERENCES

Parent/Teacher conferences will be held throughout the school year. This will give you opportunity to discuss your child's progress with his/her teacher. If you feel as though you need to talk to your child's teacher any other time please call the office to set an appointment. It is critical that you take interest in your child's progress, please take the time to look over their work and assignments.

PLAYGROUND RULES

No child is permitted back in the building unless given permission by the playground teacher.

Students should line up and pay attention to the classroom teacher as they arrive for pickup.

Use playground equipment the way it was intended to be used.

Do not bring items from home to use on the playground unless cleared by the principal at an earlier time.

Leave sticks and rocks on the ground.

Stay within the designated boundaries.

Do not fight either verbally or physically.

Above all learn sportsmanship and unselfishness when on the playground it will make play more fun and a lot more productive.

PROFICIENCY EXAMS

Proficiency exams are administered as part of state mandated testing. It is vital that students perform well on these exams. Please make sure that your child has plenty of rest and is taught at home to try their best on these exams.

In order for a student to CLEP a course they must meet course requirements and score at least a 90%. Arrangement must be made with the counselor and principal in advance.

REPORT CARDS

Report cards are issued at the end of each nine week period. The semester grade is recorded on the permanent record. Progress reports are issued at the mid term of each 9 weeks.

If teachers are concerned about a student's progress they may contact the parent at any time

Statement of Rights – FERPA

The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA). Student records, including course grades of students, will be maintained confidentially as required by law. Within the first three weeks after the start of classes each school year, the District shall cause a notification of FERPA Rights to be published in selected are newspapers. In addition, the District shall provide a Notification of FERPA Rights to each student or parent or guardian of student by placement in the student handbook(s). The District reserves the right to disclose Directory Information as set forth in the Notification of FERPA Rights. The Board of Education hereby designates the following information to be directory information: Student's names, parent's or guardian's name, dates of attendance, honors, achievements, and/or awards received, students photographs, and grade in which enrolled. The District will disclose any of the above items electronically or otherwise without prior parental consent, unless notified in writing within ten days from the date of student enrollment that any or all of the above information should not be released without consent.