

# CRESCENT ELEMENTARY/ MIDDLE 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 8:00am and Final bell is at 3:35 pm

## **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 “when 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.

## **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. In School Suspension
6. Suspension from school and activities
7. Corporal Punishment

## **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, 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.

## **CELL PHONES**

Crescent Public School holds the safety of our students and the integrity of instruction time as our main priorities. To uphold those priorities, we have enacted the following personal smart device policy.

Students may not have personal cell phones or smart devices on their person during school time—from 8:00 am to 3:36 pm.

If a student has a device at school, they must be turned off and stored in a backpack or locker during this time.

If a device is out, it will be confiscated. The first time, it can be picked up in the office at the end of the school day by the student.

The second time, a parent must pick it up from the office at the end of the school day. Further violations will result in appropriate consequences.

## **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 his/her work and assignments.

## **VISITORS**

Visitors must check in at the office. Do not go directly to a room without permission. Please cooperate fully so that our students can have a safe and disruption free atmosphere.

## **INCLEMENT WEATHER**

It is the policy of the Crescent Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of the students may be jeopardized.

School will not be dismissed during a tornado watch or alert. Children will remain at school and appropriate safety measures shall be taken. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school.

Should Crescent be placed within the boundaries of a Tornado Warning before school starts, the school buses will not run until the warning has been lifted. Parents in town should keep their children at home until the danger has passed.

Should it become necessary to dismiss school during the day, TV stations 4, 5 and 9 and all bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once the buses have arrived.

### **Storm Drill Procedure**

**Alarm: Series of three (3) long rings – pause – three long rings – pause – etc.**

### **All Clear – One Long Ring**

In case of tornado, students should observe the following rules:

1. Move quickly and calmly to the library
2. Pack in as neatly and closely as possible to accommodate all students, faculty, and community members.

If students and staff cannot make it to the Library use the following procedures:

Vo-Ag: Move quickly to East Wing and line up against the wall

Band: Move to storage and practice rooms and get against the wall.

Middle School: Move to the hall and get against the wall, away from the doors.

New Gym: Students should go to their dressing rooms and get against the wall.

East and West Wings: Teachers should take classes to the hall directly outside of the classroom. Stay away from windows located in the hallway.

Elementary School: Students should be moved to nearest interior restroom.

### **Fire Alarm Procedures Note: Refer to the Map of the School**

Students should exit per classroom maps and meet at designated areas at the playground. Teachers will immediately take roll and account for students and report to the principal.

If an exit is blocked by fire, teachers should take their classes to the nearest open door or window. DO NOT PANIC.

In case the building needs to be evacuated during a passing period, students should proceed calmly to the nearest exit and go to the area specified for teachers you have the next hour.

## **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 his/her 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. For purposes of collecting information, these exams will only be given in the month of May during pre – enrollment.

Factors including emotional and social development will also be considered in the placement of a student.

## **Reading Sufficiency Act (RSA)**

RSA is an Oklahoma Law requiring all students to be reading on grade level by the completion of 3rd Grade. Those students not reading on grade level will be required to be retained in 3rd Grade or receive a probationary promotion to 4th Grade. Students in Kindergarten through 3rd grade are assessed for Reading level at the beginning of each school year, at mid-year and again at the end of the school year. Students found to be not on grade level will be placed on an Academic Progress Plan (APP) written by the classroom teacher. The APP will state where the child is behind, what the teacher is doing to help the student and what the parents will do to help their child. This APP must be signed by parents and teachers 3 times per year or until student reaches grade level performance in Reading.

Parents who read with their children 30 minutes per day, have frequent conversations with their child, and pay attention to child's school work, will make a significant impact on their child's educational success.

There are many resources available for parents to help their child become great readers on [www.sde.ok.gov](http://www.sde.ok.gov).

## **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.

## **SCHOOL WEB PAGE**

Please visit our school web page at [crescentok.com](http://crescentok.com) for up to date information and please expect phone calls from school messenger as well. It is our wish to keep you informed as much as possible.

## **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 area 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

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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.