

ACCREDITATION

Mission Elementary is fully accredited by the State Department of Education. This means that credits earned in this school will be accepted, without loss, in any school in the state of Oklahoma.

MISSION STATEMENT

To deliver the highest quality educational experience where global citizens are born through engaging teaching methods, academic excellence, relationship building, and a passionate climate and culture.

MISSION MOTTO

Let your light shine!

GREAT EXPECTATIONS METHODOLOGY

Eight Expectations for Living:

- We will value one another as unique and special individuals.
- We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
- We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
- We will cheer each other on to success.
- We will help one another whenever possible.
- We will recognize every effort and applaud it.
- We will encourage each other to do our best.
- We will practice virtuous living, using the Life Principles.

DAILY SCHOOL SCHEDULE

7:30-8:05 Breakfast/Morning Recess
8:00 School Begins
11:10-11:50 4th Grade Recess & Lunch
11:30-12:10 5th Grade Recess & Lunch
3:10 p.m. Dismissal

GENERAL STUDENT POLICIES

School Calendar

The school year shall consist of 165 teaching days as provided in the school calendar and shall be divided into two (2) semesters. Annually, the Superintendent or the Superintendent's designee shall prepare and present for the Board approval a school calendar which indicates the dates of the opening and the closing of school and all applicable instructional and professional days. All activities of classes and clubs shall be approved by their sponsors, and all fund raising activities shall be approved by the Board according to the policy on Activity Funds.

School Day:

A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law. All students are expected to attend a minimum of six (6) consecutive class periods each day. The administration shall establish the school hours within the school day and class schedules for the schools within the District, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling.

Closed Campus:

All students are to remain on the school campus between the time of arrival and the close of the school day unless: a) leaving for school-sponsored events; or b) being checked out by a parent or guardian. Parents and/or guardians must check out students through the school office before taking the student from campus. Students who leave campus without permission shall be subject to disciplinary action.

Visitors:

For our students' safety and security, all parents and visitors are required to sign in at the principal's office immediately upon entering the building where visitor badges will be assigned. This will allow for minimal disruptions in the classrooms. Appointments with teachers can be scheduled in the office when necessary. *Students not enrolled at Mission Elementary School will not be allowed to visit in the classes.* Our time and energy will be directed toward our students who are enrolled at Mission.

Unauthorized Persons:

Any unauthorized person on District property should be reported to the Superintendent or the Superintendent's designee. Any person may be required to leave District property as authorized by law or District policy. The failure of any person to leave District property when requested may subject the person to arrest and/or prosecution as allowed by law.

Textbook and Chromebook Distribution and Care:

Books and chromebooks shall be distributed for each class by the teacher in charge. The distributing teacher shall record each student's name, the identification number of the book/chromebook, and the condition of the book/device. Students shall not deface books in any way. Fines or the cost of replacement may be assessed for damaged books/chromebooks if they are damaged to the extent that they can no longer be used or require extensive repair. Chromebook usage and agreement forms will be signed by the parent/guardian at the time of enrollment.

Head Lice:

In order to attend school, students must be free from head lice and nits (eggs). If a student is identified as having head lice and/or nits, the parent or guardian will be notified by letter to treat the student prior to returning the following day. The student will be rechecked in 10 days. If head lice and/or nits are found, parents will be contacted to pick up the student from school. The student will not be allowed to return to school until: a) the parent or guardian submits a written statement from a health professional which states that the student is free from head lice and/or nits; and b) the District's nurse or health professional verifies that the student is free of head lice and/or nits.

Medication Policy:

State law on procedures regarding medication binds Mission Elementary. The procedure is very strict because medication can be very dangerous if it is misused or abused; therefore, the following procedures will be followed:

1. School personnel can only administer medication that has been prescribed for a student by a physician. This includes over-the-counter medication.
2. Medication brought to school to be administered by school personnel will be in a prescription vial with the pharmacy label that states the physician's name, the name of the medication, and the directions.
3. Prescription medication will only be dispensed if a physician has made a diagnosis and has directed that specific medication be given.

4. Non-prescription medicines must be in the original container and accompanied by the physician's written instructions.
5. A written request signed by the parent or guardian must accompany the medication, stating the student's name, the name of the medication, the amount to be given, and the time(s) it is to be given.

ADMISSION

IMMUNIZATION, WITHDRAWAL

Admission:

The following students shall be admitted to the District if they meet the age, immunization, and good standing set forth in this policy:

- A. Students who are legal residents of the District;
- B. Students who have a legal transfer into the District;
- C. Students who have been accepted by the District on a tuition basis; and
- D. Foreign students who have been accepted by the District as Nonimmigrant (F1) Students.

Immunization Requirements:

No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

- A. Certification from a licensed physician or authorized representative of the State Department of Public Health that such a student has received, or is in the process of receiving, immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease; or
- B. A Certificate of Exemption form stating that the child is exempt from immunization requirements on the grounds that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician; (2) the parent, guardian, or person having legal custody of the child objects to such tests or immunizations for religious reasons; or (3) the parents, guardian, or person having legal custody of the student claims an exemption for personal reasons. A copy of Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.

Good Standing Requirement:

A student must be in good standing at the time of withdrawal from any previous school in order to enroll in the District. A student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in the District, and no public school shall be required to enroll such student, until the terms of suspension have been met or the time of suspension has expired.

Withdrawals:

Students who attend school as resident students may be withdrawn from school:

- A. By the submission of proof that the student's residence for school purposes has changed or is about to change to another school district.
- B. By the submission of proof that the student has attained the age of eighteen.
- C. By administrative action, if the student has had ten consecutive unexcused absences.

ATTENDANCE

General:

Every student shall attend school regularly. Regular attendance at school is necessary for students to fully benefit from the educational experience, teaches students the necessity of regular attendance in preparation for work, and teaches students to be personally responsible. The Administration shall notify a student's parent or guardian regarding the student's absences and tardies set forth in Administrative Regulations and Student Handbook.

5-2C-1: CHILDREN COMPELLED TO ATTEND SCHOOL; EXCEPTIONS:

A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years 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 for the full term the schools of the district are in session, or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age.

B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (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.

C. Provided, that this section shall not apply:

1. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;

2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;

3. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:

a. The school administrator of the school district where the child attends school; and

b. The parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years; or

4. If any such child is excused pursuant to this subsection:

a. A school district shall excuse a student from attending school for the purpose of observing religious holidays if, before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holidays are observed and for the days on which the student must travel to and from the site where the student will observe the holidays.

b. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished according to a schedule of fines, as shall be modified from time to time by the council, and made available for public viewing in the office of the clerk of court, as provided in subsection 1-10-7A of this code. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person, or the child has been ordered to school by the juvenile court, may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district. (Ord. 1239, 10-21-2015)

Absences:

Students are expected to attend all classes if possible and are expected to attend a minimum of ninety percent (90%) of scheduled class days per academic year. In order to receive credit for the course or grade in which the student is enrolled, a student may not miss more than 10% of classes per semester. Both excused and unexcused absences will count towards this total. Excused absences include, but are not limited to, the student's illness, doctor's appointments, serious illness or accident involving family members, religious observances, a death in the family, or attendance at a funeral. Unexcused absences include, but are not limited to, truancy, leaving school without proper approval, personal business, work, transportation problems not caused by the District, and tardiness. If a student has more than the allotted number of absences they can schedule a meeting with the attendance committee to justify their excessive truancy. Parents and students are subject to the Compulsory Attendance laws set forth by the State of Oklahoma. Absences from scheduled classes due to participation in school-sponsored shall not exceed ten (10) days unless approved by the Superintendent or the Superintendent's designee or otherwise accepted by policy or regulation. Absences due to activities for which the student is attempting to earn or has earned the right to compete on a state or national level shall not be considered for purposes of the ten (10) day limitation. Students who are absent from class due to an absence shall be allowed to make-up assignments and tests missed and shall be allowed one school day to make-up work for each day missed due to absence. It is the responsibility of the student to get all missing assignments from their teachers. Failure to make up missed work could result in a "0".

Tardiness:

Tardy is defined as arriving after 8:10. Students may be considered tardy if they are not inside their classrooms and ready to begin work when class begins. An absence for tardiness will be characterized as excused or unexcused based on the criteria listed for absences.

Early Dismissal:

A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant.

Appeal of Attendance Record:

Appeals dealing with attendances and tardies must be made to a principal-appointed committee. A request for an appeal must be made within ten (10) days of receipt of the notification that attendance requirements have not been met. This notice shall inform students and their parents or guardians that credit for courses and/or promotion to the next grade or level is being denied. The committee shall determine, at the end of the term, if there are extenuating circumstances for the student's failure to meet attendance requirements and shall provide the student's parents or guardians with notice as to its decision. The decision of the committee shall be final.

Truancy:

The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District's attendance officer or any District administrator may detain and assume temporary custody of any student enrolled in the District who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse.

The District's attendance officers are the building principals, and they are responsible for enforcing the attendance requirements. The building principal shall maintain a record of student attendance and shall notify a student's parent or guardian of the student's unexcused absence. **If a student has four (4) or more unexcused absences within a four-week period or is absent without excuse for ten (10) or more days per semester, the principal shall advise the student's parent or guardian and report the absences to the court's district attorney.**

For a *perfect attendance certificate* to be awarded, a student must be present for all days that school is in session. A student is considered in attendance while on school-sponsored activities.

ARRIVAL-DEPARTURE FROM SCHOOL

Classes begin at 8:00 a.m. Prompt arrival is very important.

Parents should drop students off at the curb on College Street. Only buses are allowed to drop off and pick up students in front of the school. Please drop students off and pick students up in the Administration Parking Lot or at the curb on College Street. Students who are "pick-ups" will go to the "island" between Mission and the Administration building to wait for their rides.

If your child does not ride a bus, please do not send your child to school before 7:30 a.m. each morning.

GRADING, PROMOTION, RETENTION

Grading:

The grading system is designed to promote continuous evaluation of student performance, communicate student progress, and celebrate student successes. Administrative Regulations or Student Handbook may set forth the District's grading system.

Report Cards:

Report cards will be issued at the end of each semester. In addition, progress reports may be sent during the nine-week period and telephone calls and personal visits may be scheduled as needed. Parent-Teacher conferences may be scheduled as needed.

GRADING SCALE

| | |
|----------|---|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 60 | F |

Retention:

Retention may be considered when:

1. The student is achieving significantly below ability and grade level;
2. Retention would not cause undue social and emotional adjustment; and
3. Retention would have a reasonable chance of benefiting the student's development.

Whenever retention is recommended, the student's parent or guardian shall be notified of such recommendation. Evidence to be considered for retention shall include testing, assignments, and the student's level of maturity.

Testing:

No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without the prior written consent of the parent or guardian. This policy does not require parental consent to regular classroom activities, the curriculum, or any teaching techniques or methods.

Homework:

Teachers may assign homework to students. The type, frequency, and quantity of homework to be assigned shall be determined by the teacher, which will be based on the needs of the students and the subject matter being taught. Unless a student is absent from school, all homework is due the morning of the next day from when it is assigned. Teachers may hold a student from recess to complete homework if homework is not turned in the morning of the day it is due.

Transcripts:

A transcript is any record of a grade or grades given to a student by a teacher. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any textbook, chromebook, or library book or failed to make payment for a textbook, chromebook, or library book, which has not been returned, the District shall withhold the transcript until such time as payment is made.

Proficiency Based Promotion:

Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

Proficiency for advancing to the next level of study will be demonstrated by a score of ninety percent (90). The opportunity for proficiency assessment is provided twice each school year. Such acceleration shall only occur after discussion with the student's teachers and counselors and approval of the student's parent or guardian and principal. For more information, please contact the school principal or the Gifted and Talented Coordinator of the District.

STUDENT ACTIVITIES

General:

Student activities are an important part of the total educational program. Student activities shall be scheduled so as to result in the least interference with curricular activities and classes. Student participation in student activities shall be voluntary and in accordance with any Administrative Regulations governing such participation. In order to be excused from classes to participate in student activities, which are scheduled during the school day, a student shall be passing in all assigned subjects and shall be in compliance with all Administrative Regulations governing such participation.

Government:

The District shall permit the formation and operation of student government which shall provide students with an opportunity to participate in the workings of the democratic process. The student government shall not have any authority to make policies and/or regulations for the District, nor shall they have any authority regarding disciplinary matters except for recommending the removal of a member. The student government may make recommendations to the Administration on any topic.

Field Trips:

Field trips may be scheduled and conducted by the individual instructor, subject to the approval of the Superintendent. Field trips are considered appropriate extensions of the classroom and should stimulate student interest and inquiry in the subject being taught. Students who exhibit inappropriate behavior while at school may be excluded from school field trips at the discretion of the school principal.

BUS TRANSPORTATION

1. Notes will be required to ride another bus or go home with another person.
2. No food shall be eaten on the bus.
3. Nothing shall be thrown in the bus or out of the windows.
4. Pupils shall not extend arms or other parts of the body out of the window.

5. Remember that loud talking or unnecessary confusion can momentarily divert the bus driver's attention and may result in a serious accident.
6. All riders shall conduct themselves as ladies and gentlemen at all times.
7. Buses will only let students off at school and their homes or bus stops.
8. Any damage to a bus by a student must be replaced and such actions will be dealt with immediately.
9. School authorities may suspend the student from the privilege of riding the bus because of disorderly conduct. In the event, it becomes the responsibility of the parents to see that the child gets to school.
10. Students must be on time for bus stops.
11. Drivers will have the same control over pupils while riding on buses as teachers have while the pupils are in school. Drivers are asked to report violations to the principal's office.
12. Conduct on buses should be very good, as misconduct might draw the attention of the bus driver and cause an accident. For your own safety and protection you are required to remain seated and to refrain from scuffling.

Questions concerning drivers, buses, or routes may be answered by phoning the Transportation Director at 247-5212.

STUDENT SERVICES

Health Services:

The District shall provide health services within the schools of the District by providing nurses and/or health aides to the extent practicable who shall be responsible for administering first aid, assisting with any health-related instruction, conducting screening tests as necessary and appropriate, and maintaining health records on students enrolled in the District. Anadarko Public School's Registered Nurses can assess, evaluate, screen, treat and give prescription and over the counter medications to any student enrolled in the school system unless there is a Refusal Form on file. The school nurses occasionally provide preceptor services (teach student nurses) to local nursing schools. Student nurses, working under the supervision of the Registered Nurse, can provide services as allowed by their educational background to school staff members and students.

Special Education Students:

The District shall provide those necessary services for handicapped and/or disabled students which are required by law and/or regulation.

School Counselor:

The District employs school counselors who may serve as liaisons between students, teachers, and parents, and may provide personal counseling, educational planning, career planning, enrollment, and individual and group testing. Students may be referred to a school counselor by teachers or principals. In addition, parents who wish to meet with a school counselor may schedule an appointment and students may request an appointment through their homeroom teacher.

STUDENT RECORDS

General:

The District shall make and keep such student records as are necessary and are required by law, policy or regulation.

Notification of Rights:

The District is subject to and complies with the Family Educational Rights and Privacy Act (FERPA).

Requests for Disclosure:

Any person requesting to inspect or obtain copies of student's records shall submit a written request for disclosure to the Superintendent or the Superintendent's designee as specified in the Administrative Regulations. Student records shall not be released absent consent of the parent or guardian except in accordance with the provisions of FERPA and state law.

STUDENT DRESS CODE**General:**

There exists a correlation between the quality of a student's performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts/cleavage, and nipples are fully covered with fabric that is not sheer or see-through. The student's back and midriff/belly may not be exposed. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
- Shoes (no "wheelies.")

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors.
- Fitted pants, including non-transparent leggings, yoga pants, and "skinny jeans"
- Frayed jeans, as long as underwear and buttocks are not exposed.
- Athletic attire

4. Students Cannot Wear:

- Violent language or images.
- Gang-affiliated clothing.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears.
- Flags as clothing or capes.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations, or exceptions to the dress code as deemed necessary by administrators such as for a student's IEP or social and emotional learning.

These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary actions.

STUDENT CONDUCT

“The Warrior Way”

Students are expected to conduct themselves as ladies and gentlemen at all times and shall adhere to all rules, regulations, and policies formulated by the Administration and the Board. Students shall at all times respect the rights of fellow students and of District personnel and shall not provoke any other individual or inflict physical harm upon another, except in self-defense.

Students who engage in conduct or activities which are prohibited by this policy may be subjected to disciplinary action up to and including suspension from school. The disciplinary action taken shall depend upon the nature and severity of the violation and the student's past record of violations, if any. While students are (a) in attendance at school or any function authorized or sponsored by the District; (b) in transit to or from school or any function authorized or sponsored by the District; or (c) on any property subject to the control and authority of the District, students are prohibited from engaging in the following conduct or activities:

1. Smoking, using and/or possessing tobacco products by students under 18 years of age; this includes vaping and vape components.
2. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any alcoholic beverage or low-point beer as defined by state law;
3. Using, consuming, possessing, or being under the influence of, selling, transferring, distributing, or bartering any narcotic drug, stimulant, barbiturate, depressant, hallucinogenic, opiate, inhalant, counterfeit drug, or any other controlled dangerous substance as defined by federal or state law or regulation including any substance which is capable of being ingested, inhaled, or absorbed into the body and affecting the central nervous system, vision, hearing, or other sensory or motor function.
4. Using, possessing, selling, transferring, distributing, or bartering any drug paraphernalia;
5. Being in possession of any unauthorized wireless telecommunication device. Students may only possess wireless telecommunication devices upon the prior consent of the student's parent or guardian, if the student is under 18 years of age, and the Superintendent, and shall show medical necessity or some other appropriate situation which justifies the need for possessing a wireless telecommunication device while at school;
6. Possessing, using, transferring possession of, or aiding, accompanying, or assisting another student to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;
7. Disobeying, showing disrespect for, defying the authority of, or being insubordinate to a teacher, administrator, or other District employee, including bus drivers, secretaries, custodians, and cafeteria workers;
8. Leaving school grounds or activities at unauthorized times without permission;
9. Refusing to identify or falsely identifying one's self to District personnel;

10. Entering, without authority, into classrooms or other restricted school premises;
11. Violating the District's policies, Administrative Regulations, Student Handbook provisions, rules, practices, or state law;
12. Engaging in conduct which endangers or jeopardizes the safety of other persons;
13. Harassing, hazing, threatening, or verbally abusing another person (It is the policy of the Anadarko Public School District that harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.);
14. Using profanity, vulgar language or expressions, or obscene gestures;
15. Committing acts of sexual harassment, as defined by District Policy, or sexual assaults;
16. Assaulting, battering, inflicting bodily injury on, or fighting with another person;
17. Creating or attempting to create a classroom disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal educational process;
18. Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to the District or any other person;
19. Engaging in extortion, theft, arson, gambling, immoral behavior, forgery, possession of stolen property, and cheating; and
20. Being in possession of or using a laser-pointing device in any manner other than for classroom presentation.

Any student conduct or activity which does not a) occur on school property, b) while the student is in transit to or from school or a school function, or c) on any property subject to the control and authority of the District shall be prohibited if such conduct or activity a) is a continuation of activity which began on school property, b) adversely affects or poses a threat to the physical or emotional safety and well-being of other students, employees, or school property, or c) disrupts school operations.

In addition to disciplinary actions, the District, acting through the superintendent or principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges when a student's actions are criminal in nature.

STUDENT SEARCHES

Searches: As allowed by law, the superintendent, any principal, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of, any student or property of a student, **including a cell phone**, for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices, missing, or stolen property, or information regarding such issues as cyberbullying. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker, vehicle, **or cell phone**.

Students are personally responsible for any items found in their lockers, desks, vehicles, book bags, backpacks, or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property.

STUDENT DISCIPLINE, SUSPENSION, AND DUE PROCESS

Discipline:

Good discipline is vital to the educational program. Discipline should be fair, dignified, and administered with an even temper. Discipline may include, but is not limited to, conferences with students, parents, or guardians, in-school detention, detention, referral to counseling or appropriate social agency, referral to law enforcement, behavioral contract, financial restitution, restriction of or revocation of privileges, corporal punishment, and suspension. Disciplinary action shall be based on an assessment of the circumstances surrounding each infraction and may take into consideration the following criteria:

1. the student's attitude;
2. the seriousness of the offense;
3. the effect of the offense on other students;
4. whether the offense is physically or mentally injurious to other people;
5. whether the incident is isolated or repeated behavior; and
6. any other circumstances which may be appropriately considered.

Students with Disabilities:

Students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) shall be disciplined in accordance with the policies and procedures established by the Oklahoma State Board of Education. Unless otherwise prohibited by law, students who are "handicapped" as defined by Section 504 of the Rehabilitation Act or students who are "disabled" as defined by the Americans with Disabilities Act (ADA) shall be subject to the same discipline policies and regulations as any other student.

Suspension:

An administrator may suspend a student when the student's behavior is in violation of the District's Student Conduct Policy, Administrative Regulations, or directives received from school authorities and the behavior occurs while the student is:

- a. in attendance at school or any function authorized or sponsored by the District;
- b. in transit to or from school or any function authorized or sponsored by the District;
- c. on any property subject to the control and authority of the District; or
- d. not on District property but the student's actions:
 1. are a continuation of activity that was initiated under conditions **a** through **c** above,
 2. adversely affect or pose a threat to the physical or emotional safety and well-being of other students, employees, or District property, or
 3. disrupt school operations.

When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered, particularly when similar infractions have occurred and other forms of discipline have not deterred such behavior. The administrator shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention.

Appeal of Suspension:

A short-term suspension is any suspension for ten (10) or fewer days. A long-term suspension is for more than ten (10) days. If the decision of the administrator is adverse to the student, the student shall be notified of the right to appeal the administrator's decision as follows:

1. A student may appeal an administrator's decision as to either a short-term suspension to a Suspension Appeal Committee by submitting a written request for an appeal to the administrator within five (5) days after receipt of the administrator's decision. If a timely request for an appeal is not received, the administrator's decision shall be final.
2. With respect to a short-term suspension, the Committee's decision shall be final and unappealable.
3. With respect to long-term suspension, the student may appeal the Committee's decision to the Board by submitting a written request for an appeal to the superintendent or the Clerk of the Board within five (5) days after receipt of the Committee's decision.

Effect of Suspension:

Except as otherwise provided, a student who has been suspended shall not be allowed on District property.

Extra-curricular Activities:

A student may not attend or participate in any school activities, including all extra-curricular functions, while suspended from school. A suspension is effective until the next school day following the ending date of the suspension.

SAFE CALL HELPLINE

You may call – anonymously – when you witness any illegal activity that threatens our school.

Call: 877-SAFE-Call extension OK1

(877-723-3225, extension 651)

SCHOOL OFFICE

The office is the administrative headquarters of your school. If you have a problem or question, a visit to the office is welcome. We want to help you. If there are visitors in the office and you have urgent business, please knock before entering.

SCHOOL TELEPHONE

405-247-6607

It is impossible to permit unlimited use of the school telephones. Therefore, a written phone pass from the student's teacher will be required before a student is allowed to use the phone. Students will be permitted to use the telephone if they are ill, need medication, or if the school changes plans unexpectedly. This will keep confusion to a minimum and leave lines open for incoming calls.

Students will not be called to the telephone during the school day. If it is necessary for a child to receive a message, the office staff will deliver the message to the student. In the case of an emergency, the message will be delivered as soon as possible.

Incoming calls to teachers during school classroom hours should be rare and brief. Calls will be taken in the office and referred to the teacher during a planning period.

We suggest that you communicate with your child before he or she leaves for school so he/she will know what to do when school is out for the day. Please call to give student messages prior to 2:00.

CELL PHONES

Bringing cell phones on the school campus is discouraged. However, if a parent feels that the student having a cell phone is important, the following guidelines will apply.

1. The cell phone **cannot** be used during school hours (**7:30-3:10**).
2. The cell phone **must** be checked into the front office upon arrival.
3. If a student's family feels it is necessary to bring a cell phone to school, **there is no expectation of privacy** in the event that issues arise regarding inappropriate usage, cyberbullying, etc. Parental permission **is not required** for administration to look at a student's phone if there is a reasonable suspicion that the student has been using it to bully, harass, intimidate, threaten, or send inappropriate content to another student.

Any cell phone found to be in use during school hours will be confiscated and the student will face disciplinary actions for not following school procedures.

SEVERE WEATHER, FIRE, & STORMS

In case of severe weather, snow, or low temperatures, the official announcement for *school closing* may be heard over the radio. The closing will be on the television listings.

The **fire drill signal** will be a series of short beeps. Students will leave the building in single file. They should remain in lines according to classes so the roll may be checked outside.

The **storm drill signal** will be an announcement via intercom for teachers to lead students to the safe room. Students should remain in the area according to classes so that roll may be checked. **Lock down** will be the European siren sound; at this signal, teachers will lock their classroom doors, turn off the lights, and situate students away from door(s) and window(s) keeping them as quiet as possible; custodians will lock all outside doors; office staff will shelter in the office vault. **"Secure the building"** is an announcement made via intercom at which point teachers will lock classroom doors and custodians will lock all outside doors, but teaching will continue.

INCLEMENT WEATHER SCHOOL CLOSING INFORMATION

The district will always err on the side of safety when considering the closing, early departure, or late start for the school day. Student and staff safety will always be the first consideration during inclement weather events.

In the event that severe weather of any type is indicated by the National Weather Service that will affect the district boundaries, the district will continually monitor the weather by television, radio, and computer for the most current conditions during the weather event.

The following will drive district decisions pertaining to school closings, late starts, and early departures:

- The imminent weather threat to the safety and well-being of all students and staff members.
- The ability of district buses to pick up students throughout district boundaries and deliver them safely to and from the school sites.

- The ability of all students and staff members to arrive safely at and to depart safely from the school sites.

The Oklahoma City television stations and local radio stations will be notified once the decision has been made to delay the start of the school day, early release, or the closing of the school for the day. School Messenger Notification System will also be utilized to contact parents and staff of any closings, late start, or early release during inclement weather. For more information about School Messenger, please see the link on the homepage of the district website. If at any time you are unsure of school closings, early departure, or late start, please contact the office of your child's school.

SCHOOL CAFETERIA

All meals shall be eaten in the cafeteria. No food or drink from lunch will be consumed outside of the cafeteria without permission. No glass containers of any type will be allowed in the cafeteria. **No soda will be allowed in the cafeteria. This applies to students who bring their lunch.**

All students will follow cafeteria rules. Once students enter the cafeteria during breakfast or lunch, they will not be permitted back into the halls, lockers, restrooms, etc unless they have permission from the duty teacher. Students are asked to visit quietly while in the cafeteria. Students should avoid spills and leave the table area clean for others.

Breakfast and Lunch Schedules

Breakfast is served each day from 7:30 a.m. until 8:05 a.m.

4th Grade lunch is 11:30-11:50

5th Grade lunch is 11:50-12:10

MEDIA CENTER

The mission of the Mission Library Media Center is to promote the love of reading, to support the curriculum and mission of the school, and to enable students and staff to be effective users of information. The LMC provides a well-balanced, systematic collection of educational materials and access to information. Books may be checked out for fourteen (14) day periods and may be rechecked for one additional week. If books are not returned on time, a fine of five cents is due on each book for every day kept past the due date. Students with overdue books due to absence should return the book upon return to school and notify library staff of dates of absence.

The library is open every day from 7:50 a.m. to 3:10 p.m., and students with permission may use it before or after school, or during class time with permission from the teacher.

Teachers may send two (2) students at a time to the library, with a library pass, which includes the teacher's name. Library passes do not entitle students to loiter in the halls, go to the restrooms, etc., without permission. Students with gum, candy, beverages, or any other snack will be allowed to use the library only after disposing of the food item. Students should **never** loan their library books to other students. A lost or damaged book will be the responsibility of the student **in whose name it is checked out** and replacement costs must be collected before that student will be able to check out another book.

Students with fines or overdue books will not be able to check out books until the books are returned and/or fines cleared.

INTERNET USE

The use of the District's computers and Internet access provided by the District is a privilege, not a right. Any student who inappropriately uses the District's computers/chromebooks or the Internet may have the privilege of using the devices denied, revoked, or suspended and may be subject to other disciplinary sanctions. Students will not be allowed to access chat rooms, play unauthorized games, communicate with outside entities, or email one another during the school day. Students may check and receive email from school staff, respond if necessary, or ask questions regarding assignments and classroom activities. **Please note: there is no legitimate expectation of privacy in the use of the school district's technology.**

PLAYGROUND RULES

Misbehavior or any conduct that is unsafe or hazardous to another student or staff member will not be tolerated. Students must go outside unless they are ill and/or have a note to show the person on duty. During inclement weather, students will return to their classroom in an orderly fashion and follow the teacher's classroom rules.

1. Rough play is not allowed
2. Students will remain on the playground during outside recess times. They may only enter the building with the permission from one of the duty persons.
3. If playground balls go beyond the fence or in the street, the duty people must be notified.
4. **Only Mission equipment (balls, etc.) will be allowed.**
5. No food or drink of any kind will be allowed on the playground without permission from duty people.
6. Absolutely no fighting.
7. All game rules must be followed as taught in physical education classes. All equipment must be returned to the storage cart at the end of each recess.
8. Line up promptly when the end of recess bell rings.
9. No bailing out of swings and when swinging all students must face the center.
10. **For the safety and well being of everyone, students are to obey the adults on duty regarding playground rules.**

SCHOOL PARTIES

School parties will be scheduled during the year for Halloween and Valentine's Day. The time for all parties will be 2:40 p.m. unless otherwise indicated by your child's teacher. Families may send treats/favors for the parties OR contribute financially. Celebrations for individual student birthdays must be scheduled with the child's homeroom teacher; this usually consists of cupcakes and drinks to be shared with the homeroom. Parents and families are not permitted to attend the parties. To avoid unhappiness that is caused when a child is not invited to an after school party, invitations for these should be sent through the mail, not handed out at school.

GUM, CANDY, POP, SUNFLOWER SEEDS

Per Oklahoma **Senate Bill 265**, students in elementary schools will not have access to **FMNV** (Foods of Minimal Nutritional Value) except on special occasions and during Snack Shack once per week.

Special Occasions will include: holiday parties (Halloween, Christmas, Valentine's, etc.), birthday parties, and principal-approved incentive parties.

Sunflower seeds and **gum** are not allowed at school.

SNACK SHACK

Snack Shack will be on Friday (or the last day of) each week. The funds for this activity are placed in Mission's Activity Fund. This fund is used to purchase items needed in your student's classroom and school.

CROSSWALK

All students arriving at or leaving from Mission Elementary will use the crosswalk in front of the school. A crossing guard is provided for the students' safety from 7:30 a.m. – 8:05 a.m. and from 2:55 p.m. – 3:30 p.m.

BICYCLES, SCOOTERS, SKATEBOARDS, IN-LINES

The use of bicycles and scooters as a means of coming to and from school is a convenience and a privilege. However, they may be dangerous around students if safety regulations are not followed. Therefore, unnecessary riding, speeding, and reckless riding will not be allowed on school grounds.

There will be absolutely no riding bicycles, scooters, or skateboards on school grounds. When a student reaches school grounds, he/she will get off the bicycle, scooter, or skateboard and push it to the bicycle rack. Skateboards must be kept in your child's locker. If it doesn't fit, leave it at home. The bicycle, scooter or skateboard will be pushed or carried when leaving school grounds. During the school day, using in-line skates or skateboards will not be allowed.

LOCKERS

Lockers are provided for all students. Anything kept in your locker is your responsibility. You may bring a lock if you wish; but if you do, you must give the combination or extra key to your homeroom teacher.

BOOK BAGS AND BACKPACKS

Book bags and backpacks that are brought to school must be left in the student's locker and not taken into the classroom. Items of value should not be left unattended in classrooms, backpacks, or unlocked lockers. The school is not responsible for missing personal items.

PERSONAL ITEMS (TOYS, ETC.)

Personal items such as trading cards, toys, radios, playground balls, and other items will not be permitted at the school. All toy items brought to school will only be returned to the parent of the student to whom the item belongs. The item will be turned in to the office, along with the child's name. The school is not responsible for missing personal items.

SAFETY LOCKDOWNS

Lock-downs will be conducted at least twice a year as required by legislation. In case of emergency, district and site procedures will be followed to help provide safety for our students.

ASBESTOS PLAN

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school district be inspected for asbestos and that a management plan be written to document this inspection. This plan may be viewed at the administration office.