



“Gateway to Success”

ELEMENTARY STUDENT HANDBOOK
2011 - 2012

This Handbook Belongs to:

Name: _____

Grade: _____ Teacher: _____

Phone: _____

4901 N Lincoln Blvd.
Oklahoma City, OK 73105
<http://dsaelementary.org/>
School Office: (405) 6055566
School Fax: (405) 6055578

Kanuni Yilmaz
Principal

The Principal retains the right to amend this handbook for just cause. Parents will be notified of changes in a timely manner.

Welcome to the 2011-2012 school year at DOVE SCIENCE ACADEMY ELEMENTARY. This new year means a new beginning and new futures. The administrative team is excited about this coming school year, and the staff is caring, competent, dedicated and willing to assist you.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents and staff. The mission of DOVE SCIENCE ACADEMY ELEMENTARY is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

DOVE SCIENCE ACADEMY ELEMENTARY is a reflection of us all. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, activities, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Students, get involved in your classes, clubs and activities. Parents get involved through PTO, volunteering at school, Task-Force Friday's, co-sponsoring a club, and bringing the family to family fun night activities. Check our website often for announced activities and PTO meetings.

This handbook is an overview of our school's goals, services and rules. It is an essential reference book describing what we expect and how to do things. Read it carefully, discuss it together as a family, and let it act as a guide for your effective involvement in all aspects of the school year. It has been written to provide you and your parents with the information that will make your school year purposeful and rewarding. Keep this book because you will use it throughout the school year.

On behalf of the entire DOVE SCIENCE ACADEMY ELEMENTARY staff and community, best wishes for a great 2011 - 2012 school year!

Sincerely,

Kanuni Yilmaz

Principal

SECTION I MISSION AND VISION

MISSION STATEMENT

The mission of DOVE SCIENCE ACADEMY ELEMENTARY (DSAE) is to prepare students for academic success in the future, enable them to have a broad spectrum of options in their upcoming endeavors, and prepare them to be responsible and productive citizens. The educational philosophy of DSAE is that school exists for the welfare and dignity of the child. Education at DSAE is student centered and each child is recognized as a unique individual with unique interests, needs and abilities. It is our belief that each child has an inherent curiosity and love of learning and each has a unique intelligence, capability, and learning style. With this in mind, we have created a student-teacher-parent triad. Our students will strive toward their highest levels of capability with an education addressing their individual learning styles, thus fostering within them a lifelong love of learning.

VISION

DOVE SCIENCE ACADEMY ELEMENTARY will prepare students for college with a focus on science, math, and computers. We will provide a safe, healthy, and caring environment that shall result in academic excellence, continuous learning, and responsible, accountable citizens through the mutual support of parents, students, school personnel, and the community.

SECTION II DISCIPLINE PHILOSOPHY

An important aspect of a person's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist students in the development of self-discipline. It is the student's responsibility to actively and willingly work toward acquiring self-discipline. Cooperation between home and school is paramount to the success of students. Positive character traits are encouraged through the use of various character education programs in our schools.

STUDENT CODE OF CONDUCT

General Expectations

DSAE seeks the most positive learning experience for your child. Staff members work with parents and students to establish positive school climate, which is most conducive to learning. Students are expected to behave at school in a manner which contributes to learning rather than detracts from it.

The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school policies, rules and regulations. The school community is an environment that assures intellectual, social, physical, and character development appropriate for citizenship in an ever-changing world. The expectations herein are specified to insist that a safe learning climate is maintained for the student body and that each student is assisted in developing responsibility and self-control.

Student Code of Conduct

Each DSAE student is personally responsible as a citizen of the school community to maintain a caring, safe and positive learning climate by:

- Being respectful, caring and kind to other students, school staff, and visitors.
- Doing one's best in lessons and extracurricular activities.
- Using self-control at school and at all school activities.
- Respecting and caring for school property and using materials properly.
- Respecting and caring for the property of others.
- Using appropriate language.
- Being a caring, kind, responsible citizen at school and in the community.
- Following all school rules.

STUDENT CONTRACT

As a student of DOVE SCIENCE ACADEMY ELEMENTARY, I will do my best to do the following:

- ✓ I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- ✓ I will keep my hands, feet and body to myself at all times.
- ✓ I will speak to others respectfully, not using profanity or uncomplimentary names.
- ✓ I will only talk in the classroom after getting permission from my teacher.
- ✓ I will show respect for all people working or helping in the school.
- ✓ I will show careful regard for both my property and the property of others.
- ✓ I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- ✓ I will only say respectful things about others and their families.
- ✓ I will attend school regularly.
- ✓ I will be in class on time with all necessary materials.
- ✓ I will make good use of class time and complete and turn in assignments on time.
- ✓ I understand that I must make up assignments I missed in the event of an absence.
- ✓ I will remain on campus during school time, including the lunch period. I will not leave the school grounds without permission of the principal.
- ✓ I will do my best with my schoolwork, and I will encourage others to do their best.
- ✓ I will ask for help if I do not understand.
- ✓ I will not bring any contraband items to school.
- ✓ I will help keep the school building and grounds clean and tidy.
- ✓ I will walk (not run) in the halls.
- ✓ I will follow the dress code and arrive at school in my uniform daily.
- ✓ I will not participate in any behavior banned by the school.
- ✓ I will make it my goal to attend a college or university after I graduate from DSAE
- ✓ I agree to follow all requirements of the DSAE Student Handbook.

STUDENT EXPECTATIONS

Expectations and rules are designed to promote a caring, safe and orderly school environment. Adherence to rules is a life skill.

Students are expected to:

- ☞ **Be Safe**
- ☞ **Be Respectful**
- ☞ **Be Responsible**

Common Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> ☞ Walk facing forward; cross your arms; be silent. ☞ Keep hands, feet & objects to self. ☞ Get adult help for accidents & spills. ☞ Use all equipment & materials. appropriately ☞ Keep your voice at a whisper, and keep your hands, feet, and objects to yourself. ☞ Practice self-control. 	<ul style="list-style-type: none"> ☞ Use kind words and actions. ☞ Wait for your turn. ☞ Clean up after self. ☞ Follow adult directions. ☞ Be silent when lights are turned off or the silent signal is given. ☞ Maintain a clean school environment; discard trash properly. ☞ Be respectful of other's property. 	<ul style="list-style-type: none"> ☞ Follow school rules. ☞ Remind others to follow school rules. ☞ Take proper care of all personal belongings & school equipment. ☞ Be honest. ☞ Follow game rules. ☞ Turn in all items 'found' to the main office. ☞ Complete work assignments. ☞ Review your Monday folder and all school correspondence with your parent/ guardian and promptly return it to school.
ALL COMMON AREA BEHAVIORAL EXPECTATIONS ARE TO BE INCLUDED WITH SETTING SPECIFIC BEHAVIORAL EXPECTATIONS			
<p>Cafeteria</p> <p>Breakfast serving line is open from 7:30-7:45 a.m.</p> <p>Homeroom 4th/5th begins 7:40 K-3rd begins 7:50</p>	<ul style="list-style-type: none"> ☞ Keep all food to self. ☞ Sit with feet on floor, bottom on seat & facing table Stay in your seat. ☞ Keep your hands to yourself. ☞ Do not trade, share or throw food. ☞ Put all paper and plastic in the waste can. Leave the area by the proper exit. 	<ul style="list-style-type: none"> ☞ Allow anyone to sit next to you. ☞ Be silent when standing or walking, when lights go off or silent signal given ☞ Use quiet voices ☞ Clean up your area. ☞ Food or drinks are not allowed out of the cafeteria. ☞ Practice good manners at all times. 	<ul style="list-style-type: none"> ☞ Raise hand & wait to be excused ☞ Get all utensils, milk & condiments when 1st going through the line ☞ Students will be dismissed by tables/class to take restroom break, wash hands, take trays and trash to the trashcans, and line up for recess. ☞ Each person is responsible for leaving tables and floor areas clean. ☞ Finish eating by 7:50 a.m.
Playground/ Recess	<ul style="list-style-type: none"> ☞ Walk to & from the playground. ☞ Wait for duty person to enter playground. ☞ Stay within boundaries. ☞ Be aware of activities/games around you. ☞ No play fighting. ☞ What is on the ground stays on the ground. ☞ Stay away from fences, walls, and utility equipment. ☞ Stay off of and away from broken equipment. 	<ul style="list-style-type: none"> ☞ Play fairly. ☞ Include everyone. ☞ Contact sports and contact games are not allowed including tag, chase, football, soccer, etc. unless it is an organized Physical Education activity supervised by the P.E. Coach. ☞ Refrain from obscene language or obscene gestures. 	<ul style="list-style-type: none"> ☞ Use hall/bathroom pass for leaving the area. ☞ Food, candy, gum & toys stay in class. ☞ Report problems to playground supervisor. ☞ Get permission and an escort to leave the playground. ☞ Stay off of and away from wet and muddy areas and areas marked off limits by cones. ☞ Leave cones where alone.

Common Area	Be Safe	Be Respectful	Be Responsible
Passing Areas Halls, Breezeways, Sidewalks	<ul style="list-style-type: none"> ☞ Stay to the right. ☞ Allow others to pass. ☞ Walk inside the buildings, and to and from vehicles, buses, and the playground. 	<ul style="list-style-type: none"> ☞ Hold the door open for the person behind you ☞ Use quiet voices or be silent. ☞ Respect others' space. 	<ul style="list-style-type: none"> ☞ Stay on sidewalks. ☞ Walk with arms crossed behind you, (in front when carrying books) or in your pockets. ☞ Know and follow the silent signal.
Bathrooms	<ul style="list-style-type: none"> ☞ Keep feet on floor. ☞ Keep water in the sink. ☞ Use soap & water for washing hands. ☞ Put towels in garbage can. 	<ul style="list-style-type: none"> ☞ Knock on stall door. ☞ Give people privacy. ☞ Use quiet voices. ☞ Use one squirt of soap & one foot of paper towel. 	<ul style="list-style-type: none"> ☞ Flush toilet after use. ☞ Return to room promptly. ☞ Use scheduled bathroom breaks. ☞ Be silent. ☞ Leave class materials outside bathroom or in classes.
Arrival & Dismissal Areas (parking lots, entrances & exits)	<ul style="list-style-type: none"> ☞ Drop off/Pick up at Front Entrance in the designated drop off/pick area. ☞ Avoid crossing the street. ☞ Use sidewalks. ☞ Wait in designated areas. ☞ Avoid parking in traffic ways & near cones. 	<ul style="list-style-type: none"> ☞ 7:30:45 Arrivals report to designated areas. ☞ 7:50 go to homeroom. ☞ Use front hall by Main office for dismissal 	<ul style="list-style-type: none"> ☞ Arrive on time. ☞ Leave on time. ☞ Get teacher permission to use the classroom phone. ☞ Be silent
Special Events & Assemblies	<ul style="list-style-type: none"> ☞ Wait for arrival & dismissal signal ☞ Sit on bottom, 'criss cross applesauce' 	<ul style="list-style-type: none"> ☞ Use audience manners ☞ Sit on bottom ☞ Sit still ☞ Be silent 	(See common areas)
Restricted Areas (workroom, health room, staff room, Principal's office, main office)	<ul style="list-style-type: none"> ☞ Check in office before entering. 	<ul style="list-style-type: none"> ☞ Knock before entering staff room or Principal's office ☞ Use quiet voices 	<ul style="list-style-type: none"> ☞ Use hall pass for using the area
Classrooms Each classroom will define their expectations for being safe, being respectful, and being responsible. School wide expectations include:	<ul style="list-style-type: none"> ☞ Be a good listener; follow directions carefully. ☞ Keep an orderly/neat and clean desk, work area, and locker or cubby 	<ul style="list-style-type: none"> ☞ Show care for all classmates, classwork, homework and all property ☞ Avoid disturbing others in your class or in other classes. ☞ Think before you speak. ☞ Report to Homeroom on time. 	<ul style="list-style-type: none"> ☞ Complete assignments on time and write your name on them to indicate you did your best. ☞ Leave everything in order at the close of the day ☞ Gum chewing is not permitted

Bullying, Harassment, Intimidation and Threatening Behavior DSAE has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law.

Defined

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the DSA Board's commitment to provide a physically and psychologically safe environment in which to learn. It includes but is not limited to : verbal threats, both face to face and over electronic media (phone and/or computers) and nonverbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated, pestering, bullying, intimidating, or threatening another student even in jest, on school property or at school sponsored events, name calling, slurs, or other oral, written, graphic, or physical conduct of a harassing nature as well as unwelcome verbal or physical conduct of a sexual nature.

"Harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with DSAE's education mission or the education of any student.

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

The *School Bullying Prevention Act* and DSAE policy prohibit peer student harassment, intimidation, bullying and threatening behavior. This policy is in effect while 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 DSAE.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel.

Parents should:

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

A principal or principal's designee will investigate other allegations of harassment or bullying and, when appropriate, provide education, training, information about community health options, and/or discipline related to such behavior. The investigation will include interviews with all relevant persons. Such persons

include, but are not limited to, the: (1) complainant, (2) accused, (3) student(s) and (4) other potential witnesses.

Conduct Outside the School Day or Off School Property

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline, educational process, or effectiveness of the school may result in disciplinary action as provided in this policy. For example, discipline will be enforced for inappropriate conduct occurring off school property that is a continuation of plans or threats made on school property.

Damage to School Property

All school property belongs to the patrons of the DSAE and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline by school authorities.

Disciplinary Actions

Any student who violates the above clear behavioral standards or student expectations or incites, encourages, promotes, and/or participates in acts determined by adult supervisors to be hazardous to the safety of others shall be subject to disciplinary action. If behavior of a student results in injury to another child, or causes serious disruption to the learning environment at school, emergency discipline measures, including suspension from school, may be required.

Discipline-Severe Clauses: Immediate Office Referral

A classroom teacher may remove a student from his or her class when that teacher determines that an emergency exists. Reasons constituting an emergency include: but are not limited to:

1. Acts of violence or threats of physical harm to an adult or another student.
2. Possession of tobacco, drugs or alcohol on or near the school campus. Being under the influence of drugs or alcohol.
3. Possession of a weapon or an object that is being used as a weapon.
4. Damage or destruction to property belonging to the school, a teacher or another student.
5. Disrespect to a staff member.

Any student removed from the classroom for a reason shown above shall be taken immediately to the principal or his/her designee. At the discretion of the principal or his designee, the student shall then be released to the parent, the parent's representative, or other proper authority including but not limited to law enforcement officers and medical personnel. Any teacher removing a student for one of the above reasons must document, in writing, his or reasons for removal and the date, time and location of the incident.

Discipline- Office Referral for Non-emergency Disciplinary Action

Any teacher referring a student for disciplinary action must document, in writing, his or reasons for the referral, prior actions taken and the date, time and location of the incident. Submit this information to the Principal or his/her designee (Dean of Students for Discipline).

STUDENT RESTRICTIONS DURING OUTOF SCHOOL SUSPENSION OR DURING OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out of school suspension, the student immediately forfeits the privilege of participating in all extracurricular activities of the school, notwithstanding the filing of an appeal. In addition, when a principal determines to impose alternative in

school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline, unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. An exception may be made by the suspending principal or administrator for the student to attend education nights or summer school classes.

Extracurricular activities includes, but is not limited to, all school sponsored teams, and clubs, organizations, ceremonies, student government, and band, orchestra, vocal music, athletics and all other school sponsored activities and organizations.

Violent Offense Directed Toward a Classroom Teacher

Students suspended for a violent offense directed toward a classroom teacher shall not return to the teacher's classroom without the teacher's prior approval. Whether or not an offense is considered a violent offense under this stipulation shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

DSA Elementary School Calendar

DSA Elementary Bell Schedule 20112012

DEAR = Drop Everything and Read and is time set aside for small group interventions.

Student DEAR time is in effect during homeroom and in the cafeteria during breakfast while waiting for homeroom to begin. Parents please ensure your child has DEAR time reading materials with them every day. All core teachers on planning period during 2nd hour DEAR time will pull small groups from specials for small group skill time. All other students will remain with specials teachers for DEAR time.

Daily Schedule		
7:30	7:45	Breakfast line open & DEAR
7:40	8:00	4 th /5 th Homeroom & DEAR
7:50	8:00	K-3 rd Homeroom & DEAR
7:55	8:00	Morning Announcements
8:00	8:50	1 st Period
8:50	10:00	2 nd Period & DEAR
10:00	10:50	3 rd Period
10:50	11:40	4 th Period
11:40	12:25	5 th Period
12:25	1:15	6 th Period
1:15	2:05	7 th Period
2:05	3:00	8 th Period*

10:05	10:50	K&1 st Lunch & Recess
10:50	11:40	2 nd & 3 rd Lunch & Recess
11:40	12:25	4 th & 5 th Lunch & Recess

SECTION III GENERAL INFORMATION

ACCIDENTS, INJURIES AND SUDDEN ILLNESS

The following procedures should be followed by school staff in case of **serious accidents, illness or injury during the school day**

- A. Administer first aid.
- B. Notify parents.
- C. Call family doctor if unable to locate parents or others listed in contact information.
- D. If indicated, call an ambulance to transport to the emergency room of local hospital. DOVE SCIENCE ACADEMY ELEMENTARY does not assume the responsibility for the payment of ambulance, hospital, or doctor's fees.
- E. Complete an incident form.

Students, please follow these three rules if you become ill or are injured during the school day.

- Report to the Main Office with an escort if needed and with your hall pass signed by the teacher.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- If the Main Office recommends that the child be sent home (or to doctor) from school, the parent/guardian must make arrangements to pick up the child promptly.

Illness Before the School Day

Do not send your child to school if he/she exhibits the following symptoms:

- A. A fever of 100 degrees or higher
- B. Vomiting or Diarrhea within the last 12 hours
- C. Severe nasal congestion and/or frequent cough

AFTERSCHOOL DETENTION

This detention is served in the designated detention area. It may be assigned for the same day or the day following the infraction. The detention is for an infraction such as disturbing the class, continuous tardiness to class, cafeteria misbehavior, etc. The student can serve up to 45 minutes, depending on the infraction and number of detentions already served. Parents will be notified of the detention. Parents must check the database on a regular basis to stay aware of their child's disciplinary record.

ALCOHOL AND OTHER DRUGS

Tobacco Free School Notice

Smoking and using smokeless tobacco are not permitted in school buildings, vehicles, or on school property, 300 feet from school property or at school related or school sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

Alcohol Free School Notice

In order to provide a safe and alcohol free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary actions per the provisions of this handbook.

Drug Free School Notice

The school believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school

activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Students caught bringing any type of contraband onto the school campus (including in student vehicles), will face long-term suspension and police will be called.

ALLERGIES (NUTS AND LATEX)

Nuts and latex are two of the main causes of anaphylactic (life threatening) allergic reactions. Symptoms may range from mild sensitivity to severe anaphylaxis. In order to promote a safe environment DSAE will:

1. Refrain from the use of any nut/latex products in crafts, projects, experiments, or foods prepared and served at DSAE by our food services and school staff.
 2. Refrain from the use of latex gloves anywhere in the school.
 3. Not allow latex balloons.
 4. Encourage communication between parent/guardian, child, teacher and the main office Health Services staff as to the nature of the allergy and individual symptoms.
1. recommend the use of an allergy alert identification bracelet.

ARRIVAL/DISMISSAL

Students must arrive between 7:30 and 7:50 a.m. Breakfast is served from 7:30-7:45 a.m. only. The cafeteria closes at 7:50 a.m. Students arriving later than 7:40 a.m. will not have time to eat breakfast. Students are to be out of the building within ten (10) minutes after school dismissal or after the conclusion of an approved, supervised afterschool activity.

Unless you have an older sibling in 4th or 5th grade at DSAE, then K-1 students must be picked up by 2:50 p.m. and 2ND – 3RD grade students must be picked up by 3:00 PM. 4th and 5th grade students and their younger siblings must be picked up by 3:10 PM. Any student not picked up by their designated time or dropped off prior to 7:30 will be sent to before/after school care at parent/guardian expense. The cost is set each year and a policy letter informing families of the cost will be sent home during student orientation.

ATTENDANCE

Regular attendance is very important for the success of school students. There is no substitute for a child being in class and taking part in the daily lessons. Important information is given during a teacher's lecture, and students learn from one another during discussions and group projects.

The school year consists of 175 days. Students who miss more than 18 days will fail the grade on attendance. If more than 18 days of one subject are missed, that subject will have to be retaken. Excused and unexcused absences are totaled together for attendance count.

The Oklahoma Board of Education requires all students enrolled at DSAE to attend school regularly in accordance with the laws of the State. The success of DSAE's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty and staff of DSAE will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task.

Members of DSAE's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will

- keep accurate attendance records for excused and unexcused absences
- require an admit slip from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- Require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

It is expected that all students will be in class every day. Report cards that are sent to parents at the end of each nine-week period will show the number of days missed. **A student must be in attendance a minimum of 90% of the time that school is in session in order to receive credit for each course in which he/she is enrolled.** This means that a student may have a maximum of 18 absences (excused or unexcused), for the entire year. Absences due to school-sponsored activities will not count against the nine days. Absences for a student entering DSAE after the year begins will be based on a student being in attendance 90% of the remaining days. Guidelines have been established for School Related Absences, Excused Absences, Unexcused Absences and Tardiness.

Absence and Tardiness

All absences are part of a student's school record. However, unexcused absences including unexcused tardies are considered acts of truancy per Oklahoma State statutes. DSAE recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences including tardies.

A. ANTICIPATED ABSENCE

If it is necessary for the student to be absent and there is advance warning of at least 24 hours, the student may be able to collect his/her work prior to the absence. A written request should be submitted to the attendance Office and the attendance office will notify teachers. If the absence will be 3 days or more, the letter needs to be submitted to the Principal. Without permission, school work will not be allowed to be made up. Absences covered under this policy are: Funerals, hospitalization of the student, certain religious events.

B. CHECK IN PROCEDURES

If a student arrives to school after 8.00 a.m. or returns from being checked out for any reason, **he/she MUST be signed in by a parent/guardian at the front office and receive a pass to class. Parents may not walk their child to class. Please see Tardy section for further information.**

C. CHECK OUT PROCEDURES

No students will be checked out after 2:35 p.m. because many classes begin dismissal procedures at this time.

The parent/guardian has to sign-out the student in the front office. Students will not be allowed to leave to meet their ride in the parking lot. If someone other than the parent/guardian is to pick-up the student, the person's name must be on file in the office. Students will not be released to anyone who is not on the student's approved pick-up list. Parents/Guardians may be asked to present a form of picture ID at the time of pickup. Due to safety reasons, we will not be able to accept phone calls or emails to inform us of checkout arrangements. Only a fax or note with the parent's signature will suffice.

D. EXCUSED ABSENCE

DSAE accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning, **no later than 10.00 a.m.** that their child is not attending. It should be kept in mind that these days are still counted as absent. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

1. Death of a Relative

Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian. Additional documentation may be required.

2. Illness in the Family

Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian. Additional documentation may be required.

3. Observance of Religious Holidays.

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. You must bring a note from your parent or guardian to the office before the day(s) of the absence. You may be required to provide further documentation.

4. Personal Illness

Your parent or guardian must call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian and the school may require a doctor's confirmation. However, students who are out of school for more than two consecutive days, due to illness, are required to bring a doctor's note in order for it to be counted as excused absence.

5. Professional Appointments.

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. Parents must come to the office to pick you up for the appointment and wait for you in the office. You and your parent must sign you out of school; when you return to school, you must sign in. You must return to school when finished, provided school is still in session. You must bring an excuse note from the office you visited in order for the absence to be considered excused.

E. HOMEBOUND

In extreme cases, students may be required to stay at home and receive their school work. These students are not counted as absent. These cases are usually prolonged illness or injury. There are also some cases within Special Services. All cases of homebound students are decided by the Administration.

F. MAKE UP WORK FOR EXCUSED ABSENCES

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work. To be eligible for makeup work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.

All teachers Make-Up work policies are consistent with the handbook and may be found in their course syllabi as well. Please read these policies careful. It is each student's responsibility to be aware of and adhere to these rules.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments **at least 24 hours prior to your absence.** Teachers cannot be pulled from class or other obligations to gather make-up work for same day requests. For students with excused absences, makeup tests will be scheduled at a time designated by the teacher. It is the students'

responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the makeup. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

G. MAKE UP WORK FOR UNEXCUSED ABSENCES INCLUDING TARDINESS

If you have an unexcused absence, then you may not make-up the work you missed and you will receive “F” or “zero” for the work. Teachers are not obligated to allow you to make up any work.

H. TARDY/TARDINESS

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, babysitting, athletic workouts, socializing or lingering in the halls is unacceptable, an absence, and (when unexcused) is a form of truancy per Oklahoma State statues.

- **Students are considered tardy if they are not seated in their 1st period class at 8:00 a.m., ready to learn with book bags stowed in their cubby or locker.**
- **Any student who accumulates 3 tardies (unexcused late) will receive a call home to parents from the school.**
- **Any student who accumulates 4 tardies (unexcused late) will conference with parents, administrators and teachers.**
- **Any student who accumulates 5 tardies (unexcused late) will be assigned Saturday School.**
- When you arrive late to school, you must report to the main office with your parent or guardian, have your parent or guardian sign you into school on the school’s sign in sheet and provide an explanatory note. If you fail to do this, you will receive an unexcused tardy regardless of the reason for the tardy.

1. Excused tardy

This is a tardy due to professional appointments (medical, dental, legal), funeral attendance, verifiable traffic or weather delays, and family emergencies such as verifiable illness with a doctor’s note, hospitalizations, death in the family. Transportation issues are not a valid excuse for being late to school.

2. Unexcused Tardy

Every 5 unexcused tardies to school will result in a disciplinary action and count as one unexcused absence.

3. Class Tardy

If you are late between classes, report directly to your next class. You must make up missed time with the teacher. You will get one unexcused tardy. Every 5 unexcused tardies to class will count as 1 unexcused absence from that class. The only tardies to class which are excused are those when a student has been to an office, at the request of a staff or faculty member. Visits to the school nurse for acceptable reasons are also excused. The student will be given an excused pass to class by the staff member they have seen.

I. TRUANCY

Oklahoma statues consider truancy to be unexcused absences and tardies and require schools to take certain actions upon the accumulation of four (4) or more. DSAE shall consider any student truant if he/she is inexcusably absent from his/her assigned location with or without the knowledge of a parent. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy.
- A record of the truancy will be entered into your record file.
- A conference with your parents will be held after the accumulation of four (4) or more tardies/absences.
- You will be reported to the Oklahoma County District Attorney’s office after the accumulation of four (4) unexcused absences in four (4) week period or ten (10) in a semester. Excessive tardies must be reported as well.
- **Habitual Truancy**

DSAE shall consider a student a "habitual truant" by State law and suspend him/her or drop him/her from our rolls when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated ten (10) consecutive days or fifteen (15) total days of unexcused absences.

J. EARLY DISMISSAL FROM SCHOOL

NO EARLY DISMISSAL AFTER 2:30 P.M. WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL/PRINCIPAL'S REPRESENTATIVE AT LEAST 24 HOURS IN ADVANCE.

Because DSAE is very concerned about student safety and well-being, the following precautions will be taken.

- The principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- Students will only be released via the front office. Parents/guardians must come in personally to sign their child out. Phone calls will not be accepted.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

K. UNEXCUSED ABSENCES

Unexcused absences (including tardiness) are considered acts of truancy per Oklahoma State statutes. You will be marked for an unexcused absence if

- You fail to bring a written note within two school days following an absence,
- Your parents did not call school by 10 am on the day student was absent,
- You leave school without signing out of school at the office,
- You are absent from class without permission including walking out of class,
- You are absent from school without parental permission,
- You get a pass to go to a certain place but do not report there, and/or
- You are absent for reasons not acceptable to the administration.

BIRTHDAYS

Student birthdays are acknowledged one day each month with a free dress day (see dress code policy section). On this day and only on this day, students may bring class snacks that can be shared with every student at lunch or at the end of the day. Students must sign up ahead of time to bring snacks. Snacks must be consistent with our healthy snack policy (fresh fruits, vegetables, whole grains crackers/cookies) and must be commercially prepared and packaged and free of allergens such as nuts. Drinks need to be packaged in individual serving containers with re-closeable lids or in spill proof containers. **We cannot accept any deliveries of cakes, balloons, flowers, gifts, etc.** Snacks must be brought to the main office for delivery during homeroom time or lunch. **The office will deliver them to the teacher to avoid disrupting class.** Please help us be in compliance with Oklahoma State law requiring instructional time requirements be met and class disruptions kept to a minimum. Your cooperation is greatly appreciated.

CAMPUS SECURITY

Students and parents are asked to cooperate with the school by following the security procedures. Because safety is paramount, all visitors must obtain permission to visit the campus by completing a visitor request form at least 48 hours in advance of the requested date of visitation. Visitations are generally

limited to one class period and visitors must receive a visitor briefing so as to preserve instructional time and the rights of our students and staff. All visitors to the school must check in at the main office and wear a visitor's pass. Students may be walked to the front door but in accordance with our safe schools and visitor policy, parents and guardians are not permitted to escort their children to class. We have procedures in place to help younger children adjust to attending school. Messages for students and forgotten items are to be delivered to the main office. Office staff will ensure students receive them. Parents or guardians desiring to eat lunch with their child must complete a visitation request form at least 48 hours in advance to obtain permission.

The only student entrance that may be used after 8.00 a.m. is the front entrance.

CARE OF PROPERTY

Please refrain from damaging desks, tables, lockers, walls or floors. Students are responsible for all books and materials checked out to them. Any materials lost or damaged by the student must be replaced. Any act of vandalism or destruction of any school property may result in suspension from school and payment for the damaged property. DSAE is not responsible for any loss of student's personal belongings.

CELL PHONES/ELECTRONICS

Beeper, Pagers and Cellular Phones, Radios, Tape or CD Players, MP3 Players, Electronic Games, and/or similar devices cannot be used in the school building at any time during school hours, including lunch time and break times, without prior consent of the administration. For further details, see the school's *wireless telecommunications policy*.

The school is not responsible for lost, stolen or damaged cell phones or other electronics.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

To help the school handle emergencies, maintain communication and keep records current, please provide the school with two emergency numbers and proper authorization for individuals who are allowed to pick up your child. It is the parent's responsibility to see that the principal's office has accurate emergency contact numbers. If an emergency happens and the contact information is inaccurate, the principal may ask school resource police officers to go to the home or place of business and escort the parent to the school.

CLASS PARTIES

The approved class parties each year are the Winter Holiday, Valentine and End of Year parties. For health and safety considerations, food items served at the parties should be commercially prepared and allergen safe. One day each month is designated as Birthday Cake Day. Classroom Birthday parties are not permitted. On Birthday Cake Day parents may provide commercially prepared birthday treats to the office to be served at the end of the day by the teacher to all of the classroom's students. The teacher will check with the Main Office for items students in his/her class are not allowed due to allergies, parental restriction, or other prior to serving the treats to his/her students.

CHEATING

Students found cheating on an assignment or a test will receive a zero and disciplinary action. Parents will be notified.

CLASSROOM RULES

All school rules apply in the classrooms. In addition to school rules, teachers implement their own classroom rules/consequences including but not limited to warnings, call to parent conference with parent, extra assignments and lunch/afterschool/Saturday detention. These rules are not to conflict with school rules.

CLOSED CAMPUS

DSAE has a closed campus policy. This means that no student may leave at lunchtime, or any other time, for any reason, unless signed out by parent/guardian. Students who leave campus without having followed proper protocol will not be allowed back on campus that day, and will face disciplinary action. Parents or guardians desiring to eat lunch with their child must complete a visitation request form at least 48 hours in advance to obtain approval from the principal.

CLUBS AND FIELD TRIPS: Sponsoring teachers will announce details about each club at the beginning of the school year. Field trips will be announced and explained as necessary.

To be in a sport, nonacademic club, or **to attend any field trip** at DSAE, students need to:

- a. be attending DSAE
- b. have approval of sponsor of the club/sport/field trip
- c. “passing grade” in each class they are taking
- d. have no discipline problems

Grades and discipline records shall be checked regularly for eligibility by the club sponsor and, periodically, by an administrator.

CONFIDENTIALITY

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from the student cumulative records. The records are maintained in a secure manner, which prevents unauthorized access.

COUNSELING SERVICES

DOVE SCIENCE ACADEMY ELEMENTARY offers counseling services. The school counselor or his/her designee can help you plan and succeed in your high school program and help you look ahead to college. The counselor can also help with personal issues and concerns. To see the counselor, make an appointment in advance unless it is an emergency. If he/she is not available, make sure you talk to another administrator.

COUNSELORS AND SUPPORT STAFF

Guidance services are provided by the school counselor. His/her purpose is to aid students in solving problems and making adjustments to various life situations, such as personal problems.

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is a policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate court document should be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the student’s school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent teacher conferences (not necessarily together in the same conference).

DAILY/ WEEKLY ANNOUNCEMENTS

Students and parents will be informed of school news on the school website and in monthly newsletters.

DATABASE

DSAE has electronic monitoring available to parents via the school database. Parents are able to see attendance, grades, homework assignments, and the discipline record of their student. The parent uses their student's password to gain access to this feature.

DELIVERIES

Students are not permitted to call for meals to be delivered to them at school (pizza etc). Only parents/guardians may bring food to the front office. The front office will deliver the item to the student. Students will undergo disciplinary action for not following this rule.

DETENTION

Detention may be held on each day during school for up to eight hours, after school or on Saturdays. Parents will be notified. Students who serve after school or Saturday detention must make arrangements to be picked up from school prior to the day of the detention. Students who fail to make transportation arrangements will be subject to disciplinary actions.

After School Detention

1. Students will bring only school acceptable materials to work on. Classroom materials may be sent by a teacher or assignments given by detention teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Do not address or staff or teachers unless they've asked you a question, or other students under any circumstances.
5. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from school.
8. Detention time will be assigned within twenty-four hours of the teacher meeting with the student and notifying the parent/guardian.
9. Students placed on after school detention will not be permitted to participate in any extracurricular activities that day.
10. If a student arrives to the detention room five minutes after designated time without a confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in the detention being doubled or possible out of school suspension.
11. If a student does not turn in a Parent Notification Form on the due date without a confirmed excuse, he or she will have one day out of school suspension.
12. Students will complete detention assignments or face further disciplinary action.

DISCIPLINARY POLICY

DSAE prides itself on providing a safe, learning environment for its students and faculty. The teacher of a child attending DSAE shall have the same right as a parent or guardian to control and discipline such child according to school policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school or classroom presided over by the teacher. Disciplinary consequences for minor offenses that may be imposed by the school administration and teachers may include lunch detention, afterschool detentions and Saturday detention. Out of school

suspension may be imposed for more serious offenses as provided by the DSAE student/parent handbook.

Students under suspension may not be on school grounds or attend school sponsored events violation will be considered as trespassing and are subject to additional disciplinary action.

Prevention of harassment, intimidation, and bullying:

Threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school, are specifically prohibited and considered serious offenses. The school administration and teachers shall strive to prevent and provide education to students about such behavior.

Please see the Prohibited Conduct and Behavior appendix for further details on consequences for disciplinary violations.

DISCIPLINE REVIEW AND APPEAL

Students and their parents/guardians may discuss concerns about disciplinary consequences imposed by a teacher or administrator with the person who imposed the discipline, with the Dean of Students, Counselor or with the principal.

Students and their parents/guardians may appeal any out of school suspension imposed by the school administration. The appeal should be in writing and delivered to the school principal within two (2) days of the suspension or notice of suspension.

A suspension of ten (10) days or less will be reviewed by a committee of 3 teachers/administrators not associated with the suspension. The decision of the panel will be final.

A suspension of greater than ten (10) days will be reviewed by the school principal or his/her designee. After the decision of the principal or his/her designee, the student and their parents/guardians may appeal that decision to the Board of DSAE. This appeal must be made in writing and delivered to the principal within five (5) days of the decision. The Board will follow the procedures set forth in the Student Suspension Regulation and the decision will be final.

There are 3 possible outcomes for an appeal.

- a) The suspension may be canceled and removed from the student record. All work may be made up.
- b) The suspension may be shortened.
- c) The suspension will stand as assigned.

DRILLS FIRE, TORNADO AND IOC (Intruder on Campus)

Emergency drills are conducted each quarter, with or without prior notice. There is an evacuation diagram in every room, and the student needs to make him/herself aware of the location to meet his/her class if he/she should become separated from the class during an evacuation. **In the event of a real emergency, students should not use their cell phones to call parents until given permission to do so. These drills are to be treated seriously and all requests by teachers must be followed immediately, without question. Students who fail to act correctly during a drill will face disciplinary action.**

- **FIRE DRILL (or real emergency)**

Every class will evacuate the building by using the nearest designated entrance. Students will walk in a quiet, orderly fashion to the designated location. Students who may be in the restroom or at the lockers when the alarm sounds, should leave the building immediately via the nearest exit and rejoin their class at the designated location. Students will leave all belongings in the class. Students may not go to lockers for any reason on the way out of the building.

- **TORNADO DRILL (or real emergency)**

The classes and other rooms with windows looking onto the outside of the building are the only ones which will evacuate and move to their designated room on the interior of the building. All students will take their place in the innermost corner of the room, away from the door. Students will remain quiet until the “all clear” is sounded. Students must seek shelter underneath desks whenever possible.

- **IOC (Intruder on Campus) (Drill or real emergency)**

This alert will be used if an armed intruder enters the building. Students will remain in the class where they are, moving to the innermost part of the room, away from hall walls, doors and windows. The door will be locked, and the lights turned off. Absolute silence is necessary during this time. Students who are out of a room when this alert is given should go to the nearest restroom, or room with an open door. Lock the door, turn out the light if possible, and remain absolutely quiet. Do not roam the halls trying locked doors.

ELECTRONIC COMMUNICATIONS

DOVE SCIENCE ACADEMY ELEMENTARY encourages communication. Our web site has a variety of information and is updated frequently. Email addresses for staff members may be obtained from the home page. Parents may access grades, attendance, homework, and discipline records through the database. Their child’s personal password gives this access.

EXTRACURRICULAR ACTIVITIES

Certain teachers offer an afterschool activity/club. These last until 3:50, unless otherwise posted. Parents must pick up their child promptly after their activity. Students in the building after 4 pm will be subject to disciplinary action, may be placed in a supervised after school program for which parents will be charged \$5.00 per every 15 minutes (Please see Arrival and Dismissal section of this handbook).

These activities will be announced during the school year. Students must show up prepared and on time, with any cost or materials required. Students who are identified as being in need of academic tutoring are not eligible to join a club if it is on the same day as his/her tutoring.

Students attending a club must stay in the club location until dismissed by the teacher, and then go to their assigned waiting area. Attendance will be taken during each after school activity. Students who fail to show up for their afterschool activity (other than tutoring) several times will be dropped from the program.

FIELD TRIPS

Field Trips offer exciting ways to learn. DSAE students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform and ID unless otherwise specified.
- You must abide by DSAE codes of student conduct while on the field trip.

- You will not be allowed to participate if you are failing any courses or have any discipline problems (Suspension).
- Only the school principal can grant special exceptions to field trip participation policies.
- Eligibility checks are done weekly.

If a student assigned to afterschool tutoring, or after school detention, the student must report to these instead of their club, sport, or activity. If a student is assigned tutoring and after school detention for the same day, the student must report to tutoring first, and reschedule the afterschool detention once the tutoring session is dismissed. It is the student's responsibility to make necessary arrangements for a detention if it conflicts with a scheduled tutoring session.

FUND RAISING/ SALES

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored events, or on school transportation unless he has the written permission of the school principal.

Advertising may be permitted if it's for approved school related activities. Such activities may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school sponsored events, or on school transportation unless he/she has the written permission of the school principal.

GRADE PROMOTION POLICY, INTERSESSION REMEDIATION, SUMMER SCHOOL

(Intersession Remediation takes places during the first week of break following each nine week grading period.)

Grade promotion from one grade to another in DSAE shall be based on the following criteria:

1. Students must have passing grades (above F) in all of the subjects
2. Intersession Remediation:
 - a. Students who received failing grades from any of the core subjects (Math, English, Science, Social Studies) during any nine week period or who fail to make adequate progress on Benchmark testing MUST attend Intersession Remediation and/or Mandatory Saturday School. Students who fail to make adequate progress or who have failing grades at the end of school year will have to attend a summer school program at their expense and receive a passing grade to be promoted to the next grade level
 - b. Summer school must be through the public school system or approved by DSAE.
3. Students who fail two or more core subjects will repeat the grade. No summer school is allowed.
4. Students who fail any noncore subjects MUST obtain a project/portfolio assignment from school for each subject they failed, complete the assignment successfully, and return it back to school by the assigned date in order to be promoted to the next grade level. Failure to do so will result in repeating the grade.
5. Students must have at least 90% of the year attendance regardless of excused or unexcused absences. This means that a student (grades K5) can miss no MORE THAN 18 TOTAL DAYS in the school year. Students must have fewer than 19 absences in order to be promoted to the next grade. See attendance policy section of handbook for further information.
6. AR requirements for each grade and student will be explained and distributed during the first month of school. Reading levels will be determined through Accelerated Reading testing software and teacher observations. Detailed AR information will be distributed and explained in all English syllabi

at the beginning of the school years. **Students who fail to meet their AR goals must attend Mandatory Saturday School and Intercession Remediation.**

Accelerated Reader rewards and incentives include free dress days, gift certificates, and additional student privileges.

GRADING

All classes will follow the standard scale of assigning letter grades for the quarter and semester work. Individual teachers will establish grading policies and procedures for their particular classes, but their grades will correspond to this scale.

% GRADE	LETTER GRADE
90 100	A
80 89	B
70 79	C
60 69	D
0 59	F

Credits

Credits are earned semesterly at DSAE. The semester grade is the average of 2 quarterly grades.

The average of quarters 1 and 2 = 1st semester grade

The average of quarters 3 and 4 = 2nd semester grade.

HALL PASSES & FREE DRESS DAY (FDD)

Hall passes are a privilege, not a right. They are given at the discretion of the teacher and should not be abused. If a student is found in a location other than where he/she was supposed to be with their hall pass, the student will face disciplinary action.

- **All students MUST carry their** hall pass at all times.
- No student is allowed to leave classroom without their hall Pass signed.
- **If a student has lost/forgotten his or her hall pass, the teacher may assign after school or lunch detention.**
- Students who do not use their hall passes more than twice per month and have a good discipline record may receive a Free Dress Day.
- Students without any disciplinary record (Saturday detentions or suspensions) may have a free dress on their birthday with administrative approval **at least one day before.**

Note: Dress Code on FDD:

All clothes must be **free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle shorts/leggings, sweat pants, shorts, dresses, skirts, and leggings. No low cut, midriff, backless blouses, tank tops, or tops that do not completely cover the shoulders. All other dress code rules apply to free dress days as usual. Parents will be called to pick up a child if student violates the dress code.**

HEAD LICE POLICY

General screenings of all students take place at least three times per year: at the start of the school year, following Christmas break, and following Spring break. Other screenings will be conducted at the discretion of the school administration. The parents/guardians of infested children will be notified and

the students found to be infested during screening will be sent home with information on treatment and nit removal.

If a child is found to have lice or nits, the parents will be contacted and asked to meet with the nurse or another representative when he/she picks up the child. The student will be sent home from school that day with educational materials detailing proper treatment and methods of nit removal. The student is expected to return to school the following day after shampoo treatment and nit removal have successfully been accomplished.

The day following the child being sent home for head lice treatment, the parent/guardian must present the child at the school for a recheck and remain present until the child has been cleared to reenter. The nurse or another staff representative will screen children following treatment for reentry into the school or childcare center. If no live lice and no nits are found, the student will be allowed back to school. A note from a medical care provider is not necessary to allow reentry of the child under these circumstances. The parent must continue daily nit combing and the staff representative will perform a recheck within the next 7-10 days to ensure the child has remained free of nits and lice. However, if infestation is still a problem, the nurse will work with the parent to demonstrate nit removal and send the child home with the parent/guardian for the day with instructions on nit removal. The student is expected to return to school the following day with nit removal accomplished.

Depending on the circumstances unique to each situation, screening of close friends, teammates, or the entire classroom may be warranted.

In cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, (reinfestation of the same child of two times within six months), or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent will be referred to the county public health nurse or to the family's physician/medical care provider for treatment. In such cases, the child will be excluded from attending school until s/he is no longer infested. In this case, a note from a representative of the public health department or the child's medical provider which declares the child to be lice and nit free is necessary to allow reentry into the school.

The school reserves the right to perform head checks for individual students if there is any reason to believe the child has head lice or nits.

HEALTH ROOM

DSAE has secretaries trained in basic first aid available to the students. Please observe these rules if you become ill or injured:

- Report to the main office immediately with an escort if necessary to see one of the secretaries. See other office staff (Principal, Dean or Special Education Teacher) if secretary is assisting others.
- Go with an escort if necessary because of nature of the illness or injury.
- Do not ask to be released from class for nonemergency health matters (e.g. headache, band aide, etc.) go to the office during break time.
- If necessary, the first aid staff or an administrator will contact your parents. Do not use a cell phone, it is not allowed.
- There are only a few reasons for you to go home. The nurse or administrator will make that determination.
- Medication may be administered if there is an authorization on file with the nurse. (SEE ALSO: "MEDICATION POLICIES")

HOMEWORK POLICY

Homework is an essential part of your successful educational program at DSAE. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments **the teacher's record is final**. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

Each teacher will explain his/her policy for missed assignments at the beginning of the school year, which may include after school detention to complete the missed assignments. These policies will also be in writing in each class syllabus. **DSAE considers excessive zeros or refusal to submit assignments a discipline issue and will deal with these situations accordingly.**

HONOR ROLL

DSAE Principal Honor Roll Certificate is awarded to students with all A's on their report card.

DSAE Honor Roll Certificate is awarded to students who receive all A's and B's on their report card.

LIBRARY

Any library or textbook assigned to a student becomes his/her responsibility. The cost of books that are lost or damaged will be charged to the parent/guardian.

LOCKERS

Each student will be assigned a locker for his/her individual use at DSAE. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items or large amounts of money to school. DSAE will not be liable for personal items that you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. Students trading or sharing lockers will be subject to disciplinary actions. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism, damage or nonworking condition of your locker. You are responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and everything in it. Lockers are expected to be kept neat at all times. No item considered dangerous by the administration may be kept in the lockers and will be removed if found. This includes glass or any other object that may be potentially dangerous. No food should be left in the lockers. Inspections may be made at any time by school officials. Oklahoma state law permits inspection of student lockers, at the discretion of local school officials. Students attending DSAE should not expect privacy of the contents of their lockers, desks, or other school property. The student who was originally assigned the locker will be responsible for all items found in the locker.

LONG-TERM SUSPENSION

This is any suspension out of school for greater than 10 days. It is assigned for the most serious violations. In most instances (refer to the school's Student Suspension Policy and Regulation) the parent or guardian of a student suspended out of school shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school counselor will provide the student with an education plan designed for the eventual reintegration of the student into school, which may provide only for the core units in which the student is enrolled. A copy

of the education plan shall also be provided to the student's parent or guardian. For the purposes of this section, the core units shall consist of the minimum English, mathematics, science, social studies and art units required by the State Board of Education for grade completion in grades kindergarten through eight. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. The student shall not come to the school during their suspension.

LOST AND FOUND

There will be a lost and found box in the office. Any belongings found by students or staff will be held in the lost and found area. If you find books, clothing, or personal items on the school grounds, please bring these items to the office. Students should make sure that all clothing and personal items, as well as school materials are labeled. If you lose something, check the lost and found. These items will be kept in Lost and Found Box at most 15 days after they have been found. The corridors are inspected each evening and unsecured student property is placed in the Lost and Found located in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. DSAE is not responsible for the items you lost.

Lost and unclaimed items will be given to local charity organizations after 15 days.

LUNCH DETENTION

Lunch detention is assigned by the classroom teacher and will be held in the designated detention area or with a teacher during lunch time. The detention teacher will arrange a time for the student to eat their lunch and return to the classroom or designated detention area to serve detention.

LUNCH PROGRAM

DSAE does not have its own kitchen and school lunches are delivered by Oklahoma City Public Schools. It is important that all students have a lunch program application completed for them at the start of every school year. Applications do not carry over to the next year. Even if the student is not eligible for the free or reduced program, an application must be on file for them. The applications are available in English and Spanish from the front office. If there is any money owing for lunches at the end of the year, the final grade report will be withheld until the dues are paid.

- **If a student forgets his or her lunch, the parent or guardian must drop it off at the main office.** The office will deliver the lunch to the student. Parents are asked to please help us prevent classroom interruptions and be in compliance with our safe schools requirements by following this procedure.
- **A parent or guardian may eat lunch with their child only if preapproved for visitation by following the school's visitation policy.** See Visitation and Campus Security sections of this handbook.

*****Lunches brought from home must not require cooking or microwaving, must be in a sealed lunch box or bag and must not require refrigeration.*****

MAKEUP WORK

(SEE ATTENDANCE SECTION)

MEDICATION POLICIES

General Medication Policy/Prescription Medication

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be

1. sent directly from the pharmacy or physician's office

2. or brought to school by the student's parent/guardian.
3. The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
 - On the medication container must be clearly printed the following information:
 - ✓ Student's Name
 - ✓ Name of the medication
 - ✓ Dosage
 - ✓ Time the medication must be taken.
 - ✓ Physician's Name
 - ✓ Pharmacy Name and Phone Number
 - ✓ Date: we cannot dispense out of date medications
 - Bring in only the amount of medication that is needed for a school day; or,
 - In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
 - All medication will be kept in a secure location in the nurse's office.
 - Students are not allowed to carry any medication to school.
 - Students may carry and administer their medication if these two conditions are met:
 - ✓ It is warranted by a potentially life threatening condition and advised by their physician, and
 - ✓ A Medication Self Administration Form is on file in the office signed by the student's parent, physician, and the principal.

DSAE medication policies are governed by Oklahoma State Law and exist for the safety of students, facility, and staff.

Administration of medication at school is discouraged. Parents should use a dosing schedule that allows medication to be taken at home, if possible. The following information is provided to assist you in complying with the school policies.

- The term medication is used to describe all prescription and nonprescription substances including OTC (over the counter) items such as vitamins, herbs, and nutritional supplements.
- All medication must be taken directly to the nurse or secretary. A "Request Administration of Medication during School" form must be completed before leaving the medication at school.
- Medication must be transported by a parent or guardian.
- Controlled substances must be accompanied by a count slip, signed and dated by parent or guardian.
- Carrying medication or self-administration of medication is strictly prohibited without prior approval from the Principal and/or Nurse.
- No experimental or investigational drug without FDA approval. No outdated medication will be given to a student.
- Sharing of any medication with another person is strictly prohibited.

Nonprescription (OTC) Medication

Nonprescription medication may be administered only upon written authorization from a parent or guardian. Medication must be in the original container listing directions for administration and the parent must complete a "Request Administration of Medication during School" form before leaving the leaving the medication at school.

Permission for Student to Carry/Self-administer Medication

If a student has a life threatening diagnosis that requires immediate access to medication, an authorization form must be on file signed by physician, parent/guardian and student. The medication policy will be enforced.

MOMENT OF SILENCE

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law, Senate Bill 815, states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity.

NOTICE OF NONDISCRIMINATION

It is the policy of DSAE not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

DSAE will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

OFFICE REFERRAL FOR NON-EMERGENCY DISCIPLINARY ACTION

Any teacher referring a student for disciplinary action must document, in writing, his or reasons for the referral, prior actions taken and the date, time and location of the incident. Referrals are submitted to the principal or his/her designee (Dean of Students).

PARENT TEACHER CONFERENCES

There are 2 conferences per year. All teachers are available to discuss your student's grades, work, and any difficulties they may be experiencing in class. The Special Education Department and the Administration are present to assist you in any way. The dates and times of the conferences will be posted on the Web site, and are also shown on the Academic Calendar. Parents may request a conference with the student's teachers at any time. If a conference with a single teacher is desired, the parent/guardian should contact that teacher directly by email or by calling the Main Office who will contact the teacher for you. The teacher will make the arrangements to meet with you during his or her plan period or before/after school. The Counselor or Dean of Students will coordinate conferences requiring the attendance of 2 or more teachers, administration and/or support staff.

PARKING REGULATIONS

Parents, Guardians and Visitors are asked to observe parking regulations on and around the school campus. They are in place to maintain a positive working relationship with the surrounding businesses and ensure the safety and welfare of everyone during Arrival (drop off) and dismissal times. During arrival and dismissal times please refrain from parking anywhere around campus except in our designated parking areas. If your child is late to dismissal, we may ask you to move your vehicle or park in the designated campus parking to keep traffic flowing safely.

PARENT/GUARDIAN EXPECTATIONS

Both parents and teachers want the best possible education for our children. Here are some ways parents can help the school do a better job:

- See that your child arrives at school promptly and attends on a regular basis.
- Provide your child with proper nutrition, sufficient rest and adequate personal hygiene.
- Support the school in its efforts to maintain proper discipline.
- Be aware of what your child is learning in school.

- Let us know if your child has any problems outside of school that might affect his or her schoolwork.
- If you have concerns or questions about any aspect of our school program, share them with us. Your child's teacher can often give you the information you want. If needed, the principal, superintendent, or other administrators are available, too.
- Follow the provisions of the commitment contract you signed in the enrollment packet.

Parents are expected to support the code of conduct by reading the school's student/parent handbook and discussing the expressed expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated.

PLAGIARISM

This is copying a published work, either book form or from the Internet, and passing it as your own work. Work can be used as a reference for research, etc. but the content must be put into the student's own words, according to the classroom teacher's regulations. The works must also be cited, which gives the author recognition for his/her work. Students committing this offense will face disciplinary action and receive a zero.

PLEDGE OF ALLEGIENCE

I pledge allegiance to the flag of the United States of America and to the Republic, for which it stands, one nation, under God, indivisible, with liberty, and justice for all.

The Pledge will be scheduled as a school wide activity. As a matter of etiquette and policy, students have three options to consider while the Pledge is given.

1. Stand and recite the Pledge,
2. Stand and remain quiet while the Pledge is given, or
3. Remain seated and quiet while the Pledge is given.

PUBLIC DISPLAY OF AFFECTION (PDA)

This behavior is not acceptable on school property or during school functions. It includes certain forms of hugging, as well as holding hands, kissing, cuddling, caressing, and any other forms of display of affection with any other person. The consequence of PDA is Out of School Suspension, and the parent will be contacted.

REPORT CARDS

There are 2 types of grade reports which will be mailed to parents/guardians during the year.

1. Progress reports These are mailed approximately 4 weeks into each quarter. The grades are not final, but show parents/guardians where the student's grades are at that date.
2. Report Cards These are mailed at the end of each quarter with final grades for that time period. At the end of the 2nd and 4th quarter, the report card shows the semester grades/credits.

REPORTING CHILD ABUSE AND NEGLECT

Oklahoma State legally requires any DSAE teacher, counselor, nurse, or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the county child welfare unit of the Department of Human Services and inform the agency of the facts and circumstances which led to the filing of the report. It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child

is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No DSAE employee shall be discharged from employment for making a report of child abuse or neglect. Further, state law provides immunity from any civil or criminal liability arising from making such a report, if the report is made in good faith. Finally, state law also provides for the protection of the identity of any individual who makes such a report.

RESTRICTED AREAS

After arrival at school, students may not leave the building for any reason at all without the written permission of a school administrator. Students may not use a classroom without the permission of a teacher. Students are not allowed in the class rooms, cafeteria, office areas or restrooms, outside of the building or on the playground when there is no supervision.

The laboratories are out of bounds unless a teacher is present.

SAFE SCHOOL COMMITTEE AND ANNUAL REVIEW

The Safe School Committee, in collaboration with the staff, shall review the student/ parent handbook, this policy, and site discipline plan annually. This policy and the review process are designed to promote good behavior and the continual development of a student conduct code that promotes good student behavior. A recommendation will be made to the principal regarding suggested changes. The school will devote time each year (beginning of the year and as needed) to discussing the Code of Conduct, student/parent handbooks, and disciplinary procedures with students.

SAFETY NET PROGRAM

As stated in our "Mission Statement" DSAE believes in that all students have the potential for success. To provide the learning opportunities necessary for all students to reach their full potential, DSAE implements a safety net program. This program has three components:

I. MANDATORY AFTERSCHOOL TUTORING AND PRACTICE TEST SCHEDULE

Math and English teachers assign students afterschool tutoring based on student performance in class, progress monitoring results, benchmark and practice test scores. These extra instruction sessions are for Math and English. Students receive grades. Attendance is required. Students who have raised their scores are tested out for the next period.

II. MANDATORY SATURDAY SCHOOL:

Math, Reading and Language Arts teachers assign students Saturday School based on student performance in class, progress monitoring results, benchmark and practice test scores and student performance. Students may have both afterschool tutoring and Saturday school. Attendance is required. Parents may be asked to attend tutoring sessions with their child to better assist their child at home. Students who have raised their scores are tested out for the next period.

III. PULL OUTS:

Math and English teachers may assign a pull out schedule for students based on their performance. These students are pulled out from noncore classes to be tutored in math and/or reading. Schedules are prepared by school administration with teacher request.

IV. TUTORING

Tutoring is in place to aid the students for the core courses. Students will be tested early in the new school year,

and those in need of academic help will be identified at that time. Tutoring is afterschool and is mandatory. Benchmark tests are taken monthly. When the student shows that he/she has progressed to the point that tutoring is no longer necessary, the student will be released from the tutoring program. **Students who are assigned Saturday tutoring are required to attend.**

SATURDAY DETENTION

This detention is held Saturday mornings from 9:00-11:30 A.M.. Students must wear uniform and bring paper and pencil/pen. They report to front office when the detention is assigned, the teacher/Administrator will contact parents and also send home paperwork with the student. If the student does not attend, 1 day out of school suspension will automatically be assigned. If an emergency arises that causes the student to miss detention, the parent must contact dean of students no later than the Monday following the assigned/missed detention. The discipline committee will consider the circumstances and determine whether or not the student can be reassigned another Saturday detention.

SCHEDULE CHANGES

The school has the right to change class schedules at any time.

SEXUAL HARASSMENT

This behavior is a violation of Federal Law. The consequence will be long-term suspension with the possibility of prosecution.

SHORT-TERM SUSPENSION

This is any suspension out of school for 10 days or less. In all instances of suspension, the parent or guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

In most instances when the suspension is for more than five (5) The school counselor will provide the student with an education plan designed for the eventual reintegration of the student into school, which may provide only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. For the purposes of this section, the core units shall consist of the minimum English, mathematics, science, social studies and art units required by the State Board of Education for grade completion in grades kindergarten through fifth grade. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. The student shall not come to the school during their suspension.

SPECIAL SERVICE AREA

Special services students will have IEP reviews and conferences in accordance with Oklahoma State and Federal guidelines/mandates (annually or as determined by school's student support team consisting of teachers, administrators, special education teacher, other professionals as needed). The special education teacher will ensure that all teachers of students on an IEP are aware (in writing) of the identified needs of their special service students, recommended interventions by the student support team, and state testing accommodations if any. Psychological testing is available through the special service area for students recommended for this service.

Special service students are subject to the same disciplinary measures as other students. If a special service student is assigned suspension exceeding 10 days, an IEP/Manifestation Determination/Behavior Plan Conference will take place. After this conference the recommended course of action will be presented.

STATE TESTING

State tests are usually scheduled for the month of April. Failure to pass the English Reading and Math test, taken in 8th grade, means that the student cannot apply for a driving license until the test is retaken and passed.

STUDENT DROP OFF AND PICK UP

Students must be dropped at the front door of the main entrance to the school and not earlier than 7:30 a.m. They must walk directly to the cafeteria unless assigned an alternate area. **STUDENTS EATING BREAKFAST MUST ARRIVE NOT LATER THAN 7:40 A.M.** The serving line closes at 7:45 a.m. The cafeteria closes at 7:50 A.M.

SUMMER SCHOOL

DSAE does not offer a general public school summer school, but students can attend classes offered by the schools accredited by State Department of Education if necessary.

TUTORING

Tutoring is another opportunity for students. Students attend a scheduled tutoring if (1) they request it; (2) the teacher assigns the tutoring. See safety section of handbook.

VIOLENT OFFENSES

If the school provides education services to a student at a district school facility who has been adjudicated for a violent offense, the school shall notify any student or faculty victims of such student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided such victim notifies the school of the victim's desire to refrain from contact with the offending student.

VISITORS

Visitors for educational reasons are welcome at DSAE. Anyone desiring to visit DSAE must complete the DSAE Visitor Request Form and receive approval from school administration at least one (1) school day in advance. No visitors will be allowed the last two weeks of each semester. Also, no visitors will be allowed during the week prior to any school holiday. Only the principal is authorized to grant approval. The principal shall have the right to restrict or deny visitation to a classroom in order to not unreasonably interfere with the education of children. The visitor regulations pertain to all instructional rooms in the school, including the media center.

VISITING CLASSROOMS

To minimize disruption, parents/guardians may visit their child's classrooms under these circumstances: to attend a class function such as a party or a play. **Please see below for further information and for information about Classroom observations during instructional time and visiting/conferencing with teachers.** (To visit/conference with the teacher, you must make an appointment in advance. Please call the main office or teacher or email the teacher directly to arrange the appointment during his/her plan time, or before or after school. Please allow 24 hours for the teacher to get back with you especially if his/her plan period has already passed) **No teacher can be pulled from instructional time or other obligations for you to meet with him/her so please make appointments in advance.**

All visitors, including parents and volunteers, must register with school officials and state their purpose for the visit. Visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. The principal or designee will have the prerogative to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. Parents who have followed visitation request procedures and scheduled an appointment may visit their student's

classes for up to one class period to observe their child. All others must have a scheduled appointment and be accompanied by an administrator and may visit their student's class for a short period of time no longer than 10 minutes. Parents are not there to observe the teachers.

Observations may occur within the following guidelines:

- An administrator may require that the parents/guardians be accompanied by school personnel;
- Observations will not be scheduled during achievement testing or any other activity that could be disrupted by the presence of visitors in the classroom;
- No recording equipment or cameras will be permitted in the classroom during an observation of the instructional process unless prior permission is given by the administrator.

LobbyGuard is a computerized visitor management program designed to screen visitors, parents/guardians, contractors, and volunteers entering DSAE . The system runs instant background checks against databases in all fifty states and immediately alerts appropriate personnel, as needed. The LobbyGuard system gives school personnel the ability to have instant access to information regarding building visitors, volunteers and their hours of service, and parental custody. In addition, the program integrates with existing building security systems to enhance student safety.

Visitors using foul/inappropriate language or harassing/threatening/bullying staff or students will not be allowed in the building for the rest of the school year.

VISITING/CONFERCING WITH TEACHERS AND STAFF

Because school staff are generally working with students and attending scheduled meetings with others, parents must arrange an appointment to visit with them. Conferences with multiple teachers will be arranged by the counselor or Dean of Students. Teacher visits and conferences can be arranged by contacting the front office or by emailing the staff member or the school. Those who want to see the Counselor, and/or any other Administrator must go through the front office. Please understand they have daily responsibilities and may not be able to meet with you immediately but will do their best to do so.

WEB SITE

The school's website address is www.dsaelementary.org. All links can be found on the Home Page.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from DSAE during the school term, he will report to the office on the morning of the day he leaves. There the student will receive a withdrawal form that will be taken to each of these teachers for "clearance":

1. Has checked in all books and assigned equipment.
2. No makeup work due.
3. Fines or Debts are paid in full.
4. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of their withdrawal form that shows he/she is w/d. The student's official records will be sent to the new school he/she is going to attend at the request of that school.

SECTION IV PROHIBITED STUDENT CONDUCT, ACTIVITIES, AND BEHAVIORS

(THIS IS AN OVERVIEW. SEE APPENDIX II (available viewing on-line or in the main office) FOR ADDITIONAL INFORMATION)

Students are prohibited from engaging in the following conduct, activities, and behaviors. The following behaviors at school, while in school vehicles, or going to or from or attending school events will result in disciplinary action, up to and including school intervention options and/or out of school suspension. These behaviors may include, but are not limited to, the following:

1. Arson.
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
4. Bullying, Harassment, Intimidation and Threatening Behavior
5. Cheating.
6. Clothing or accessories with profane, vulgar, violent or repulsive words or pictures; or unacceptable attire dealing with beer, alcohol, drugs, or tobacco; tank tops, halter tops, half shirts, see-through garments; or if the attire creates an unsafe, threatening environment; or if the attire distracts from the education environment.
7. Conduct that threatens or jeopardizes the safety of others.
8. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
9. Cutting class or sleeping, eating or refusing to work in class.
10. Disruption of the educational process or operation of the school.
11. Extortion.
12. Failure to attend assigned detention, alternative school (Saturday detention/Saturday school) or other disciplinary assignment without approval.
13. Failure to comply with state immunization requirements.
14. Failure to return to school property belonging to the school or others.
15. False reports, false calls, or misrepresentation of facts. False reports or false calls that adversely affect school operations, regardless of where the report or call is made and to whom the report or call is submitted.
16. Fighting, including physical acts and threats made in retaliation against the person who initiated a fight.
17. Forgery.
18. Gambling.
19. Gang activity, affiliation, behavior, dress, haircut, hairstyle, hair design or set behavior and attire.
20. Harassment, Intimidation, Bullying and Threatening Behavior.
21. Hazing or unapproved initiations in connection with any school activity.
22. Headlocks or other dangerous behaviors
23. Immorality.
24. Inappropriate behavior or gestures.
25. Inappropriate public behavior.

Behavior that a reasonable student should recognize is inappropriate behavior even though such

behavior may not be specifically described in this policy.

26. Indecent exposure.
27. Intimidating, bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
28. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
29. Obscene, vulgar, profane, and/or lewd language or gestures.
30. Physical or verbal abuse, physical harm inflicted upon another.
31. Plagiarism.
32. Possession, control over, or use of a caustic substance.
33. Possession or control over or use of lighters or matches or other instruments that can burn objects.
34. Possession or use of a wireless telecommunication device without proper authorization.
 DSAE Policy "Use of Wireless Telecommunication Devices by Student(s)" offers additional guidance for students and parents concerning wireless telecommunication devices and is made available for students and parents in the school's student/parent handbook.
35. Possession or control over obscene, vulgar, lewd, or profane material.
36. Possession, control over, threat of use, or use of a dangerous weapon, explosive devices or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.) or use of an object not normally considered to be a weapon in a manner to inflict harm upon another or the threat to use the object in a manner that would inflict harm upon another. Purported or represented possession, control of, or ready access to a dangerous weapon, explosive device or related instrumentality although in fact the student does not possess, control, or have ready access to such an object.
 DSAE Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 31, 32, and 33 for students and parents and is made available to parents and students in each school's student/parent handbook.
37. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco, alcohol or drugs in any form.
38. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low point beer (as defined by Oklahoma law i.e., 3.2 beer) and/or controlled substances.
39. Profanity or profane vulgar, and/or lewd acts.
40. Removing or attempting to remove any book from the library media center without following the appropriate checkout procedure. This may also include any pranks or practical jokes designed to set off the alarm.
41. Sexual harassment of individuals including, but not limited to, students, school employees, volunteers.
 DSAE Policy "Sexual Harassment" offers additional guidance related to sexual harassment for students and parents and is made available to students and parents in the school's student/parent handbook.
42. Theft or possession of stolen property.
43. Threatening behavior (whether involving gestures, written or verbal expression, electronic communication or physical acts).
44. Truancy.
45. Unacceptable attire.
 DSAE Policy "Student Dress Code" offers additional guidance related to the student dress code for students and parents and is made available to students and parents in the school's student/parent handbook.

46. Unauthorized possession/use of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school.
47. Unauthorized or inappropriate use of technology software and/or hardware.
48. Using skateboards, rollerblades, skate shoes, or scooters on school property or at school events.
49. Use or possession of tobacco , alcohol, controlled substances in any form
50. Use of a wireless telecommunications device without prior authorization.
51. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. Possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood altering substances as defined in the Uniform Control Dangerous Substances Act.
52. Using, being under the influence of, possessing, having control of, furnishing, distributing, or selling any substance purported or represented to be a controlled dangerous substance, an illegal drug, or an illicit drug, although in fact the substance is not a controlled dangerous substance, an illegal drug, or an illicit drug.
53. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of "mood altering substances," which include paint, glue, and aerosol sprays used or intended to be used for abusive purposes, caffeine pills, over the counter stimulants, and other similar substances.
 DSAE "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 42, 43, and 44 for students and parents and is made available to parents and students in each school's student/parent handbook.
54. Using racial, ethnic, sexual, gender or disability related epithets.
55. Vandalism, attempted vandalism, or found in vicinity of vandalized property at the time property is vandalized, found in possession of vandalized property/or with materials used to vandalize property or if reasonably suspected to have vandalized or attempted to vandalize.
56. Violation of the DSAE policies, rules or regulations or violation of DSAE classroom rules and regulations or violation of state statutes
57. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations, including those provided in the school's student/parent handbook.
58. Vulgarity
59. Willful damage to school property
60. Willful disobedience of a directive of any school official.

Discipline for violating the prohibitions may include in school disciplinary consequences, alternative program placements such as in class time outs, out of class timeouts; other disciplinary options listed below under disciplinary or correctional action and APPENDIX 1 of this handout; and/or out of school short-term and/or long-term suspension.

DISCIPLINARY OR CORRECTIONAL ACTIONS

Includes but is not limited to the following:

1. Assigned seat, study carrel or other appropriate restriction
2. Assignment to Saturday detention
3. Attendance Contract
4. Behavior Contract
5. Conflict resolution training
6. Counseling in social skills
7. Detention before or after school
8. Long-term suspension (More than 10 days)
9. Parent/student/teacher and/or principal conference
10. Participation in anger control training
11. Participation in substance abuse counseling
12. Phone call to parent
13. Placement in an alternate education setting such as home
14. Placement in the in school intervention program
15. Practice of an appropriate verbal response or behavior
16. Removal from a specific class for one or several days
17. Restating the rule and requiring a commitment to comply
18. Restitution for damaged or destroyed personal or school property
19. School or community service after school or on evenings or weekends
20. Short term suspension (less than 11 days)
21. Temporary removal from class
22. Time out in a defined area for defined amount of time with a reminder of expectation or rule
23. Written report about the incident
24. Use of problem solving teams that include counselors or school psychologists
25. Mentoring relationships with school staff or community volunteers
26. Specific training regarding methods of reducing misbehavior including harassment, intimidation, bullying and threatening behavior
27. Completion by student of a 'think' sheet, questionnaire , essay or action plan

APPENDIX I: DRESS CODE

DSAE has a uniform to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. Students are expected to arrive in dress code every day, and must remain in uniform as long as they are on campus. Parents and/or guardians must assist their child in maintaining the school dress code. This includes replacing torn or damaged (including uniforms that have written on) uniform tops or bottoms immediately. Uniform tops may be purchased from the school and/or from companies suggested by the school.

PLEASE NOTE...

Students who arrive at school out of uniform will be kept out of class until they are dressed appropriately. Parents will be called to provide a change of clothing. Continued violation of the dress guidelines will result in disciplinary action.

1. The following decorations and/or designs (including tattoos and/or brands either temporary or permanent*) imprinted upon or attached to the body, clothing, footwear, backpacks, or other student belongings are prohibited on campus:
 - Symbols, mottoes, words or acronyms that convey crude, vulgar, profane, violent, death oriented, gang related, sexually explicit, or sexually suggestive messages.
 - Symbols, mottoes, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.
 - Symbols, mottoes, words or acronyms identifying a student as a member of a secret or overtly antisocial group or gang or that identifies a student as a member of an organization that professes violence or hatred toward one's fellow man.
2. Visible and permanent tattoos/brands must be covered to prohibit their display.
3. Clothing must be clean and free of stains, holes, rips, and writing.
4. Clothing will be considered inappropriate if they show undergarments, chest, cleavage, buttocks or private parts, or belly when the student stands, sits, bends, or raises the arms.

UNIFORM TOP

- Red DSAE ELEMENTARY Shirts.
 - Navy blue, black, or red cardigan (no hoods).
 - School shirts must be clean and clear of writing
 - T shirts (nonprint and in approved school colors) may be worn under the school shirt, but must be tucked in at all times. Students who do not tuck in their undershirts will not be allowed to wear undershirts.
 - If a student wishes to cover the arms, a long-sleeved solid shirt in the colors of blue, white, red or gray may be worn under the school shirt.
 - Shirts may not be rolled or tied at the waist.
- Undershirts must be solid, in the colors of red, white, blue or gray

UNIFORM BOTTOMS

Pants and Slacks:

- Solid navy blue or khaki Docker type pants. Pants with large pockets, such as cargo pants, are not permitted. No cargo, shorts, capris, or stretch pants.
- Dark colored belt: properly fitting. **No oversized belt buckles.**
- Pants and slacks must fit properly.
- Waist band should fit at the waist. No low waist pants are permitted.

- No tears, holes, sequins, designs, or writing allowed on pants or jeans.
 - Pants may not be overly baggy or saggy.
 - Pant legs cannot be rolled.
 - Jeans can only be worn on designated jeans days. Jeans must be no other color but **blue**. Black jeans, bleached styles, skinny jeans or other tight fitting styles, capris, styles with fringed hems, and low waist styles are not permitted.
 - Pants must be clean and clear of any visible logos, decorations, rips, tears, holes, writing, embroidery, and other embellishments.
 - Pant legs should not be rolled
 - Pants must fit properly. Sagging styles are not acceptable, private body parts or underwear must not be visible at any time.

SKIRTS/SHORTS

Students are not allowed to wear skirts, skorts or shorts to school.

If your religion requires you to wear skirts, your parent/guardian must provide the front office with a letter from your church stating this practice. For approved religious exceptions to this rule, skirts must be solid navy blue or khaki and the length must be below the knee **when seated**.

HAIR/ HEADCOVERINGS

- Hair must be well-groomed and clean
- The student's eyes must be visible at all times and not covered by hair
- Head coverings such as scarves, curlers, bandanas, durags, sweatbands, hats, sunglasses, caps, earmuffs, etc. should not be worn during school hours, unless prescribed by a physician, or previously approved by the administration for religious or other reasons.
- Hair should be one color dye and consistent throughout the hair. Highlights should be in streaks not clumps, and should blend in with the overall hair color. Extreme changes to the natural hair color are not allowed.
- Hair dye, highlighting or tipping is permitted as long as it is in natural human hair colors.
- Extreme hair styles are not permitted (including Mohawks, spiking in Mohawk style, extremely spiked hair, fro hawks, etc.)
- Boys' hair should preferably not touch the collar of their uniform shirt. If it does, the hair must be secured back at all times to give it a neat and tidy appearance.
- Boys' hair should not extend more than 2 inches away from the head.
- Shaved hair designs are not allowed

OUTERWEAR

- Outerwear and backpacks/string packs must be stored in the student's locker during school hours
- Coats, hoodies, gloves, tights, leggings, legwarmers, bike shorts, suspenders, bathing/swimwear, pajamas, etc. cannot not be worn in the building during school hours.
- Hoodies cannot be worn during school hours, or while students are in the building.
- Students may wear solid cardigan button up (not zip up) sweaters in the colors of red, white, blue, gray or black, and/or a long-sleeved undershirts in the colors of red, white, blue, black or gray if they choose to do so.

Personal Appearance:

- Boys may not wear rings or earrings.
- Girls are allowed to wear a pair of matching earrings (no larger than quarter size).

- Necklaces are not permitted. Religious necklaces may only be worn inside of shirts **and out of view.**
- **Boys and Girls may wear ONE small bracelet only. Administrative discretion will be used to determine if bracelet size is appropriate.**
- **Facial and Body Piercings are NOT allowed.**
 - Students will be required to remove jewelry, bandages, etc, while in school, if they do get piercing. A doctor's excuse will not override any rules related to body/face piercing.
 - Gages, dog collars, spiked jewelry, chains, hair picks, chains, chains that connect one part of the body to another, chains attached to pants or wallets or clocks, and other jewelry/accessories that pose a safety concern are prohibited.
 - Cosmetic makeup is not allowed
 - Tattoos of any type of permanent or temporary are not allowed.

MAKEUP

Students are not allowed to wear makeup while on school property.

FOOTWEAR

- Students are required to wear proper fitting shoes
- Students will be in their shoes all day. It is therefore recommended that they wear tennis shoes, as these generally provide the most comfort for the student. Flip flops, sandals, open back shoes, clogs, slippers, house shoes, shower shoes, other open toe or open heel styles, platform shoes, high heels, hiking boots, or snow boots are not permitted (snow boots can only be worn when it snows).
- Shoes with wheels or rollers are not allowed.

PIERCINGS/ JEWELRY/ACCESSORIES

- Visible piercings for girls must be limited to the ears.
- Girls may wear jewelry in moderation. Jewelry and accessories should be appropriate for school and not attract undue attention. One pair of rings and a pair of earrings (no larger than the size of a U.S. quarter) are permitted.
- Longer necklaces must be worn inside the shirt and out of view.
- Gages, dog collars, spiked jewelry, chains, hair picks, chains that connect one part of the body to another, chains attached to pants or wallets or clocks, and other jewelry/accessories that pose a safety concern are prohibited.
- Visible tattoos are prohibited
- Boys shall not wear any type of earrings or other jewelry
- Students who have facial piercings, tongue piercings, or any other visible piercings, other than in the ears, are required to remove jewelry, bandages, retainers, etc. before entering the school. A doctor's excuse will not override any rules related to facial or tongue piercing.
- All purses, backpacks, string packs, bags, etc. must be stored in the student's locker during school time. Valuables must be left at home. The school is not responsible for lost or stolen items.
- Sunglasses not required for medical reasons will not be worn during school hours.

MAKEUP

- Students are not allowed to wear makeup while on school property.
- Students are allowed to wear concealer if necessary.

GYM/PE

PE clothing is only allowed in the gym or outside whenever the class goes out with the teacher as part of a PE activity. The PE teacher will notify parents of the dress code for PE.

SPIRIT DAY

Periodically, students will be allowed to wear Spirit shirts or other Spirit wear on Spirit day. Spirit shirts must be purchased at the school. Parents will be notified when the spirit shirts become available for sale. Spirit Dress will only be on announced spirit days. Students who wear Spirit wear on non-Spirit days will not be able to go to class until they are in proper uniform.

FREE DRESS DAY (FDD)

The term “*Free Dress Day*” refers to non-uniform clothing that fits the following description:

Clothing must be free of holes, tears, inappropriate language, and messages or advertising. Sleeveless shirts, skintight clothes, bicycle leggings, dresses, skirts, shorts, capris, cargo pants, or alone standing leggings are not allowed. No low-cut, midriff, backless tops. Parents will be called to provide appropriate clothing if their child violates the dress code. Students will not be allowed to class if they are not in appropriate dress.

Free Dress Day is a privilege, not a right. Students who violate the dress code will not be allowed to participate in FDD.

Birthday FDD

Students without a negative disciplinary record may have a FDD on the designated birthday day for the month in which their birthday occurs. Students who wish to have FDD on their birthday must pick up a FDD pass from their teachers **at least one day prior** to their FDD. Students who do not pick up their FDD pass will not be allowed to go to class in free dress until they have their FDD pass. Students must be prepared to show their FDD pass to any staff member who asks for it.

NOTE:

- **Students with 3 or more uniform offenses (including warnings) will lose all FDD privileges.**
- **Students who violate the FDD dress code will lose all FDD privileges for the rest of the year.**

EXCEPTIONS

Where a bona fide religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy. If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the principal has the authority to rule on the appropriateness of the attire.

APPENDIX II: PROHIBITED STUDENT CONDUCT

PROHIBITED CONDUCT POLICIES AND PROCEDURES

Harassment, Intimidation, Bullying and Threatening Behavior

DSAE has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law.

Bullying, Harassment, Intimidation and Threatening Behavior Defined

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the DSA Board's commitment to provide a physically and psychologically safe environment in which to learn. Verbal threats, both face to face and over electronic media (phone and/or computers) and nonverbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

"Harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with DSAE's education mission or the education of any student.

Harassment includes, but is not limited to: pestering, bullying, intimidating, or threatening another student even in jest, on school property or at school sponsored events, name calling, slurs, or other oral, written, graphic, or physical conduct of a harassing nature as well as unwelcome verbal or physical conduct of a sexual nature.

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

The *School Bullying Prevention Act* and DSAE policy prohibit peer student harassment, intimidation, bullying and threatening behavior. This policy is in effect while 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 DSAE.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel.

Parents should:

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;

4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

A principal or principal's designee will investigate other allegations of harassment or bullying and, when appropriate, provide education, training, information about community health options, and/or discipline related to such behavior. The investigation will include interviews with all relevant persons. Such persons include, but are not limited to, the: (1) complainant, (2) accused, (3) student(s) and (4) other potential witnesses.

Violent Offense Directed Toward a Classroom Teacher

Students suspended for a violent offense directed toward a classroom teacher shall not return to the teacher's classroom without the teacher's prior approval. Whether or not an offense is considered a violent offense under this stipulation shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Suspension Policies and procedures

If the student poses an immediate threat to his/her own safety or to the safety of others, DSAE may immediately suspend the student for up to ten (10) school days. During the suspension period, the student's team will meet to determine whether the misbehavior is related to the student's disability and whether further evaluation is necessary.

Immediate Out of School Suspension without a Pre-Suspension Conference

It is the policy of DSAE to try to convene a pre suspension conference with parents/guardians. However, a student may be suspended without a pre-suspension conference where a student's conduct reasonably indicates the continued presence of the student poses an immediate danger to the health or safety of students, employees, or school property, or a continued substantial disruption of the educational process. In this event, an out of school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from school.

Suspension Education Plan

Suspensions of Five (5) School Days or Less: Suspensions of five (5) school days or less shall include the following Suspension Education Plan ("Plan"):

- A. A student shall be eligible to receive grades for full credit on all work, assignments, and tests during the period of the out of school suspension for five (5) school days or less.
- B. The student is solely responsible for obtaining and making up the missed work, assignments, and/or tests missed while on suspension from and with the student's teachers upon return to school from suspension.
- C. The student will have one day for each day of suspension to make up the work, assignments, and/or tests missed during the suspension. The failure of the student to meet these time requirements will result in a grade of zero (0) or "F" and no credit for work, assignments, and/or tests not made up according to the time requirements.

Suspensions in Excess of Five (5) School Days: Suspensions in excess of five school (5) days shall include a Suspension Education Plan ("Plan") which describes the responsibilities of the parent to provide

a home based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal or designee with the assistance of other school employees as warranted.

A Suspension Education Plan as described in this policy will be formed for suspensions in excess of five (5) school days except for those specifically involving a firearm or possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood altering substances as provided by Board of Education Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School".

The Plan shall provide for the core units in which the student is enrolled. Core units are the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through grade eight and for high school graduation in grades nine through twelve.

The Plan shall be provided to the student and parent. The parent shall be responsible for providing the student with a supervised, structured environment in which to comply with the Plan and monitoring educational progress until the student is readmitted. The Plan shall set out the procedure for education and set what academic credit will be earned for work satisfactorily completed.

RIGHT OF APPEAL

A student who has been given a short-term out of school suspension and that student's parent/guardian has a right to appeal an out of school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out of school suspension and his/her parent/guardian shall be informed by the principal of this right and the method of submitting an appeal.

METHOD OF APPEAL

An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out of school suspension decision is received by the student or his/her parent/guardian. The out of school suspension decision will become final and non-appealable if a request is not timely submitted.

The Appeal Committee will be composed of the following members: an administrator not involved in the suspension and at least two teachers.

POLICY FOR THE SUSPENSION OF STUDENTS WITH DISABILITIES

SHORTTERM SUSPENSION

The school district will follow the same policy and procedures for the suspension of students in conjunction with the short-term suspension of students without disabilities.

LONGTERM SUSPENSION

Before implementing the suspension of a student with a disability for eleven (11) or more consecutive school days, the school district will notify the student's parent or guardian in writing of the proposed suspension and convene a meeting of the student's Individualized Education Plan (I.E.P.) team or 504 accommodation plan team to discuss additional concerns and delivery of services during the suspension.

PROHIBITED STUDENT CONDUCT AND CONSEQUENCES

ACTION LEVELS

All action levels require a parent conference. Action levels 2 and above require out of school suspensions and the completion of a “Think Sheet “ at home with their parents/guardians. Action levels 2 and above also require students and parents to attend a return from suspension conference with the counselor or an administrator prior to the student being readmitted to school. The Think sheet will be reviewed during the meeting.

Action Level	Consequence
Level 1	Interventions do not include out of school suspensions.
Level 2	Suspension (1-5 days) Parent conference return from suspension conference to review Think Sheet completed at home with Parent/Guardian.
Level 3	Suspension (6-10 days) Parent conference, return from suspension conference to review Think Sheet completed at home with Parent/Guardian
Level 4	Long term suspension, expulsion per recommendation of Discipline committee. Parent conference, return from suspension conference to review Think Sheet completed at home with Parent/Guardian

For safety reasons, a threat assessment for certain offenses prior to re-admittance as determined by DSAE administration may be required.

PROHIBITED CONDUCT AND CONSEQUENCES

Corporal punishment is **never** an acceptable disciplinary measure.

Repeated instances of prohibited behaviors will be elevated to a higher action level and a more severe consequence will be imposed. The nature and severity of an instance of a prohibited conduct may result in a higher action level and more severe consequence. Disciplinary Consequences are not in order of progressive disciplinary measures. Disciplinary actions may be used individually or in combination for any offense.

LEVEL I OFFENSES/PROHIBITED CONDUCT

- Accessing restricted areas.
- Accumulating five or more, but less than ten, tardies to school or to class.
- Any violations of “Standards for Student Conduct”.
- Cheating.
- Clothing or accessories with profane, vulgar, violent or repulsive words or pictures; or unacceptable attire dealing with beer, alcohol, drugs, or tobacco; tank tops, halter tops, half shirts, see-through garments; or if the attire creates an unsafe, threatening environment; or if the attire distracts from the education environment.
- Cutting class or sleeping, eating or refusing to work in class.
- Disrupting learning. Disruption of the educational process or operation of the school.
- Computer system violations, including violations of the school’s Acceptable Use policy.
- Disrespect to teacher such as rolling eyes, sucking teeth, etc.
- Dress and grooming code violations.
- Failing to comply with directives of school personnel.
- Failing to attend (unexcused) class or tutorial sessions.

- Failure to comply with state immunization requirements.
- Horseplay or scuffling.
- Inappropriate physical contact. Depending on the nature of the offense, it could be considered a level 2 or level 3 offenses.
- Offensive, obscene, vulgar, gestures or language, orally or in writing not directed towards another individual.
- Possessing a laser pointer on school property or at school sponsored events.
- Possessing/distributing/exhibiting/transmitting obscene materials, including pornography.
- Possession of any electronic devices without permission (i.e., CD players; MP3 players; iPod; Game Boys; Nintendos; or other video, listening, or entertainment device) during school hours.
- Profanity/obscene gestures toward other students. Depending on the nature of the offense, it could be considered a level 2 or level 3 offenses.
- Single acts of disruptive behavior, including noncompliance and insubordination.
- Unacceptable attire. DSAE Policy Student Dress Code" offers additional guidance related to the student dress code for students and parents and is made available to students and parents in the school's student/parent handbook.
- Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class.
- Use of a paging device/cellular phone during the school day.
- Use of a skateboard, scooter, and/or roller blades while on school property.
- Using skateboards, rollerblades, skate shoes, or scooters on school property or at school events
- Use of a wireless telecommunications device without prior authorization.
- Verbal or written abuse, i.e., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment.
- Vulgarity not directed at anyone.
- Posting materials or holding student gatherings without school approval.
- Willful disobedience of a directive of any school official.

ACTION LEVEL 1 – INTERVENTIONS/DISCIPLINARY CONSEQUENCES

- Assessments such as the Functional Behavioral Assessment may be used at the discretion of school personnel at any level of intervention. Interventions in Level 2 may include but are not limited to the following options. The options listed below are not in order of use or priority.
- Assignment of school duties such as scrubbing desks or picking up litter.
- Assigned seat, study carrel or other appropriate restriction
- Classroom management techniques.
- Confiscation of cell phone; a fee of \$10.00 may be charged for the return of the phone. The school is not liable for lost or stolen cell phone. All confiscated phones must be turned in to the Principal's office immediately, if possible, or as soon as practicable the day the phone is confiscated.
- Community service.
- Cooling off time or "timeout."
- Attendance Contract
- Behavioral contracts or individually developed behavior management plans.
- Completion by student of a think sheet, courtesy questionnaire or action plan
- Conflict resolution training
- Counseling in social skills

- Counselor Referral: pre-discipline referral with counselor
- Confiscation of electronic or other distracting devices used during the instructional school day.
- Detention before/after school or lunch
- Discipline Referral to Dean of Students
- Grade reductions for academic dishonesty.
- In School Suspension.
- Parent/guardian contracts to restrict home privileges.
- Parent/guardian and student conference with teacher and/or Principal.
- Placement in another appropriate classroom.
- Participation in anger control training
- Participation in a stop smoking group
- Participation in substance abuse counseling
- Phone call to parent
- Placement in the in school intervention program
- Practice of an appropriate verbal response or behavior
- Referral to community agency for behavioral intervention
- Removal from a specific class for one or several days
- Restating the rule and requiring a commitment to comply
- Restitution/restoration for damaged or destroyed personal or school property
- School assessed and school administered probation.
- Seating changes within the classroom.
- School or community service after school or on evenings or weekends
- Saturday detention
- Temporary confiscation of items that disrupt the educational process.
- Temporary removal from class
- Time out in a defined area for defined amount of time with a reminder of expectation or rule
- Written report about the incident
- Use of problem solving teams that include counselors or teachers
- Mentoring relationships with school staff or community volunteers
- Specific training regarding methods of reducing misbehavior including harassment, intimidation, bullying and threatening behavior
- Use of gum, food, and drink in restricted area
- Verbal correction.
- Voluntary mediation/family management classes/community service.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school sponsored clubs or organizations.

LEVEL II OFFENSES/PROHIBITED CONDUCT

- Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school related event.
- Academic dishonesty.
- Accumulating more than 10 tardies to school or class.
- Assault– student on student.
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making

or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.

- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
- Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by law.
- Behavior that a reasonable student should recognize is inappropriate behavior even though such behavior may not be specifically described in this policy.
- Bullying, Harassment, Intimidation and Threatening Behavior
- Bullying. Bullying will be considered, but not limited to, any of the following: verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another student for cruel, mean and/or humiliating treatment.
- Conduct that threatens or jeopardizes the safety of others.
- Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
- Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
- Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person. Depending on the nature of the offense, it could be considered a level 3 offense.
- Failure to comply with rules of bus safety or disturbing others.
- False accusation of the commission of a misdemeanor or felony.
- Falsification of school records.
- Fighting or Arranging a Fight: School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will, at a minimum, be suspended for the remainder of the day.
- Failure to attend assigned detention, alternative school (Saturday detention/Saturday school) or other disciplinary assignment without approval.
- Failure to Identify.
- Failure to return to school property belonging to the school or others.
- False reports, false calls, or misrepresentation of facts. False reports or false calls that adversely affect school operations, regardless of where the report or call is made and to whom the report or call is submitted.
- Fighting, including physical acts and threats made in retaliation against the person who initiated a fight.
- Forgery of school documents at school or otherwise.
- Gambling.
- Harassment, Intimidation, Bullying and Threatening Behavior
- Hazing or unapproved initiations in connection with any school activity.
- Headlocks or other dangerous behaviors
- Immorality.
- Inappropriate behavior or gestures.
- Inappropriate public behavior.

- Gambling or playing cards. Gambling includes but is not limited to card playing, dice shooting and/or sports pools and involves the transfer of money or other personal belongings or assistance from one person to another. Trading any cards is prohibited. Gang activity, affiliation, behavior, dress, haircut, hairstyle, hair design or set behavior and attire.
- Harassment under applicable law
- Hazing under applicable law
- Hit list under applicable law
- Inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
- Indecent exposure.
- Intentionally providing incorrect information
- Intimidating, bullying, sexual or other harassment of individuals including, but not limited to students, school employees, volunteers
- Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
- Leaving school classroom/grounds/events without permission.
- Obscene, vulgar, profane, and/or lewd language or gestures.
- Physical or verbal abuse.
- Plagiarism.
- Not being in assigned location.
- Nonaccidental physical harm inflicted upon another.
- Physical Touch/ Horseplay that violates bullying policies and/or endangers or has the potential to endanger the safety of self or others.
- Possession of stolen property
- Possession or use of a wireless telecommunication device without proper authorization.
- DSAE Policy "Use of Wireless Telecommunication Devices by Student(s)" offers additional guidance for students and parents concerning wireless telecommunication devices and is made available for students and parents in the school's student/parent handbook.
- Possession or control over obscene, vulgar, lewd, or profane material.
- Profanity or profane vulgar, and/or lewd acts.
- Profanity/obscene gestures toward personnel or another student.
- Truancy.
- Refusal to follow directions from a teacher/administrator/staff.
- Removing or attempting to remove any book from the library media center without following the appropriate checkout procedure.
- Repetitive Level I Offenses
- Secret society activity.
- Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages
- Sexual harassment/sexual abuse not defined as a Level III or IV offense by the applicable law. Sexual harassment of individuals including, but not limited to, students, school employees, and volunteers. DSAE Policy "Sexual Harassment" offers additional guidance related to sexual harassment for students and parents and is made available to students and parents in the school's student/parent handbook.
- Theft or possession of stolen property.
- Threatening behavior (whether involving gestures, written or verbal expression, electronic

communication or physical acts).

- Skipping Mandatory Saturday School.
- Stealing/theft.
- Suspicious drug/alcohol involvement.
- Throwing objects not considered an illegal weapon that can cause bodily injury or property damage.
- Threats – student on personnel/facility.
- Threats – student on student.
- Unauthorized or inappropriate use of technology software and/or hardware.
- Unauthorized possession of missing or stolen property if the property is reasonably suspected to have been taken from
- Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
- Using racial, ethnic, sexual, gender or disability related epithets.
- Vandalism, attempted vandalism, or found in vicinity of vandalized property at the time property is vandalized, found in possession of vandalized property/or with materials used to vandalize property or if reasonably suspected to have vandalized or attempted to vandalize.
- Willful damage to school property
- Violation of the DSAE policies, rules or regulations or violation of DSAE classroom rules and regulations or violation of state statutes
- Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations, including those provided in the school’s student/parent handbook.

ACTION LEVEL II – INTERVENTIONS/DISCIPLINARY CONSEQUENCES

- Any applicable Level I Disciplinary Consequence.
- Out of school suspension. 15 days
- Expulsion (upon Discipline Committee recommendation).
- Disciplinary actions may be used individually or in combination for any offense.

LEVEL III OFFENSES/PROHIBITED CONDUCT

- Assault.
- Any discretionary or mandatory expulsion violation under applicable law
- Deliberate destruction or tampering with school computer data or networks.
- Extortion.
- False alarm or report.
Felony criminal mischief against school property, another student, or school staff.
- Gang activity (violent).
- Have knowledge or suspicion of drugs and/or alcohol, or any other illegal activity on school grounds and not notifying school personnel.
- Indecent exposure.
- Inappropriate sexual conduct.
- Issuing a false fire alarm.
- Persistent Level I offenses (four Level I offenses).
- Persistent Level II offenses (four Level II offenses).
- Possessing/selling “lookalike” drugs/dispensing medicine violation.
- Possession or use of fireworks or other explosive devices.
- Provoking/ Intimidating/ Instigating Behavior

- Encouraging or urging other students to violate school rules.
- Public lewdness.
- Retaliation against any school employee or volunteer at any time or place.
- Targeting another individual for bodily harm.
- Vandalism/criminal mischief not a felony.

ACTION LEVEL III – INTERVENTIONS/DISCIPLINARY CONSEQUENCES

- Any applicable Level I or Level II Disciplinary Consequence
- Out of school suspension for five–ten days.
- Administrator discretion for long term suspension or expulsion for up to one year.
- Expulsion (upon Discipline Committee recommendation).
- Disciplinary actions may be used individually or in combination for any offense.

LEVEL IV OFFENSES/PROHIBITED CONDUCT

- Aggravated assault
- Aggravated kidnapping.
- Aggravated robbery.
- Aggravated sexual assault
- Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the applicable law no matter when or where the offense takes place.
- Arson.
- Burglary of a motor vehicle on campus.
- Capital murder.
- Commission of a felony offense listed under applicable law
- Conduct punishable as a felony.
- Criminal attempt to commit murder or capital murder.
- Knife possession.
- Manslaughter.
- Murder.
- Possessing, selling, distributing, or being under the influence of inhalants.
- Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
- Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
- Possessing a stun gun, mace, pepper spray or defensive type of aerosol spray
- Possessing ammunition.
- Possessing, exhibiting, or threatening with a lookalike weapon, including without limitation, BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
- Possession or use of tobacco or related products on school property or at school related events.
- Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low point beer (as defined by Oklahoma law i.e., 3.2 beer) and/or controlled substances.
- Possession, control over, or use of a caustic substance.
- Possession or control over or use of lighters or matches or other instruments that can burn objects.

- Possession, control over, threat of use, or use of a dangerous weapon, explosive devices or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.) or use of an object not normally considered to be a weapon in a manner to inflict harm upon another or the threat to use the object in a manner that would inflict harm upon another. Purported or represented possession, control of, or ready access to a dangerous weapon, explosive device or related instrumentality although in fact the student does not possess, control, or have ready access to such an object.
- Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco, alcohol or drugs in any form.
- Required registration as a sex offender.
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of marihuana, controlled substance, dangerous drug, or alcoholic beverage.
- Setting or attempting to set fire on school property (not arson).
- Sexual abuse of a younger child or children.
- Sexual assault.
- Use or possession of tobacco, alcohol, controlled substances in any form.
- Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon.
- Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. Possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood altering substances as defined in the Uniform Control Dangerous Substances Act.
- Using, being under the influence of, possessing, having control of, furnishing, distributing, or selling any substance purported or represented to be a controlled dangerous substance, an illegal drug, or an illicit drug, although in fact the substance is not a controlled dangerous substance, an illegal drug, or an illicit drug.
- Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of "mood altering substances," which include paint, glue, and aerosol sprays used or intended to be used for abusive purposes, caffeine pills, over the counter stimulants, and other similar substances.

ACTION LEVEL IV – INTERVENTIONS/DISCIPLINARY CONSEQUENCES

Long term suspension or Expulsion (upon Discipline Committee recommendation)

PROHIBITED CONDUCT DEFINED

Assault and Battery

Any willful and unlawful use of force or violence upon the person of another.

Bringing any kind of Weapon to School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, bb guns, knives, razor blades, shanks, smoke bombs, fireworks, or club type implements as well as mace, tear gas, or other

chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decision regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and or other containers if they suspect the presence of a weapon. Add bullets, empty shell cases – check the law.

Cheating or Plagiarism

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Computer Abuse or Misuse

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and or misuse of computers also include loading private software, checking personal email, or accessing inappropriate web sites or web pages using school equipment. Student computer history may be checked randomly.

Disrupt Learning

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, eating or drinking during class, chewing gum, insubordination, and/or selling or trading personal possessions to other students.

Extortion

Obtaining property from another with his consent, induced by wrongful use of force or fear or by promising payment not carried through.

Failure to Identify (Lying to staff or incorrect information or showing incorrect ID)

Refusal to provide name and/or other information when asked to do so be a staff member or providing incorrect name and/or other information.

Fighting or Arranging Fights

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults another student, any fight will involve disciplining all students involved in the fight. If a student is assaulted and the student reciprocates physical conduct, the student will face discipline action.

Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's, guardian's, or another student's name to any document will be considered forgery.

Gambling

Gambling includes but is not limited to card playing, dice shooting, and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Using collector's cards is acceptable before and after school and during recess.

Have Knowledge or Suspicion of Drugs and/or Alcohol, or Any Other Illegal Activity on School Grounds and Not Notifying School Personnel:

If a student has seen or heard that another person has drugs on school grounds and does not give school personnel promptly all information they have, the student(s) may have the following consequences.

Give a False Fire Alarm

Issuing a false fire alarm is a violation of the State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense, ranging from fines of \$1,000 to \$10,000 and jail terms.

Horseplay: (LEVEL 1 - 2):

Playful acts that cause disruption to the learning environment that pose on harm or potential for harm to others.

Hazing of Student(s)

Hazing means to plan, encourage, or engage in any hazing activity. Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or cause mental or physical harm to any person. Permission, consent, or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

Inappropriate materials

Possessing or bringing pornographic, criminal, hate related, laser pointer(s), lighter(s), matches, water balloon, etc.

Not being in assigned location

All students need to be in their assigned location during lunch time, break time or while class is in session.

Trespassing

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension. Students who assist persons who are not authorized to be on campus are also guilty of trespassing. The police may be notified.

Skipping Mandatory Saturday school

Students must attend Saturday school if it is assigned, unless notified that they do not have to

Steal or Vandalize Private Property or School Property/ Misuse of school property

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.

School records will be withheld until restitution is cleared.

Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.
attend.

Truancy

Truancy means being inexcusably absent from school or a class without the knowledge of a parent. Habitual truancy by law means a student has accumulated 10 consecutive days or 15 total days of

absence in one semester. There are school and legal penalties that accompany truancy. DSA complies with all city and state truancy laws.

Use Drugs or Alcohol and Sale or Intention to Sell Drugs or Alcohol

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, nonprescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood altering chemical, drug of abuse or any counterfeit controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.