

Glencoe Elementary Handbook

2026-2027



Handbook for Students, Parents, Guardians, and Teachers

Glencoe Elementary
305 N Rose Ave
Glencoe, OK 74032
(580) 669-2254

www.glencoe.k12.ok.us

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Personnel

Board of Education

Mr. Dalton Ross	President
Mrs. Misty Hesser	Vice-President
Mrs. Dawn Frank	Clerk
Mr. Jason Harting	Deputy Clerk
Mrs. Katrina Clark	Member

Administration

Mr. Jay Reeves	580-669-4002	Superintendent
Ms. Lindsay Bailey	580-669-2254	Elementary Principal
Mrs. Sharee Madsen	580-669-2261	JH/HS Principal
Mr. Tony Holt	580-669-2261	Athletic Director

Elementary School Faculty

Melissa Remington	Pre-Kindergarten
Sherry Thomason	Kindergarten
Hilary de La Pena	First Grade
Raelee Gegen	Second Grade
Sarah Sanders	Third Grade
Melinda Reeves	Fourth Grade
Tabitha Wright	Fifth Grade
Penni Deaver	Sixth Grade
Bobbi Reeves	Title Reading
Tonya Jones	Special Education
Lindy Tucker	Speech Therapist
Sheila Wilhelm	Physical Education/Asst Softball

Junior High and High School Faculty

Cathy Pilkington
Shannon Dershem
Cary Shell
Lee Linsenmeyer
Arryn Small
Tony Holt
Karen Brisbin
Issac Sanders
Joanna Crow
Jennifer Speer
Bryan Brady II
Brad Reeves
Ryan Boatright

HS Science
JH Science
Vocational Agriculture
History/Coach
Math/Curriculum Director
Athletic Director
English
Junior High/CTE/Coach
Special Education
PE/Counselor
Psychology/Spanish
Marketing/Coach
CTE/Coach

Support Personnel

Rachel Stossel
Kimberly Clark
Brittney Clark
Sergio Cardona
Justin Lee
Jennifer Brien
Jessica Hall
Taryn Gilbert
Danna Bundy
Denise Bullard
Amanda Johnson
Candis Fanning
Ashley Somers
Gage Ronspiez
Dirk Heppel
Jett Higdon

High School Secretary
Elementary School Secretary
Superintendent Secretary
Bus & Bldg. Maintenance
Maintenance/Custodian
Child Nutrition Director
Cook
Cook
Paraprofessional/bus driver
Paraprofessional
Library Paraprofessional
Paraprofessional
Paraprofessional
5/6 boys PE, Paraprofessional
Bus Driver
Custodian

Accreditation

Glencoe Elementary School is fully accredited by the Oklahoma State Department of Education

Rights and Privacy

Family Education Rights and Privacy Act

Section 438 of the Public Law 93-390

This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). By law, parents of students and eligible students (students 18 years or older) in the Glencoe School System must be made aware of this policy annually.

1. Parents and eligible students have the right to inspect and review the student's educational records.
2. Glencoe Public Schools limits disclosure of information contained in a student's educational record except: By prior written consent of the student's parents of the eligible students; directory information; under certain limited circumstances, as permitted by FERPA.
3. Student's parents and eligible students have the right to seek to correct parts of the student's educational record which he/she believes to be incorrect, misleading, or in violation of student rights.
4. Any person has the right to file a complaint with the Department of Health, Education and Welfare if the Glencoe School system violates FERPA.
5. Certain medical reports and information, utilized in evaluation procedures and maintained by the district, require additional confidentiality protection. As indicated by Oklahoma Statutes (63 O.S. 1-502.2), all information and records which identify any person who has or may have any communicable or venereal disease, (e.g., Acquired Immune Deficiency Syndrome) which is required to be reported and which are held or maintained by any state agency or health care provider or facility, physician, health professional, laboratory, clinic, blood bank, funeral director, third party payer, of any agency, person, or organization in the state shall be confidential. Disclosure

of such information received by the LEA or public agency shall also be protected under the confidentiality procedures outlined in this notification.

6. According to the State Statutes (63 O.S. 70-6-115), it is a misdemeanor for any teacher to reveal any information concerning a child obtained by the teacher except as may be required in the performance of contractual duties. This information may be furnished to the parent or guardian of the child upon request.

7. Student's parents and eligible students may obtain detailed copies of FERPA from the office of the superintendent of the Glencoe School System

School Safety

School safety is an issue that has come to the attention of every school system in the country. Each school has been mandated with the task of forming policy which will make our schools a safer place for students, faculty, and staff. With this in mind, please note the following policies that are now in effect:

- 1.** No gym bags/baseball/softball are allowed in the hallway or classrooms during the school day; they will be kept in the gym or club houses. Regular school backpacks are allowed and will be kept on student hooks.
- 2.** If a student uses a device to record any inappropriate behavior that student could face the same, if not more, disciplinary procedures.
- 3.** Elementary buildings will be locked from 8:15-3:25 daily.
- 4.** In case of an intruder on school premises, all school personnel and students will be notified through a code delivered by intercom. In the case of such an occurrence, lockdown procedures will be taken immediately.

Safe School/Healthy and Fit Schools Committee

Comprehensive school safety is fundamental to our students' success. It is a collaborative effort between the school, faculty and staff, parents and local community agencies, such as police, fire, mental health and faith organizations. Safety and security measures must be reasonable and effective and not oppose either individual freedoms or the educational expectations of both the school and the parents. Glencoe Public Schools has been tireless in establishing district protocol to anticipate likely threats and incidents and to create sound protective

measures. Procedures guide the behaviors of those involved and ultimately protect both students and adults.

Glencoe Public Schools has a Safe Schools/Healthy and Fit Schools Committee. The Committee studies and makes recommendations to the building principals regarding:

- Unsafe conditions, crime prevention, school violence and other issues which prohibit the maintenance of a safe school;
- Student harassment, intimidation and bullying at school;
- Professional development needs of faculty and staff regarding methods to decrease harassment, intimidation and bullying
- Methods to encourage the involvement of the community;
- Traditional, accepted, and research-based prevention programs.

Moment of Silence

Senate Bill 815 became law August 22, 2002.

Glencoe Public Schools will observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Attendance

School attendance is the most crucial prerequisite for quality education - students cannot learn if they are not at school.

The Oklahoma School Law demands that a student must attend school until the age of eighteen (18) years old or until completion of high school. It is the responsibility of every student to make the most of the opportunities that have been provided. This can be accomplished only by regular attendance. A student will be marked absent according to the ruling of the State Department of Education which states: "Any student must be counted absent if not actually present for classes although the cause of absence is beyond his/her control. A student being absent for school activity is not included in the above statement."

It is the responsibility of parents to notify the Elementary Office by 8:00 am each day that a student is going to be absent from school. A student is considered truant when absent from the classroom without the knowledge of either the school or parent, or if the parent does not compel the student to attend school.

A maximum of eight (8) absences in one (1) semester in any class shall be accepted for a passing grade.

Excessive absences due to illness, with a doctor's statement, will be considered by a committee appointed by the principal. These statements must be turned in within 72 hours of the student's return to school.

With our new student information system in place, attendance will be recorded after the 2nd bell each day. If you have not called in before 8:00 am then you will receive an automated text/call around 9:15 am notifying you that your child is not at school and to please call the office.

Excused Absences

***Excused absences are still counted as absent**

Excused absences will be granted for the following reasons:

1. Illness or injury
2. Funerals
 - a. Bereavement due to a death in the family
3. Inclement weather or natural disasters that prevent or inhibit the student from arriving safely at school.
4. Personal or family business directly involving the student when prior arrangements with the principal have been made. Such absences shall not exceed two (2) per semester.
5. Family emergencies which require the involvement of the student. Such absences shall not exceed two (2) per semester.

- **Notification from a parent is needed for each of the above.**

Receipts

1. Types of absence which will be excused upon the presentation of a receipt from the proper professional:
 - i. Appointments with professions such as doctors, dentists, optometrists, counselors, etc.
 - ii. Summons to appear in court

Unexcused Absences

Any absence which does not meet the criteria to be considered “Excused” with the proper notification or verification will be considered “Unexcused”. (Examples: Family Vacation, Babysitting, or leaving campus without permission)

Make Up Work

All class work must be made up by those students who have missed school. The child's teacher will assign the make-up work, and it is to be completed at home within one (1) school day, plus (1) additional school day. (Ex: 2 days absent = 3 school days to make up work) Additional time may be granted by the teacher. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

Any examination or test announced during the student’s presence in class or which is regularly scheduled (nine weeks or semester), which is missed by the student due to any type of absence, shall be made up on the day the student returns to class.

1. Make-up work for an “Excused” absence will receive 100% credit if it is turned in within the allotted time frame.
2. Make-up work for an “Unexcused” absence will receive 70% credit if it is turned in within the allotted time frame.
3. Any make-up work not turned in within the allotted time frame will result in a Zero (0), unless the teacher makes an exception.

Truancy

Oklahoma Truancy Laws **Oklahoma Statutes Title 70. Schools §70-10-105.**

Oklahoma school law holds the parent responsible for a student's attendance in school. A student is considered truant when absent from the classroom without the consent of the school or the parent.

When a student between the ages of 5-17 has five or more full-day unexcused absences within a semester, the attendance office will inform the parents/guardians they are not in compliance with state attendance laws and notify the Payne County Sheriff's Office that the parent/guardian is eligible for a charge related to the absences. The charge is a misdemeanor child neglect charge. Fines range from \$500 to \$1,200 and/or 30-60 days in jail.

In addition, students between the ages of 12 and 17 may also be cited by police officers for non-attendance in compliance with Oklahoma Truancy Laws. The first conviction carries a fine of \$50, the second is a fine of \$100, and the third and additional convictions are \$150 each.

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

Tardiness

Students are required to be in class at 8:00. Students arriving at school after 8:00 will be considered tardy.

Policy per Nine Weeks

1. Tardiness-One & two-No Penalty
2. Three accumulated tardies will translate to an unexcused absence

**Students who are habitually tardy may be subject to further disciplinary action and truancy enforcement.*

Closed Campus Policy

All students will be required to remain on the Glencoe School campus from their time of arrival until the dismissal of school at the end of the school day. For example, students are not allowed to walk to the gas station, etc...after being dropped off at school. Students may bring their lunch or eat lunch at the school

cafeteria. Students attending athletic events may receive permission from a coach/sponsor.

Activity Trips (includes field trips & ball games)

(State Board of Education Policy)

The maximum number of absences for activities, whether sponsored by the school or an outside agency and/or organization, which removes the student from the classroom, shall be ten (10) days for any one class period of each school year. Excluded from this number are state and national contests, those for which a student must earn a right to compete. Since the student is considered to be at school, he or she must complete all the assignments that the teacher gives to him or her.

When field trips or school related trips are planned, all students must go and return on school buses, unless other arrangements are designated. Special arrangements may be made with the sponsors of the activity for students to return home from an activity with their parents. If a student has a history of behavior issues, the principal may require a parent to attend the field trip with the child. All coaches and sponsors must have a medical release form for all students attending an activity. Any overnight activity must be approved by the Board of Education at least one (1) month in advance.

All students must ride on the school bus to the school activity. Students may return from an activity with their parents, if a parent has signed them out with the teacher/coach. Students may be allowed to ride with another parent home only if the student's parents make prior arrangements with the sponsor and also provide a written note for school records. Under no circumstances will a student be allowed to ride home from an activity with another student.

Activity Calendar

To eliminate conflicts, an official elementary calendar is maintained by the elementary principal. All elementary school activities, including fundraisers, must be scheduled on this calendar. Teachers/Sponsors are urged to schedule all activities as early in the year as possible.

Fundraising Activities

Fundraising activities should be reported to the principal for approval at the September Board of Education meeting. (Founders Day Activity is not included)

Be mindful that teachers and sponsors must supervise all fundraisers (money) and receipts must match receipts that are turned into the secretary. Any cash must be turned into the office no later than the next school day.

Bicycle Safety

Safety practices should be followed by the students to ensure their safety. During the school day, bicycles are to be walked on school property and kept in the racks provided. Once students leave school grounds after school is over, they may NOT bring their bikes, skate boards, skates etc. back on school grounds until after 4:00 p.m. on school days. Teachers are still in and out of their classrooms and meetings are taking place, we don't want an injury to occur because students are riding on the sidewalks. Failure to follow set safety rules will result in disciplinary action and/or not being able to ride a bicycle to school.

Cell Phone Policy

Please communicate with your child before they arrive at school what they are to do when school is released for the day. Not doing so causes confusion, especially with the younger students. Please do NOT text any staff member/office personnel during school hours to get a message to your student, change plans/buses, etc; unless you have made prior arrangements to communicate with the teacher. Call the office at 580-669-2254, calls taken in the office will be referred to the teacher or student at an appropriate time.

Glencoe Schools will not be responsible for broken or stolen cell phones, this also includes all electronic games, CD players, I-pods, tablets, etc. 5-6 grade students will be allowed to have their phones on athletic trips, but the coach/sponsor can enforce cell phone restrictions. Cell phones are not allowed on elementary field trips.

DAILY PROCESS (Grades Pre-K - 6TH)

As students **Arrive at School** they will:

- 1) Turn off their phone or other electronic devices and turn them in to their homeroom teacher.
- 2) Students will not be allowed to have their phones during the school day.

At the end of the day:

- 1) The teacher will give the phones back to the students.

VIOLATIONS

Using Phone During School

If a student is caught with their phone &/or electronic device(s).

1st Offense: Administration will collect the phone &/or electronic device(s). The Phone will be kept in the Elementary Office and may pick it up at the end of the day.

2nd Offense: Administration will collect the phone &/or electronic device(s). The Phone will be kept in the Elementary Office and parents will be called for pick-up.

3rd Offense: Administration will collect the phone &/or electronic device(s). The Phone will be kept in the Elementary Office and parents will be called for pick-up. The student will be required to turn in the phone in the office every day for the remainder of the semester.

Any student that uses a cell phone to record inappropriate behavior may be subject to disciplinary action.

Bus Rules

Students who fail to follow bus rules may be denied bus privileges.

We would appreciate it if students and parents would go over the following bus rules. These rules have been formulated to provide the safest and most efficient transportation of pupils to and from school and/or related activities. Students should be on time at the designated school bus stop to keep the bus routes on schedule. While waiting for the bus, stay off the road and wait for the bus to come to a complete stop before trying to enter the bus. In case of an emergency, do not leave the bus unless the driver instructs you to do so.

1. The driver is in full charge of the bus and students. Students must obey the driver promptly. Disobedience and impudence will not be tolerated.
2. Students will sit on their bottom in their assigned seat. Students will not be out of their seats, in the aisle, under their seats, etc.
3. Derogatory remarks to the driver and other students about discipline or transportation will not be tolerated. Please make complaints to the principal.
4. Unnecessary conversation with the driver is prohibited. NO student may engage in conversation with the driver while the bus is in motion except in emergencies or unusual situations.
5. Outside the ordinary conversation, reasonable conduct and behavior is to be observed on the bus at all times.
6. Students must refrain from using obscene or profane speech and indecent gestures, actions or conduct while riding or leaving the bus.
7. NO student may use, or have in his/her possession, any alcoholic beverage, dangerous drug, controlled substances, or tobacco/vape products, as defined by the Oklahoma Statutes, while riding the bus.
8. Students must not throw paper, rubbish or other objects out of the bus, or on the floor, or at any other pupil or the driver.
9. Students must not ever extend any part of their bodies out of the bus windows, nor shall they in any way touch or hang on to the bus before boarding or after leaving.
10. Drinks and food are not permitted on the bus. Exceptions may be made on extra-curricular trips, with the approval of the sponsor. No glass bottles are allowed on the bus at any time.

11. Students must ride their assigned bus. If a student wishes to ride another bus for specific reasons, he/she must bring in a note from his/her parents/guardians stating why they wish to ride another bus. The teacher/principal will sign the note. It then must be presented to the bus driver so the student may ride, if room is available.
12. The emergency door will be used only in emergencies.
13. Boarding school buses: Students must board and exit at their designated stop.
 - Be at your stop on time. The bus cannot wait.
 - Students must not stand in the roadway.
 - Maintain a single file line, six feet from where the bus will stop.
 - Saving seats is prohibited.
 - Be seated and remain seated until the bus arrives at your school or home.
14. Departing from school buses:
 - Depart from the bus in an orderly manner, moving about three feet perpendicular and fifteen feet forward. Those students who need to cross the roadway must stop and wait for the signal from the bus driver.
 - Do not walk down the side of the bus or behind the bus.
15. Fighting or scuffling in any form while waiting for the bus or riding the bus may result in suspension of bus riding privileges, school suspension, or other disciplinary action deemed necessary by the principal.
16. Students must respect private property at each designated bus stop.
17. Students are not permitted to smoke, dip, chew tobacco, or vape, on school buses.

Drop Off and Pick Up Procedures

For our students' safety, visitors will not be allowed directly in the classroom buildings. All visitors must check in at the elementary office. If you need an early pick up or late drop off you must come in the office to sign your student out/in. We will have the teacher send the student out if necessary.

When dropping off your Pre K-1st graders you may pull up to the gate in the fence to let them out. PreK, K, and 1st grade students (unless they go with older siblings) that are PICKED UP BY PARENTS will exit the building using the south

door. They will be released at 3:20 to go to the fence to await parents in the loading zone. You may pull your vehicle through the south entrance of the circle, pull up to the panther paw, and teachers will bring students out to your car. Then you can exit the parking lot by the north exit of circle drive, not needing to drive past the school buildings.

There is no parking or passing along the fence.

If you wish to accompany your child to their classroom building, please park in a parking space then walk them to the outside door of their building, at that point, please say goodbye and let them go on in and begin their day.

If you arrive earlier than 3:25 to pick up 1st-6th graders (and younger siblings) – you are not allowed to park in the driveway while waiting – this backs up the cars into the highway. You must pull on down and circle back around until the bell rings.

The buildings do not open until 7:40 in the morning. Students and parents must wait outside the fence or on the sidewalk.

Do not drop off your student before 7:40

After school parents need to wait outside the fence or on the sidewalk (for older students) until after the 2nd bell has rung. Your child's teacher will be bringing the students out of the building to meet up with you.

For 1st-6th graders, please pull on down to the drop off slot between the buildings (in front of the flagpole). DO NOT PARK IN THIS SPACE – IT'S MARKED FOR LOADING ONLY or pull on down past the Administration Building. There are a lot of parking spaces the further north you go.

Bus riders and all others will be released when the 2nd bell rings at 3:25 p.m. Students in 1st - 3rd grades that walk or get picked up will exit using the north entrance and wait at their loading zone; walkers will meet at the yellow star.

If you have older students consider parking down by the west doors of the old gym and having your student meet you there.

Always be on the lookout for students when dropping off or picking up

Daily Announcement

Daily announcements will be given each day at the beginning of class. The purpose is to give students information; as well as special instructions. The Pledge of Allegiance and Oklahoma Flag Salute will be given; along with observing a moment of silence. The moment of silence is for the express purpose of allowing each student time to reflect, meditate, pray, or engage in other silent activities. If daily announcements are unavailable teachers will conduct morning routines independently.

Cafeteria

Glencoe Public Schools offers a wide variety of Child Nutrition Programs. The National School Breakfast Program and the National School Lunch Program are offered for our students. All meals meet the federal requirements as established by the State Department of Education Child Nutrition Programs.

Students' responsibilities in the cafeteria:

1. Walk/stand quietly to the cafeteria.
2. Remember silverware, napkins, and milk when going through the service line.
3. Talk in soft (inside) voices.
4. Practice good table manners.
5. Finish eating in the cafeteria, no food is to be taken out.
6. Please leave a clean table and clean floor.

Breakfast will be served in the cafeteria for Elementary students from 7:40-7:55 am. Students will need to return to the classroom at 8:10 am. Students are not allowed to bring in their own breakfast. Late arrivals will not be served breakfast, unless it's a result of a late bus.

Lunch and Breakfast Prices for 2026-2027:

Breakfast Elementary is \$1.90

Breakfast for High School is \$2.00

Guest/adult breakfast \$3.25

Elementary lunch price is \$2.90

Jr/High School lunch price is \$3.00

Guest/adult lunch price is \$5.25

Parents may apply for free or reduced lunch for their children through the school Child Nutrition Clerk (Mrs. Clark). If you have any questions concerning this program, please feel free to call the elementary office.

Glencoe Public Schools Meal Charge Policy

Good nutrition is key to a child's health. Good food habits have a direct and positive bearing on their ability to learn and function with a great attitude. All meals meet the requirements as established by the State Department of Education and the United States Department of Agriculture.

Each student has a personal identification number provided to them, this links directly to their meal account and should NOT be told to other students. 1st through 12th grade students enter their own pin numbers. Pre-K and Kindergarten students are provided cards with their pin numbers.

Students will have a charge limit of \$50.00. A breakdown of the school year's meal cost is provided each year. The Meal Cost Table will be available in or on the Glencoe School Elementary Handbook and the School website. If a child exceeds this limit, they will be served an alternate meal. For example, a ham and cheese slider and milk.

Parents will be notified of low balances and excess charge amount by text message, email, letter or phone call.

EXTRACURRICULAR ACTIVITIES WILL NOT BE ALLOWED IF A CHILD'S MEAL ACCOUNT IS DELINQUENT.

Free/reduced applications are included in each child's enrollment packet or one can be picked up at either the elementary or high school offices. Families are encouraged to complete an application. If you need help filling out the

application, please contact the Child Nutrition Clerk, Kimberly Clark, in the Elementary Office or by phone at 580-669-2254.

In accordance with the federal law and United States Dept. of Agriculture (USDA) institutions are prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Office Adjudication, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call toll free 855-632-9992 (voice). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School Wellness Policy

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school.

Oklahoma Senate Bill 265 eliminates access to sugary drinks and snacks in elementary schools, except for special occasions. This includes cookies, donuts, pop, candy or candy bars, all of which are on the list of Foods with Minimal Nutritional Value.

In accordance with Oklahoma Senate Bill 265, students in Glencoe Elementary School will not have access to Foods of Minimal Nutritional Value except on special occasions.

A partial list of *suggested* food items for lunches/snacks includes: granola bars, cheese/peanut butter crackers, goldfish/whales, pretzels, cheez-its, animal crackers, graham crackers, applesauce/fruit cups, (include a spoon), fruit, cheese/beef sticks, 100% fruit snacks.

Fire Drill

Practiced fire drills will be conducted early in the school year as well as from time to time throughout the school year. Complete instructions will be given to each teacher concerning the proper procedure to be followed by each student. The signal for a fire drill is an announcement of a fire alert.

Tornado Warning/Drill

Practiced tornado drills will be conducted early in the school year as well as from time to time throughout the school year. Complete instructions will be given to each teacher concerning the proper procedure to be followed by each student. The signal for a tornado warning is an announcement of tornado alert.

Lockdown/Intruder Drills

Lockdown and Intruder drills will be conducted for the purpose of securing school buildings to prevent or mitigate injuries or deaths that may result from a threat on or near the school. A minimum of two practiced lockdown drills and two practiced intruder drills will be held at each school site during each school semester. Complete instructions will be given to each teacher concerning the appropriate procedure to be followed. These drills will be announced on the intercom.

Withdrawal from School

If withdrawal from school is planned, the principal should be notified. The student will receive a student check out sheet to be presented to his/her teacher. All textbooks must be returned to the teacher. If a student has any school district-owned equipment, supplies, or library books they must be returned to the teacher who distributed them. After the teacher and librarian sign the check-out sheet it will be presented to the principal's office. Any obligation to the school such as: lunch bill, lost textbooks, or library books must be taken care of before a transcript of credits will be sent to the school requesting them.

Care of School Property

The students of Glencoe Elementary are taught to take pride in the appearance of their building, equipment, and teaching aids. Each student should feel an individual responsibility to keep the school clean and neat. Students are issued books at the beginning of each year and are responsible for returning them in good condition. If a student damages or loses a book, he/she will be financially responsible for that book. If a lost book is found later, the price will be refunded to the student. Under no condition should anyone mark the walls, desks, or in any way deface school property. The destruction of school property will merit disciplinary action. This also applies to school buses. Parents will be held responsible for any acts of vandalism against school property committed by their children.

Dress Code

Any form of dress which is considered distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

1. **If a student wears any type of dress, skirt, pants or shorts that are deemed too short, he/she may be asked to change clothes or other measures will be taken.**
2. Appropriate dress ***excludes*** the wearing of halter tops, dress that exposes the midriff, tank tops, spaghetti straps, low-neck attire, and shirts with low cut arm hole areas. (Practice clothing and game uniforms will be acceptable during practice and games). Holes in clothes may be deemed inappropriate (including ripped jeans). Hats, caps, headbands and sunglasses may be worn in the building, but must follow the teacher's classroom rules upon entering the classroom. Shoes are to be worn at all times while the student is under the jurisdiction of the school.
 - a. Shirts, hats, or gym bags advertising drugs, cigarettes, tobacco, or alcohol products may not be worn or used. (This includes such shirts as Winston Racing Team, Camel products, Butt Naked, etc).
 - b. Repeat violations will result in additional punishment.
3. Pants must be worn at the waist. (No Sagging) Under garment must be covered at all times

4. No costumes allowed on days that are not designated dress up days (including masks, tails, ears, paws, etc)

***This Dress Code applies to all school activities.**

For any formal occasions the following exceptions will be acceptable:

Dresses with spaghetti straps, or strapless dresses, will be allowed as long as proper undergarments are worn, proper undergarments built into the dress will be accepted. Dresses with a back no lower than the waistline will be acceptable as long as proper undergarments are worn or built into the dress.

School standards for dress code are defined as no garment deemed too short and/or showing too much skin. Building Principals will have the final decision on any clothing that is deemed inappropriate.

Vandalism

Students found guilty of showing disrespect for or causing damage to school property, property belonging to school employees, or any vandalism while under supervision of school personnel, are subject to disciplinary action. Vandalism is an extremely serious offense and may result in a student being suspended from school for the remainder of the school semester and the succeeding semester, or other disciplinary action. Glencoe Schools shall be entitled to recover damages from the parents of any minor who shall maliciously or willfully destroy property belonging to the school. Authorities may be contacted to investigate the incident if necessary.

Public Displays of Affection

Public Displays of Affection (PDA) is considered in poor taste and will not be condoned. Students who persist in such practice will be referred to the principal, and if necessary the parents will be called in for a conference.

Library

The library will be open from 8:15-3:30 each day. Students may check out a book for two (2) weeks. No student may have more than two (2) books checked out at the same time.

If a book is lost, the student/parent responsible must pay to replace the book.

Report Cards and Grading

Parents and students may check grades for students in 3rd-6th grades anytime throughout the year via the parent/student portal. Grades will be a running cumulative score through the semester.

Report cards are issued at the end of each semester. Progress reports will be sent home 1 time each semester. 1st and 3rd 9 weeks' progress reports, those will be picked up by parents during parent-teacher conferences in October and March. Glencoe Elementary wants every child to succeed and will work on behalf of all students and gladly cooperate with students and parents in an effort to determine the cause of failing work and encourage passing work. Parents should not hesitate to phone or visit the school in case of unsatisfactory grades on the part of any student.

The grading scale is listed below for students in grades 3-6. Students in grades PreK-2 will use a 'standards based' report card and progress reports. Standards based means the students are not being graded on a 0-100 scale, they are being 'graded' on the proficiency of each standard. Daily work is not recorded as a grade and will only be sent to parents to keep parents informed of current progress.

Any student caught cheating in class will be given a zero for that assignment/test and the parents must sign the paper and return it to the teacher.

Grades appearing in report cards and the permanent records are:

90 - 100%	A	Excellent
80 - 89%	B	Above Average
70 - 79%	C	Average
60 - 69%	D	Below Average
Below 60%	F	Failing Grade

Elementary School Retention Policy

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully; on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance and grades, shall be taken into consideration.

Whenever a teacher or teachers recommend that a student be retained at the present grade level the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education will be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education. *70 O.S. 1991, Section 24.114.1*

Visitors

All visitors are required to present themselves to the school office and check in. Visitors are not allowed to freely move about the campus without first checking in at the office. The term "visitor" includes: parents, guardians, community members, representatives from state/federal agencies and from other educational institutions; anyone that is not enrolled at Glencoe Public Schools or an employee there.

Medication

If a child is required to take medication during school hours and the parents cannot make arrangements to dispense it, they should inform the child's teachers. They should also fill out the appropriate box on the enrollment form. Any medication left at the school should be in a clearly marked container with the child's name on it, along with instructions on how much and when to give the medication. If medication is a prescription, the prescription bottle with child's information on it will be necessary.

Inhalers

For students with asthma requiring the use of inhalers the school will:

- Permit the self-administration of inhaled medication by the student.
- Require authorization by a parent or guardian in writing for the student to administer the medication.
- Require a written statement, provided by the parent or guardian, from the physician treating the student that the student has asthma and is capable of self-administration of medication.
- Require the parent or guardian of the student to provide the school an emergency supply of the student's medication.
- Inform the parent or guardian of the student, in writing that the school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

Leaving and Returning to School

Any student who has to leave school before the end of the school day must check out through the office. No student will be allowed to leave school without parental approval. Parents need to notify the office of checkout time and approximate return time as well as the reason for missing class. Students should also report to the office if he or she is late arriving at school to not be counted absent.

Weather (Adverse)

There may be times when school will be dismissed due to inclement weather. At such times, announcements will be made on radio stations, TV channels 4, 5, or 9 from Oklahoma City, and posted on the School Connect App and Glencoe Public School (OK) Facebook page. There will also be an automated message sent to parents.

Discipline

The school's primary goal is to educate, not discipline. However, when an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. The teacher shall have the same rights as a parent or guardian to control and discipline students

according to local policies during the time the students are in attendance, in transit to or from school, or at any school function authorized by the school district. It is the responsibility of every parent to provide their child with appropriate training in regard to respectful attitude, cooperation with others, and responsibility for his/her actions and consistency of attendance.

All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the following circumstances:

1. The student's attitude.
2. The seriousness of the offense.
3. The effect of the offense on other students.
4. Whether the offense is physically or mentally damaging to other people.
5. Whether the incident is isolated or habitual behavior.

In some cases, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

It is the responsibility of every parent to provide their child with appropriate training in regard to respectful attitude, cooperation with others, responsibility for his/her actions and consistency of attendance.

When considering alternatives for disciplinary action, the faculty and administration of this school district will consider using items in the following list. However, school staff is not limited to these alternative methods, nor does this list reflect order or sequence of events in disciplinary actions.

1. Conference with student
2. In-school suspension
3. Detention
4. Behavior contract
5. Referral to counselor
6. Changing student's seating
7. Making financial restitution
8. Requiring the student to clean or straighten items or facilities he or she damaged
9. Restriction of privileges
10. Involving the police

11. Referring student to an appropriate agency
12. Corporal punishment
13. Suspension
14. Expulsion
15. Conference with parents
16. Any other action deemed appropriate at the time of the offense

After School Detention

Detention may be held any school day for thirty minutes immediately after school.

A minimum of one day will be given, **if needed**, before detention will be served.

Students are to report to detention immediately after school or will be counted tardy. Tardy to detention on the **1st offense** will add an additional 30 minutes to be served on the next day. A **2nd** tardy to detention will lead to 1 day ISS.

- It is the responsibility of the teacher who assigns the detention to monitor that student OR make arrangements with the building principal.
- The teacher may make seating assignments that are appropriate.
- There is to be no talking or leaving of assigned seats unless authorized. Only those students in detention should be present.
- After three detentions, the student's file will be reviewed for consideration of further disciplinary action.

Harassment, Intimidation, Bullying, and Hazing

No student in this district will be subject to hazing, harassment or any other form of persecution by any student or employee at school or on school-sponsored activities. The district specifically prohibits threatening behavior, harassment, intimidation and bullying by students at school and/or 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.

Bullying has a negative effect on the social environment of a school, inhibits a student's ability to learn, and leads to other forms of antisocial behavior.

"Harassment, intimidation, and bullying", means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear or harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

"Harassment intimidation and bullying" include, but are not limited to a gesture, written, verbal or physical acts, or electronic communication; and

"At school" means on school grounds, in school vehicles, at designated school bus stops, at school sponsored activities, or at school sanctioned events;

"Electronic communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to a telephone, a cellular telephone or other wireless telecommunication device, or a computer; and

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

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop intimidation, harassment, and bullying. An administrative response to a reported act of intimidation, harassment, or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should:

- Encourage their student to report bullying when it occurs;
- Take advantage of opportunities to talk to their student about bullying;
- Inform the school immediately if they think their student is being bullied or is bullying other students;
- Watch for symptoms that their student may be a victim of bullying and report those symptoms; and
- Encourage their student to cooperate fully with school personnel in identifying and resolving incidents.

Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them and take any actions deemed appropriate.

Anonymous Electronic Reporting: Students who wish to report an incident may do so via the anonymous electronic platform found on the Glencoe School app.

Upon notification of such an incident by the student or student's teacher, the school principal shall investigate the incident to determine its severity and its potential to result in future violence.

1. The alleged incident shall be documented in writing by the principal.
2. The investigation shall be made in a timely fashion.
3. At the principal's discretion, the investigation may include interviews with students and/or faculty who may have knowledge of the incident; collection of documents or other evidence relating to such incident; involvement of local/state/federal law enforcement authorities; involvement of other district officials who may be of assistance and/or guidance in the matter; and/or any other legal means by which the investigation may be facilitated.

4. Consideration shall be given to recommendations made by the Safe School Committee regarding the most recent and most effective methods for investigating, evaluating and responding to such matters.

Discipline

When the investigation has been completed, the district shall administer any and all sanctions as deemed appropriate in light of the determination it has made regarding the incident of harassment, intimidation or bullying. In administering discipline, consideration will be given to alternative methods of punishment (see Disciplinary Problems) to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools. With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors. In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of harassment, intimidation, and bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Glencoe Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting harassment, intimidation, and bullying of students and the prevention and management of such conduct. Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

Hazing

It is the policy of Glencoe School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

References 21 O.S. 1190 (Section 826, School Laws of Oklahoma) Amended by SB 129, 1995 Legislative Session, SB 1941, 2008 Legislative Session, Title 70, Section 24-100.4 Oklahoma Statutes. **State law requires that a copy of any hazing policy be given to each student enrolled in the school.*

Financial Obligations

Students owing delinquent financial obligations will not be allowed the following privileges.

1. Students will not be allowed library privileges.
2. Students will not be allowed to participate in fundraising activities.
3. Student EOY Awards/Report Card will be held in the office.
4. Students will not be allowed to attend field trips.

A letter and/or a call will be made to the parents of students refusing to pay these financial obligations. No response from parents or students will result in legal proceedings with the Payne County District Attorney's office.

Those students not able to meet financial obligations are encouraged to visit with the principal for special arrangements or circumstances.

Weapons-Free Schools Policy

It is the policy of the Glencoe Public School District to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of United States Code, Section 921, as (A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the FRAME OR RECEIVER OF ANY SUCH WEAPON; (C) Any firearm muffler, any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, mine or any device similar to the above.

Such firearms or weapons will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a Peace Officer or other person authorized by the Board of Education of the District to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below.
"...Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other

device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapons.” The definition of a knife has been expanded to include any knife, including pocket knives of any kind or size.

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms or knives) or for any term less than one calendar year (for weapons other than firearms) or suspended for rest of 9 weeks or rest of current semester, as determined by the superintendent, principal, or the superintendent’s designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any students are determined to be in violation of this policy.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The Superintendent, principal, or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education.

Suspension

In accordance with the policy of the Board of Education, the following regulation shall govern the suspension of the students from school:

The authority to suspend a student from a school in the school district is delegated to the respective building principals. No student will be allowed to practice for, or participate in, extracurricular activities during the time period of a suspension (including the time the suspension is under appeal).

1. Any student may be suspended for acts of immorality, violations of policy or regulations, or for any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials, or damages property. Any student who has been adjudicated as a delinquent for a violent or non-violent offense may be suspended.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act, which provides unlimited suspensions.
3. Except under circumstances which require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district until such time as that student no longer poses a threat to self, other students or faculty.
5. Procedural steps to suspension:

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternative placement is rejected, written justification must be placed in the student's permanent record.

 - a. Probation: A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
 - b. In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement and the reasons therefore.
 - c. Out-of-school suspension. A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. If out-of-school placement is prescribed, the building principal must justify in writing why in-school placement was not appropriate. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension to the Suspension Committee or the Board of Education.

A student suspended out-of-school for more than five consecutive days will be placed in a supervision, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education to and monitoring of the student. The plan shall address academic credit for work satisfactorily performed. If out-of-school suspension is assigned, the student will be placed in ISS for the remainder of the day or will be sent home immediately, once the parent has been contacted. The suspension will officially begin when the student leaves school property.

6. Appellate Procedures. Any student who has been suspended under the steps listed above, or the student's parent(s) may appeal the out-of-school suspension to the suspension committee, if the period of suspension is ten days or less, or the Board of Education, if the suspension is for more than ten days. The following procedures shall govern the appellate process:
7. Appeal for reinstatement. Students who have been suspended for the remainder of a semester or more may petition the superintendent for reinstatement. The superintendent may, in his/her discretion, schedule an informal hearing with the concerned principal. At the hearing, the student may present evidence of attitude or behavior modification which would support reinstatement. The superintendent and the principal may reinstate the student or deny reinstatement and submit a written report of the informal hearing to the Board of Education. The Board shall take whatever action it deems appropriate.
8. A suspension appeals committee is hereby established which will consist of administrators or teachers or a combination of administrators and teachers. The members of the committee will be appointed by the superintendent and may include the superintendent. (Policy adopted by the Board of Education August 4, 1997)

Sexual Harassment

It is the policy of Glencoe schools that sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student's academic performance. It is also the policy of the district that accusations of sexual

harassment which are made without good cause shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious and far-reaching effects upon the careers and lives of individuals. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

Procedures: Students who have a complaint alleging sexual harassment should report their complaint to the principal. The principal will then initiate an investigation of the complaint and file a report to the Superintendent of Schools regarding the accusation, investigative procedures, and reconciliation of complaints.

Fighting/Assault

Fighting will not be condoned during school hours or at extra-curricular activities. Students are encouraged to visit with the principal and/or counselor to solve differences or problems.

Violators will face the following discipline, depending on the severity of their action:

1. Sent home for remainder of the day
2. Corporal Punishment
3. ISS
4. After school detention
5. Out-of-school suspension

Students having multiple violations of fighting will be subject to longer periods of suspension. With all violations of fighting, the student will meet in the principal's office and explain the circumstances leading to the offense. The principal will write up a report of the incident. Parents or guardians will then be notified of the violation and the punishment administered.

Students refusing to stop fighting when any staff member intervenes will be automatically suspended for a period of three days or more.

Alcohol, Drug Abuse, and Tobacco

Any student reporting to school or to a school activity under the influence of, in the possession of, in the act of distribution, or consuming any alcoholic beverage or dangerous controlled substance will be automatically suspended from school. The proper law enforcement authorities will be notified when appropriate. **Tobacco in any form, including vapes or vape products, dip, or chew will not be permitted on school property (grounds, buildings, vehicles).**

Stealing

Students found guilty of stealing school property, property belonging to school personnel, or other students will be subject to disciplinary action and prosecution by law enforcement agencies. Stealing is considered an extremely serious offense and may result in a student being suspended from school for the remainder of the school semester.

Athletics

Glencoe Public Schools has a storied tradition of athletic excellence. Winning is a big part of that history, but our priority is to provide our students with opportunities to compete at the highest levels, in a positive and encouraging environment. Spectators, fans, parents/guardians, and students must act accordingly or they will be removed from such events. Obscene gestures/language, insults/rude comments directed at officials, coaches, players or fans will not be tolerated! Anyone removed from such events at Glencoe Public Schools must meet with the Superintendent or his/her designee before being allowed to attend any future events. (This does not pertain to a coach being ejected by an official). Anyone being removed from an event again (during the same school year), after being reinstated by the superintendent, will be required to meet with the Board of Education at the next scheduled meeting to determine status for the remainder of the school year.

Any parent, spectator, fan, player, or student posting content or remarks on social media platforms that are degrading and or defamatory toward Glencoe Public Schools, its coaches, players, and/or administrators will be subject to the same disciplinary action as mentioned in the paragraph above.

Eligibility

If a student's average drops below 60%, he or she is failing that subject. The first week that this happens, the student will be placed on probation, meaning that his or her eligibility is intact for the time being. If the average remains below 60% for a second week, then that student will be deemed ineligible to participate in extracurricular activities. Also, if a student is on probation in one subject the first week, and falls below 60% in another subject the second week, the student will be **ineligible**, even though he or she raised the grade to passing in the first subject.

OSSAA governs all athletic eligibility requirements. For more information please visit the [OSSAA Rules Manual](http://www.ossaa.com/manual_rules.aspx) www.ossaa.com/manual_rules.aspx

Birthday Parties

Students may bring in a small snack to share with their classmates on their birthday. Parents/Guardians need to coordinate with the teacher ***in advance***. Do not send in items unless the event has been approved by the classroom teacher. Guests and larger celebrations are not allowed. Teachers will make parents/guardians aware of any food allergies in the class. *Only store bought items are allowed for birthday parties.*

Individual invitations are not allowed to be handed out at school, in the hallway after school, on the playground, etc...

Internet

Access to the internet is provided for students for educational purposes only. Access to the internet and school owned electronic devices is a privilege, not a right. Students must display responsible behavior to retain rights to internet usage and electronic devices.

Students and parents will sign an "acceptable use agreement" at the beginning of the school year. Inappropriate use of school technology will result in disciplinary action and restriction of access.

Network files may be treated like school lockers. School administrators and faculty members may randomly and/or routinely monitor files and

communications to maintain the integrity of the system and ensure responsible use. Users must not expect that files stored in the District's system would always be private. Students may be assigned seats in the computer lab or a record kept of computer usage. There is no right to privacy regarding the use of technology or equipment while at school, whether school or personally owned.

During school hours, teachers of younger students will guide them towards appropriate materials. Outside of school, parents/guardians bear this responsibility.

Students are not permitted to:

1. Reveal a password, personal address, or phone number-for the student, a classmate, or colleague;
2. Use, send, or display obscene language or graphics;
3. Participate in illegal activities;
4. Disrupt the work of others
5. Violate copyright laws;
6. Damage computers, computer systems, or networks.

The School maintains a filtering system on the network. However, students who accidentally access prohibited material are instructed to notify the supervising teacher immediately. Any student who violates this instruction or who intentionally accesses prohibited material will have their internet privileges suspended pending a hearing. After the hearing, the District may decide to suspend or revoke internet privileges or reinstate access. School administrators decide inappropriate use of the system and their decision is final. SB 1941

Cheating & Plagiarism

As Glencoe Elementary prepares students for the challenges of today and tomorrow, it is important to maintain a high standard of academic honesty and integrity. Therefore, it is vitally important that students show their own work, skills, and abilities on assignments and assessments.

Cheating

Cheating is obtaining or attempting to obtain an unfair advantage on assignments. Examples include, but are not limited to the following:

1. Copying from another student on an assignment or assessment without teacher permission.
2. Using notes, electronic devices, or other aids on assessments or assignments without teacher permission.
3. Sharing answers with other students without permission.
4. Submitting work that has been completed by someone else without proper attribution.

Plagiarism

Plagiarism is claiming someone else's words, ideas, or works as your own without proper attribution.

Examples of plagiarism include, but are not limited to:

1. Copying text from a source without proper citation or quotation marks.
2. Paraphrasing text without proper citation.
3. Using images, charts, or graphs without attribution.
4. Reusing or recycling your own work from a previous class without asking for teacher permission.

Use of Artificial Intelligence (AI)

Students need to be ethical and responsible in their use of AI technologies for academic work. Students should take the following considerations into account when using AI:

1. AI should be used as a learning aid, not as a replacement for completing assignments.
2. Students should not use AI material and claim it as their own work. If AI is used in creating work, this should be acknowledged to the teacher. Failure to do so will be treated as cheating.
3. Students should understand that AI sources are not always accurate. Students are ultimately responsible for inaccurate information.
4. If students are not sure on the proper use of AI for an assignment, they should consult their teacher.

Head Lice

During the school year, we will have several head lice checks conducted by school personnel. We will check all elementary students, and depending on circumstances, an individual student. The school will notify the parents by letter of any student found to be affected with lice or nits. Students found to have live lice will be sent with the expectation to be treated before returning to school. Once a child has been sent home with lice and treatment has been done at home, school personnel will do another check within 1-2 weeks of just that child to verify that lice have not returned.

Any subsequent live lice detected: the student must be treated and checked by a health care official, and documentation of this check must be presented to the school before the affected student will be allowed to return to school. Educational materials will be provided to parents with any notification.

School-Level Title 1 Parent Involvement

The administration, staff, and parents of Glencoe Elementary School believe that the improved academic achievement of each student is a responsibility shared by the entire school community, including the school district, school, community members, school administration, staff, students, and parents (as defined for the purpose of this policy to include guardians and all members of a student's family involved in the student's education).

Parental involvement activities in this school will include opportunities for:

- Parents to volunteer and be involved in schools' activities;
- Staff development and parent education;
- Parents to provide home support for their student's education;
- Encourage effective communication between the school and parents.

School Phone Numbers

Bus Barn	669-2214	Counselor	669-2261	HS Office	669-2261
Cafeteria	669-2284	Ag bldg.	669-2622	Supt. Office	669-4002
Gym	669-2575	Elem. Office	669-2254		