Altus Elementary School
Student Handbook
2026-27

ALTUS
Elementary School

A BRIGHT FUTURE BEGINS HERE

“The Altus Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, qualified handicap or veteran status.”

“Inquiries concerning application of this policy may be referred to the principal by phone at (580) 481-2180 or by mail at Altus Elementary School, P.O. Box 558, Altus, OK 73521”

Welcome to Altus Elementary!

Dear Parents and Guardians,

Welcome to the start of an exciting new school year! We hope you had a restful summer and are ready for a productive and engaging experience with us.

We're thrilled to have some new, talented staff members join our team. They bring fresh perspectives and a wealth of experience, and we're confident their contributions will greatly benefit our students and school community.

This year, our primary focus for us is to ensure every student makes significant gains in their academic achievement. Our teachers are implementing effective strategies and personalized approaches to challenge and support each child, helping them reach their full potential. We believe that by working closely together, we can achieve remarkable results for your children.

Just as important as academics are our C.O.R.E. expectations, which guide our students' behavior and interactions within our school. C.O.R.E. stands for:

C - Commit to do your personal best each and every day.

O - Own and learn from your mistakes.

R - Respect yourself and others, always!

E - Encourage and support your peers in and out of the classroom.

These principles are fundamental to creating a positive, safe, and productive learning environment for all. We encourage you to reinforce these values with your children at home, helping them understand the importance of being responsible and respectful members of our school community.

As you read through this student handbook, you'll find it's a vital resource. It outlines our school's policies, procedures, academic guidelines, and more detailed information about our C.O.R.E. expectations. Understanding these guidelines will contribute to a smooth and successful year for everyone.

We're truly looking forward to partnering with you to make this a year of outstanding academic progress and positive development for your child. Please don't hesitate to reach out if you have any questions.

Sincerely,

Melissa Fourroux,
Altus Elementary School Principal

SCHOOL SCHEDULE

The following schedule will be adhered to by students at Altus Elementary School.

Teachers will be on duty at 7:45.

7:45 Bell rings to send students to class

8:00 Tardy bell rings and class instruction begins

3:05 End of school day

3:15 Teachers off duty

PHILOSOPHY

At Altus Elementary, our philosophy is to establish a firm foundation on which students build citizenship and gain skills valuable to themselves and society. Through a safe and positive learning environment, we provide opportunities for each child to study in comfortable surroundings. We encourage cooperation among school, home, and community because we believe cooperative effort is necessary to the success of the whole individual—intellectually, emotionally, and physically.

Because we are committed to the learning success of each child and believe all children can learn, we challenge each to achieve a level of success in accordance with his or her abilities and potential. By equipping students with knowledge and skills, we strive to prepare all students to become life-long learners and productive citizens in an ever-changing world.

Below are our AES Bulldog C.O.R.E Expectations, which will serve as guidelines for the way that ALL individuals at our school will conduct themselves. All students, staff, and faculty within the AES system will be expected to follow these standards. Our goal with these is to not only increase academic achievement for our students, but also to assist them with becoming kind, compassionate, and thoughtful human beings.

AES Bulldog C.O.R.E. Expectations

C - **Commit** to do your personal best each and every day.

O - Own and learn from your mistakes.

R - Respect yourself and others, always!

E - Encourage and support your peers in and out of the classroom.

OBJECTIVES

We will know we have accomplished our mission when all students demonstrate they are:

1. **Complex Thinkers** who continue to develop intellectually by using various learning strategies and resources to reason and make decisions.
2. **Accountable Individuals** who show responsibility for their physical and emotional actions by applying acquired skills and making positive choices.
3. **Community Contributors** who cooperate with others, respect others, and accept others, which are necessary skills to be a contributing member of society.
4. **Creative Producers** who appreciate and experience creative expression in various areas.

ALTUS PUBLIC SCHOOLS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (20 USC 1232 g: 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

● Parents of eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

● Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

● Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions. (34CFR 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-Learn (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

CIVIL RIGHTS COMPLIANCE

The Altus School District I-18 hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries concerning application of this policy may be referred to the school counselor by phone at (580) 481-2180 or by mail at Altus Elementary School, 1830 Sunset Drive, Altus. OK 73521

ASBESTOS STATEMENT

Under AHERA 40 CFR Part 763, Altus Schools has an asbestos-containing material. Periodic surveillance of the facilities is conducted during January and July with 3 year re-inspections conducted tri-annually. Building occupants and workers shall be informed when response actions take place. Management plans for the facilities that contain asbestos are available for review in the superintendent's office and at each school's administration.

ACTIVITIES

Parents will be informed of various school activities through the District Calendar, the school's Facebook page, the school website, the Apptegy platform, and notes sent home. The District Calendar is available at www.altusps.com.

ARRIVALS/DISMISSALS

Morning Arrival

The first bell rings at 7:45 AM, and the tardy bell is at 8:00 AM. To ensure student safety, students who are not riding an Altus Public Schools bus should not arrive before 7:15 AM.

- Fourth-grade students will enter the school building through the front doors.
- Third-grade students will enter the building through the east door of the 3rd-grade wing.

Afternoon Dismissal

All students will be dismissed at 3:05 PM. Please note the following procedures for picking up your child:

- Car riders:
    - Fourth-grade car students will exit through the front doors (facing Sunset Drive).
    - Third-grade car students will exit through the east door of the 3rd-grade wing.
- Bus students will load in the designated bus lane.

For the safety and timely departure of all students, please pick up your child no later than 3:15 PM.

AFTER SCHOOL EXTENDED DAY CARE PROGRAM

AES provides an after school program for students of working parents. The program hours are from 3:05-5:30 p.m. on school days only. Please contact the school office for more information.

Attendance, Tardies, Absences, and Makeup Work

Definitions:

Tardies: Students arriving after 8:00 a.m. must receive a tardy slip from the office. Tardies result in loss of valuable teaching activities and can impact student progress.

Absence: Missing more than one hour of instruction is equal to 1⁄2 day absence. If a student comes to school after 9:15 a.m. it is considered half a day absent in the morning. If a student leaves before 1:45 p.m. it is considered half a day absent in the afternoon.

Truancy: An absence without parent/guardian or school consent and appropriate notification made to the building principal.

Attendance: Regular attendance is a necessary part of the learning process and is a key to getting a good education. The educational experience consists of more than merely taking tests. Daily classroom participation, interaction with the teacher

and other learners, and receipt of instruction is necessary to acquire desired knowledge and skills.

Notification of Absence from School: If your child is ill or must be absent from school for any reason, please notify the office at 481-2180 The office will be open at 7:30 a.m. Parents are encouraged to call as early as possible. If for some reason a parent/guardian contact has not been made regarding a student's absence by the end of that school day, the student will be considered truant.

Make-up Work: Students will be allowed to make up the class work missed due to an excused absence. Students are given one school day plus the number of school days absent to make up class work and tests. If the make-up work is not completed, a zero will be recorded for each missing assignment and test.

Excessive Absences: If a child is absent without valid excuse for four or more days or parts of days within a four-week period or is absent without valid excuse for ten or more days or parts of days within a semester, schools are required by law to report these excessive absences to the District Attorney.

Altus Elementary School Attendance Policy First Action

When a student has been absent from school four or more days or parts of days within a four-week period without a valid excuse the parent or guardian will receive notification that will include the following:

- Phone call
- Student information system report
- Site informational letter
- Site warning letter

Second Action

When a student has ten days or parts of days of unexcused absences, it will result in filing with the District Attorney's Office. (Per semester)

Third Action

Excessive excused or unexcused absences could result in student retention.

NOTE:

Notification will be sent to parents of students who are frequently absent due to illness when the number of absences has exceeded ten days. In order for further absences to be considered excused, a doctor's verification may be required.

Students will be permitted to make up classwork missed because of an excused absence. Make-up work will not be permitted for truancy. (unexcused absences)
Absences will be considered excused for the following reasons providing communication is made to the school on the day of the absence; illness, bereavement, family emergencies, recognized religious holidays, and doctor or dentist appointments. All other absences are considered unexcused.

Excessive absences cause a severe disruption in student learning, it is important that students be in attendance except for illness and emergencies.

The federal No Child Left Behind Act gives each school site a rating to determine the adequate yearly progress of the school and Oklahoma uses a report card grading system which assigns a letter grade. The factors used to determine these grades are test scores, student progress, and student attendance. Please help us keep absences to a minimum.

BICYCLE SAFETY

Riding bicycles to and from school can be dangerous. Strict safety practice by the students is required. No unsafe practices will be tolerated. Bicycles are to be walked on school property during the school day, and bikes are to be kept in the racks provided during the school day. Bikes must be parked in the racks for safety purposes. Always lock your bike. Scooters and rollerblades should not be brought on school property.

BREAKFAST PROGRAM

All children will be provided a free breakfast in the classroom. Breakfast will be served from 7:45-8:10 in the classroom. The cost for parents to eat breakfast with their children is $3.25.

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited 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. As used in the School Safety and Bullying Prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or, electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior is specifically prohibited. In administering discipline, consideration will be given to alternative methods of punishment 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. (Reference Board Policy 700.430 and 700.431 on the District webpage)

BUS TRANSPORTATION

Bus transportation is provided to students in certain designated areas. Transportation of students by method of school bus should be considered a privilege, not a right; therefore, students should be aware that privileges may be lost if they are abused. Only regularly scheduled bus students are to ride the buses. Students need to go immediately to the buses after school has been dismissed. Each bus driver will establish rules for the buses in accordance with the District Transportation Manual. No busing will be provided for pre-school children.

BUS DISCIPLINE

For students the procedures below will be applied:

- 1st Offense: Upon the first offense of unacceptable conduct, the principal will counsel the student and inform the parent.
- 2nd Offense: Upon the second offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for three (3) days. The student will be transported home on the last day he/she rides the bus.
- 3rd Offense: Upon the third offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for seven (7) days.

● 4th Offense: Upon the fourth offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for ten (10) days.
● 5th Offense: Upon the fifth offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for twenty (20) days.
● 6th Offense: Upon the sixth offense, the principal will notify the student and parent that the student is suspended from school bus riding privileges for the equivalent of one semester. (87 days)

If a student shows an uncontrolled malicious disregard for the safety and well-being of the passengers and driver, it is possible that immediate suspension from the bus and school may occur without going through the procedures above.

The same rules of conduct expected at school and in the classroom shall apply for the student on the school bus.

Bus conduct procedures involving identified special needs students are determined individually on a case by case basis.

CHECKING STUDENTS OUT DURING THE SCHOOL DAY

To ensure the safety and protection of all students, parents needing to check their children out during the school day should go to the office and sign their child out. Students will be notified by office personnel to meet parents/guardians at the front office. Our time with your child is valuable. Please try to schedule doctor's appointments and trips at a time that will not conflict with his/her learning.

To promote the safety of our students, to give them better supervision, and to encourage them to take advantage of our school lunch program, the following policy will be instituted. During the noon period, students will be restricted to the school campus. However, a parent may pick up his/her own child and take that child from the campus during the lunch period. A parent will be allowed to take his/her child only. Students who are late in returning to class from lunch will be given an unexcused tardy.

COUNSELOR

Our school counselor provides counseling services throughout the year and coordinates many programs and activities. Parents, teachers, or students may request services from the counselor for individual counseling, behavior modification techniques, classroom activities, and other needs.

DISMISSAL OF STUDENTS IN CASE OF SEVERE WEATHER

On occasion weather or other unforeseen circumstances merits dismissal of school or requires a late start time. Altus Public Schools has a new messaging system, Apptegy, which enables the school to quickly notify parents in case of severe weather, emergencies, school changes, and any other important information by phone, text, and e-mail. Altus Public Schools will be utilizing Apptegy to push out this important information to parents and guardians.

DISCIPLINE

The Altus Public Schools believes that the primary function of the schools is to
educate children. We further believe that students have the right to learn free of
unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.
Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in

acceptable behavior. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in the Altus Schools or in transit to or from the school or while attending or participating in any school function authorized by the school district (70 O.S. 6114, School Laws of Oklahoma).
Each student shall be treated in a fair and equitable manner. The severity of the
disciplinary action will be based upon a careful assessment of the circumstances
surrounding each infraction.

The discipline policy is located under Board Policies starting on page 21 in the handbook.

DRESS CODE

Appropriate dress, as determined by the staff and administration of Altus Elementary, is required at all times. Parents will be notified if clothes are inappropriate and/or distracting to other students. Shorts and skirts may be worn as long as they meet at or below the mid-thigh region. This would include any slit or frayed hole while wearing shorts and or jeans. Holes in shorts and/or jeans must have cloth under them or be located at or below the mentioned mid-thigh region. No clothing or anything attached to the clothing that advertises beer, alcoholic beverages, drugs, or bears words or statements that are vulgar or suggestive may be worn. Please make sure that shirts and tops with “sayings” printed on them are in good taste. Also, bare feet, spaghetti straps, see-through clothing, mesh tops, and bare midriffs with belly buttons showing are not acceptable under this code. Hats and hoods are to only be worn in the building with prior consent or on special days. Sagging pants, house shoes, or pajamas will not be permitted at school. (An exception would be a scheduled pajama day event). Athletic shoes are encouraged for physical education classes and recess for student personal safety. Skate type shoes are not permitted due to safety concerns. A good rule to follow is if you are not sure if your choice of clothing meets the dress code requirement, please don’t wear it.

ENRICHMENT PROGRAM

Altus Elementary students who qualify for the Enrichment Program will be served with a pullout program with the amount of weekly class time increasing at each respective grade level. Multi-criteria evaluation procedures are used for the purpose of identification and placement of students in the enriched studies program. Screening and nomination procedures of students for possible placement will include:

1. Referrals by parents, teachers, and/or peers
2. Group Achievement test scores
3. Classroom performance and work samples Students who score at the 97th percentile or above on a standardized achievement test or nationally recognized standardized test will be automatically placed in the program with a teacher referral and permission of the parents or guardian.

FIELD TRIPS

Field trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance. Altus Schools will provide any transportation needed for trips. To ensure the safety of your child, a power of attorney must be on file.

FIRE AND OTHER SAFETY DRILLS

Safety drills to include fire, severe weather, emergency lockdown, and evacuation drills will be conducted during the year. A fire and severe weather plan is posted in each room.

FLOWERS AND BOUQUETS

Flowers, balloon and/or candy bouquets will not be delivered to students in class because it is a distraction and disrupts learning. A message will be given to the student instructing them to pick up their delivered item in the front office after they have been dismissed for the day.

GRADING SYSTEM

Teachers in the Altus Schools, in determining grades, shall utilize the following percent spreads:

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

Students in 3rd and 4th grade can qualify for the 9-weeks honor roll (All A's or A's & B's) each nine weeks in five subjects: math, reading, language, social studies, and science. 4th grade students may also qualify for the Principal's (3.5) or Superintendent's (4.0) Honor Roll each semester.

A=4 points
B=3 points
C=2 points

Recognition of Good Grades

Students who earn all A's or A's and B's will be awarded certificates at the end of each 9-weeks and semester.

HALLWAY PROCEDURES

When walking in the hall, students should walk quietly in a single file line at all times and keep their hands to themselves. No running is allowed. Students will move through the halls on the right side to alleviate congestion.

HOMEWORK

Homework is a valuable educational tool. It is important to a student's academic development. Parents should be aware of and involved with assignments. They should offer encouragement whenever possible. We ask the parents not to do the work for the child. You may assist the students whenever it is deemed necessary.

Teachers will assign homework from time to time; however, excessive or unnecessary homework is to be avoided. In order that students are not burdened with excessive assignments, the Altus Elementary Schools have adopted the following policy on homework assignments:

1. It is recommended that students be assigned homework whenever teachers feel it is necessary but it is not to be assigned in excessive amounts.
2. A home exercise that requires approximately 1/3 of the number of minutes spent on the subject during class is appropriate. This time spent will be based on the work time required on the assignment by an average student in the class.
    a. Example of No. 2: Ten minutes of homework given for thirty minutes of class instruction.

Exemption to this rule: Students who are "making up" work missed due to an excused absence will be given one day plus the number of days absent to make up classwork and tests. If the makeup work is not completed, a zero will be recorded for each assignment and test.

3. It is recommended that homework should be checked.
4. Homework will never be used as an instrument for modification of negative behavior.

IPAD USE AND GUIDELINES

Technology education has become an important part of our curriculum and a part of the Oklahoma State Competencies. All students at AES will have access to an IPAD. There is Internet access available to all students.

Care of iPads in the classroom are a responsibility of both students and teachers. The teacher's responsibility is to share correct guidelines and procedures and to monitor students as they use and transport iPads in the learning environment. Guidelines and access should be age appropriate for each grade level of student. IPads are one learning tool that we use, and just like other materials in the classroom, we understand usual wear and tear on devices. Altus Schools asks that you adhere to the following iPad use and guidelines.

- Take good care of iPads and accessories in order to prevent damages to the devices
- Keep the iPad in the protective case at all times
- IPads will be retrieved and returned to the charging cart according to the teacher's directions
- Food and beverages should be kept away from IPads
- Disassembly of any part of the iPad is not allowable
- IPads will not be used in ways that are not educationally appropriate by following the Acceptable Use Policy procedures and the teacher's instructions
- Markers, crayons, stickers, or tape will not be used on iPads
- Serial numbers must not be tampered with on the iPads
- IPads are the property of Altus Public Schools and intentional damage and defacing is considered damage to school property
- Contact the teacher immediately if there is a problem or damage to an iPad Failure to follow the above guidelines could result in limited use and access to iPad devices in the classroom.

ILLNESS

If your child becomes ill at school, we will contact you. If we cannot reach you, we will use the emergency contact information you have provided. Please remember that we cannot keep ill children at school.

Refer to this chart if you have questions about when to allow your child to return to school. You are also encouraged to call the school nurse at (580) 481-2180 if you have further questions.

IMMUNIZATIONS

Oklahoma State Law requires that all children be immunized before entering school. There are required immunizations and an updated shot record is required upon enrollment. The school nurse, Mrs. Pickett, will contact you if an immunization is needed for your child.

IN-SCHOOL SUPERVISION

Students who have received a discipline referral may be assigned to In-School Supervision.
ISS is a highly structured classroom environment where the student can work independently away from their peers. Students can be placed in I.S.S. only by the principal or his/her designee.

LEARNING LAB (Resource)

Special education classes are available for students to receive individualized special assistance. Various state and federal guidelines must be met.

LOST AND FOUND

Lost and found items are to be turned in to the front office staff. If your child has lost or is missing something please have them check there. Articles not claimed by the end of the school year will be disposed of or donated to charity.

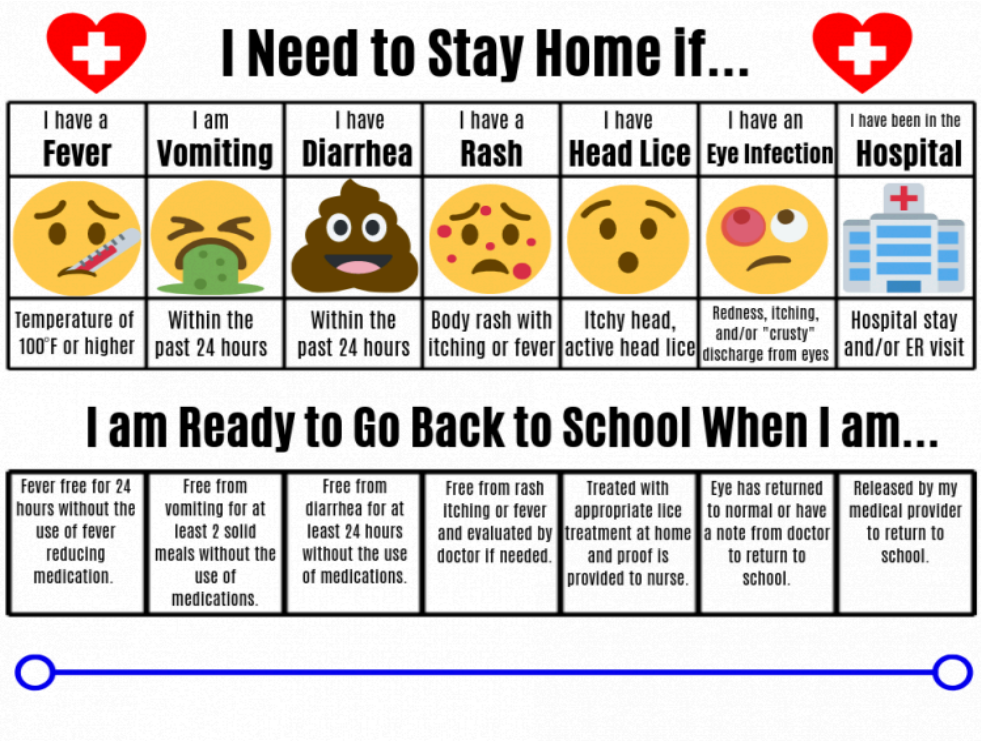
LUNCH PROGRAM

All students will be provided a free lunch at no cost to the parents. Extra milk is $.50. Parents wishing to eat with their child in the cafeteria should notify the school early in the morning of the day they are eating.

MEDICATION

The school nurse, principal, or his/her designee may administer prescription or non-prescription medication, if indicated, during school hours. The student must have a medication permission and emergency form on file. No medication shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. **The parent or guardian of any student requiring medication during school shall bring the medication to the principal or his/her designee. Medication cannot be brought to school or sent home with the student**. The parent or guardian must complete and sign the “Request for Administration of Prescription and Non-prescription Medication” form. A new form must be completed for each change in medication and renewed each school year.

All medications brought to school by students, with the exception of inhalers and epi pens, will be confiscated and the parents will be asked to come to school to pick up the medication. Medication not picked up within two weeks will be destroyed.



MOMENT OF SILENCE

The minute of silence is for the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity. At Altus Elementary School this will be incorporated into the morning activities with the observance of the pledge of allegiance to the American flag and the Oklahoma flag.

MUSIC CLASSES

Students will participate in music classes weekly. In addition, various programs will be presented during the year.

PARENT/TEACHER CONFERENCES

Parents are welcome to come to school to meet with their child's teacher/s during their scheduled conference time. To schedule a conference with your child's teacher please email the teacher or feel free to call the front office at (580) 481-2180 to set up a conference.

In addition, our scheduled parent-teacher conferences are scheduled for the following dates: Thursday, September 18th from 3:30-9:30 and Thursday, February 12th from 3:30-9:30.

PARENT CONTACT SYSTEM

Altus Public Schools has a new messaging system which enables the school to quickly notify parents in case of severe weather, emergencies, school changes, and any other important information by phone, text, and e-mail. You will be encouraged to download the online Apptegy app to stay informed and be able to communicate with your child's teacher. We also ask that you inform the office if there are address and/or phone number changes for parents and/or emergency contacts so it can be updated in our Infinite Campus system to ensure we have the correct information in case we need to contact you in regards to your child.

PARTIES & INVITATIONS (Times subject to change)

The scheduled school parties are in December and February. All school parties will begin at 2:15. Invitations to children's birthday parties are not allowed at school unless an invitation is given to each child in the classroom. Food items, candy bouquets, birthday balloons and/or flowers that are delivered to the school for students will be given to the students at the end of the school day.

PHYSICAL EDUCATION

All students are required to participate in physical education (P.E.). The program is designed to enhance students' physical fitness, educate them about the food groups, emphasize the importance of proper nutritional meals, and encourage participation in healthy physical activities.

Student progress in P.E. is evaluated based on successful participation in class activities and assignments, and this will be reflected in their report card grades.

If your child is unable to participate in P.E. due to an illness or injury, please send a note from home. A doctor's statement may be required for extended illnesses. Athletic shoes are recommended for all physical education classes.

PLAYGROUND/RECESS RULES

Use good sense when playing on the playground. There are at least two adults, one certified and one support, on playground duty. If students have a need they should see a playground teacher for assistance. Following are a list of general safety rules for the playground.

Playground Expectations

- **Use all equipment safely and properly**
- **Stay where a teacher can see you**
- **Freeze where you are on the first whistle**
- **Walk to appropriate area after second whistle**
- **Follow all staff directions**

When the whistle blows after recess, students should stop playing and talking. At this time students should walk and take

their places in line. Students should be courteous and should obey all safety rules while playing at recess.

POWER OF ATTORNEY

All students must have a Power of Attorney on file to attend any school field trip.

READING SUFFICIENCY (STRONG READERS ACT)

In compliance with the reading Sufficiency Act of Oklahoma State Law, Altus Public Schools' K-3 grade students shall be assessed at least three times each school year for specific reading skills utilizing assessments approved by the State Department Board of Education.

The purpose of the Reading Sufficiency Act is to ensure that each child attains the necessary reading skills by completion of the third grade, which will enable students to continue development of reading skills and succeed throughout the school year. Beginning with the 2013-14 school year, students who score Does Not Meet Criteria on the Reading portion of the 3rd grade criterion-referenced tests will be retained. If a student scores unsatisfactory they may only be promoted to the 4th Grade if the student qualifies for a good cause exemption provided by school state law. As well, Altus Schools' Board policy requires retention of Kindergarten through 2nd grade students that are not reading on grade level according to the Reading Sufficiency assessments. (Reference Board Policy 700.605)

PROGRESS REPORTS

Progress reports will be sent home midway through each 9-week grading period. This gives students and parents a chance to review current grades and make improvements before the grading period ends. Progress reports will be sent home on the following dates: September 17th, November 19th, February 11th, and April 15th.

REPORT CARDS

Report cards will be distributed to students at the end of each nine-week grading period and will include attendance information. Parents or guardians must sign these report cards and return them to the classroom teacher. Report cards will be sent home on the following dates: October 22nd, January 7th, March 11th, and May 21st.

ROOM PARENTS

The room parents will help teachers with class parties during the year. If you are interested in becoming a room parent, contact your child's teacher.

SEVERE WEATHER

When severe weather occurs, Board of Education officials monitor the situation and work closely with Civil Defense. Children will not be released to leave school unless the designated adult indicated on the student's enrollment form arrives to pick them up. Buses will not run until an "all clear" is made. All communication from the Board of Education to the schools will be done through the Apptegy app as well as the local cable television channels because of the probability of a loss of phone communications. Students will not be released to leave the building until officials at the Board of Education sound an all clear.

SPEECH THERAPY

Speech classes provide services for students having speech or language difficulties. Federal guidelines must be met for

qualification.

TELEPHONE

Students are not allowed to use the office telephone unless they have a permission slip from their teacher.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the librarian and paid to the proper fund for replacement purposes.

TITLE I

Altus Elementary School is a Title I school. All students have access to Title I assistance.

TOYS

Toys should not be brought to school unless requested by your teachers. Toys brought to school will be secured and must be picked up by parents from the Principal's office.

VISITORS

All visitors are required to check in at the front office. All visitors must sign in and obtain a visitor's badge while they are in the building.

VISUALLY TALENTED PROGRAM

Elementary students, grades 2-4, who qualify for the visually talented program, will be served with a pullout program. Nominations are based on students' potential in art and need for differentiated or accelerated services and meet district guidelines as established by board policy. The student's parent or guardian, teacher, or school administrator may make nominations at any time throughout the school year. The visually talented art specialist will be responsible for student testing.

VOLUNTEER PROGRAM

Volunteers play an important and valuable role in education. Voluntary assistance in the education of students offers a way for you to become actively involved in your child's school. Volunteers can assist the school in a variety of ways which might include making copies, making bulletin boards, making classroom materials, assisting with special events and field trips, and listening to students read. Volunteers are required to have passed a law enforcement background check. All volunteers are subject to board of education approval. Volunteers may be required to have confidentiality training before volunteering in the school.

WIRELESS COMMUNICATION DEVICES - Cell Phones

Altus Board of Education passed Board Policy 700.160 on 8/11/25

Oklahoma recently passed legislation for a Bell to Bell Cell Phone Policy. This will prohibit the use of cellphones by students beginning in the 2025-26 school year. When school begins our district will implement a "Bell-to-Bell Bulldogs Excel" prohibiting students from using cell phones and other communication devices from the start of school in the morning until dismissal in the afternoon. These devices are as follows but not limited to: Any devices capable of accessing internet content such as mobile phones, smartphones, personal tablets, iPads, smartwatches, and fitness trackers with communication capabilities.

Please know that we understand many parents/guardians' decisions for purchasing communication devices for students. However, we must hold learning as a core value. Ultimately, in a changing world, we must be willing to respond by embracing innovation but also limiting potential risks, disruptions to student

learning and class disruptions. Students who possess a device must use the following procedure.

- At the start of the day students must turn off communication devices and place them in their backpack. Students will be issued an ipad or other learning devices by the school.
- If a parent contact needs to be made students may ask for permission to visit the front office to call their parent/guardian. If a parent/guardian needs to get a message to their child they may contact the front office at (580)-481-2180.

Students who choose to bring cell phones to school do so at their own risk. The school district assumes NO LIABILITY for lost or stolen cell phones.

Please understand that discipline actions may be taken if this procedure isn't followed.

- 1st Offense: Verbal warning - Student will be asked to turn off their phone in the presence of the teacher and they will be asked to put their cell phone in their backpack.
- 2nd Offense: Phone is sent to the office and parents will be notified. The device will be returned at the end of the day.
- 3rd Offense: Incident will be logged in Infinite Campus noting a loss of privileges (loss of recess, detention). Parents will be notified and the device will be returned at the end of the day.
- Further consequences will be determined by the site principal.

WITHDRAWAL OF STUDENT

To withdraw your child from school due to a move, please notify the school as soon as possible. This will allow the school counselor ample time to complete the necessary paperwork. Parents or guardians must come to the school in person to sign the withdrawal documents. Your cooperation is greatly appreciated.

THE FOLLOWING PAGES CONTAIN BOARD POLICIES THAT ARE VERY IMPORTANT, PLEASE REVIEW HERE:

BOARD POLICY 700.150

DISCIPLINE POLICY

The Altus Public Schools believes that the primary function of the schools is to educate children. We further believe that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists. Education includes establishing norms of acceptable social behavior and assisting students in understanding and attaining those norms. From time to time, it will be necessary for the benefit of the individual and of the school for the faculty and administrators to enforce corrective actions for breaches in acceptable behavior. The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in the Altus Schools or in transit to or from the school or while attending or participating in any school function authorized by the school district (70 O.S. 6114, School Laws of Oklahoma).

Each student shall be treated in a fair and equitable manner. The severity of the disciplinary action will be based upon a careful assessment of the circumstances surrounding each infraction.

The following examples of behavior are not acceptable in

society generally, and in a school environment particularly. When in the judgement of the teacher or
administrator the behavior of a student constitutes unacceptable behavior in the
following areas, corrective action will be taken. These examples are not intended to be exhaustive, and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Contempt or disrespect for authority
4. Cheating on schoolwork
5. Cutting class
6. Leaving school without permission
7. Refusing detention and/or in-school supervision
8. Truancy
9. Profanity or vulgarity
10. Possessing, selling, or using alcoholic beverages or other mood-altering
chemicals to include controlled substances
11. Stealing – Possession of missing or stolen property if the property is reasonably
suspected to have been taken from a student, school employee, or the school
during school activities.
12. Extortion
13. Assault, physical and/or verbal
14. Fighting
15. Possession of weapons or other items with potential to cause harm
16. Distributing/possessing obscene literature
17. Destroying/defacing school property
18. Any violation of local, state or federal statutes.
19. Physically aggressive behavior toward a teacher or other school employee is not acceptable. Should this occur and it is determined that bodily harm was
intended, the principal can suspend the student for the remainder of the current
semester. Student may be suspended for the remainder of the current semester
or referred for alternative placement.
20. Smoking and/or vaping
21. Forgery, fraud, or embezzlement
22. Racial discrimination including racial slurs or other demeaning remarks
concerning another person's race, ancestry, or country of origin and
directed toward another student, an employee, or a visitor
23. Sexual Harassment
24. Gang related activity or action
25. Violations of policy or regulations.

No school board member, administrator or teacher may be held civilly liable for any action taken in good faith which is authorized by law under the provisions of this policy. In controlling the different forms of disciplinary action, the faculty/administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The Board of Education will rely upon the judgment and discretion of the administrator and/or faculty member to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parent
3. In-school supervision
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat or class assignment
8. Temporary removal from class
9. Requiring a student to make financial restitution for damaged property
10. Requiring a student to clean or straighten items or facilities

damaged by his or
her behavior.
11. Restriction of privileges
12. Referral to police
13. Referral for counseling
14. Suspension
15. Alternative Placement
16. Other appropriate disciplinary action as required and as indicated by
circumstances which may include, but is not limited to, removal from
eligibility to participate or attend extracurricular activities as well as
removal from the privilege of attending or participating in the graduation
ceremony, school dances, prom, prom activities, and/or class trips.

MISCONDUCT:
Students engaging in any act of gross misconduct, including flagrant discourtesy,
abusive or vile language, physical abuse, disruptive behavior, or deliberate
insubordination, or truancy and/or excessive absenteeism, shall be referred to the
principal for appropriated action. Such behavior may be grounds for suspension.

DETENTION:
Detention is defined as a period of time, other than class time, when a student is
detained as a disciplinary measure. Detention assignments, when practical, should
begin following the infraction. Failure on the part of any student to attend detention
may result in further disciplinary action.

IN-SCHOOL SUPERVISION:
Students who are suspended from the regular school program may be assigned to
the in-school supervision center designated by the superintendent.
The in-school supervision program will be a highly structured class situation with
emphasis being placed on intensive student work. Students who refuse in-school
supervision can be alternatively placed from school for as many days as the in-school supervision penalty. When the students then return to school, they will have to complete the in-school supervision penalty before returning to regular classes. The building principal will determine the necessity of sending a student to in-school supervision and the duration of the punishment. The primary purpose of this program is to allow most student offenders to remain in school and keep up academically while in detention.

ALTERNATIVE PLACEMENT:
At the discretion of the administrator and in lieu of the regular school setting, other educational options may be used in place of out of school suspension.

SUSPENSION:
Suspension is defined as removal of a student from school and all school functions for a specified period of time. The principal, or his/her designee, may suspend a student(s) for varying lengths of time depending on the infraction(s). A student can be suspended from one day to a maximum period authorized by law. Parents or legal guardians of the student(s) will be notified of the suspension by mail and by verbal contact, when possible. Students, who are suspended from school, will not be allowed on any school properties or allowed to attend school functions at any time during the suspension period. Failure to comply with this policy may lead to additional suspension.

Class Assignments During Suspension:
Makeup assignments during the period of suspension will be put

on a special
assignment form. These assignments will be made available to the parent(s) to pick up at the school at a reasonably designated time and place. It is the student's
responsibility to complete the assignments during the suspension period. The daily assignments will be made available and are due the day the student returns to school. The daily assignments will be given a check for completion. Uncompleted assignments will earn a 0 (zero) and be averaged with all the other grades earned by the student during the regular school term. Major tests will be taken and given full credit. Students should be prepared to take missed tests upon returning to the school. For suspension of more than five days the district is required to provide an educational plan for students. The plan will be customized for the student and the student shall receive credit for work satisfactorily completed in accordance with 70 O.S. Section 24-101.3. Students who are on suspension will not be allowed to attend any school functions during the suspension period or enroll in any other Altus Public School.

DUE PROCESS: Appeals procedure for suspension.
Step 1: If the student or parent wishes to appeal a suspension, they must notify
the principal within forty-eight (48) hours that they intend to appeal. The
principal will provide a hearing in which the student and parents may
participate. The hearing will be conducted by the principal.

Step 2: If the student and parents involved are not satisfied with the ruling of the
principal, an appeal may then be made with the superintendent for
another hearing to be conducted by a designated hearing officer. This
appeal shall be made in writing within forty-eight (48) hours of the
principal's decision. The hearing officer will hear the appeal within five
(5) school days after proper notification.

Step 3: If the student and parents are not satisfied with the decision of the
hearing officer, an appeal may be made to the Board of Education in the
following manner:

1. The notification of appeal must be made in writing to the Board of
Education through the superintendent's office, within forty-eight (48)
hours after the hearing officer's decision is rendered. The Board of
Education will hear the appeal as soon as possible.
2. The student will be advised that he/she may be present at the board
hearing, accompanied by a representative to act on his/her behalf.
The school official will be afforded the same consideration.
3. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.
4. During the hearing, the student or his/her legal counsel shall have
the right to examine evidence, examine and crossexamine witnesses, and present evidence and testimony on behalf of the student. The school official shall have the same stated right.
5. The decision of the Board of Education will be final.
Suspensions of any length may be appealed, using the procedures listed above,
however, timelines will be adjusted to meet the time restrictions on a case by case
basis.

Legal Authority for Suspension
A. Authority to Suspend

A Principal or his/her designee has the initial responsibility and authority to
suspend a student. Prior to suspending a student out of school the administration
shall consider alternative punishments.
1. In buildings where assistant principals are not provided and the principal is
absent, the superintendent or his/her designee, or another principal from one
of the district schools, shall come to the school where a student is presenting
a discipline problem, assist in the resolution of the problem, and be
authorized to make suspensions in the absence of the principal (Reference:
O.S. 7024102).

SUSPENSION OF SPECIAL EDUCATION STUDENTS:
When considering disciplinary measures for special education students, the following
shall be considered:
1. When suspension of less than ten (10) days from school is necessary, the due
process procedures established for regular students shall be followed.
2. For suspension of over ten (10) days or an accumulation of ten (10) days, these
additional procedures shall be followed:
a. schedule an IEP meeting to determine if the student's behavior is the
result of the handicapping condition;
b. when the behavior is related to the handicapping condition, and a change
in program or removal from the current program is recommended, the
IEP must be revised to reflect the change in placement;
c. the school must provide an alternative program (i.e., IEP revision
home-based, etc.);
d. When the behavior is not related to the handicapping condition, the
procedures established for regular students shall be followed.
3. In an emergency situation in which the student is endangering himself or others, the school has the authority to remove the student from school immediately.
However, the IEP/Placement team must convene as soon as possible after an
emergency removal to determine further appropriate action. In any event, the
the district's disciplinary due-process procedures must be followed.

SEARCH OF STUDENTS:
The superintendent, principal, teacher or security personnel of the Altus School
District, upon reasonable suspicion, shall have the authority to detain and search or authorize the search of any student or property in the possession of the student when said student is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages (37163.11) or for missing or stolen property if said property be reasonably suspected to have been taken from a student, a school employee, or the school during school activities.

The search shall be conducted by a person of the same sex of the student and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. The extent of the search shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any

warrantless search.

The school employee specified above has the authority to detain the student to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property that might be in the student's possession.

Any student found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages or missing or stolen property shall be suspended from school as provided in board policies and school handbook of the school district.

Students shall be notified that they do not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to s desks, and other school property, which may be opened and examined by school officials at any time, and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion. (H.B. 13431987) Items that may be seized during a lawful search- in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescriptions or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

Crimes or Threats
Oklahoma law requires school personnel to notify DHS and law enforcement if a threat has occurred on school premises and the student involved is under the age of 18. If the student is 18 or older, law enforcement will be contacted.

YOU MAY VIEW ANY ADDITIONAL BOARD OF EDUCATION POLICIES ON THE ALTUS PUBLIC SCHOOL'S WEB PAGE

www.altusps.com

THE OKLAHOMA ACADEMIC STANDARDS, CURRICULUM OBJECTIVES, AND OTHER SCHOOL INFORMATION MAY BE LOCATED AT THE OKLAHOMA STATE DEPARTMENT WEBSITE AT www.sde.state.ok.us

Updated August 2025, by Melissa Fourroux