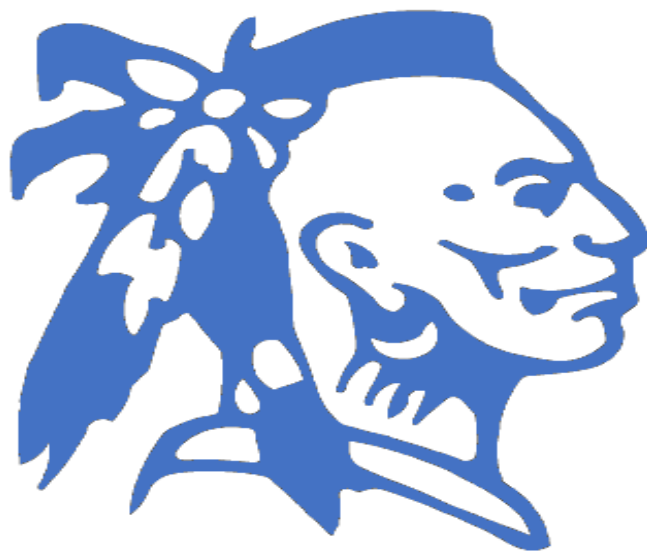


LEACH PUBLIC SCHOOL



PARENT-STUDENT

HANDBOOK

2026-2027

“HOME OF THE BRAVES”

School Personnel

Board of Education

Robert Miller, President
Marty Gisler, Clerk
Maurice Stricklen, Member

Superintendent

Jimmy Reynolds

FACULTY

Conchita Potter.....P3
Amanda Armstrong.....Pre-Kindergarten
Gwen Mefford.....Kindergarten
Lisa Price.....First Grade
Laura Pursley.....Second Grade
Tracie Hix.....Third Grade
Deanna Carnell.....Fourth Grade
Ginny Saucedo.....5-8 Science- 5th Grade Home Room
Linda Brown.....5-8 ELA / Grammar - 6th Grade Home Room
Ashley Hicks 5 & 6 Math, History / Greenhouse - 7th Grade Home Room
Chad Cochran.....Tech Coordinator/ 5-8 Computer Science/Yearbook/- 8th Grade Home Room
Christian Supernaw.....Physical Education/3-8 Athletics
Yvonne Cummings.....Reading Specialist / Curriculum Director
Felecia Sanders 7 & 8 Math / Special Services Director

SUPPORT STAFF

Delina Bennett.....Administrative Assistant/Office Manager
Shelly Tennison.....Student Information/ Library Assistant

Dear Students and Parents:

On behalf of the administration, faculty, and staff at Leach Public School, we would like to welcome you as a member of our school. We have prepared a handbook to assist you in becoming familiar with the school and its policies. As a citizen of this school you are expected to follow the rules that are established for the welfare of the entire student body. By standing this handbook together, each of you will become apprised with Leach Public School, its policies, and our goals to provide a strong educational foundation now and in the future.

Through your cooperation and support of the administration, faculty, staff, and our schools' activities, you make it possible for our school to achieve success. When a school and its stakeholders work together great things are accomplished. Thank you!

*I am a Brave,
I am Unique and Special,
I am Responsible for My Own Actions and I will Accept My
Consequences,
I Have a Brilliant Brain and I CAN Learn,
I CAN be Anything that I Want to be,
I Have Great Expectations for Myself and My Classmates,
I Know My Teacher Believes in Me,
I WILL SUCCEED!*

BELIEFS

- **Education is more than learning how to make a living; it's learning how to make a life.**
- **The family is the foundation of learning.**
- **Schools, parents, and community are partners in education.**
- **A climate of mutual respect is necessary.**
- **A safe and positive environment promotes learning.**
- **The school community must actively pursue excellence.**
- **High expectations are essential for all students and staff.**
- **ALL students can learn.**
- **Students are our first priority**
- **Learning never ends**

ANNUAL NOTICE OF FERPA RIGHTS

Leach Public School hereby notifies each student and their parents of their right to inspect and review the student education records under the Federal Family Educational Rights and Privacy Act. Parents and eligible students (one who has attained 18 years of age or is attending an institution of post-secondary education) have a right to:

- I. Inspect and review the student's education records.
- II. Limit the disclosure of information contained in a student's education records except: (a) by the prior written consent of the student's parent or the eligible student, (b) as directory information, or (c) under certain limited circumstances, as permitted by the FERPA.
- III. Seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
- IV. File a complaint with the U.S. Department of Education if the Leach School District violates the FERPA.
- V. Parents and eligible students should come to the Principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

DRUG FREE SCHOOLS

It is the policy of the Leach Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board had implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through eight (K-8).

Students are hereby notified that the use, possession, or distribution of illicit drugs, non-intoxicating beverages (as defined by state law) and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation and suspension as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office. The standards of conduct and the disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following;

"The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees"

(Federal Regulations can be examined through the school office.)

REFERENCES: Public Law 101-226 70 O.S. 1210.221 et seq.

CROSS REFERENCES: Policy DC, Drug-Free Workplace; Policy DCCA, Use of Illegal Chemical Substances by employees; Policy FFB, Teaching about Drugs, Alcohol, and Tobacco; Policy FNCE, Reporting Students Under the Influence.

TITLE, I FUNDING

Leach School District receives funds from Title IA and as a result you as the parent or guardian of a student may request the following information regarding the professional qualifications of your student's classroom teacher and you must receive this information in a timely manner:

-Whether the teacher has met state qualifications and licensing criteria for the grade level and subject area in which the teacher provides instruction.

-Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing has been waived.

-The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

-Whether the child is provided services by paraprofessionals and their qualifications.

In addition to the information that parents/guardians may request, Leach School District shall provide to each individual parent or guardian:

- Information on the level of achievement of the parent's child on each of the state achievement assessments, and
- Timely notice if the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

ASBESTOS STATEMENT

According to state and federal law the schools of the district were examined for asbestos and a management plan was written. That management plan documents the asbestos inspection and our response to the examination. Copies of the management plan are in the principal's office and are open to public inspection.

STUDENT REGULATIONS

A. STUDENT ATTENDANCE INFORMATION

Absence is the cause of many of the failures in school unless your health forbids or unless some serious emergency arises at home, you should be at school parents or guardians of students missing five or more days or parts of days during any four-week period will be notified, and a copy of notification may be sent to the District

Attorney's office in attempt to keep truancy at a minimum. Responsibility for making up work lies entirely with you. You should make appointments with your teachers to ascertain just what you are to make up. ***You assume the entire burden of getting this work done and handed in to your teachers.*** Punctuality and regular attendance are essential to success in school and later in the workplace. BE ON TIME AND IN YOUR CLASS EACH DAY!

B. ATTENDANCE AND ABSENCES

The school law provides that all boys and girls between the ages of 5-18 must attend school except as otherwise provided by law. The attendance officer will check absences and if necessary, file a case against the parent or guardian of any child who is habitually absent. In order for a student to receive a passing grade, he must be in attendance 90 percent of the nine weeks, semester period, or year. Absences because of school activities, will not be counted against the 90 percent rule. A student who has not been in attendance 90 percent of the grading period and the work missed is not made up may receive an "F".

Parent responsibility if a student is to be absent is as follows: Parents should notify the school, if at all possible, when a student is to be absent from school. A letter must be sent with the student upon return, explaining the nature of his/her absence. Please send notes from the doctor's office when an absence is due to a doctor's visit.

C. TYPES OF ABSENCES

Absences are classified according to the following criteria:

ACTIVITY ABSENCE: An official absence sanctioned by the school. Make-up work is allowed, (School trip, etc.)

EXCUSED ABSENCE: Personal illness, doctor, dentist, orthodontist appointments, funeral, court appearances, religious holidays, and emergencies approved through the principals' office. Make-up is allowed.

(Excused absences WILL count against "Attendance")

UNEXCUSED ABSENCES: Truancy and any other absence not specified in the above items. Make-up work MAY be allowed for credit for unexcused absences for a maximum of 70% credit.

3 TARDIES: Students will be considered tardy if not seated by start of class time. Students will be classified absent for the hour after being 15 minutes late or 3 tardies qualify for an absence for the hour. **If possible, please refrain from checking your student out early, as this takes away from their instructional time.**

For each day absent the student will be allowed **two school days** to make up work missed. If the teacher(s) involved wish to grant more time, they may do so.

For each day absent due to scheduled school activities, the student will be allowed one school day for each day missed to make up work assigned while absent from those classes. If the teacher(s) involved wish to grant more time, they may do so.

TRANSPORTATION

All buses used by Leach School meet State Department of Education requirements and operate in cooperation with their regulations. Students, who ride the school buses to and from home and on school trips, should be careful about loading and unloading. Always wait for the bus to STOP. Safety is stressed at all times.

Students are urged to regard the bus as a classroom as far as conduct is concerned; the driver is to have absolute authority and is expected to maintain discipline in order to prevent serious accidents.

No student is to depart from the bus until it reaches the school. Students must have signed permission from the Superintendent or Office Staff to change buses or get off the bus at points other than home or school.

BUS RIDER RULES

Riding a bus is a privilege and the privilege may be removed for not abiding by the bus rider rules.

Previous to loading students should:

- Be on time at the designated bus stop—keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
- Respect people and their property while waiting for the bus.
- Receive proper school official authorization to be discharged at places other than the regular bus stop.

While on the bus students should:

- Keep all parts of the body inside the bus.
- Refrain from eating and drinking on the bus.
- Refrain from the use of any form of tobacco, alcohol, or drugs.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
- Treat bus equipment as you would valuable furniture in your own home. Damage seats, etc., must be paid for by the offender.
- Should never tamper with the bus or any of its equipment.
- Maintain possession of books, lunches, or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children
- DO NOT throw objects in or out of the bus.

- Refrain in their seats while on the bus is in motion
- Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistant
- Remain quiet when approaching a railroad crossing stop
- Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

- Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
- Go home immediately after clear of traffic
- Help look after the safety and comfort of small children

Extracurricular Trips: The above rules and regulations should apply to all trips under school sponsorship. Sponsors should be appointed by the school officials.

Bus Routes

Regular bus routes for the current school year have been established and approved by the transportation division of the State Department of Education. Proposed route changes for the purpose of bringing the bus nearer the pupil's home should be made in writing and submitted to the Superintendent. No changes for the above-mentioned purpose are to be considered for this school year. Such requests will be considered at the regular Board of Education meeting in June of each year.

BUS SCHEDULE

All school buses will leave the school parking lot at the end of the day, which is currently 3:20 PM. Buses will start their routes at such a time in the mornings that they arrive at the school building at 7:40 AM.

PERMIT TO LEAVE SCHOOL

A student who leaves the school at any time during the day must check out at the office with permission of the principal. If he/she returns before school is dismissed, he/she must check in at the office. **Parents must come in person to check a student out; no notes will be accepted.**

The only excused absence for checking out will be going to the doctor or dentist, death in family, religious observance, or verbal confirmation by parents or legal guardian. If students become ill the teacher will make an immediate observation. If necessary, the teacher will notify the office personnel and recommendation will be made as to whether the child needs to check out. Parents will be notified. The intercom will be used to send students to the office to check out.

STUDENT RECORDS

It is the policy of this Board of Education that the principal/superintendent of the school will be the legal custodian of all student records for that school.

PERMANENT WITHDRAWAL

A student moving out of the Leach School District is required to withdraw formally and in person from this school. A copy of the final form and a copy of the student's immunization record will be provided to the student and his transfer school upon its completion, payment of dues or fees, and proof that all text and library books have been returned.

OKLAHOMA SCHOOL LAW ARTICLE VI SECTION 155

Control & Discipline of Child: The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from school or any other school function authorized by the school district or classroom presided over by the teacher.

DISCIPLINE POLICY

Pursuant to 70 O.S. 6-114 as amended by the Oklahoma legislature, the Leach Board of Education has adopted the following policy for the control and discipline of all children attending this school. The parent, or guardian of every child attending this school shall be notified of the adoption of this policy and they may receive a copy of the policy if they so request.

In response to the legislative call, Leach Public School has drafted a Discipline Action Schedule. The intent of this schedule is to provide students with a definition of the limits acceptable behavior and to equip school personnel for their disciplinary responsibilities.

Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension.

The principal will have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary action schedule. Leach Elementary School has rules and regulations so that students will know what is expected of them. Individual teachers have their own classroom rules and consequences (which have been approved by the principal) to guide students in their behavior. The student then has the choice of following the rules or experiencing the following consequences.

<u>Code Number</u>	<u>Disciplinary Action</u>
1	Warn Students (orally)
2	Remove from class or activity (temporary or permanent)
3	In-School Suspension
4	Parental Conference
5	In-School Detention (noon and/or after school)
6	Corporal punishment
7	Suspension (1-10 days)
8	Financial restitution
9	Involve law enforcement

10	Refer to other social agencies
11	Deny privileges (temporary or permanent)
12	Community Service (exp. Pick up trash, clean cafeteria, etc.)

<u>Infraction Number</u>	<u>Infraction</u>
1	Unexcused tardiness
2	Disruption of class
3	Misbehavior at school
4	Lunchroom misconduct
5	Smoking
6	Cutting class
7	Leaving school without permission
8	Truancy
9	Bus misconduct
10	Theft
11	Assault-physically or verbally
12	Fighting
13	Destruction of property
14	Other offenses ---- possession of deadly weapons, use or possession of drugs, non-intoxicating beverages (as defined by state law) or alcohol, distribution of obscene material, etc.
15	Improper display of affection
16	Unacceptable language
17	Rude/Discourteous

SUSPENSION

The principal will suspend a student when such a student is found to be guilty of any of the following:

- Willful violation of any published regulation for the student conduct adopted or approved by the Board of Education, or
- Conduct which substantially disrupts impedes or interferes with the operation of any public school, or
- Zero tolerance with the use/or possession of alcohol, non-intoxicating beverages (as defined by state law), or narcotics, or
- Conduct which substantially infringes upon or invades the rights of others, or
- Disobedience of an order of a teacher, peace officer, school security, anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material infringement upon or invasion of the rights of others.
- Willful destruction or theft of any property belonging to the school, other students, or school personnel.

WEAPONS

Weapons, firearms, firearm components or accessories, knives, or anything else that can be deemed as a weapon are not allowed on campus. Students bringing stated weapons on campus and/or in possession of such weapons will be subject to suspension at the discretion of the Superintendent.

SMOKING/VAPING

Smoking, Vaping, and/or possession or use of other forms of tobacco (skoal, etc.) will not be permitted in the school, on school vehicles, or on school grounds any time. If a student has possession of any form of tobacco, it will be confiscated, and appropriate discipline measures will be carried out.

BULLYING, HAZING, HARASSMENT

No student will be subjected to bullying, hazing, or harassment or any other form of persecution by a student or employee whether connected to any fraternity or organization or not.

Hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

Bullying is defined as a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone else.

Violence is defined as any word, look, sign, or act that hurts a person's body, feelings, or things. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include expulsion for students and employment termination for employees. REFERNECE: 21 O.S. Sec. 1190

MOMENT OF SILENCE

Students in class will be allowed a moment of silence each day for prayer or reflection.

VISITOR'S PASS

All visitors (student or adult) must check in at the main office upon arrival at school.

Parents or students are encouraged to visit the school. Arrangement for classroom observation by parents should be made in advance through the Superintendent/Principal's office. Students are not permitted to have student visitors in classes.

DRESS CODE

Students at Leach School are expected to dress appropriately and neatly. In addition, they are to conduct themselves in a manner that will reflect credit to themselves, their families, and the school. All students are expected to be well groomed and clean. Students or employees who violate this policy will be disciplined appropriately.

- ❖ Hats or caps will not be worn in the buildings at any time during the school day.
- ❖ Bare midriffs and halter tops or see-through garments are not permitted.
- ❖ Shorts must be at the tip of the longest finger with hands held down to the side and shoulders relaxed.
- ❖ NO cut out t-shirts at any time (this includes PE)
- ❖ Leggings may only be worn with shirts that follow the same length guidelines as shorts.
- ❖ Any type of revealing clothing **WILL NOT** be tolerated.
- ❖ No clothing bearing suggestive or unpatriotic words or symbols, drug, smoking, or alcohol advertising is to be worn.
- ❖ Tank tops must be THREE fingers width for grades 3 and up.
- ❖ Sliders do not replace shorts.
- ❖ Shirts must not have large openings on the sides.
- ❖ Students participating in activities, which represent the school are required to meet regulations, as directed by the sponsor and administrations.

Leach Board of Education believes that most of the students in the public schools recognizes their own individually and has no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents, that do not violate the school's policy, will not be questioned. The only requirements the Board of Education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, create a health of other hazard to the students' safety of others.

The preceding policies are set down to provide the most pleasant and academic environment possible for the entire student body.

CAFETERIA BREAKFAST/LUNCH

Breakfast and a hot lunch are provided in the school cafeteria for the benefit of all students. Meals are not to be eaten on campus or in the school buildings other than the cafeteria without permission from the principal. Students are not permitted to bring beverages, such as Coca-Cola, Pepsi, Sprite, juices, etc. for the consumption in the cafeteria during lunch/breakfast. Bottled water is permissible. All students receive free breakfast and lunch meals regardless of income.

CAFETERIA RULES

- Students may only take one serving from each item on the salad bar
- Seconds are not allowed at the salad bar
- Take only items off the salad bar that you will eat
- No candy, soft drinks, energy drinks, or gum of any kind in the cafeteria
- Keep hands and feet off the wall
- Find seat and stay there. Do not move around.
- Pick up milk/juice as you go through the line
- AT NO TIME are students behind the counters!

EMERGENCY PROCEDURES

Procedures to be followed by the staff and students during an emergency, are posted in each classroom and building. Teachers are required to read and explain the procedures for each class. *The district will conduct drills throughout the school year as required by state law.*

- A. **FIRE**- Continuous short loud blasts from the fire alarm system.
- B. **TORNADO**- A series of long blasts along with an “ALL-CALL” to take cover.

Procedures following either signal: Immediately lay everything aside, form two lines inside the room with boys in one line, girls in another. Take nothing with you. Follow the teacher’s instructions. Teachers will pick up roll book and issue proper instructions.

Fire---When instructed, students will move outside in a double line to a safe distance from the building, remain quiet for roll check and additional instructions. The all-clear signal will be communicated through the Superintendent/Principal.

Tornado---When instructed, move in a line to the designated area. Take cover under tables or furniture if available; otherwise, kneel, and cover head with book or clasped hands. Remain quiet for further instructions. The all-clear signal will be given over the intercom.

Lock Down---Lock down procedures are in place should if become necessary. For the safety of students, and staff this procedure is not public information.

Bus---When instructed, students will move off the bus to a safe distance from the bus, road, and other vehicles. Older students are expected to assist smaller children off the bus. The bus driver will be the last person off the bus to ensure all students have exited.

ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code" Those requirements are as follows:

- Except as otherwise provided by law for underage students, a kindergarten child must have attained the age of five (5) years on or before September first (1).
- Except as otherwise provided by law, a first-grade child must have attained the age of six (6) years on or before September first (1).
- A state issued birth certificate or copy must be presented at the time of enrollment.
- A child entering school for the first time (pre-kindergarten, kindergarten, and first grade or students transferring from one school to another) must present a certification form signed by a physician or authorized representative of the State Department of Health stating that the child is adequately protected against tetanus, whooping cough, diphtheria, rubella (7-day hard measles), rubella (3-day German measles), polio, mumps, and hepatitis B.
- Except as otherwise provided by law, the compulsory school age requirement is 5 (five) years of age. Kindergarten students will be screened for developmental readiness prior to attendance.

COMMUNICABLE DISEASE/HEALTH SERVICES

Leach Public School is strongly committed to providing a safe environment for staff and students in relation to communicable diseases. All students admitted to the Leach Public School system will comply with the State School requirements.

As required by paragraph (c) of the occupational health standard for blood-borne pathogens (29 C.F.R. 1910. 130, "The Standard") promulgated by the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, Leach Public School has an Exposure Control Plan in place.

Certain body fluids have been recognized by the Center of Disease Control (CDC) as is directly linked to the transmission of the Hepatitis B Virus (HBV) and/or Human Immunodeficiency Virus (HIV). Body fluids include:

Blood	Pericardial Fluid	Blood Products
Cerebrospinal Fluid	Semen	Synovial Fluid
Vaginal Secretions	Amniotic Fluid	Peritoneal Fluid
Saliva, Vomit, Urine, & Feces (with blood)		Pleural Fluid

Blood-borne diseases can enter the body in a variety of ways including:

- The mucous membranes of your mouth, nose, eyes, rectum.
- male and female reproductive organs
- open cuts, -Nicks.
- Skin Abrasions.
- Dermatitis; -Acne.

SHOULD A STUDENT OR A STAFF MEMBER BE EXPOSED TO A BODY FLUID, OR LEAD TO A BODY FLUID EXPOSURE TO ANOTHER STUDENT OR STAFF MEMBER, FURTHER EVALUATION WILL BE REQUESTED. HOWEVER, YOU HAVE THE CHOICE TO DECLINE FURTHER EVALUATION. IT IS IN YOUR BEST INTEREST, THOUGH, TO BE INFORMED AND COMPLETE THE EVALUATION PROCESS.

ILLNESS

School children sometimes complain of illness at school but are able to continue with their class work without going home. Feeling that parents may wish to know what criteria is used in making decisions about whether to send a child home or return a child to class, we are publishing this list of GUIDELINES for you:

- A child with a temperature of 100 degrees or above is sent home.
- A child who vomits at school is sent home.
 - A child who reports diarrhea and states that he/she is having difficulty getting to the restroom on time is sent home.
- A child with a questionable rash is sent home.
- A child with "pink eye" is sent home.
 - Any child who is so uncomfortable that he/she is not able to function in school is sent home.

We try to take into consideration a child's report of having been sick at home or of illness in other family members. We never refuse to allow a child to call home if he/she states that a parent has requested this.

PLEASE MAKE SURE TO UPDATE YOUR CURRENT PHONE NUMBERS WITH US IN CASE WE NEED TO CONTACT YOU.

Please consider keeping your child home from school if he/she has any of the following symptoms:

- Fever above 100-degree Fahrenheit
- Uncomfortable/sore throat or Tonsillitis
- Rash or Skin eruption (unless diagnosed as non-contagious by physician)
- Nasal discharge accompanied by fever
- Inflammation of the eyelids
- HEAD LICE*

HEAD LICE

A child with live lice should be sent home at the end of the day along with parent notification and educational materials. The child should be treated and sent back to school the next day and monitored for live lice. Parents of classmates should be notified to check children for infestation and treatment.

MEDICATION

If it is necessary for medication to be given during school hours, the medication must be brought to school in its original container (both prescription and non-prescription medication with original label intact). Written signed Authorization and/or Request to Give Medication Form must be filled out by the student's parent or guardian. Please include student's name, medication name, dose, time to be given, stop date, special instructions, parent, or guardian signature. All medications will be kept in the office in a locked cabinet. IF MEDICATION IS NOT PROPERLY LABELED, AND WITHOUT WRITTEN SIGNED AUTHORIZATION, IT WILL NOT BE GIVEN. Students are not allowed to carry medication with them, without appropriate written authorization from parent/guardian and/or physician.

Oklahoma law provides the board of education, the school district, or the employees of the district shall not be liable to the student's parent or guardian for civil damages for any personal injuries to the student which results from acts or omissions of school employees in administering the authorized medication(s).

GENERAL GUIDELINES /RULES

- No gum in school.
- Students must remove hats when inside all buildings.
- No running in buildings or sidewalks.
- When moving inside the building as a group, all classes will be accompanied by their teachers (i.e. lunchroom, computer lab, exits as loading buses, etc...).
- Students will take turns on playground equipment.
- Students are not to come inside the Teachers' Workrooms.
- No trading
- Skateboards, squirt guns, and other toys are not permitted.
- It is the students' responsibility to obtain information relative to rules or regulations not covered in the handbook or rule changes which may become necessary during the school term.
- Students should receive permission from their teacher prior to bringing items other than school material to school (i.e. video games, Ipads, smart watches, toys, cameras, phones, any electronic device, games, movies, etc).
- Students will act in accordance with **all** teachers, faculty, and staff either on school grounds, school sponsored trips, and/or buses.

CLASS PARTIES

Class parties during school hours must be approved through the classroom teacher and the Superintendent/Principal. Classes may have birthday parties during the last period of the day. To reduce scheduling conflicts, we ask that all party requests be made at least three (3) days in advance.

TELEPHONE

Students will not be called to the telephone during a class period unless it is an emergency. Messages will be taken by the office and delivered to the student before they leave school. Students are not to be excused to use the telephone except when sick or for an emergency. They must have the teacher's permission prior to coming to the office.

POSTER AND SIMILAR MATERIALS

Students are reminded that permission must be obtained from the office to post materials of any type at school. When permission is granted, materials are to be posted in areas designated for this purpose. Each student is responsible for disposing the material he/she post. No items are to be sold at school without administrator's approval.

CELLPHONES and SMARTWATCHES WIRELESS TELECOMMUNICATION DEVICES

Due to the potential disruption a cell phone or PED (Personal Electronic Device) may cause to the instructional environment the disciplinary actions outlined below will be strictly enforced.

The use of cell phones or other PEDs is forbidden for all students at all times during the instructional day. The instructional day includes, but is not limited to, lunch breaks, class changes, study halls and any other structured or non-structured instructional activity that occurs during the normal school day. Devices may be kept in a school designated area. This prohibition includes all emergency situations unless the student is directed to use a cell phone or PED by a school employee or other official.

Specifically: This policy is in effect from the time a student arrives at school until the completion of the instructional day or school sponsored activity.

Students are never permitted to use cell phones in the restrooms and locker rooms.

Students are not allowed to use cell phones in the common areas, lunchrooms or hallways during the regular instructional day or during a school sponsored activity.

Disciplinary Consequences and Actions

1. Staff members have the right to confiscate cell phones when in violation of policy. Students who refuse to relinquish a phone or other PED may be referred to the principal or designee.
2. Phones and PEDs will be released only to a parent/guardian. Parents/guardians are encouraged to pick up devices as soon as possible. School officials will attempt to give parents notification of confiscated devices.
3. Leach Public Schools assumes no liability for the theft, loss, or damage of cell phones and other PEDs

possessed by students who violate this school policy.

4. Disciplinary actions for students who violate this policy are as follows:

First violation: The student will serve THREE (3) days In-School-Intervention (ISI).

Second violation: The student will serve FIVE (5) days In-School-Intervention.

Third and Subsequent violation: The student will serve TEN (10) days In-School-Intervention.

Students with Serious Medical Conditions or Other Unusual Circumstances

1. Students with life-threatening medical conditions may be allowed to possess/use a cell phone or other PED that is determined by a licensed physician to be essential for the health of the student. A signed letter from the physician will be required in such cases. Use of the device during the school day shall be restricted to the immediate health concerns of the student. Violation will be subject to the above stated disciplinary actions.

LEACH BOARD OF EDUCATION FNG

Adoption Date: August 12, 2024 Revision Date(s): Page 2 of 2

WIRELESS TELECOMMUNICATION DEVICES (Cont.)

2. Principals are authorized to give permission for a student to possess and use a cellular telephone or other PED under highly unusual circumstances. Use of the device during the school day shall be restricted to the specific circumstances. Violation will be subject to the above stated disciplinary actions.

Off-Campus and After-School Activities

Cell phone or PED possession/use during off-campus or after-school activities will be determined at the discretion of the sponsor or coach.

A POLICY ON THIS SUBJECT IS REQUIRED BY LAW.

Students needing to use the phone for emergencies may use the school phone to contact parents, or parents may call the office in case of emergency.

****Cell Phone and Smartwatch exception: (Only “after-school activity” reasons apply)***

*(If a parent request for their child to bring a cell phone to school, the phone must be kept **OFF** and brought to the office and placed in the appropriate lock box each morning)*

SUGGESTIONS FOR PARENTS AND STUDENTS

Place all name in all coats, sweaters, hats, gloves, and other items which could be lost, misplaced, or stolen.

Students should bring only the amount of money to school that is required to meet their obligations. Extra money often creates extra problems.

Promptly report all changes in telephone numbers, addresses, and/or names of persons who can be contacted in case of illness or emergency. It is vital that we are notified of any changes. There are times when emergencies necessitate our having an exact address and phone number.

BICYCLES

Parents should consider the following recommendations:

1. Bicycles should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws
3. Bicycles are to be parked upon arriving at school and not ridden again until school is dismissed.
4. The school is not responsible for stolen bicycles. We suggest padlocks on bicycles.
5. SKATEBOARDS are not allowed at school.

STUDENT RESPONSIBILITIES

School Wide:

- Be in designated areas.
- Follow directions of school personnel.
- No physical aggression and/or fighting
- No profanity, abusive language, or obscene gestures.
- Obey rules for specified areas
- No articles which are hazardous or disruptive to others

Classrooms: Each teacher will have a set of classroom rules and discipline plan. This plan will be

- Approved by the building principal
- Sent home to the parents
- Posted in the classroom

Hall and Restroom:

- No running or excessive noise
- Do not jump and hit exit signs, top of doors, ceilings, etc.
- Do not play or climb in the restroom
- If you see someone abusing a restroom, please call a teacher

Playground:

- Play in the designated areas only
- Play games that are not dangerous
- Throw nothing on the playground except authorized playground equipment designed to be thrown
- Report strangers on or around the playground to school personnel
- Do not take playground gravel with you or outside of barrier
- The tall basketball goal is for 5-8 grades, the shorter one is for 4th and down
- Yellow slide and wooden toy are for FOURTH grade and UNDER only
- Face forward on slide
- Use the restroom at the softball field concession during recess if necessary
- Do not run between swings

- No twisting in swings or jumping out
- Stay on the playground. Do not go to the softball field, track, or concession area WITHOUT a teacher present.

Cafeteria:

- Good manners are important
- Speak softly
- Be excused before leaving the table
- No food or drink is to be taken from the cafeteria
- No pop or energy drinks with trays

Bus Line:

- Students riding the bus are to go directly to the bus line with their teacher immediately after school
- Stay in your bus line until your bus arrives
- Do not play or make excessive noise
- Wait for the bus duty teacher to tell you to get on the bus

Car Pick-up:

- Students to be picked up by car are to go directly to the assigned area immediately after school and wait with their teacher
- Wait for your car to stop in front of the sidewalk
- DO NOT walk into the parking lot unless a parent/guardian is with you.

***Parents, Guardians, Family, etc.**

To allow for safe pick up of your child and other children, we ask that you remain in your car and pick up your child/children at the designated point.

This is the safest and least confusing method possible to ensure each child's safety.

If you choose to have your child, come to your car in the parking lot, **we require you to walk up to the teacher in charge and notify them and then walk your child back.**

We then ask that you **remain parked until the flow of traffic begins to move in a single file through the line.**

We truly appreciate your support in helping us implement these safety guidelines!

CONSEQUENCES/DISCIPLINE REPORTS

Students who choose to break a rule will be given a discipline report. The principal will keep records of reports for students in the office. If a student receives a discipline report they will be called to the office for consequences and the report will be sent to the parent(s) for a signature.

DESK/LOCKERS ETC.

State law requires that students be informed that they have no reasonable expectation of privacy in school property.

If a student chooses to use a lock for their locker, they **MUST** provide their homeroom teacher with an extra key or the combination. If the key or combination is not provided, the lock will have to be cut from the locker.

LOST AND FOUND

All articles found, are to be brought to a teacher or placed in the lost and found boxes. Please check the boxes when you lose something. Many articles are never claimed. Articles not claimed will be given to some charitable organizations at the end of the school year.

Please use name labels or some form of identification on personal items, so that the child and/or faculty can recognize it.

Check with the office for the locations of the lost and found boxes.

MONEY

When it is necessary to send money to school, please send a check if possible. If not possible, send correct change in a sealed envelope.

WEAPONS-FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Any student in this school district who possesses or uses 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 the United States Code, Section 921)

Students are not to have pocket knives, daggers, bowing knife, switchblade knife, sword cane, blackjack, billy club, hand chain, metal knuckles, or any other offensive weapons at school, at any school sponsored event, or in or upon any school property including school transportation. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (Oklahoma Statutes. Title 21, Section 1280).

A copy of this policy can be found in the Leach Public School's Policy Manual located in the Office of the Superintendent.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against, or harassment of any student based on sex. The Leach Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A copy of this policy can be found in the Leach Public Schools Policy Manual located in the Office of the Superintendent.

4-H ELIGIBILITY GUIDELINES

The following academic eligibility guidelines have been developed by the State 4-H Office, Oklahoma FFA, State Fairs, and State Livestock Show Officials to provide for appropriate participation in both educational and extra-curricular activities by 4-H and FFA members. These are not State 4-H policy, but these standards have been recommended for use by all Oklahoma youth livestock show Committees.

- Youth who have been declared ineligible to participate in extra-curricular activities by their local school administration will be declared ineligible to participate in this show
- Youth who are eligible on the first day of the show will be considered eligible through the duration of the show. Similarly, youth who are ineligible on the first day of the show will be considered ineligible throughout the duration of the show.
- If an exhibitor is ineligible to participate in the show for any reason, including rules of the Oklahoma Secondary Schools Activity Association (OSSAA), the animals owned by the exhibitor are also ineligible for the show.
- Ineligible youth who participate in the show will forfeit all show and/or sale premiums and awards; and will be subject to disciplinary action as provided by the local school policies.
- It will be the responsibility of the local school administration to notify the student's family and the show management or OSSAA if a particular student is ineligible to participate.

ATHLETICS/CHEERLEADING/ACADEMIC TEAMS

Leach School has organized extra-curricular programs set up with teams participating in interscholastic competitions prevalent in Oklahoma. Oklahoma Secondary Schools Activity Association and Organization of Rural Elementary Schools will govern all participants in athletics, cheerleading, and academic competition. Each student is urged to know the eligibility rules and protect his or her eligibility.

- To compete in two sports that are played concurrently the athlete must choose one of the sports as his or her primary sport. The coaches in both sports must agree and they will inform the principal of the athlete's choice.
- If an athlete chooses to drop a sport, he or she must do so no later than one week after the first competitive event in order to participate in another sport being played concurrently. If the athlete drops a sport after the allowable time frame, he or she will not be guaranteed an opportunity to rejoin the team. The athlete will be allowed to drop and change one time.
- All students participating in athletics/cheerleading are encouraged to purchase school accident insurance unless they have equal or better accident insurance.
- All students in grades 5-8 participating in athletics are required to have a physician's physical at the beginning of each school year.

LOCAL AND STATE ELIGIBILITY

To be eligible for competition in any kind of interscholastic activities, a student must meet the following requirements:

- Have a physician's examination and parental consent certificate on file with principal.
- Be in attendance 90 percent of the time for the semester
- A student whose conduct of character outside the school is such as to reflect discredit upon the school or results in disciplinary action, shall be ineligible until reinstated by the principal.
- A student who is disqualified during a game or contest because of flagrant or unsportsmanlike conduct, shall be ineligible until reinstated by the principal.
- A student may be placed upon disciplinary probation by the principal

During such probationary period, the principal shall be allowed to impose reasonable restrictions upon the student and in no event shall such student participate in any extracurricular school activities.

- Teachers shall turn in a list of all failing students to the principal by 12:00 p.m. each Friday. The grades shall be based on work ended on Friday of the current week. (Oklahoma Secondary School Activity Association)
- All extracurricular activities will be governed by the OSSAA and ORES guidelines
- Students must maintain at least “D” to be considered eligible in all extracurricular activities (sports, 4-H, academic, field trips, etc.)
- Students with failing grades will be placed on probation and given one week to obtain passing grades. If after that one week the student is still failing. He/she will become ineligible to participate for the following week.
- This policy applies to students in grades 1st through 8th

CHECK IN/CHECK OUT POLICY

In order for a student to be counted present all day, he/she will need to check in before 8:30 AM and not check out before 2:45 PM. If they check in later than 8:30 AM or check out earlier than 2:45 PM they will be counted as half a day absent. **All students arriving after the end of the first hour homeroom or leaving before school is dismissed are to CHECK IN OR CHECK OUT by using attendance sheet in office.**

CLASSROOM DELIVERIES

All items delivered to the school. That addressed to students must come through the school office and will be delivered so as NOT to interrupt the classroom learning.

MORNING DROP OFF/BREAKFAST

Students should be dropped off at the front of the building under the awning between 7:40-7:55. Students should then go directly to the cafeteria for breakfast. After breakfast students will go to the gym.

Students should not arrive before 7:40 AM unless special arrangements have been made with the office.

FORMS

Please carefully read the handbook in its entirety with your child/children, then complete the page and return it to school by August 29, 2025.

HANDBOOK

I _____, the parent/guardian of

_____,
have read with understanding for myself and to my child/children, the 2025-2026 Student Handbook.

INTERNET ACCESS CONDUCT AGREEMENT

I _____ understand and will abide by the Leach Public School District's terms and conditions for internet access. I further understand that any violations of the regulations are unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken

User's Signature _____

Date _____

Status: Student _____

Faculty/Staff _____

Parent or Guardian

(If applicant is under 18 years of age, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of the aforementioned student, I have read the terms and conditions for Internet Access Conduct. I understand that the school district is providing this access for educational purposes only and hereby give my permission to grant access for my child and will accept responsibility for supervision when my child is not in a school setting.

Print

Signature

Date

Student's Grade _____ Teacher _____