Blackwell Elementary School

STUDENT HANDBOOK

2026-2027



Blackwell Elementary School
Pre-K – 5th Grade
2105 W. Furguson
(580) 363-0118

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Blackwell Public Schools
Elementary Student Handbook

MISSION STATEMENT

The mission of the Blackwell Public Schools is to join efforts with the parents and community in providing a productive learning environment which promotes critical thinking across the curriculum, while integrating learning technologies, improving self-esteem and encouraging lifelong learners. Students will graduate college and career ready!

ELEMENTARY GOAL STATEMENT

The goal of the Blackwell Elementary Schools is to join efforts with the parents and community to give each child the opportunity to realize his/her potential in all academic, social, and emotional areas. We strive to help each child develop into a self-disciplined, responsible, caring, thinking, and contributing member of society. Through the educational process, we help each student maintain a feeling of success and a sense of worth, while recognizing his/her own strengths and weaknesses.

PRINCIPALS' MESSAGE

The academic, social, and emotional success of every Blackwell Elementary School child is the desire of every parent, administrator and teacher. Through the cooperative efforts of the school and the home this can be a reality, one in which our future is dependent. The purpose for the student handbook is to provide guidance and information regarding policies and procedures of the Blackwell Elementary School program. The information provided will allow parents and students the ability to make informed choices and decisions.

SITE PRINCIPALS:
Kristin Brown, PreK-2nd Principal - Blackwell Elementary School (BES)
Mindy Tripp, 3rd-5th Principal – Blackwell Elementary School (BES)

ABSENTEE CALL IN

In the event a student is going to be absent from school, the parent is expected to call BES and report this absence prior to 8:30 a.m.

Blackwell Elementary School (580)363-0118/(580)363-3197

If the school has not been contacted regarding your child's absence by 9:00 a.m., School Messenger will automatically contact parents to notify them about the absence. Once you have been contacted by School Messenger, please contact the school to verify your student's absence.

DAILY SCHEDULES

Breakfast Served		7:45 a.m. - 8:00 a.m.
Breakfast Served (bus riders)		7:20 a.m. - 8:00 a.m.
Class Begins	Pre-K - 8:00 a.m.	K-5 - 8:00 a.m.
	Students will be counted tardy if they are not in class by 8:05 a.m. for PreK- 5th.	
	Parents need to sign students in at the office for all tardies or late arrivals!	
Class Ends	Pre-K - 2:40 p.m.	K-5th - 3:30 p.m.

A.M. and P.M. Recesses are scheduled by teachers and taken as needed with weather permitting.

Lunch/Recess:	Pre-K	10:45-11:30
	1st Grade	10:55-11:40
	Kindergarten	11:10-11:55
	2nd Grade	11:25-12:10
	3rd Grade	11:45-12:30
	4th Grade	12:05-12:50
	5th Grade	12:25-1:10

ATTENDANCE

A child's presence at school is vital to their academic success. A loss of one day of instruction and class-work can be very difficult to regain. Certain illnesses and health issues make it important to remain at home in order to provide a healthy and safe environment (24 hours without fever, vomiting, diarrhea). However, it is encouraged that ALL other absences from school be minimal.

If sent home for lice or nits, your child must be checked by the Health Department before returning to school!
See Absentee Call In on page 3

Compulsory Attendance Policy

It shall be the policy of the Board of Education to encourage regular school attendance by all students. (Board Policy Section 8 Item 9) A student receiving more than fifteen (15) absences during a school year will be required to meet with a school attendance review committee and may face failure. Three tardies or partial days of attendance will be considered as one absence.

It is requested that parents attend the review meeting with their student should a conference with the attendance review committee become necessary, before or at 15 absences.

Notes from a physician may be presented for consideration by the parent to the review committee. Decisions made by the review committee may be appealed to the superintendent. A request for an appeal must be presented in writing to the superintendent's office within five school days of the review committee's decision. Decisions made by the superintendent may be appealed to the Board of Education. An appeal to the Board of Education should be made in writing to the president of the Board within five school days of the superintendent's decision.
Students who receive more than fifteen (15) absences per year without valid excuse as determined by the building review committee will be referred to the Kay County District Attorney for compulsory attendance violations. (Blackwell Board of Education Policy Manual - Section 8, Item 9)

ARRIVAL TIMES AND PROCEDURES at BES

ARRIVAL TIME – Pre-K parents will drop off students between 7:45-8:00 a.m. in the front circle. K-5th grade parents will drop students off between 7:45-8:00 a.m. in the back circle. Students are **NOT** to arrive on the school grounds **until** 7:45 a.m. Please **DO NOT** drop students off before teachers are outside on duty. This is a great safety concern. When teachers are on duty, at 7:45 AM, you may begin to drive up to your designated location and unload your child. (Bus students' arrival is determined by the bus schedule.)
Other than Pre-K students, the only students who are to be dropped off in the front are *5th grade Safety Patrol* students. There will NOT be any double lines in the front of the building in order to ensure student safety.

NO STUDENTS WILL BE DROPPED OFF IN THE PARKING LOT OR ACROSS THE STREET FROM THE SCHOOL!

ARRIVAL PROCEDURES:
CAR RIDERS – Pre-K, along with older siblings, are dropped off in the front car loop.
Students will go directly to their classrooms unless they are eating breakfast.
K-5th grade students will be dropped off in the back utilizing both lanes of traffic.

BUS STUDENTS – Students using the district provided bus transportation are expected to arrive at the bus stop at the time determined by the bus schedule. Supervision is not provided at bus stops. Students are responsible for their behavior and actions at bus stops. **(**Refer to Blackwell Public Schools, **SCHOOL BUS TRANSPORTATION REGULATIONS & PROCEDURES page 12 of handbook.)**
Grades Pre-K through 5 will unload from buses and enter the building immediately. At this time the students will go directly to classrooms unless eating breakfast.
Once students have arrived at school, they can not leave the school grounds without permission from a principal.

BICYCLE – Arrival time is 7:45 a.m.. Bicycle racks are provided at each school site. When the student arrives on school grounds they are expected to get off their bike and immediately walk it to and place it in (not near) the bike rack. Bicycles are the responsibility of the owner and should be locked to the bike rack. Students shall not play in the area of the bike rack.

DISMISSAL TIMES AND PROCEDURES

Student safety is a great concern during dismissal due to the large amount of traffic at the end of the school day. The following expectations shall be followed in order to keep children safe:

DISMISSAL TIMES:

BLACKWELL ELEMENTARY SCHOOL:	PRE-K	2:40 p.m.
	K-5TH	3:30 p.m.

- Bus Transportation – Front (north) of Building
- Car Transportation – Pre-K Front (north) of building
  Grades K-5th Back (south) of building
- Bicycle/Walkers – Dismissed when traffic has cleared

It is important that students remain in their classrooms until designated times for dismissal. Please follow the procedure for pick-up and remain in the lines to pick up your child unless it is an unusual circumstance. On such occasions, students must be checked out from the office prior to 2:45 p.m. ***The front doors are locked at 2:45 p.m. each day to prepare for dismissal.***

BUS STUDENTS – Elementary faculty will oversee students at the designated bus loading areas. Students must wait at the designated areas until their bus arrives to be loaded. During inclement weather, bus students will wait in assigned areas of safety at each building.

CAR RIDERS - BES has a specified traffic flow route for parents choosing to provide transportation for student's delivery and/or pick-up. (Refer to the traffic flow chart at the back of this handbook.) Parents are asked to remain in cars and proceed directly to the pick-up line and child/children will be loaded as quickly as possible. Student name tags (provided by the school) must be visible in the front window of the vehicle.

If there should be a change regarding normal pick-up procedures for your child/children, the office must be notified and students picked up prior to 2:45 p.m. to ensure safety of all students. Early check-out will count as a tardy.

CAFETERIA PROCEDURES

Lunch and breakfast meals may be purchased each day before 8:30 a.m. in the office.

BREAKFAST COST: FREE

BREAKFAST TIME – Breakfast will be served from 7:45 a.m. to 8:10 a.m. in a Grab & Go format.. No food will be served after 8:00 a.m. If your child wishes to eat breakfast, please have them in the building before 8:00 a.m.

LUNCH COST: FREE

CAFETERIA PROCEDURES for LUNCH:

- Students will be accompanied to the cafeteria by school personnel.
- Students will wait in an appropriate manner until instructions are given by a cafeteria duty person.
- Students may bring sack lunches to eat in the cafeteria.
- One milk will be provided with the purchase of a school lunch.
- **NO** extra food or drink should be brought by those eating a school lunch.
- Students will proceed in line and present their identification card (if applicable).
- Students will eat in a quiet, mannerly process, providing a pleasant atmosphere for mealtime.
- Students will sit at a table with their classmates and remain seated until they are given permission, by the person on duty, to leave the cafeteria.
- Students will dispose of their trash in the proper place and in an appropriate manner.

OFF CAMPUS LUNCH: Any student leaving the school grounds for lunch, with any person other than their parent, must have written permission from their parent and approval from the office. The parent permission must provide the name of the adult the child will be going to lunch with and the date. Students must be signed out through the office and signed back in before returning to class.

CHANGE OF ADDRESS OR STUDENT INFORMATION

Inform the building site office, as soon as possible, upon the change of any student information including:

Address

***Telephone/cell phone numbers……A working phone number MUST be available in case of emergency.**

Parent employment

Emergency numbers

Childcare numbers

Current information is an assurance you can be contacted for any student needs that may arise.

EMERGENCY PROCEDURES

FIRE – Fire evacuation maps are posted in every room. Teachers will make students familiar with the evacuation plans. At the sound of the FIRE ALARM, students are to walk quickly and quietly to the designated safety area. Students will stay with their class and wait for further instruction. Emergency Fire Drills will be practiced twice a semester.

TORNADO – The following procedures will be in place during severe weather with the threat of tornadoes:

1. As the school is alerted, staff will be notified of a severe storm watch.
2. At the time of warning to take shelter, as indicated by the city siren sound and/or National Weather service radio alert, classes will proceed quickly and quietly to the safe wing. Students will sit in pre-assigned locations by class.
3. Using a class roster, teachers will be responsible to make certain all students in attendance in their classroom made it safely to the shelter. Teachers will go immediately to their students if students are outside the classroom for any reason, recess or non-core curriculum class. Checking restrooms and transition areas will also be expected.
4. Students will participate in 2 practice drills during the school year.
5. In the event of an actual storm, students and staff will remain in the safe wing until an ‘All Clear’ has been determined by local officials and school administration.
6. Dismissal of students in the event of a sheltering situation will be as follows:

a. Parents and/or emergency contacts will be the only persons allowed to pick-up a student after we receive the ALL CLEAR signal.
b. Parents can pick up students at BLACKWELL ELEMENTARY SCHOOL when they are dismissed by the teacher.

ALL EMERGENCY RESPONSE: In the event that a fire or tornado should occur, the secretary will provide a list of students currently in attendance by class roster, as produced by WenGage student attendance program. Students will only be allowed to leave the area of safety after they have been reported to the assigned faculty and it is recorded on the current student roster.

RECESS

Recess periods are provided for students at some time throughout the school day. The following expectation shall be practiced:

1. Students are not allowed to remain in the classroom unless a teacher remains in the classroom with them.
2. Students needing to stay in due to illness MUST bring a written parent or doctor's note requesting the need to stay inside.
3. Administration will indicate specific recess play areas for each grade level.
4. Indoor recesses will be determined and students will be informed as to this decision when necessary. Indoor recess expectations will be determined for each grade level.

PLAYGROUND

School playgrounds are provided to assist in the social, emotional, and physical development of children. Playgrounds are a privilege, one in which students must show respect and appropriate care. During school outside recess times, playgrounds will be the allowed areas for appropriate play to take place. The following expectations shall be practiced on all school playgrounds:

1. Any student conflicts or behavior concerns are to be reported to the faculty on duty.
2. Toys of any kind will not be allowed on the playground without the permission of the classroom teacher and/or principal.
3. NO skateboards or roller skates will be allowed.
4. Safe use of all playground equipment will be expected.
5. Students will respectfully use kind words and kind touches during all playground activities.

DISCIPLINE

SCHOOL STANDARDS OF CONDUCT – Students are expected to keep in mind the rights of others and remember the good manners taught by parents and teachers. The practice of these two will lead to appropriate behavior. The following specific rules support these tenants:

1. Remain in assigned areas.
2. Follow the directions of teachers, assistants, bus drivers, principals, and other staff.
3. Keep hands, feet and objects to self. / No rough play (i.e. wrestling, tackling, pushing)
4. No Cussing / No teasing / No bullying
5. Walk on all cement areas.

SCHOOL POLICY PURPOSE– Blackwell Board of Education believes that the school's primary goal is to educate, not discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The student's attitude.
2. The seriousness of the offense.
3. The effect of the offense on other students.
4. Whether the offense is physically or mentally injurious to other people.
5. Whether the incident is isolated or habitual.
6. Any other circumstances which may be appropriately considered.

SCHOOL POLICY GOAL – The goal of any discipline policy should be to correct the misconduct of the individual and to promote adherence by the student to the policies and regulations of the district. The Blackwell Public Schools, in order to provide quality education for all students, will not tolerate disruptive acts that would interfere with the learning and tranquility of the school, the safety of the students, or the damaging of property. Blackwell Public School students shall be under the supervision of and accountable to school personnel. **Parents are responsible** to assist the school, in order to best ensure that their child(ren)

conducts themselves properly at school. The school is responsible to communicate to the parent information regarding their children's behavior. Each classroom teacher's individual classroom discipline policy shall be exhausted before referral to the principal shall be initiated.

DISCIPLINARY OPTIONS AND PROCEDURES – The faculty and administration of the elementary school shall consider all possible alternatives when disciplinary actions are deemed necessary. Disciplinary actions will be related to the offense, and when appropriate, students may be given choices and/or requested to assist in determining an appropriate related disciplinary action to be taken.

The following disciplinary actions may be among those considered:

- Conference with student
- Conference with the parent/guardian
- Time-out in different classroom
- Time-out in office
- In-school suspension
- Detention
- Referral to counselor
- Behavioral contract
- Student required to make financial restitution
- Student required to clean, repair, replace items or facility they damaged
- Privilege restrictions
- School Resource Officer and/or local authorities become involved
- Student and/or family referred to appropriate agency
- Corporal punishment with parent permission
- Out of school suspension
- Other disciplinary action as determined to be appropriate.

IN-SCHOOL SUSPENSION – Student will work in an assigned, monitored area outside the classroom. Classroom assignments, for the day, will be given to the student to complete and receive credit. Student will not participate in music, P.E., recess, library, field trips, or any other extracurricular activities.

OUT-OF-SCHOOL SUSPENSION - Student, parent, and school responsibilities will be defined during the parent/principal conference at the time out-of-school suspension is determined.

8.12 Pupil Behavior on School Buses

The policy of the District is to transport any child whose residence is 1 ½ miles from his/her school as determined by school officials. All elementary students, grades Pre-K – 5th grades, are eligible to be transported by bus to and from school regardless of the distance from their residence to the school of attendance. However, transportation is considered a service, not a requirement, provided by the district. In cases in which a bus driver has difficulty controlling children on buses, the driver will follow the following procedure:

First Offense/Referral: The bus driver will provide a written referral to the building administrator. The administrator will conference with the student and notify parents or guardians of the misbehavior.

Second Offense/Referral: The bus driver will provide a written referral to the building administrator. The student will be suspended from the bus for 10 school days.

Third Offense/Referral: The bus driver will provide a written referral to the building administrator. The student will be suspended from the bus for 45 school days.

Fourth Offense/Referral: The bus driver will provide a written referral to the building administrator. The student will be suspended from the bus for the remainder of the current school year.

* School administrators have the authority to adjust or modify consequences.

Application to receive bus transportation service is made by completion of the district "School Bus Transportation" application form. To ensure the safety of students, the rules and regulations included in the application must be strictly followed.

Students will be assigned to a designated bus through the school office. Students are not permitted to switch buses without the permission of administration.

SCHOOL BULLYING PROTECTION ACT

The Blackwell Public School District's student conduct code prohibits harassment, intimidation and bullying. Bullying, harassing, and intimidating behavior often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. The behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the victim's or by-stander's ability to concentrate, retain instruction, and study or to operate free from the effects of intimidation, harassment, and bullying. This results in a reluctance or resistance to attend school. Bullying, harassing, and intimidating behavior will not be tolerated and may result in suspension and expulsion. (Blackwell Board of Education Policy Manual - Section 8, Item 32 A&B) Policy Adopted April 5, 2010

GUN-FREE SCHOOLS & PROHIBITION OF DANGEROUS WEAPONS

It is the policy of the Blackwell School District that any student who is determined to have brought a weapon (firearm) to a school under the jurisdiction of the School District shall be suspended out of school for a period of not less than one year. (Blackwell Board of Education Policy Manual - Section 8, Item 14)
To provide a safe environment for the students and staff of the Blackwell Public Schools, it is prohibited to be in the possession of a dangerous weapon and replicas or facsimiles of dangerous weapons. Dangerous weapons (replicas and facsimiles) include, but not limited to, the following: pistol, revolver, rifle, shotgun, air gun, spring gun, B-B gun, slingshot, bludgeon, brass-knuckles, nunchucks, dagger, or knife of any kind with a blade of greater than 3-inches. Students who violate this policy may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. (Blackwell Board of Education Policy Manual - Section 8, Item 14)

DRUG AND ALCOHOL POLICY/PREVENTION

POLICY – Any pupil of Blackwell Public Schools found to have violated the school district's prohibitions concerning alcoholic beverages, or a controlled dangerous substance, as defined by state law, will be subject to guidance counseling and/or whatever resources and/or rehabilitation services that might be available. It will be a last resort that an elementary student would be suspended. Blackwell Board of Education Policy Concerning Non-intoxicating Beverages, Alcoholic Beverages and Controlled Dangerous Substances states:

- This policy shall be in force at school, on school grounds, or at any school sponsored activity.
- It shall be the policy of the Blackwell Public Schools that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his/her possession:
  * Non-intoxicating beverages
  * Alcoholic beverages
  * Controlled Dangerous Substance

As the above are defined by state law, teachers shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter. (Reference: O.S. Title 70 Section 133)

- Any suspension and/or search of said student shall be subject to any applicable school policy, state law or student handbook regulation.
- Every teacher employed by the Blackwell Board of Education, who has reasonable cause to suspect that a student is under the influence of, or has in his/her possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official, shall be immune from all civil liability. (Reference: O.S. Title 70 Sections 24-132)

PREVENTION – Students at the elementary site are given the opportunity to understand that the misuse of drugs is unhealthy and unwise and that there are better alternatives. Throughout a student's elementary experience they may participate in a variety of Drug Prevention initiatives, such as the following:

1. Dogs Against Drugs Prevention Program
2. Red Ribbon Week observance and activities
3. Videos presented relating effects of drugs, alcohol, tobacco
4. School and Community resources for education: School Resource Officer, School Nurse, Police, Pharmacist, Counselor
5. The Leader In Me – character building program

(Blackwell Board of Education Policy Manual - Section 8, Item 21)

TOBACCO POLICY

Tobacco product use is prohibited anywhere on School Property, 24 hours a day, seven days a week, by any person. This policy extends to personal vehicles while such vehicles are on school property, school vehicles, and school-sponsored or school-sanctioned events, including those held off-campus. Students are prohibited from possessing Tobacco Products on School Property and at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events. (Blackwell Board of Education Policy Manual - Section 10, Item 20)

Any student using, possessing or distributing tobacco products (including vapes) in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the Board's policies regarding student discipline.

STUDENT DRESS CODE

Students are expected to dress and be groomed in such a way to be a credit to the school and the student body. The following guidelines apply to all school activities, both off and on campus.

1. Guiding Criteria – student dress shall not be offensive or disruptive to the learning environment and process as determined by school and administration. Grooming and personal hygiene shall be directed toward making the student neat in appearance, healthy in body and in mind, and acceptable to peers and others.
2. No see-through apparel, halter tops, tube tops, string or spaghetti tops, tank tops, cut-out sleeveless shirts, or slumber attire will be allowed.
3. Appropriate undergarments shall be worn but not visible. Chests or torsos are not to be exposed.
4. Appropriate footwear is required.
5. Garments shall overlap at the waist. Lewd, obscene patches, inappropriate drawings or sayings are not permitted nor shall items advertising or promoting alcohol, tobacco, or drugs be allowed. Any gang related dress or paraphernalia shall not be permitted, including hats, shirts, jewelry, etc.
6. Students may wear shorts that are of modest and decent attire. Shorts must have at least a 4-inch inseam. Skirts must be no shorter than mid-thigh.
7. Pants, shorts, or skirts should not display printing, writing, or any form of communication across the seat of the garment or any other location deemed inappropriate by administration.
8. Sunglasses or tinted glasses will be permitted if they are prescription or have been ordered by a physician.
9. Headcoverings/sunglasses can be worn for outside activities or recess.
10. Appropriate dress final decisions shall be determined by the site principal
11. **Costume & Dress-Up Items** Students may **not wear or bring costume pieces, costume accessories, or dress-up items to school** unless it is part of a **school-approved designated dress-up day or special event**. This includes, but is not limited to, masks, capes, costume hats or headwear, tails, wings, gloves, props, or other items intended primarily for costumes or pretend play.

12. These items can become a distraction to the learning environment or create safety concerns during the school day. Any costume or dress-up items brought or worn on a non-designated day may be removed and held until the end of the school day.

13. On designated dress-up days, all costumes and accessories must still follow school dress code and safety guidelines and be appropriate for the school setting.

ANIMALS AT SCHOOL

The only animals allowed at school are and will be registered service animals.

BIRTHDAY INVITATIONS

Birthday party invitations will not be allowed to be handed out during any portion of the school day. Purchased (no home-baked items) birthday treats may be provided, with permission of the classroom teacher. NO surprise parties will be permitted at school.

SCHOOL PHONE

School phones are not to be used by students without the permission of the secretary, teacher, or principal.

STUDENT CELL PHONES

Students are allowed to keep cell phones in their backpacks as long as the phone is turned off. No cell phones are to be out during the school day on school property unless directed by a teacher or administrator.

STUDENT MEDICATION PROCEDURES

DELIVERY OF MEDICATION – Student prescription medications that must be administered during the school day MUST follow these procedures:

a. Medication must be in a current prescription bottle with exact administration guidelines posted by Doctor's orders.
b. Parent must deliver medication to the office of the elementary school site.

c. Parental Authorization to Administer Medicine form (Blackwell Board of Education Policy Manual – Section 8, Item 5) must be completed and on file, before any medication will be administered.
d. Medication delivery will only be allowed by the school nurse and/or trained designees.

Staff members are prohibited from providing any medication, including over the counter, to any student. (Blackwell Board of Education Policy Manual - Section 8, Item 5)

SCHOOL VISITORS

Only visitors deemed essential by building administrators will be allowed in the office area. Students or young children not enrolled at a school site are not permitted to stay in any classroom during the school day.

REPORT CARDS AND CONFERENCES

Report cards are issued to students at the end of each nine-week period. Students' grades can be monitored via the school website through the Wen-Gage Home Link (passwords will be provided during your 1st parent/teacher conference). Formal parent/teacher conferences will be held in October and March. Teachers encourage parent conferences any time and are available to set up an appointment with any parent upon request. We encourage parents to communicate with classroom teachers about the instructional programs your child is experiencing.

INTERNET ACCEPTABLE USE POLICY

The use of the district's computer network system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the district. The transmission or receipt of any material in violation of any United States or State Law or regulation and the transmission or receipt of any material inconsistent with the educational objectives of the district is prohibited. **STUDENT INTERNET ACCESS AGREEMENT** – must be completed and on file for every student and renewed annually. (Blackwell Board of Education Policy Manual - Section 10, Item 27)

GUM AND CANDY

Students are not to bring gum or candy to school. Classroom teachers may allow gum and candy on special occasions in the classroom. Gum and candy wrappers and residue should be disposed of appropriately.

RESTROOMS AND WATER FOUNTAINS

Teachers will govern the use of these facilities during the school day on an individual basis. Students should not abuse the use of the restroom during class time. Students are not allowed to play in or near restrooms at any time. Water bottle filling stations will be available for students at teachers' discretion.

WELLNESS PROGRAM

Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Schools should provide healthful food and beverage choices in order to promote student wellness. Snack items should provide nutrients, not empty calories. The following are a list of recommended Healthy Snack Options:

- Dried fruits
- Canned fruits
- Whole-grain cereal bars
- Pretzels
- Baked chips or crackers
- Animal Crackers
- Baked cereal mix
- String cheese
- Vegetables
- Low fat yogurt
- Trail mix
- Pudding
- Beef jerky
- Bagels
- Graham crackers
- Granola bars
- Popcorn
- Fruit snacks

BEVERAGES

- 100% fruit juice
- Skim milk
- Tea
- 1% milk
- Sport drinks
- Electrolyte drinks

STUDENTS ARE DISCOURAGED FROM CONSUMING POP/SODA DURING THEIR LUNCH MEAL.

ASBESTOS IN SCHOOLS

The Asbestos Hazard Emergency Response Act of 1986 required the inspection of all buildings in the Blackwell School System for the presence of asbestos containing materials (ACM). In compliance with that act and related Oklahoma and Federal regulations, the buildings within the Blackwell School System were

inspected in 1988 by licensed personnel and a management plan was prepared to safely maintain and monitor the ACM that were found to exist within our school buildings. Copies of this plan and related inspection reports are available at the School Administrative Office. The asbestos identified in our management plan is checked regularly by our staff and a certified asbestos company for any changes, which could cause a health hazard. If any changes occur, the district asbestos coordinator will notify the appropriate people as prescribed by law. Notification of asbestos related activities planned or in progress will be made by public announcements, postings, or handouts as required.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the provisions of the Family Educational Rights and Privacy Act, you as a parent of a currently enrolled student in the Blackwell School System have the right to:

1. Inspect and review your child's educational records.
2. Request the amendment of your child's educational record to insure they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in your child's education records, except to the extent the Act and its regulations authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint, under the provision of the Act concerning alleged failures by the district to comply with the requirements of the Act.
5. Obtain a copy of the district's policies adopted under the Act. Copies of these policies are located in each building and in the Superintendent's office.
6. Have an explanation of these policies in your own language if it is other than English.

The identification, location, and evaluation activities under Child Find are included in the Family Educational Rights and Privacy Act. For further information contact the Superintendent, at 1-580-363-2570 x 16.

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SEXUAL HARASSMENT

All students, employees, and board members are strictly prohibited from engaging in any form of sexual harassment of any student or employee of the School District. Examples of conduct that may constitute sexual harassment include, but

are not limited to:

1. Anyone patting, grabbing or pinching you, pulling your clothes, touching you in your private areas or in any way that makes you feel uncomfortable, embarrassed, or afraid.
2. Words or acts by an adult (man or woman) or a student (boy or girl) that make you feel uncomfortable, embarrassed, or afraid.
3. Name-calling, jokes, rumors, notes, cartoons, or other drawings about you or others that make you feel uncomfortable, embarrassed, or afraid.
4. Anyone asking you to or making you touch, pat, pinch, or grab yourself or others in a way that makes you feel uncomfortable, embarrassed, or afraid.

This summary is not a limitation on the definition of sexual harassment. It is a summary to communicate to children at the fifth grade level and below what can constitute sexual harassment

REPORTING SEXUAL HARASSMENT – Any student who is or has been subject to sexual harassment or knows of any student who is or has been subjected to sexual harassment should report those incidents to his/her principal, counselor, or teacher, or to a board member, the superintendent, or one of the School District's compliance coordinators. If a report of sexual harassment needs to be made after normal school hours, then a student or his or her parent may contact the superintendent, principal, or any board member at home.

GRIEVANCE PROCEDURES

The School District has adopted Grievance Procedures for filing, processing and resolving alleged discrimination complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age, or qualified disability. Students and their parents can obtain a free copy of the Grievance procedures from their school principal or the superintendent. Contact Superintendent, Rick Riggs, 201 E. Blackwell, 580-363-2570 x 16 or your site principal, 2105 W. Furguson, 580-363-0118 with questions or concerns about discrimination or to initiate a complaint. It is preferred that all such reports be made in person or in writing, signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities any person may report such incidents in writing and anonymously by providing such reports to the personal attention of any of the above-designated persons. All reports of sexual harassment should state the name of the student or employee involved, the nature,

context and extent of the prohibited activity, and the date(s) of the prohibited activity and any other information necessary to help with the investigation of the matter.

FOR FURTHER INFORMATION – Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities. Contact the School District's title IX coordinator, [Shawn Haskins, 580-363-3553], for further information concerning Title IX or to initiate a complaint under the School District's Grievance Procedures for filing, processing, and resolving alleged discrimination complaints. Students and their parents can obtain a copy of the Grievance Procedures from their school principal or the superintendent.

DISTRICT RETENTION POLICY

8.29 Promotion and Retention and Pass/Failure of Course Policy
In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade or denied course credit, will be used in this school district.

Students in grades 9 through 12 shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades 4 through 8 must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies. Two of the major courses of study passed must be math and language arts.

Students in grade level Pre-K through 2 will be promoted after mastering specific state standards for that grade level. The district will use multiple assessment tools, classroom teacher input, maturity, student attendance, and teacher/team input to determine if students in grade levels Pre-K through 2 are promoted to the next grade level. The teacher team includes the classroom teacher, Title I teacher, ELL teacher, special education teacher, principal, and parent.

THIRD GRADE RETENTION/PROMOTION:

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading

skills criteria shall not be subject to retention under the Reading Sufficiency Act (RSA). Upon demonstrating proficiency through screening, the district shall provide notification to the parent and/or guardian of the student that they have satisfied the requirements of RSA and will not be subject to retention pursuant to this section.

2. If a third-grade student is identified at any point of the academic year as having significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. a. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of the third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the "proficient" level on the reading portion of the statewide third-grade assessment.
   b. Prior to promotion, however, the district shall provide notice to the student's parent and/or guardian that the child is not yet reading at grade level and provide the parent and/or guardian of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, school and/or community based reading tutoring, vendors which provide reading tutoring, and the rights to the continuing intensive remediation pursuant to this paragraph.
4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of the third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall **not** be eligible for automatic promotion to fourth grade.
5. Beginning with the 2017-2018 school year, students who score at the below basic and basic level on the reading portion of the statewide third-grade assessment and who are not subject to a good cause exemption as provided in subsection 6 of this section shall be retained in the third grade and provided intensive instructional services and supports.
6. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law. A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

   Exemption 1 - English Learners who have had less that 2 years of

instruction in English and are identified as LEP/EL on a screening tool approved by OSDE.

Exemption 2 - Students with an Individualized Education Plan and are assessed with OAAP.

Exemption 3 - Students who demonstrate an acceptable level of performance on an alternative standardized reading test approved by the State Board of Education.

Exemption 4 - Students who demonstrate through a teacher-developed portfolio that they can read on grade level. Work included in the portfolio must be completed independently by the student.

Exemption 5 - Students with disabilities who take the OSTP and have an IEP reflecting they have received intensive remediation in reading and had made adequate progress towards IEP goals.

Exemption 6 - Students who have received intensive remediation in reading for 2 or more years but still demonstrate a deficiency in reading and who already have been retained in Pre-K, kindergarten, first grade, second grade, or third grade for academic reasons. Transitional grades count.

Exemption 7 - Students facing exceptional emergency circumstances which prevent the student from being assessed during the testing window. These requests for exemptions must be approved by the Office of Accountability and Assessment.

7. When a third grade student does not meet RSA Criteria on the reading foundations/processes and vocabulary portion of the OSTP, the Student Reading Proficiency Team (SRPT) consisting of the parent, current teacher responsible for reading, future teacher responsible for reading, and a certified reading specialist if available, will evaluate whether "probationary promotion" is recommended on an individual student basis.
    a. If the SRPT team members unanimously recommend "probationary promotion" to the school principal and the district superintendent and they both approve, it will be allowed.
    b. If "probationary promotion" is allowed, the SRPT team shall continue to review the reading performance of the student and be placed on an APP to be monitored until the student demonstrates grade-level reading proficiency. (70 O.S. ξ $1210.508C(H)(4)$
8. Students who are retained must receive individualized instructional services and support in reading outside of the 90 minute reading block.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to

the next higher grade. The committee shall consider standardized test scores and the student's age. Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent's or guardian's reason(s) for disagreeing with the decision of the board.
REFERENCE: 70 O.
REFERENCE: 70 O.S. ξZ4--114.1 70 O.S. ξ1210.508C
The Blackwell Board of Education revised this policy July 10, 2017.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT POLICY

The protection of Pupil Rights Amendment affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. CONSENT before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    a. Political affiliations
    b. Mental and psychological problems of the student or student's family
    c. Sex behavior or attitudes
    d. Illegal, anti-social, self-incriminating or demeaning behavior
    e. Critical appraisals of others with whom respondents have close family relationships
    f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
    g. Religious practices, affiliations, or beliefs of the student or parents
    h. Income, other than as required by law to determine eligibility
2. RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF –
    a. Any other protected information survey, regardless of funding
    b. Any non-emergency, invasive physical exam or screening required

as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;

c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. INSPECT, upon request and before administration or use –
    a. Protected information surveys of students
    b. Instruments used to collect personal information from students for any of the above marketing, sale, or other distribution purposes
    c. Instructional material used as part of the educational curriculum.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

a. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
b. Administration of any protected information survey not funded in whole or in part by ED.
c. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

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APPENDIX A

TRAFFIC ROUTE DIAGRAMS FOR ELEMENTARY BUILDING