

# Caney Valley Elementary Handbook



2021-2022

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## WELCOME

The staff of Caney Valley Elementary welcomes you to our school! We look forward to another exciting and challenging year. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. This handbook is designed with the intent of providing pertinent information to the students of Caney Valley Public School. This is a handbook; therefore, it is not intended to replace the Laws of Oklahoma. A document of this nature cannot cover every circumstance that may be encountered in the diverse, complex, social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in this handbook.

Because this is a student handbook, you will have the opportunity during this year to influence the handbook contents through your sincere participation in school elections, school activities, and daily school life.

## MISSION STATEMENT

Caney Valley Schools mission is to provide a positive and secure learning environment where all students are prepared with the knowledge and skills to be productive, life-ready citizens.

## BAZINGA BEHAVIORAL EXPECTATIONS

**1. Be Respectful**

**2. Be Responsible**

**3. Be Safe**

## CANEY VALLEY ELEMENTARY SCHOOL CREED

I am a Caney Valley Elementary Trojan.

I am a smart and capable student.

I will be responsible for my own actions, respectful to all others, safe in all that I do and strive to do better today than I did yesterday.

## FOUR-YEAR-OLD PROGRAM

Children who are at least four (4) years of age on or before September 1 are eligible to attend a full day Pre-Kindergarten (Pre-K) program in the Caney Valley School District. A parent or guardian must accompany his/her child during enrollment. Also, they must present a valid birth certificate and an up-to-date copy of his/her immunization record. Please refer to the enrollment/immunizations section that will specify the appropriate immunizations. All 4 year olds should be potty trained before starting school.

## ARRIVAL

**As students arrive each morning they should report to the cafeteria.** Students should arrive from 7:30 am to 7:45 am to allow for time to eat breakfast. Please do not bring your child earlier because proper supervision is not available. **Parents are NOT allowed to walk their students into school and into their classrooms. If you are dropping your child off at the school in the morning, use the car loop to do so. The teacher parking lot is not a drop off spot. For safety reasons, do not park and walk your child to the front doors. If arriving tardy, you may use the bus loop so students may enter the building at the front door and check in to the office.**

## DISMISSAL

Early bus riders are dismissed at 2:50 pm daily. Car riders, walkers, late bus riders, and SLAM students are dismissed at 2:55 pm. **For the safety of students and staff, parents picking up students MUST utilize the car pickup line in order to retrieve their student.** PreK through 1st grade students without older siblings will be picked up in the bus loop. Students in 2nd through 5th grades, along with their younger siblings will be picked up in the car loop. Parents are not allowed to walk up to the school to pick up their student and must stay in the vehicle. Teachers and staff will ensure the students are loaded into the vehicle in the appropriate car line. Students who need an early release must be picked up before 2:30 pm. After 2:30 pm, the car lines will need to be used.

## BREAKFAST

All Caney Valley Elementary students, regardless of qualifications, are offered a free breakfast daily. Breakfast is served starting at 7:30 AM in the cafeteria. Students are not required to eat breakfast at school, however, all students should report to the cafeteria as the designated area to start the school day.

## LUNCH

All students must go to the lunchroom with their class at the time the class is designated to be in the lunchroom. The eating area to which each class is assigned must be cleaned before students are dismissed.

For the 2021-22 school year, lunches will be free for all students in the district. **It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reason why the child cannot drink milk.** All food must be eaten in the cafeteria. Lunches brought from home cannot be shared with other students.

## DISTRICT WELLNESS POLICY

Students in elementary schools will not have access to FMNV (foods of minimal nutritional value) except on special occasions for classroom parties three times per year. These times coincide with the special holidays of Halloween, Christmas and Valentine's Day. Party plans are under the control of the school. Details are established during the school year. Classroom teachers may occasionally have celebrations periodically throughout the year that coincide with learning opportunities. These celebrations will not include birthday parties for students. **NO BIRTHDAY PARTIES WILL BE ALLOWED AT SCHOOL.** Students are allowed to bring

birthday snacks, but those must be approved by the classroom teacher. Snacks can be dropped off in the office. **Parents will not be allowed to deliver the snacks to the classroom and stay for the duration.**

## **CHROMEBOOKS**

### **Grades 1st -5th**

The Chromebook is a personal computer designed to work through with Google Apps for Education (GAFE) web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.

#### **Assignment of the Chromebooks Grades 1st - 5th**

Each teacher in grades 1st-5th will have a set of Chromebooks in his/her room. The teacher will assign a Chromebook to each student, to be used by that student during class, for the year. The assignment of the Chromebooks will take place at the beginning of the school year. A student will be assigned a device only if a parent or guardian has signed the Student Technology Responsible Use Agreement. The device will stay in the classroom, but it will be the student's responsibility for its safety and care.

#### **District Responsibilities for the use of the Chromebook**

The District will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District's expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

#### **Chromebook Periodic Welfare Check**

Every 9 weeks a Chromebook check will be done by the Caney Valley Teachers to assess for damage that needs to be addressed on each student's Chromebook device. The teachers will have access to a Google form shared with them on Google Drive. Once the Chromebook check has been completed students will be called to the Library to check in their Chromebook for repair.

#### **1st - 5th Parent and Student Responsibilities**

As with any District-owned property (ex.: textbooks), parents and students will be responsible for the assigned Chromebook and charger being in good working condition at the end of the year. The student and his/her parent or guardian will be responsible for replacing or repairing a lost or damaged Chromebook and/or charger due to inappropriate use or neglect of the device through the Library. Plan B Co-Pay Insurance, which is highly recommended, for the device will be offered to those parents who choose to purchase coverage.

## **Plan B: Co-Pay Insurance for 1st-5th grade students**

Chromebooks are a necessary teaching resource just as important to our students' education as a textbook or library book (which a student would have to pay to replace if damaged or lost).

Due to a disproportionate number of repairs in the previous school years, students in 1st-5th grades will be assigned a Chromebook that will be kept at school. We have implemented this 1-stay policy so that we can more easily hold students accountable and responsible for their actions.

Because the Chromebooks are staying in the classes we will utilize the following insurance plan B: All students that want insurance Plan B will pay \$10 to have the insurance. This insurance must be paid for during the enrollment process. If or when students damage/break their class assigned Chromebook they will need to pay a \$10 copay to get it fixed and \$10 copay every time that their device needs to be repaired, up to the amount of replacing the device which would be \$300. At that time the student will be considered to have met their "deductible". If insurance Plan B is not taken the student will have to pay the full amount of each repair.

Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all CVS technology policies as well as federal, state and local laws. In addition, students should follow the "Digital Citizenship Tips for Teens" (from [commonsensemedia.org](http://commonsensemedia.org)).

## **Damaged Chromebooks**

Students with damaged or malfunctioning Chromebooks may take them to the Library and borrow a device while theirs is being repaired or replaced.

## Chromebook Care Guidelines

DO...	DO NOT...
always carry the device with care and a closed lid	deface the device with writing, drawings, stickers, labels, etc.
keep the Chromebook in the district-issued protective case	lift by the screen or place heavy objects on the device.
carefully insert cords, cables and removable storage devices	deface or remove any district labeling
only clean the screen with a soft, dry microfiber cloth or anti-static cloth	lift the device by the screen or close the device with pens inside
report any damage or issues immediately to the Media Center	use cleaning solvents or other liquids on the screen
charge the Chromebook every night	place the device in a backpack at any time
remember it is your responsibility to protect and care for the device at all times	place food or drink near the device

### Guidelines for Appropriate Use

With the opportunity afforded by using District technology comes the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

#### Students will

- Use the Chromebook and other district technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following the “General Care” guidelines provided in this handbook.
- Report the loss or damage of the device immediately to the Library.
- Charge the device at home and have it ready to use every day, every class period.



- Leave their Chromebook charger at home to prevent it from being lost or stolen.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.

### **Students will NOT**

- Allow other people to use their assigned device.
- Remove their Chromebook from the protective carrying case.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, GoGuardian or other network configurations.
- Reset or wipe their device.

## **DIGITAL EDUCATIONAL ACCOUNTS**

Caney Valley Schools will be creating digital educational accounts for your child in grades Pre-K through 12th grade. CVS utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student's name and e-mail address, must be provided to the web site operator. Example digital accounts may include but are not limited to: Google accounts which includes most Google services, Sumdog, Quizlet, Prodigy, Renaissance Learning, Edmentum, CK-12.

## **FINANCIAL OBLIGATIONS FOR STUDENTS**

1. Band: Students will be responsible for repair of or repairs for their individually owned instruments.
2. Library: Books are checked out for two (2) weeks. Books not renewed or turned in at the end of that two week period are overdue. Books that are damaged or lost are assessed fines according to the damage or replacement cost of the book.
3. Classroom supplies such as pencils, pens, paper, etc., are the student's responsibility.
4. Chromebook Plan B insurance for 1<sup>st</sup>-5<sup>th</sup> grade students.
5. Fundraising: Students participating in board approved fundraising activities will be responsible for monies and items being sold. The misuse of fundraising money may result in legal charges being filed.

## **ATTENDANCE**

A child must be present a minimum of 90% of the time to be considered for promotion to the next grade. To receive the maximum benefit from the classroom and instructional participation, it is important that a child report to school each day. When it is necessary for a student to be absent, he/she must (a) have the parents or guardian call the principal's office the

morning of the absence and (b) give a specific reason for the absence. Phone 918-535-2205 to report the absence. Students who are not in attendance 90% of the time will be reported to the Washington County Truancy Court System. Please provide a doctor's note when possible.

## TARDIES

Tardiness interferes with individual progress and classroom procedures. Students should arrive at school ready for class no later than 7:55 (8:00) a.m. each morning. Students arriving after 8:05 a.m. will be reported as tardy. Students who are tardy **MUST** report to the office. Students who intend to eat breakfast should arrive early enough to allow plenty of time to eat and make it to class by 8:00. The morning session is from 7:55 (8:00) a.m. until 11:00 a.m. and the afternoon session is 11:30 a.m. until the end of the school day. In order for a student to be counted present all day, he/she must be present a minimum of two hours in both sessions. Please note that habitual tardiness greatly impacts the learning of your student. Teachers begin classroom instruction as soon as announcements are over, so it is imperative that students be in class ready to work when the day begins.

## PRE-KINDERGARTEN ATTENDANCE

Regular attendance is required for a child to show progress. Pre-Kindergarten students will be expected to follow the same attendance policy as the other elementary students. However, excessive absenteeism may result in dismissal from the program. Parents will be notified in writing when a child is nearing excessive absences. Parents must respond within five days to the elementary office of reason for absences or the child may be dismissed.

## WITHDRAWING FROM SCHOOL

Students who move or must otherwise withdraw from school will secure a withdrawal form from the principal's office. No student will be allowed to withdraw without consent of parents/guardians. All school property must be returned before final clearance will be approved or records forwarded.

## ASSIGNMENTS OF STUDENTS TO CLASSES

Room placement is made by the principal in collaboration with teachers and special education service personnel. Some factors considered in placement are social traits, work habits, student's ability and achievement, comments by special services, a balanced classroom and recommendations of teachers. After careful review of the information on each child, placement is made with a teacher who will provide the best opportunity for learning. Our staff of teachers is highly qualified and demonstrates the utmost concern for the well being of our students. **Parent requests for a specific teacher for their child will no longer be accepted. THE FINAL DECISION ON CLASS LISTS RESTS WITH THE PRINCIPAL.**

## VISITORS/VOLUNTEERS

Parents are always welcome at our school; however, **ALL VISITORS MUST CHECK IN AT THE OFFICE FIRST. A VISITORS' BADGE WILL BE ISSUED AND MUST BE WORN IN THE BUILDING AT ALL TIMES.** All visitors should observe the following guidelines.

Caney Valley School encourages visitation by parents, guardians, and interested citizens and asks that these guidelines be followed:

1. All visitors must register in the administration office and state the purpose of such visitation.
2. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit based on the stated purpose of the visit.
3. No visitor is permitted to see a student or teacher in the classroom.
4. All visits by pupils from other schools or persons interested only in personal visits with Caney Valley students or teachers are prohibited.
5. Students will not be called from class to see visitors.

### **SAFETY DRILLS**

One long continuous ring of the bell denotes a TORNADO DRILL. There will be two tornado drills held each year. A series of three repeating rings of the bell denotes a FIRE DRILL. One fire drill is conducted each semester. **A LOCK DOWN DRILL and a LOCKOUT DRILL will** be held twice each school year. Two additional drills will be held in addition to these consistent with the risks assessed for the sites. When the alarm rings or instructions are read over the intercom, follow the directions of your teacher.

In case of a tornado, students will all be moved to the basement of the three story building and placed in designated rooms on the west side. Students will kneel and cover their faces.

In case of fire, students will move in an orderly manner to the exit that has been assigned to their room: **STAY WITH YOUR GROUP.**

### **CHANGE IN STUDENT DAILY ROUTINE**

Students will not be allowed to ride a different bus or go home with a friend unless we have verification from parents. These changes can be made in the form of a signed parent note to the office or a parent phone call. Students riding a different bus will be required to have a bus pass. PLEASE NOTE: changes MUST be made BEFORE 2:15 PM to ensure the delivery of the message unless it is an emergency.

# DISCIPLINE

## DISCIPLINE PHILOSOPHY

Students are expected to conduct themselves in an orderly manner during the school day, on extracurricular trips and other school activities. Students are responsible for their behavior. The CVE Behavior Expectations Matrix is as follows:

CANEY VALLEY BEHAVIOR EXPECTATIONS MATRIX

Expectations	Setting									
	Classroom	Hallway	Bathroom	Cafeteria	Assembly / Gym	Recess/ Playground	Bus	Library	Computer Lab	Arrival/ Dismissal
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>• Come prepared</li> <li>• Use all equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>• Walk on right side</li> <li>• Go straight to destination</li> <li>• Respect hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands</li> <li>• Flush toilet</li> <li>• Dispose of paper products appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up area</li> <li>• Only take what you are going to eat</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in assigned location</li> <li>• Walk on black line</li> </ul>	<ul style="list-style-type: none"> <li>• Line up with proper behavior</li> <li>• Take care of personal property</li> <li>• Line up when whistle blows or bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your body and belongings to yourself</li> <li>• Stay seated while bus is moving</li> </ul>	<ul style="list-style-type: none"> <li>• Return book when due</li> <li>• Leave space neat and tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment correctly</li> <li>• Leave space neat and tidy</li> </ul>	<ul style="list-style-type: none"> <li>• Have everything you need</li> <li>• Go straight to designated area and stay until dismissal</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use manners</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands to self</li> <li>• Keep voices off</li> <li>• Keep hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>• Respect privacy of others</li> <li>• Take care of school property</li> <li>• Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use good manners</li> <li>• Use my one-seat voice</li> <li>• Listen to and speak clearly to adults</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Be a good listening audience</li> </ul>	<ul style="list-style-type: none"> <li>• Follow adult directions</li> <li>• Show good sportsmanship</li> <li>• Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Listen to the bus driver</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Library rules</li> <li>• Be quiet and raise hand</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Computer Lab rules</li> <li>• Be quiet and raise hand</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all adult directions</li> <li>• Wear your coat and backpack</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>• Keep body and objects to self</li> <li>• Walking feet</li> <li>• Remain in assigned location</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Be where you are supposed to be</li> <li>• Go in and out correct door</li> </ul>	<ul style="list-style-type: none"> <li>• Keep feet on floor</li> <li>• Do business and return to class</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Sit facing table on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>• Sit on bottom</li> <li>• Do not jump or climb on bleachers</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment correctly</li> <li>• Report unsafe equipment and behaviors</li> <li>• Leave nature where you find it</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit in an orderly fashion</li> <li>• Stay in your seat</li> <li>• Report any incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Keep body and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Keep body and objects to self</li> <li>• Sit on bottom in chair</li> </ul>	<ul style="list-style-type: none"> <li>• Walking feet</li> <li>• Be aware of your surroundings</li> <li>• Wait for adult assistance</li> </ul>

All teachers and certified employees of Caney Valley School shall have the same rights as a parent or guardian to control and discipline students during the time they are on authorized

school functions. Teachers have the authority to administer discipline according to the discipline plan.

Student behavior is categorized by the teacher/staff member as either a MINOR infraction or a MAJOR infraction. Minor infractions can be categorized as, but not limited to, the following: aggression/harassment, defiance/disrespect/insubordination, disruption, inappropriate language, property misuse, teasing, cheating/lying, not prepared for class, and lack of participation. Minors are managed in the classroom and correction follows the teacher's classroom discipline hierarchy. Repeated minors (three) may result in being reported as a major. Major behavior infractions can be categorized as, but not limited to: aggressive behavior (physical/verbal), defiance/disrespect, instigating conflict/disruption, forgery/theft, harassment/bullying, threatening behavior, property damage/vandalism, and technology violations. Majors require an office discipline referral (ODR) and a visit to the principal's office where the infraction is investigated and consequences are given.

### **CORPORAL PUNISHMENT**

The use of corporal punishment shall be the same as used by a parent or guardian to control and discipline such child during the time the child is in attendance of, in transit to or from the school, or any other school function authorized by the school district or classroom presided over by the teacher.

1. A standard paddle, approved by the principal, may be used but only as a last resort after all other means have failed and certain guidelines have not been followed.
2. If the paddle is to be used, the teacher must take the student to the principal's office. Parents may advise the school district at any time that they do not want corporal punishment administered to their child. Either the principal or the teacher may administer the paddling, provided a witness is present.
3. Corporal punishment will be used only on the buttocks region of the body.
4. A report of any paddling should be kept in the principal's office. Extreme cases should be reported to the Superintendent.

### **SEVERE CLAUSE**

**In the event of severe misbehavior such as vandalism, defying a teacher, rude gestures, foul language, truancy, leaving school grounds without checking out through the office, stealing, drug and/or alcohol use, tobacco use, weapons, or interrupting the functioning of the class, fighting, assaulting a teacher or other school employee, etc., the discipline hierarchy no longer applies. Students may be suspended for any of the above offenses at the discretion of the principal. Students suspended from school will be responsible to complete all make up work for ½ credit.**

### **PLAYGROUND RULES**

Playground rules are an important part of the school day. They aid in the physical as well as the social development of the child. Misbehavior or any conduct that is unsafe or hazardous to another student will not be tolerated. Staff personnel will apply the school discipline policy during playground use. Rules will be posted in the classroom.

## BICYCLES

Bicycles are not to be ridden during school hours except for those students leaving early with permission from the office. The school cannot be responsible for any lost or damaged bicycles. All bicycles should be locked with padlocks when they are parked in the rack.

## TOYS/ALCOHOL/TOBACCO/DRUGS/ETC.

Toys, radios, beepers, alcoholic beverages, tobacco, drugs, drug paraphernalia, and weapons are not to be brought to school. Such items will be confiscated. Drugs, drug related items, alcoholic beverages, weapons, and beepers, as well as students possessing them, will be turned over to the Washington County Sheriff. Use of tobacco in any form by students on the school grounds or during school activities is prohibited. Tobacco will be discarded by the school officials.

## CELL PHONES AND ELECTRONIC DEVICES

Cell phones are prohibited for students in grades pre-k through 5 unless there are extenuating circumstances and the school and parent agrees possessing a cell phone is allowable. **Otherwise, Cell phones and electronic devices are not to be brought to school.** These items will be confiscated and taken to the office where they will have to be picked up by the parents or guardians. Consequences for continued violation of the rules to be decided by school administration.

## USE OF THE TELEPHONE

Students will not be called to answer a phone call except in the case of an emergency. Students may use the telephone only between classes or at noon – and only with the principal's permission.

## CAPS/HATS

Caps, hats, doo rags, kerchiefs, bandannas are not allowed to be worn in the school building. They should be removed before entering the building.

## DRESS CODE

Students are expected to dress properly and reflect a neat appearance that is acceptable to the orderly operation of the school. Any article of clothing or jewelry, style, attachment, or modification of such that disrupts, distracts, or disturbs the process of teaching and learning, or jeopardizes student safety is not allowed.

The following items are not approved:

1. That which promotes or displays drugs or drug paraphernalia, vulgarity, sexual implications, or profanity.
2. Shorts, skirts, dresses, etc., that are not of a reasonable cut, form, fit, or mid-thigh length. Shorts, dresses, and skirts should be midway between the thigh and knee.
3. Fishnet, bare midriff, slit under arm, tank tops with less than 3 adult finger width straps, racer-back tank tops, muscle shirts, mesh shirts, shirts with cut-off sleeves, and revealing shirts.
4. Sunglasses in the classroom.

5. Skate shoes or rubber flip flops/shower shoes are NOT recommended.

NOTE: For ALL shirts/tops, the straps must adhere to the 3 adult finger rule (3 adult finger width in diameter). Shirts with cut-off sleeves, spaghetti strap/racer back tank tops and mesh shirts are still unacceptable.

Face masks are also acceptable attire. However, face mask cloth design must be school appropriate and not display drugs or drugs paraphernalia, vulgarity, sexual implications, or profanity. **Face masks may be required at any point in the school year to ensure the health of our students and staff.**

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by being sent home.

SHORTS MAY BE WORN IN GRADES PK-5<sup>TH</sup> AUGUST-FALL BREAK AND AGAIN AFTER SPRING BREAK. CAPRIS OF APPROPRIATE LENGTH ARE ACCEPTABLE. SHORTS WITH LEGGINGS OR TIGHTS UNDER THEM ARE NOT TO BE WORN DURING THE NO SHORTS ALLOWED TIME PERIOD.

### LOST AND FOUND

A lost and found area is maintained in the east hall. Items not claimed by the end of each semester will be donated to a charitable cause. **The school is not responsible for lost or stolen articles. PLEASE PUT YOUR CHILD'S NAME IN ALL JACKETS, ALL COATS, AND HIS/HER PE SHOES!!**

### DAMAGED OR LOST SCHOOL PROPERTY

Students responsible for damaging or losing school property will be billed for the replacement or repair costs. Failure to pay the bill within sixty (60) days will result in the school taking action to initiate payment. If lost materials are returned during the school year, the price of the items, minus any costs or fines incurred in the item's absence will be refunded.

### TEXTBOOKS

Students are provided free textbooks for all classes requiring textbooks. Once a student is issued a textbook, the student is expected to keep and be responsible for the condition of the book until the book is returned. In the event a textbook is lost/destroyed, another will not be issued until arrangements are made to pay for the lost/destroyed book.

### LIBRARY

The library is provided to the students in an effort to enhance opportunities for studying, reading, and exercising research techniques. To provide the best opportunities for all the students, books may be checked out for a two (2) week period.

### CONTAGIOUS DISEASE OR HEAD LICE LAW

Any child afflicted with a contagious disease or head lice, may be prohibited from attending Caney Valley Schools until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice must be checked by school personnel and/or Washington County Health Department and proclaimed free of head lice before the child may re-enter school.

This statement is taken out of the Caney Valley School Board Policy.

## ILLNESS/INJURY

Students who become ill or injured at school will be cared for temporarily by the school staff, and parents will be notified. It is imperative that the school be furnished with an emergency form for each student. Please notify the school immediately concerning information change. Current correct information will help the school personnel provide the care students and parents want for students in case of injury or illness.

## TOILETING ACCIDENTS

In the case of toileting accidents parents will be called to bring clean clothing and assist in clean up. It is strongly encouraged for PreK and Kindergarten students to have an extra pair of clean clothes in their bags.

## INSURANCE

Students are not automatically covered. Accident/Health insurance on the student is a responsibility of the home. Parents will have the opportunity to purchase accident insurance for their children. An information sheet explaining the program will be given to every student.

## MAKE-UP WORK

Students are expected to get all their make-up work completed within a reasonable time regardless of the reason for the absence. It has been determined that a “reasonable time” shall be as follows:

Days Missed: one to two  
Time Allowed: two days for every one missed.

Days Missed: In excess of two  
Time Allowed: one day for each one missed.

I.e., a student missed two days (Tuesday and Wednesday). He/she will have four (4) days to make up the work (Thursday, Friday, Monday, Tuesday).

A student misses four days (Tuesday, Wednesday, Thursday, Friday). He/she will have six (6) days to make up the work (Monday, Tuesday, Wednesday, Thursday, Friday, Monday).

The philosophy behind this policy is to encourage the student to return to school as soon as possible. While recognizing he/she will be ill occasionally, we are also aware that some students have used “absent” as an excuse for not doing work. The above policy makes it necessary to get homework completed.

## HOMEWORK

Your child may have homework daily. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility
5. To provide your child with an opportunity to see what he/she is studying and how well he/she is doing.



We think learning is important and that learning should continue after school hours. The daily homework is in no way to be viewed as punishment, but rather as a way for encouraging and extending learning. Our commitment to students is for the homework to be pertinent. We will allow class time for students to clear up any reasonable misunderstanding of the assignment.

### **CLASSROOM INCENTIVES AND STUDENT CELEBRATIONS**

**Though not required**, your child's teacher MAY choose to employ classroom incentives and/or student celebrations for meeting educational goals throughout the course of the school year. In order to receive the reward, the student **must meet the goal set forth by the teacher.** The principal will approve all incentives and celebrations.

### **COMPUTERIZED GRADING PROGRAM**

Caney Valley Elementary has enlisted the service of a computerized grading program to give parents information regarding their child's lessons, homework, and grades. Please call the school and speak with the secretary or principal to receive your password to access this system. The internet address is also available on the school website.

### **INTERNET USE POLICY**

We believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Caney Valley public Schools by facilitating resource sharing, innovation, and communication. All students, staff, and parents will be provided an Internet Use Policy. Students will not be allowed to use the Internet until this agreement is signed and returned by the parent.

### **PROGRESS REPORTS**

Teachers will send out progress reports periodically to keep parents informed of their child's academics and citizenship. Please sign and return these to your child's teacher the next day.

### **PARENT CONFERENCES**

Parents are encouraged to have conferences with the student's teacher or principal to receive a more complete report on the progress of the student. When the progress reports indicate, "**Conference with Parent Requested,**" parents are especially encouraged to respond to the request. Parents are encouraged to contact the teacher or principal for an appointment in order that adequate time be made available for the conference without interference with the teacher's class. Teachers will not be called out of scheduled instruction time for parent conferences. Generally the best time for parent/teacher conferences is after school hours.

**School is dismissed once during the first and second semester for Parent/Teacher conferences. (See School Calendar)**

### **OKLAHOMA SCHOOL TESTING PROGRAM**

The Oklahoma School Testing program is carried out by the Caney Valley School District. Each year achievement tests will be given to students in grades 3-5 in order to evaluate academic achievement and to determine if our students are meeting standards as set forth by the state of Oklahoma. These tests are mandated and given to all students each spring

in all public schools in Oklahoma. No student due to being tardy or absent will be excused from testing. These tests are criterion-referenced tests that measure student attainment of skills established by the state of Oklahoma. Public schools are under very stringent academic requirements according to the federal legislation of the Every Student Succeeds Act. There will be significant consequences to those schools not making adequate yearly progress.

### **3<sup>RD</sup> GRADE RETENTION POLICY**

In 2011, Oklahoma amended the Reading Sufficiency Act (RSA) to ban social promotion (promoting a child based on age rather than academic achievement). The new law requires schools to retain students who do not pass a reading test and do not meet other criteria for exemptions by the end of the third grade. The first group of students affected by this policy will be in the 2013-2014 school year.

### **IDEAS FOR HELPING YOUR CHILD**

It is vital to understand that some homework will be given during the school year. Here are some tips to help make this experience easier.

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the TV.
4. Encourage your children, but avoid undue pressure.
5. Show interest in what your children are doing, but do NOT do the work for them.
6. Understand that the school expects homework to be completed and returned.

A child will improve his/her study habits by observing the following:

1. Be sure he/she understands each assignment.
2. Forms the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Has necessary materials at hand.
5. Tries to develop the skill of working independently.
6. Spends enough, but not too much time on each subject.

### **SCHOOL-SPONSORED NIGHT ACTIVITIES**

Students are required to abide by the rules and regulations outlined in this handbook while attending school-sponsored night activities. Students shall not be permitted to leave the gym or field during athletic events. The student must repay to re-enter. All teachers have the same authority over all students.

All students entering school property should conduct themselves in a manner that is reasonable as determined by the sponsors in charge.

### **ACTIVITY TRIPS/FIELD TRIPS**

During the year a number of activity or field trips may be taken. The school sponsors these trips and has a direct responsibility to the parents for the safety and well-being of students who make these trips; for that reason no student can be excused to remain in the town visited, go, or return by any other means of transportation except that provided by the school or by the parents. It is the responsibility of the parent to notify the proper sponsor at the conclusion of the

activity if the student is to ride home with the parent. Each student shall participate directly in the activity for which the trip is made. No student not actually participating in the activity for which a trip is made will be excused from classes to make a trip. Any absence from the school incurred because of infraction of this regulation will be charged unexcused.

**Students who have failing grades, large amounts of missing work, or several office referrals due to poor or inappropriate behavior on previous field trips may potentially not be allowed to attend class trips.**

Each sponsor will be responsible for the maintenance of a sign-out sheet. Sign-out sheets must be completed by the parent(s) of the student in question before the student is allowed to leave the student group. Due to liability ONLY trip participants and sponsors will be allowed to ride in school vehicles.

### **AWARDS**

At the end of the school year, an awards day is held. At this time, various awards are presented to students who excel in various areas such as sports, music, or academics.

### **LEGAL DOCUMENTS**

It is the intention of the Caney Valley Public School to honor all legal documents that pertain to issues of custody. It is the responsibility of the parent or guardian to provide the school a copy of the legal document.

### **MEDIA EXPOSURE**

Caney Valley Elementary promotes our students and their activities through various means including but not limited to: Yearbooks, school websites, district and/or class Facebook pages, and local newspapers. If for any reason your child's name or picture should not be included in these publications you must notify the school via the media release completed during enrollment.