



Rich History. Bright Future

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STUDENT HANDBOOK

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VISITING SCHOOL

Parents are always welcome visitors at school. Your visit gives the child a feeling of security through knowing there is cooperation between parents and teachers. When you visit the school, we appreciate you observing the following suggestions:

- A. Please come by the office first, as we like to always know when visitors are on school grounds.
- B. Please confer with the teacher, either before or after school, or during recess. Many students are easily distracted by conversation between adults.
- C. Try not to discuss your child or his problems in his/her presence.
- D. A parent/teacher conference can be arranged by calling the school. All teachers have planning time that can be used for this purpose.
- E. Please do not go to the classroom to confer with the teacher during the last ten minutes of the school day. This is a very busy time for the teachers and students.

VISITING CHILDREN OR PRIOR STUDENTS

Peavine school cannot permit students to bring little brothers, sisters, or guests to visit during school hours. We ask your cooperation in order to prevent disruption of regular classroom schedules. Prior Peavine students are not allowed to visit classrooms or teachers during class time.

PARTIES

Class parties are allowed under the following circumstances:

- A. Special Holidays
- B. Parties for preschool and kindergarten pre-arranged with the teachers
- C. Teacher planned a party for educational purposes

SCHOOL SUPPLIES

There are no fees required, however, teachers sometimes may ask students to purchase certain basic supplies.

LUNCH AND BREAKFAST PROGRAM

Free breakfast and lunch are served to all students. Forms will be provided at the beginning of the school and you are encouraged to make an application to receive this free benefit. A balanced breakfast and lunch are served and we encourage all students to participate.

REPORT CARDS

Each grading period your child will receive a progress report after the fifth week of the grading period and will receive a report card at the end of each nine-week grading period.

GRADING SCALE

98-100	A+	73-77	C
93-97	A	70-72	C-
90-92	A-	68-69	D+
88-89	B+	63-67	D
83-87	B	60-62	D-
80-82	B-	0-59	F
78-79	C+		

LIBRARY RULES

Library books may be checked out by students in grades 3-8. Students may check out two books at a time if the teacher allows. Lost or damaged books should be replaced by the student. Encourage your child to return his/her book on time and to take care of them.

LOST AND FOUND

Peavine school cannot be responsible for items brought to school by students, so parents are encouraged not to allow students to bring valuable items to school. If your child loses something, please notify the teacher or office. Every effort will be made to find the lost item.

STUDENT DRESS

1. Students may wear shorts as long as they are not too short.
2. Each student is required to wear a shirt or blouse that covers the back and midriff. This includes halter tops, half shirts, etc.
3. No items may be worn that have any representation of alcohol, drugs, crime, or explicit language.
4. Hats and sunglasses are not to be worn in the building.

SCHOOL TELEPHONE

The school telephone is for business calls only. Please make sure all necessary plans with your child before they leave home in the morning, also please advise your child where he/she is to go after school. Children are not to be called on the telephone, or allowed to make calls, except in cases of emergency or what is deemed very important by the administration. We will be glad to take a message to be given to your child if you feel it is necessary. If you wish to speak to a teacher, leave your name and number and he/she will return your call as soon as possible.

STUDENT CELL PHONES

Students that bring their cellphones to school are not allowed to have them out at school, only before and after school. The school is not liable for any personal property. If a student is found to be using a wireless device in violation of the rules they shall be subject to the following disciplinary actions:

1st offense - Device will be taken by the teacher and returned at the end of the day.

2nd offense - Device will be taken and kept in the office until the parent/guardian comes to sign for and pick up the device.

3rd offense - Students will be prohibited from bringing the device to school at any time.

IMMUNIZATIONS

All students of all grade levels have a required & current immunization record or a state approved exemption form on file with the school prior to their admission to school AND this information is made available to parents on the school website. 70 O.S. § 1210.191

EXISTING LAW: 70 O.S. 2011, Section 1210.191 A

No minor child shall be admitted to any public, private, or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician, or authorized representative of the State Department of Health, that such child has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, haemophiles influenzae type B (HIB), measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease.

NEW SECTION: 70 O.S. 2011, Section 1210.191 E (this section is NEW)

The State Department of Education shall provide and ensure that each school district in this state provides, on the school district website and in any notice or publication provided to parents regarding immunization requests, the following information regarding immunization requirements for school attendance: "For school enrollment, a parent or guardian shall provide one of the following:

1. Current, up-to-date immunization records; or
2. A completed and signed exemption form."

BIRTH CERTIFICATE

Birth certificates shall be required of all students entering pre-school, kindergarten, or first grade. The certificate must be presented before the child can attend school. A child must be 3 or 4 years old for preschool, 5 years old for kindergarten, 6 years old for first grade on or before September 1st.

THE SCHOOL DAY

The first bell rings at 7:45 and the last bell rings at 3:05. Any student that arrives before 7:45 will need to go to extended care. Parent pickup after school will be at the extended care door until 3:10. Students left after 3:10 will be taken to extended care.

LEAVING THE SCHOOL GROUNDS

No student shall be permitted to leave the school grounds without permission of the principal. If it is necessary to pick up your child during the school day, please come to the principal's office before going to your child's classroom.

NOTICE TO PARENTS

In response to the Asbestos Hazard Emergency Response Act, P.I. 99-5519 and EPA regulations, we have completed the three-year reinspection of our buildings that contained asbestos building materials.

As a result of our reinspection, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the reinspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment.

ABSENCES

Regular school attendance is necessary for your child to receive the full benefit of the educational program at Peavine School. Also, it should be noted that the primary sources of funding for schools in Adair County is based on Average Daily Attendance. Your efforts to keep your child attending school regularly, not only helps your child, but also enhances the educational opportunity of all other students.

The only excused absences are for illness, death in the family, or court. The day your child returns to school after an absence, they must go to the office with a note stating the nature of their absence. Make-up work will be provided only with an excused admit. Perfect attendance awards are presented to students who have no absences per semester.

DISCIPLINE POLICY

The Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting in norms. When the behavior of an individual students comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher of a child attending a public school has the same rights as a parent of guardian (OK law, title 70, Section 6-114) to control and discipline that child while the child is in attendance or in transit to or from the school or while participating in any school function authorized by the school district.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be taken based on a careful assessment of the circumstances surrounding each infraction. The following areas are some examples of these circumstances:

- The students' attitude.
- The seriousness of the offense.
- The effect on other students
- Whether the incident is isolated or habitual.
- Any other circumstances which may be appropriately considered.

Examples of infractions by level of seriousness are provided below. Level I, being the least serious and Level III, the most serious. The examples are not intended to include all possible infractions. Therefore, behavior which is not included in the following schedule may warrant appropriate disciplinary measures.

LEVEL I

1. Unexcused tardiness to class
2. Disruption of class or assembly
3. Misconduct on school property or any school activity (bus, lunchroom, bathroom, hallway, playground)
4. Disruptive public displays of affection
5. Negligence in completing class work

LEVEL II

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Tobacco on school grounds
5. Use of obscene, lewd, or profane language/gestures
6. Fighting
7. Threats of violence towards personnel or other students
8. Internet/computer violations

LEVEL III

1. Theft
2. Assault
3. Destruction of property
4. Possession of drugs, alcohol, or weapons
5. Refusal to obey school officials
6. Telecommunications violations

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measures. The following are alternatives for disciplinary actions, that the faculty/administration will consider. However, the school is not limited to these alternative methods, nor does this list reflect an order of sequence of events to follow in disciplinary actions.

ALTERNATIVE METHODS

CODE NUMBERS:

1. WARN STUDENTS
2. REMOVE FROM CLASS OR GROUP (TEMPORARILY)
3. PARENTAL CONFERENCE
4. DETENTION
5. REFER FOR COUNSELING
6. FINANCIAL RESTITUTION
7. INVOLVE LAW ENFORCEMENT
8. REFER TO OTHER SOCIAL AGENCY
9. SUSPENSION
10. EXPULSION
11. ANY OTHER DISCIPLINARY ACTION DEEMED APPROPRIATE UNDER THE CIRCUMSTANCES
12. REINSTATEMENT LETTER FROM STATE DEPARTMENT OF EDUCATION THAT THE MORATORIUM ON NO CORPORAL (PADDLING) PUNISHMENT HAD BEEN REPEALED. PADDLING WAS TO BE USED ONLY AS A LAST RESORT.

CONTROL AND DISCIPLINE POLICY SCHEUDULE SUGGESTED GUIDELINES

LEVEL I

1ST VIOLATION

- 1
- 1, 2, 3, 4, 5, 9
- 1, 2, 3, 4
- 1, 2, 3, 9
- 1

2ND VIOLATION

- 1, 3, 4, 5
- 1, 2, 3, 4, 5, 9
- 1, 2, 3, 4, 9
- 2, 3, 4, 5, 9, 11
- 1, 3, 4

3RD VIOLATION

- 3, 4, 5, 9, 11
- 2, 3, 5, 9, 10, 11
- 2, 3, 5, 9, 11
- 2, 3, 5, 8, 10
- 1, 3, 4, 5, 11

LEVEL II

1ST VIOLATION

- 1, 4, 11
- 1, 4, 11
- 1, 3, 4, 5, 11
- 1, 3, 4, 5, 9
- 1, 3, 4
- 1, 3, 4
- 1, 3, 4
- 1, 3

2ND VIOLATION

- 3, 4, 5, 9
- 3, 4, 5, 9
- 3, 4, 5, 9
- 3, 4, 5
- 3, 4, 5, 9
- 3, 4, 5, 9
- 3, 4, 5, 9
- 2, 3, 9, 12

3RD VIOLATION

- 3, 5, 9, 10
- 3, 5, 9, 10
- 3, 5, 9, 10
- 4, 9, 10
- 3, 4, 5, 9, 10
- 3, 4, 5, 9, 10
- 3, 7, 8, 9, 10
- 10

LEVEL III

1ST VIOLATION

- 3, 4, 6, 7, 8, 9, 10
- 3, 4, 7, 9, 10
- 3, 4, 9
- 3, 4, 6, 7, 8, 9, 10
- 3, 8, 9,
- 1, 3

2ND VIOLATION

- 3, 4, 5, 6, 7, 8, 9, 10
- 3, 5, 7, 9, 10
- 3, 4, 5, 9, 10
- 3, 4, 5, 8, 9,
- 3, 8, 9, 10
- 1, 3

3RD VIOLATION

- 6, 7, 8, 9, 10
- 3, 7, 9, 10
- 3, 9, 10
- 3, 6, 10
- 3, 9, 10
- 9

If the parent or guardian does not want their child to receive corporal punishment, they must sign a written request indicating that the child should not receive such punishment.

FIRE DRILL

Three short blasts of the school bell or the fire alarm with a loud alarm and flashing lights - students move outside the building according to the fire drill plan and as directed by the teacher.

TORNADO DRILL

An announcement will be made from the office - students move to designated areas as directed by the teacher.

DRUG POLICY

The unlawful possession, or distribution of illicit drugs or alcohol by students on school premises or as a part of any activities is prohibited by Peavine School and can result in disciplinary sanctions up to and including expulsion and referral for prosecution.

HEAD LICE POLICY

According to state guidelines, NO CHILD CAN REMAIN AT THE SCHOOL WHEN HEAD LICE ARE FOUND. If your child is found with head lice, you will be called to pick them up immediately. You will be given a letter with treatment instructions at that time. If the treatment has been successful your child will be permitted to return to class.

ANNUAL NOTICE OF FERPA RIGHTS TO PEAVINE SCHOOL PATRONS

On August 6, 1990, the school board of the Peavine Public School, adopted a student records policies and procedures policy for the school district. This policy is designed to meet the provision of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the Special Service room. Copies can be obtained at the Principal's Office.

In the course of a child's education, the Peavine School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of the child's parent or an eligible student to seek correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student records policies and procedures policy.

It is the intent of the Peavine School District to limit the disclosure of the information contained in a student's educational records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, (3) under certain limited circumstances, as permitted for FERPA.

The Peavine School District proposed to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The name of the student's parents
3. The student's date of birth
4. The student's class designation
5. The student's extracurricular participation
6. The student's achievement awards and honors
7. The student's weight and height if a member of an athletic team
8. The student's photograph
9. The school or school district the student attended before he or she enrolled in the school district

In the case of a parent of a student, a student or former student 18 years old, or a citizen of the Peavine School District believes that the district is violating FERPA, that person has a right to file a complaint with the US Department of Education. The address is:

The Family Educational Rights and Privacy Act Office
US Department of Education
Room 4511, Switzer Building
Washington, D.C. 20202
Phone Number - 202-732-2058

A translation will be provided for anyone not able to read and understand the policy or for anyone to read and understand English.

**PEAVINE PUBLIC SCHOOL
CORPORAL PUNISHMENT FORM**

STUDENT NAME: _____

STUDENT GRADE: _____

(Check the option below that applies)

_____ I do NOT give my permission for the above-named student to receive corporal punishment.

_____ I give my permission for the above-named student to receive corporal punishment. I understand that corporal punishment shall only be administered by certified personnel. The corporal punishment will only be administered in the school office (coach, principal, teacher, etc.) out of the presence of students but with an adult witness. No more than two swats will be administered per school day. I understand that I will be notified immediately if the named student receives corporal punishment.

Parent/Guardian Signature

Date

Student/Parent Agreement

We have read the 2023-2024 Student Handbook; we understand the regulations and policies set forth therein.

_____	_____
Student	Date
_____	_____
Parent	Date
_____	_____
Teacher	Grade

This sheet must be signed by the parent/guardian and then returned to your teacher by Monday, August 29, 2022 or for new students a week after you have enrolled in school.

**Homeroom Teachers will keep this form on file.