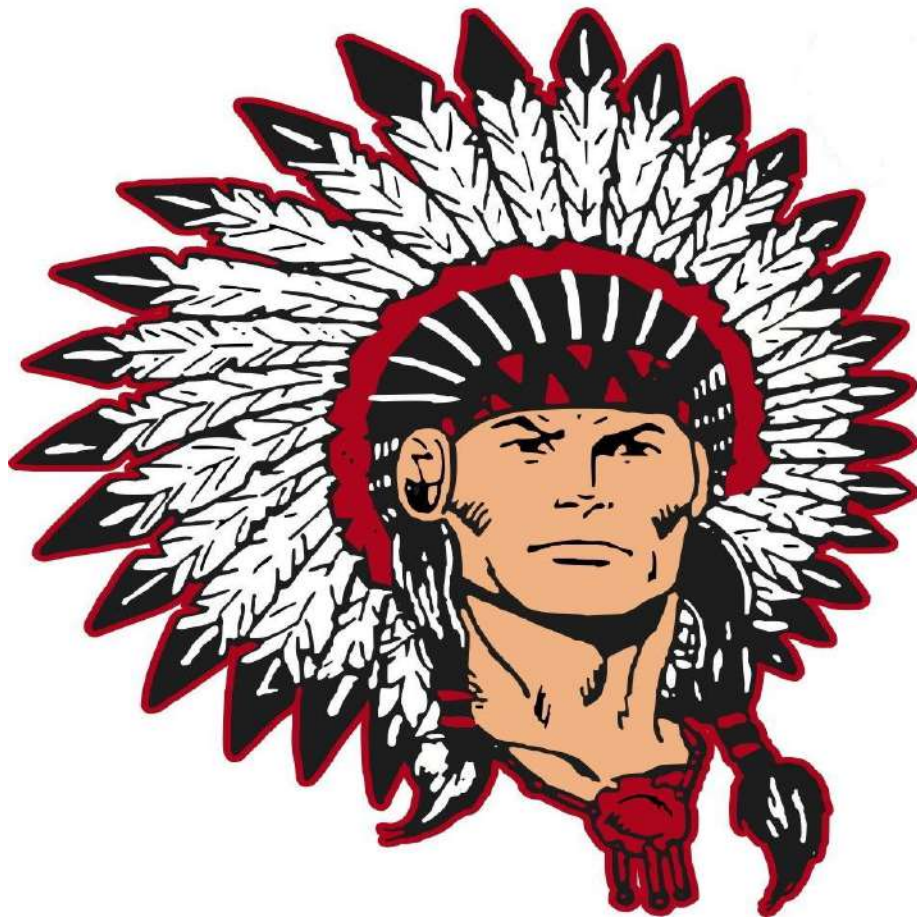


Maysville Elementary



Elementary Handbook 2020-2021

Please Download our new school app this will be a great asset to keep up with the latest school news.

STUDENT HANDBOOK

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Dear Parent/Guardian,

The faculty and staff of Maysville Elementary are looking forward to a great year. We are committed to excellence in the education of each child and dedicated to helping our students reach their maximum potential by providing positive, sound learning experiences. The faculty and staff sincerely hope our students and their families find our school to be a comfortable and friendly place to discover the joys of learning.

The primary objective of education at Maysville Elementary School is the development of students' ability to think and use thought productively and meaningfully to fulfill personal and societal needs. It is our goal to provide each student with opportunities to participate in educational experiences that will enable him or her to grow and develop academically, emotionally, and physically.

To achieve our goal of developing responsible, productive, independent citizens, the school, students and parents must work closely together. You are encouraged to acquaint yourself with the information in this handbook and urged to become actively involved in your child's education. Open communication is encouraged between parents and teachers. An open invitation to visit Maysville Elementary is extended to each parent or guardian.

This handbook is provided to explain what is expected and required of each student. This handbook does not include every rule, district or building policy. Student responsibilities will not be waived simply because a state regulation, building or district policy is not included in this handbook. Please call the elementary office at 405.867.5550 for more information or clarification. Please note that all items contained within this handbook are subject to change without notice. In the event of change, verbal and written notification will be provided to each student.

Sincerely,

John K Edwards
Elementary Principal

Academic Progress Report

Efforts will be made to keep parents informed concerning student progress through graded work, mid-term reports, parent/teacher conferences, and report cards.

Accelerated Reading

Due dates for Accelerated Reading for the 2020-2021 school year are as follows:

<u>1st 9 Weeks</u>	<u>2nd 9 Weeks</u>	<u>3rd 9 Weeks</u>	<u>4th 9 Weeks</u>
50% Sept. 11	50% Nov. 13	50% Feb. 5	50% April 16
100% Oct. 15	100% Dec. 18	100% March 12	100% May 7

Adverse Weather/Tornado

There may be times when school will be dismissed because of bad weather. At such time, announcement of dismissal will be broadcast on television stations KFOR (4), KOCO (5), and KWTW (9) as well as radio station KBLP (105.1) and the school app. **Once the tornado sirens go off or deemed necessary dismissal of students will end regardless if you're in line to pick up your child.** The safety of the students and staff is our top priority.

Attendance

A student will be admitted back to class after an absence by obtaining an excused or unexcused admit from the elementary office. An absence will be considered unexcused unless the parent contacts the school by phone, in person or in writing. The student will have 24 hours to have an absence excused by the office. All absences will be considered unexcused except for the following:

- Illness or serious illness in immediate family
- Death in family or close relative
- Doctor or dental appointment (A signed statement from the physician or dentist must be brought to school within 24 hours)
- Required court appearance
- Extenuating emergency (determined by principal)

A student with an excused absence will be permitted to make up missed work. The student will be given one day for each day missed to complete and turn in assignments. If work is not turned in, the grade will be recorded as a zero.

Oklahoma public schools are in attendance for 180 days or 1080 hours. According to law, parents are accountable for their child's attendance. The attendance policy adopted by Maysville Elementary (4K-6th) is as follows:

- 6 absences in a semester Letter to Parent/Guardian
- 10 absences in a semester Letter to District Attorney

Special circumstances approved by the principal or a note from the doctor will have precedence over this policy. Notes from parents do not.

Perfect attendance certificates will be given to students who have been neither tardy nor absent for the entire school year. If a student misses one hour and fifteen minutes or more he or she will be counted absent a minimum of $\frac{1}{2}$ day. **THREE TARDIES EQUALS ONE ABSENCE.**

Truancy is addressed in Board Policy FOE.

Breakfast and Lunch Programs

All students are urged to participate in the school breakfast and lunch program. Nutrition is a key element in education. Hungry students have difficulty learning and retaining information. Breakfast is served from 7:40-7:50 a.m. in the classroom. Students will not be allowed in the building no earlier than 7:40 a.m. Students who qualify under United States Department of Agriculture guidelines may get meals free or at a reduced price. Free and reduced applications are available in the elementary office. Since our school receives benefits from those that qualify, we encourage each family to complete one of these forms. Letters will be sent home quarterly for any charges owed for meals. If not paid in a timely manner, parents/guardians will be contacted by phone.

Students who bring their lunches will eat in the cafeteria with their class. Only paper, plastic, or aluminum containers are allowed in the cafeteria. Drinks brought from home should have some nutritional value (example fruit drinks, Gatorade, Carbonated water, uncarbonated drinks, etc.) Carbonated drinks and tea are not allowed in the cafeteria. Students should tidy the area in which they have eaten. *ALL food and drink is to be consumed in the cafeteria.*

Bus Rules

Riding a school bus is a privilege and the privilege may be denied if the student does not abide by the bus rules. Safety is stressed at all times. Students should have a note signed by the parent if they are to do anything other than ride the usual bus. The note is due the day of the change. Bus regulations will be provided to each student.

First offence Visit to the Principal Office, Second offence one week off the bus, Third offence remainder of nine weeks, Fourth offence remainder of the semester

Calendar

See Appendix

Classroom

No backpacks, gym bags or large bags will allowed in the classrooms.

Closed Campus

Maysville Elementary practices a closed campus policy. You or a person authorized by you on the form approved by the school will be the only ones allowed to take the student during the school day, including the lunch period, for a doctor's appointment, sickness, etc. If there is a need to pick up a student during school hours, parents or an authorized person must check in at the office and get a visitor's pass. **ALL visitors to the school must first check in at the office.**

Covid- 19

See Back to School Plan and last page of Handbook

Daily Morning Routine

Students should arrive no earlier than 7:40 a.m. Breakfast is served from 7:40-7:50.

Students should enter the school grounds through the front doors (west entrance). Students will report to their classroom/first hour classroom and eat breakfast there. Morning announcements will be over the intercom this year.

Directory Information

The Maysville School District proposes to designate the following personal identifiable information contained in a student's education record as "directory information," and may 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 extra curricula participation
6. The student's achievement awards or honors
7. The student's photograph
8. The student's weight and height, if a member of an athletic team.
9. The school or school district the student attended before he or she enrolled in the Maysville School District.

(Maysville Board Policy FLD).

Discipline

Our main emphasis is doing everything possible to ensure a quality education for all students. Discipline is an important factor in this process. We cannot allow a student to exhibit behavior detrimental to his or her education or the other students in the classroom.

At Maysville Elementary School, discipline is practiced to prevent misbehavior from all students as opposed to using punishment as a penalty for wrongful actions. Discipline will be structured in such a manner to provide students with various opportunities to deal with situations effectively so they can become caring, compassionate, and productive citizens in society.

Maysville teachers are proactive in meeting the psychological and sociological needs of their students so they feel they are respected, valued, and responsible members of the classroom. Maysville teachers will establish strong, positive relationships with their students to provide a connectedness that is unconditional in terms of trust and acceptance. Every teacher has assumed total ownership/responsibility for helping students manage their behaviors.

At Maysville Elementary, the teacher and the students will work toward an end for wrong decisions. The only exceptions would be those behaviors that have violated state/federal laws or regulations. In every case the predetermined discipline procedures will be followed as outlined by law. Every classroom will have class/school expectations posted which clearly defines an understanding of what each expectation means, as well as reasons why each is necessary and important. There are clear, consistent procedures in place that protect the classroom/school environment from disruption and chaos.

If a teacher continually has to deal with misbehavior from a student, it takes away from the education of others. If it becomes necessary, the teacher may send a student to the principal's office for discipline.

Disciplinary action will be at the discretion of the principal regarding severe infractions of student expectations. Out of school suspension may be an option for any conduct, which, in the opinion of the school administrator, has an adverse impact upon the school and the student.

If a student is suspended from school he or she will not be allowed to be on school grounds for any activity. The student will be allowed to complete the work that is missed but the work must be turned in upon return from the suspension. If the student decides not to pick the work up early they will have one day to complete the work. There may be times when we will need the parent's cooperation eliminating your child's behavior. We realize the parent to be the single most important person in your child's life, and your influence is vital. Your child needs to know that we are working together to improve his or her behavior. All students will be treated in a fair and equitable manner. Disciplinary action will be based upon the careful assessment of the circumstances surrounding each infraction (i.e. the student's attitude, the seriousness of the offense and its potential effect on other students).

Below is a sampling of behaviors that will result in disciplinary consequences:

- ✚ Disruptive behavior on school grounds or any school sponsored activity.
- ✚ Unexcused tardiness to school or class.
- ✚ Unexcused/excessive absences.
- ✚ Showing disrespect to school personnel, classmates, or anyone on school grounds.
- ✚ Failure to be in assigned area.
- ✚ Disruptive behavior on the school bus.
- ✚ Fighting.
- ✚ Leaving school grounds without permission.
- ✚ Fraternizing
- ✚ Incomplete schoolwork, homework, or assignments.
- ✚ Profane language or vulgar speech or gestures.
- ✚ Theft
- ✚ Physical or verbal assault
- ✚ Possession of deadly weapons or dangerous materials
- ✚ Destruction or defacing of school property
- ✚ Repeatedly breaking the school dress code
- ✚ Bullying/Sexual Harassment/Gambling
- ✚ Bringing medication to school without checking it into the office.

Corporal punishment is only one form of discipline used at Maysville Elementary School. The administrative designee administers it in the privacy of the principal's office, with an adult witness, and no other students present. If a parent or guardian chooses for their child NOT to receive corporal punishment, it is their responsibility to secure a discipline form, each school year, from the

elementary office so that corporal punishment is not used. If paddling is not an option, suspension may be the result.

Oklahoma Statute Section 154-"Control and Discipline of Child"-The teacher of a child attending public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from school or any other school function authorized by the school district or classroom presided over by the teacher.

Oklahoma Statute Section 808-"Ordinary Force for Discipline of Children Permitted"-Provided, however, that nothing contained in this act shall prohibit any parent, teacher, or other person from using ordinary force as a means of discipline, including but not limited to paddling.

Dress Code

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety, and general taste. Students should dress properly taking into account current weather conditions. Any attire, which disrupts the educational process, is prohibited. The following rules will be in effect at all times a student is representing Maysville Elementary School.

- Students are not to wear halter-tops, bare midriffs, backless garments, tube tops, muscle shirts, tank tops, or mesh shirts unless wearing a T-shirt underneath.
- Straps on shirts must be two fingers wide.
- No offensive writing or suggestive slogans.
- Logos pertaining to any illegal substance, intoxicating substance or tobacco is expressly prohibited.
- House shoes are prohibited.
- Safe, appropriate shoes should be worn at all times. Due to safety issues, students are discouraged from wearing flip-flops. If a student chooses to wear flip-flops, he/she must have an additional pair of shoes in his/her locker.
- All headgear is inappropriate and is prohibited inside school buildings with the exception being those students who have written medical requests.
- Bandannas and headbands are not permitted.
- Skirts and shorts must be mid-thigh length/fingertip length with arms extended.
- The principal's discretion will judge questionable attire.

Students' dress and grooming should be clean, neat, and in good taste at all times. A student whose appearance creates a distraction from or interferes with the normal orderly process of the instructional program will be sent to the principal's office and required to change clothes before returning to class. Continued disregard for school policy may result in further discipline procedures.

On occasion, certain days will be set aside to promote school spirit. On such days, students are asked to exercise good judgment and taste. All extreme exceptions will be handled on an individual

basis and students may be asked to make immediate improvements to their attire to conform to the spirit and the intent of the day.

The principal or his/her authorized representative will have the authority and responsibility to make the final decision determining if wearing apparel and personal appearance is in violation of moderation, good taste, regulations, or is disruptive to the educational process.

Drug Free School Policy

The Maysville Board of Education, the administration, and the faculty recognize the importance of drug education in our school system. It is also recognized and believed that the possession and/or use of illicit drugs and/or alcohol is unlawful and harmful to the health of students. Therefore, the following policy is enacted and possession/use of drugs, drug paraphernalia, or alcohol will not be tolerated.

It shall be the policy of the Maysville Board of Education, the administration, and faculty that any teacher who has reasonable cause to suspect that a student may be under the influence of or have in his or her possession a non-intoxicating beverage, alcoholic beverage, or controlled dangerous substance, as the above are now defined by state law, 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 770 Section 133. The Maysville Board of Education and the administration declare this policy is in effect by law within one thousand feet of school property, on school property, on any school vehicle, during the normal course of the school day, or in attendance at a school sponsored activity (on or off the campus).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Standards of conduct that are applicable to all Maysville Public School students prohibit unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions imposed on students who violate standards of conduct will be consistent with local, state, and federal laws, up to and including probation, suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made through the counselor's office. Drug Testing Policy is addressed in (*Maysville Board Policy FNCBFX*)

Electronic Games, Music Devices, Lasers, Etc.

ANY type of toy, game, radio, CD/tape player, laser, cards, MP3 player etc. is NOT to be brought to school or taken to class unless they are needed as part of the class activity, or have prior approval by the principal.

Electronic Paging Devices/Cell Phones/Office Phone

Students in the Maysville Public Schools will be allowed to carry wireless telecommunications devices during regular school days and hours subject to the following conditions.

1. Since the primary purpose for students is a matter of personal safety, these devices are not for receiving messages during regular school hours and will remain turned off and remain out of sight.
2. Phone messages for students will be received in the principal's office.
3. Procedure for students who misuse their telecommunication devices are as follows:
 - A. First offense Device is placed in the office and student may pick up at the end of the school day.
 - B. Second offense Device is placed in the office and parent may pick up at the end of the school day.
 - C. Third offense Device is placed in the office, student receives loss of recess, computer, physical education, etc. and parent may pick up at the end of the school day.
 - D. Fourth offense Device is placed in the office, parent may pick up at the end of the school day, and student is placed on suspension.

(Maysville Board Policy : FNG)

Students must have permission from his/her homeroom teacher to use the school telephone. Students will be allowed to use the telephone with adult supervision for emergencies only. Permission to visit a friend, forgotten homework assignments, basketball uniforms, etc. shall not be considered an emergency, but rather a consequence of an earlier decision.

A message will be taken if there is a call for a student, except in cases of emergency, the student will be paged to the telephone. **The office will make every effort to get messages to your child, but requests that you advise your child every morning as to how he/she will be getting home in the afternoon.**

Eligibility for Extra-Curricular Activities

Any student who wishes to participate in an extra-curricular activity must be in compliance with the rules set forth by the Oklahoma Secondary School Activity Association and the Maysville Board of Education. Any student attending an extra-curricular activity must be in school at least one-half day on the day of the activity (or at least one-half day the day before the activity if the activity occurs first thing in the morning.)

Scholastic eligibility for students will be checked after three weeks (during the fourth week) of the semester and each succeeding week thereafter. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked. **You will receive your school work upon returning from your activity and will have however many days you were attending the activity to complete your work.**

Since participation in extra-curricular activities is a privilege, individuals who project a negative image of themselves, the school, or the community through inappropriate or illegal behavior at school, during the activity time, or in the community may be immediately excluded from the extra-curricular program.

Emergency Procedures

Four fire, two tornado, two emergency drills and two dangerous intruder drills will be conducted.

Enrollment

Students may be admitted to Maysville Elementary School upon:

1. presentation of proof of residence including name and physical address
2. an official birth certificate,
3. current immunization record,
4. Social Security card.

Copies will be made and the originals returned to the parent/guardian

Floral/Balloon Deliveries

Floral/Balloon deliveries may be made to the elementary school in observance of birthdays and/or special occasions. **Valentine deliveries will be limited to floral deliveries. Balloons are not allowed on Valentine's Day. No glass containers can be taken on a school bus for safety reasons. If you are going to send flowers in glass containers please make arrangements to pick your child up on Valentine's Day.** Valentine deliveries will be permitted beginning at 12:00 p.m. on Valentine's Day. If ordering from a florist, please provide the florist with your child's homeroom teacher's name to allow proper delivery.

Free Appropriate Public Education

Maysville Elementary School announces its policy of nondiscrimination both in staff employment and admission of students to programs and activities. It further assures no person shall on the basis of sex, race, color, national origin or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of its educational programs or activities, including those receiving federal financial assistance.

FERPA - Notification of Rights

School records will be made available to parents of students or eligible students according to the guidelines set forth in the Family Educational Rights & Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA guidelines are explained in detail in the Maysville Board of Education Policy Reference Manual (FL-R) and are available online at <http://www.ed.gov/offices/OM/fpc/>. (*Maysville Board Policy FDC-P*)

Food and Drinks

Bottled water is available for purchase for students in grades 1st - 6th in the elementary office. Bottled water is allowed in any classroom at any time.

Grading Scale

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

Grievance

Parents and or students must use the following procedure to settle grievances:

1. Teacher
2. Principal

3. Superintendent
4. School Board (must be on agenda)

No steps should be by-passed in these contacts until you are certain no satisfactory solution to the grievance can be reached at each level.

Gun-Free Schools

Any student bringing a gun or dangerous weapon to school will be suspended for a period of not less than one year; however the chief administering officer may modify the expulsion on a case-by-case basis. Exceptions will be made for students with disabilities as established in the Policies and Procedures for Special Education in Oklahoma manual.

Hall Pass

Students are not permitted in the halls without a hall pass issued by the teacher.

Harassment/Bullying/Hazing

It is the policy of this school district that harassment/bullying/hazing of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Head Lice

Students will be checked for head lice at different times during the school year. If a child is found to have **live lice**, they will be sent home along with a note detailing the directions for treatment. Upon returning to school, the child must present proof of treatment; either a note from the Health Department or the family physician. The student will be rechecked to see if treatment is satisfactory. Our aim is to take whatever steps necessary to prevent further infestation of students.

Homework

When students are given an assignment, they are usually given time to work on it in class. If the assignment is not completed at school, students may take it home to complete. This homework is a means of reviewing and reinforcing the lessons taught in school.

Homework is a way to help your child develop work and study habits he or she will use throughout his or her school career. Students will be given one day per excused absence to make up missed work. Work will be due the following day at the beginning of the class period.

Each year the subject of extra credit/bonus points comes up. All extra credit will be earned by reading. For each book your child reads on level and scores 80% or better they will receive 25 bonus points to be used in any class. Your child can earn up to 100 points per class per nine weeks.

Illness or Accidents at School Illness or accidents to pupils on the school ground or in the building shall be reported to the office. Every effort shall be made to contact the parent immediately.

Insurance Student accident insurance is available to all Maysville students through a general carrier on a voluntary basis. The school district does not assume responsibility and is not liable for injuries to students.

Internet Access

Students may have access to the Internet with permission from parents. Internet permission forms are to be completed for every student. Violation of the Internet Use Policy will result in forfeiture of all Internet user privileges. Violators shall also be subject to appropriate discipline action.

Library

Students may check out only one book at a time and are allowed two trips per day to the library. If books are overdue for more than two weeks, the librarian will assume they have been lost. A student will not be allowed to check out another book until he or she has paid for the lost book. Damaged books must also be paid for (i.e. water damage, torn pages, markings in book, etc.)

Lockers

Students in grades 1-6 will be assigned lockers from their homeroom teachers. Each student will be held responsible for the condition of the locker assigned to him or her. All lockers should be kept free of marks, writing, and waste paper. Lockers are subject to inspection at any time. Students should have no expectations of privacy concerning school property. Posting of anything on the outside or inside of the lockers is strictly prohibited. Locks are prohibited.

Lost and Found

A lost and found bin is maintained at the east doors as a convenience for those students who have misplaced any of their personal belongings. Items in the lost and found bin will be donated to a charitable organization or disposed of at the end of each month.

Medication

Prescription drugs or any form of medicine brought to school must be taken to the office for safety and management. A medication permission-emergency health form must be completed and signed by the parent/guardian of each student each school year. ALL medications must be given to the secretary. No medicine should be kept in desks or in lockers. Exceptions would be inhalers. An adult must pick up all medications. NO medications will be sent home with students.

Each dose of medication will be documented on the medication record. Documentation will include: the name of the student, name of the medication, dosage, date, time, and the initials of the person administering the medication or monitoring the student self-administering their medication.

Over the counter medications should be supplied in a *new, original container*. The container will be labeled with the student's name and the date the medication was obtained.

All medications should be picked up the last day of school. Medications not picked up at this time will be disposed of.

If a child is ill or running a temperature, the parent or a person on the child's emergency card will be contacted to take the child home. Students may return to school after being free from temperature or vomiting for a period of 24 hours.

Parties

Parties are at Teacher discretion. Christmas will be the major party. Students may exchange gifts within a reasonable price range. *ONLY* prepackaged snacks will be accepted at school parties. *Homemade snacks are prohibited*. During the pandemic parents will not be allowed to attend parties.

Physical Education

Physical Education Grading rubric is as follows:

NP = Non Participation

ENP = Excused Non Participation

NS = No Shoes (unacceptable outerwear)

BNP = Behavioral Non Participation

Grading:

1. Students will be evaluated on their ability to meet the classroom expectations.
2. Students who do not meet the classroom expectations for ten or more days per nine weeks will receive an unsatisfactory grade.
3. Students who do not meet classroom expectations for five or more days will receive a needs improvement grade.
4. Students who do not meet classroom expectations for four days or less will receive a grade of satisfactory.

Expectations:

1. Students should come to class dressed for physical activity. Students will be allowed to change clothes before class starts
2. Students will be expected to participate in all activities unless documentation is provided from either a qualified professional or guardian.
3. Students will be expected to behave in an acceptable manner.

Playground Rules

No student will be allowed to use any of the playground equipment without adult supervision. When students arrive at school in the morning, they are to go directly to their classroom. Students are not allowed on the playground or inside the building without teacher permission. During any recess, students will not be allowed in the buildings or on the sides of the underground building.

Promotion/Retention

Promotion or retention of each student shall rest primarily with the teacher or teachers who is/are responsible for the student's education. When a teacher(s) become aware that the possibility exist that retention of the student would be in his or her best interest, the parent and the principal should be notified immediately with reasons given for the retention. Retention of a student should be made as early in a student's school life as possible. Some factors that should be taken into consideration are:

- Mental Maturity
- Emotional Maturity
- Attitude
- Physical Size
- Social Progress
- School Environment
- Home Environment
- State Mandated Assessments
- Local Assessments

Restrooms

Restrooms are for your convenience. Students are expected to take pride in helping to keep them neat and clean. Students should never deface or destroy school property. Students will not be permitted to loiter in the restrooms. Toilet paper and paper towels should not be wasted. Students in grades 4K-3rd are to use the restrooms/water fountains in the new classroom addition while students in grades 4th -6th are to use the restrooms/water fountains in the underground building. During recess, students are to use the restrooms located on the sidewalk by the band room.

Sexual/Racial Harassment of Students

The policy of this school district forbids discrimination or harassment of any student, teacher, or visitor on the basis of sex. The Board of Education will not tolerate sexual harassment by any student, teacher, or visitor.

- For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting or brushing against, comments regarding physical or personality characteristics of a sexual nature, and sexually-oriented "kidding", "teasing", double meanings, and jokes.
- Demeaning comments about a girl's ability to excel in a class historically considered a boy's subject, privately talking about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes peer or sexual harassment. Graffiti of any kind will not be tolerated on school property. Punishment will be determined on a case-by-case issue, depending on severity.

The policy of this school district forbids discrimination against, or harassment of any student on the basis of race. The board of education will not tolerate racial harassment of any student, teacher, or visitor. For the purpose of this policy, racial harassment includes racial slurs or other

demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, student, or visitor. (*Maysville Board Policy FB-E1 FB-E2 FB-E3*)

Sexual Discrimination/Harassment Grievance Procedure

The school counselor shall serve as Title IX coordinator regulating the prohibition of student sex discrimination or sexual harassment in education. Any student who wishes to file a grievance against another student or an employee may file a written or oral (recorded, if possible) complaint with the counselor. Upon filing a grievance, the student will be provided the board policies FBA and FBA-R. The investigation shall be completed within ten days of the filing of the grievance. (*Maysville Board Policy: FBA, FBA-R*)

Student Expectations and Conduct

The Maysville Public Schools, administration, and faculty are deeply interested in creating a learning atmosphere in the school. Maysville students' standard of conduct will include acceptable language, respect for others and their property, obedience to all rules and regulations, appropriate dress and any other standards deemed necessary to Maysville Schools to improve its social and academic climate. These standards will prevail while students are on school premises, riding school buses, attending any school-sponsored activity, or while in transit to and from school. Maysville students attending extra-curricular activities that involve our school should always remember that his or her conduct speaks for self, family, and school. Each student is asked and expected to be on his or her best behavior at these events whether at home or away.

Testing

Maysville Public School will administer achievement tests yearly to assist in determining how each student's academic achievement compares to other students in Oklahoma and the United States. All parents need to stress the importance of these tests to your child and assure his or her attendance at school, especially on test day. Achievement tests are given so that each student can see his or her percentile rank with other students in his or her class and nation wide. Each student should exert all his or her efforts to do the very best on these tests. Anything less will not show a valid result. To be placed in pre- algebra or a class with higher level course work a student must score advanced on their state test.

Tobacco

The State of Oklahoma and Maysville Public Schools prohibits the possession or use of tobacco in any form on the school grounds or while involved in any school sponsored activity. For the health and safety of our students, the use of tobacco is prohibited in all the school buildings that house children. Students are not permitted to smoke or have tobacco lighters, matches, etc. in their possessions at any time in the school building, on the school grounds, or within the area surrounding

the school grounds. This applies to all school sponsored activities as well as the regular school day. Violation of this rule constitutes a serious legal offense with possible suspension from school.

Visitors

Students will not be permitted to bring guests to class. The purpose of the school is not to entertain guests, but to help students obtain an education. All visitors must report to the office to sign in and to receive a visitor's pass to be worn while on school grounds. Before leaving, the visitor is asked to sign out accordingly. Parents wanting to visit a classroom must make arrangements with the teacher prior to the visit. This will help prevent any disruption of the learning environment.

Voluntary Prayer

Students and teachers who wish to do so may participate in voluntary prayer. Those students and teachers who do not wish to participate in voluntary prayer also have that privilege. A moment of silence will be observed daily during opening ceremonies.

Withdrawal from School

Students withdrawing from our school will obtain a withdrawal sheet from the office and obtain grades to date from teacher(s). All monies owed must be paid and all books and other school property must be checked in and be in proper condition before final approval is given. (*Maysville Board Policy FEXX*)

AR Points

For 3rd -6th graders

Students achieving their AR goals will earn:

1st nine weeks - snow cone and in-house movie

2nd nine weeks - sundae and in-house movie

3rd nine weeks - popcorn and in-house movie

(Or other activities that are deemed motivating)

Students achieving their goals for all nine-week periods will earn a trip to Andy Alligators

Goals are as follows:

Average percent correct Your child's average percent correct must total 80% or higher. For example, if your child scored an 80, 90, 70, 70 and 100 on the books he or she read, the computer will average those scores ($410/5=82\%$). This score would be above the goal of 80%

Points Earned will be set at the start and middle of the school year. This goal is met by reading books that are assigned specific points. The points add up to reach the number of points required. The points can be found on the spine of each book.

Book Level (BL) will be set at the start and the middle of each year. This goal is best achieved by staying at or near your book level, not below your level. Book level is difficult to raise so stay at or slightly above your book level.

The above-mentioned criteria must be met in ALLTHREE categories to earn the rewards and trips.

Your child will receive a Reading Practice TOPS Report after testing on each book he or she reads. These are provided for you to track your child's AR progress throughout the school year.

Immunization Requirements of Oklahoma

In an effort to prevent the spread of communicable diseases, the district encourages parents, legal guardians, employees to self-screen at home. If student or employee has a fever of 100 degrees Fahrenheit or higher they need to stay home and remain home until the individual has been fever free for seventy-two (72) hours

Lockers Students will be required to leave their book bags and athletic bags in their lockers during the regular school day. Bags will not travel from class to class. Board Policy: FNFA

Visitors

Parents and visitors will be asked to wear a mask upon entering the building, and will be asked to have their temperature taken.

New Policy/Procedure COVID-19

Next year, we will be in-person as much as is possible. We will accomplish this by being flexible while staying safe. The approved school year calendar has built-in virtual days to prepare students, staff and families' in-case the district must close due to confirmed positive case(s) of COVID-19. A contingency school calendar has been approved to streamline the transition to a hybrid/blended environment if needed. The district will continue to follow evolving guidance from the CDC.

Screenings

Daily temperature checks for every student and staff member will be required. Students will have their temperatures check upon arrival to campus or boarding a bus. Staff members will self-screen prior to coming to work. Screening of all visitors via health attestations and temperature checks will be conducted at the office. Non-essential visitors will be limited i.e. mystery readers, classroom volunteers, external groups and organizations. All visitors will be highly encouraged to wear a mask. Individuals with a temperature of 100.0 °F or higher will be required to return home. Any students or staff who are sent home due to fever will not be allowed back in school until one of the following: 1) negative COVID-19 test and forty-eight (48) hours fever free without fever reducing medication, 2) must be seventy-two (72) hours fever free without fever reducing medication and have no other symptoms and must not have been exposed to COVID-19, 3) fourteen (14) days fever free with no medication and no symptoms if exposed to COVID-19.

Elementary School Campus

Enter through the west entrance by the elementary office. Screening protocols will be conducted at this doorway. End of the day departure will remain the same.

In the morning, after screening protocols students will then be able to eat breakfast from 7:40-7:55. Students will then eat that breakfast in their classroom/1st hour. Students will no longer meet in the multipurpose building. Students will be able to enter the building at 7:40.

Extra-Curricular Activities

Maysville will follow the guidance of the OSSAA and our local health department while supporting our students in their athletic and activity programs. These programs will be available as allowed by our current status with COVID-19.