

Bennett Elementary Student Handbook

Broken Bow Schools

2019-2020

Page 3

**Mission Statement
Multi-Cultural Statement
Philosophy and Objectives**

Page 4

**Residency
Attendance
Late Arrivals and Early Dismissals
Activity Absences
Homework/Make Up Policy**

Page 5

**Communicable Disease Control
Enrollment
Permission to Leave School/Closed Campus
Bad Weather Information**

Page 6

**Withdrawal
School Hours
Health Appraisal**

Page 7

**Health Screening
Diabetes Plan
Meningitis
School Nurse
Policy for Dispensing Medication
Emergency Procedures**

Guidelines for Safety

Page 8

**Jaywalking
Automobile Traffic
Accidental Insurance
Breakfast and Lunch Program**

Page 9

**Books, Belongings, and Money
Employment
Family Educational Rights Protection Act**

Page 10

**Field Trips
Floral Deliveries
Homework Routine/Expectation
Lost and Found
Parent/Teacher Conferences
Parties
Professional Improvement Days
Report Cards and Progress Reports**

Page 11

**School Supplies
Telephone
Vending Machines
Visitation
Discipline Policy**

Dear Parents, The Board of Education requests that you follow board policy (GF and GFB) regarding complaints or issues. Please do not contact individual school board members regarding issues you may have with employees or students at school as those issues need to be addressed following the district's complaint process. If individual board members are contacted, that could jeopardize the board's ability to act on an issue.

Respectfully,

Tim Moyer
Board President

MISSION STATEMENT

Our mission is to empower students with the knowledge, skills, and character to become lifelong learners, productive workers, and respectful, responsible members of our community.

MULTI-CULTURAL STATEMENT

Broken Bow Schools is committed to the educational development of all students. Whereas we recognize the diversity of our society, as exemplified in the various cultures that comprise our student population, we will not tolerate any form of expression which may be deemed as inflammatory or provocative toward any cultural group. We will continue to foster the development of pride in each of our cultural groups in the hope that individual behavior will extend beyond racial slurs, name calling, and other forms of behaviors which deter the business of learning.

PHILOSOPHY AND OBJECTIVES

The philosophy of Broken Bow Elementary reflects the belief that a solid education should include academic, personal, vocational/occupational, and physical development. It should also fill students with a sense of responsibility to them, to others, and to their country. Further, it is the school's purpose to provide varied opportunities for students to learn, grow, and think objectively, and to encourage them to strive for excellence in every endeavor.

This philosophy is implemented through the following objectives:

1. To provide instruction in effective study habits, basic skills, and understanding comparable with the student's ability and potential.
2. To guide students in developing the habit of weighing facts and imaginatively applying them to the solution of problems.
3. To aid students in assessing their strengths and weaknesses, in realizing their individual worth as a person, and in developing self-reliance.
4. To foster high standards, patterns of conduct, character development, values, and attitudes necessary for effective living in a democratic society.
5. To provide opportunities to acquire skills, information, and abilities needed for the pursuit of individual goals and aims.
6. To offer guidance and information concerning professional, vocational, and occupational opportunities, their requirements and availability.

Residency

Students living in Broken Bow School District are entitled to attend school free of charge. Proof of residency will be required to show the student is living in Broken Bow School District. Parents will be asked to provide a utility bill such as electric, water, or gas in the parents name where they are residing in Broken Bow school district.

ATTENDANCE

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Guardians will be notified by letter upon their child's fourth (4th) unexcused absence. Guardians will be notified by letter and phone upon their child's eighth (8) unexcused absence. The truancy officer will notify the guardian on the ninth (9) unexcused absence. Also, on the 10th unexcused absence, the parent or guardian of the student, will receive a ticket from the truancy officer. Parents are expected to contact the school prior to their child's absence from school. The Board of Education designates all building principals and other specified employees as attendance officers for the Broken Bow Schools. It shall be the duty of each school and the district to maintain attendance records and provide attendance information to the District Court of designee. In order to pass a class, a student may miss no more than nine (9) times in a semester. If a student misses more days due to serious illness or injury, the site administrator must concur that the illness or injury is serious enough to prevent the student from attending school. The school may require a doctor's certificate to certify that any student is physically unable to attend classes. If a student transfers from another school, his/her absences at that school count toward the total of nine (9) at Broken Bow.

LATE ARRIVALS AND EARLY DISMISSALS:

School begins at 8:00 AM. Children entering after the bell rings must report to the office before going to class. Tardiness disrupts the normal progression of classroom activities, and shortens the time for teachers to instruct those students. Please do all you can to get your child to school on time. Three tardies will count as one absence.

School ends at 3:00 PM. It is asked that parents leave their child in school all day. **Parents must sign their child out in the office.** Do not call the office and request that the child wait for the parent in the office, or request that the child be sent outside to meet the parent. It is unsafe and we will not do that. The school is permitted to release a student only to the legal parent or guardian as designated in our computer file, or person designated by legal parent or guardian. **Early pick-up will be counted as a partial day absence.** If a child is to be dismissed in any way other than the regular routine, parents must send written permission or call the school before 2:30 p.m.

ACTIVITY ABSENCES:

These absences are recorded, but not counted against the student. Some examples would be the fair, Curriculum Contest, Choctaw Dancers, Sequoyah Trip, track meet, etc. Please contact the office of these absences.

HOMEWORK/ MAKE-UP POLICY:

It is recommended that parents request class assignments prior to the student's absence. Otherwise, the student will be assigned make-up work upon returning the next day. To request classroom assignments, please call the school office by 9:00 a.m. to allow teachers time to gather the assignments. The assignments will be ready by 2:30 p.m. on the day requested. Concerning the make-up policy, students must complete all classroom assignments within two days per day absent.

COMMUNICABLE DISEASE CONTROL

Students should not come to school with high fever, severe coughs, infected eyes, or skin rashes, etc. If these symptoms are noted at school, the school nurse will evaluate the child, and the parents may be contacted to pick up the child.

Symptoms of nuisance conditions such as head lice, impetigo, ringworm, and scabies are conditions which, if present, necessitates exclusion from school until adequately treated. These days will be counted as regular absences.

If your child has a contagious disease, please notify the school office immediately. Exclusion requirements will be discussed.

If a child's clothing becomes soiled with body fluids such as vomit, urine, stool, or blood, the parent or guardian will be notified to come to school to either pick up their child, or bring a change of clothing.

ENROLLMENT

The following items **MUST** be presented at enrollment:

1. Oklahoma State Law requires that **all students MUST have a minimum of the following vaccines:**

5-DPT	4-POLIO	2-MMR
3-Hep. B	2-Hep. A	1-Varicella (chicken pox)

Documentation of these immunizations must be presented before enrollment of any student can be done.

2. Proof of residence (i.e., Rent receipt, utility bill receipts, etc. with your printed address.). If you do not reside in Broken Bow city limits, we DO NOT have to admit your child.
3. Name, address, phone number, and fax number of previous school for record release form.

You must complete of all enrollment and emergency information. Any changes which would alter the information on the card (new phone number, change of employment, address, etc.) must be promptly reported to the school office within 24 hours.

PERMISSION TO LEAVE SCHOOL/CLOSED CAMPUS

Students are not excused from school without a written request or telephone contact from the child's parent or guardian. The school office will inform your child's teacher of approved early dismissal requests. The school is permitted to release a student only to the legal parent or guardian or person designated by the legal parent or guardian. If a child is to be dismissed in any way other than the established routine, parents must send permission or call the school before 2:30 p.m.

BAD WEATHER INFORMATION

The suddenness with which inclement weather occurs often dictates changes in our school schedule or the closing of school in order to ensure the safety of our students. Safety is the principle that guides our actions in any emergency situation. Inconvenience to parents, teachers, and students may happen, but it is a necessary sacrifice for the safe operation of our school. Listed below are basic approaches to certain weather conditions.

Tornadoes are a common occurrence in Oklahoma especially in the spring. Our school has a tornado procedure, and we have storm drills periodically. If severe weather is rapidly approaching at the time of dismissal, students will be held at the school until the danger has passed. If there is a tornado watch but no immediate danger, school will be dismissed on schedule.

Snow and Ice often make street conditions too hazardous for early morning travel. Occasionally, it is prudent to run our morning bus schedule one hour late or more. In extreme cases, the school will be canceled for the entire day.

Early dismissal is not common to the Broken Bow Schools because of the many working parents. Every effort is made to keep a normal afternoon schedule and any change would only occur because of unusual circumstances.

Working parents with small children should make arrangements in advance so their children will know where to go for supervision should it be necessary to dismiss early to avoid hazardous street conditions.

Sometimes it is necessary to close school because of severe weather. When the decision is made, all available media will be contacted in order to make the announcement including, but not limited to KKBI and Bennett Facebook page.

Inclement Weather Routine:

Morning - The morning duty teachers will make the determination to stay out or go inside. If we stay in, the students will be seated in the hall by their classroom. As the teachers report to their class at 7:45 a.m., the students will be sent into the classrooms.

Noon - The duty teacher will make the decision, and let the grade level know before students go to lunch. If we stay in, the students will return to their homeroom class after lunch, and their homeroom teacher will be responsible for their supervision.

Music/P.E. Classes - These teachers will make the decision due to the weather. Music classes will be assigned to the resource room. When available, P.E. classes will have access to the cafeteria. The Music/P.E. instructors will have a stand-by plan, in case of bad weather.

WITHDRAWALS

Parents moving or transferring students to another school should notify the Bennett School office twenty-four (24) hours prior to the withdrawal date of the student. Textbooks, library books, and breakfast/lunch charges must be cleared through the classroom, library, and cafeteria before a withdrawal sheet can be completed. If everything has been cleared, the withdrawal sheet will be given to you to present to the receiving school district.

SCHOOL HOURS

Elementary children should arrive at school no earlier than 7:30. There are no teachers on duty until that time. Bennett's dismissal time is 3:00. All students are encouraged to go directly home. Students who are car riders should be picked up no later than 3:05. Parents are encouraged to make arrangements for their children to be picked up by dismissal time. Students who are not picked up will be taken to the office.

HEALTH AND SAFETY

HEALTH

Emergencies, illnesses, or any accident occurring on the way to, from, or at school should be reported to the office as soon as possible. If an accident does occur, first aid will be administered. First aid implies an ice pack, simple bandage, or washing of a cut. If further treatment is needed, the parents will be notified. The office maintains emergency information which the parent completes at enrollment time for these accidents or illnesses. Any change which would alter the information on these forms (new phone number, change of employment, address, etc.) must be promptly reported to the school office. In the event of a serious accident and parents or guardian cannot be located, the principal or designee, after checking the form for further directions will follow an appropriate course of action. An accident form will be completed immediately after the accident by the teacher, so the office has a record of the accident and how it happened.

HEALTH APPRAISAL

A school health record is initiated as each child enters Broken Bow School. This record includes history of health, immunizations, and screening results, and follows a student through to graduation.

HEALTH SCREENING

Vision screening and height and weight measures are provided to students. Hearing screening is done on a referral basis.

All health problems detected by screening or testing are referred to the parent for further professional evaluation and treatment, if necessary. A return report to the school is requested.

DIABETES PLAN

All school personnel will be trained accordingly to State Guideline for the success and safety of students with diabetes.

MENINGITIS

Meningitis is a potentially severe or fatal disease caused by a bacteria, virus, or fungi causing inflammation of the tissues that cover the brain and spinal cord. Symptoms of meningitis may include fever, rash, headache, stiff neck, nausea, vomiting, and fatigue. Symptoms in infants may include irritability, lethargy, extreme fussiness, or refusal to eat. It is important to determine the cause of the meningitis for purposes of treatment and whether preventative treatment of persons who have had contact with respiratory fluids is needed. Since viral and bacterial meningitis often have similar symptoms, it is important to seek medical care immediately if you or your child has those symptoms.

POLICY FOR DISPENSING MEDICATION

1. Medication must be ordered/advised by physician/dentist, with permission granted to the school to contact the physician/dentist, if necessary.
2. Written authorization form, provided by school, from parent or guardian must be on file at this school for each medication (prescription or non-prescription).
3. All medication brought to school must be in ORIGINAL CONTAINER with the following information:

- a. Student's name
 - b. Physician's name
 - c. Medication name
 - d. Directions for giving medication, which includes dosage and time
 - e. Signed **PARENT MEDICATION CONSENT FORM**
4. The medication will be kept at the school stored in a proper place and not readily accessible to others. The student is responsible for reporting to the proper designated school employee at appropriate time for medication to be administered.
5. Records of administering medication will include:
- a. Date medicine given
 - b. Name of student
 - c. Name and title of person giving medication
 - d. Name of medicine
 - e. Dosage and time medication given

EMERGENCY PROCEDURES

Our school has developed, and has on file a Fire, Intruder and Tornado Plan for the safety and protection of our students. The students and faculty periodically practice the safe execution of these plans.

GUIDELINES FOR SAFETY

The safety of your child is one of our major concerns. We strongly suggest you plan and discuss these safety habits with your child:

- a. Plan the most direct and safest way to school, walking on sidewalks (when available) and avoiding cutting across private property.
- b. Cross only at intersections, especially on major streets.
- c. Obey the school rules while walking to or from home.
- d. Refuse to enter or go near strange automobiles.
- e. Be considerate of smaller children.
- f. Walk bicycles on school grounds.
- g. Hazardous games will not be permitted.
- h. Parents should not talk to children other than their own while on campus.
- i. Don't talk to strangers

JAY WALKING:

Jay walking is strictly prohibited. Due to the heavy flow of traffic in front of Bennett, we ask EVERYONE to please use the light while crossing the street. Parents are asked to discuss the importance of this safety rule with your child.

AUTOMOBILE TRAFFIC

Before school: Please do not stop on the street in front of Bennett or across the street at the gym to drop off your child. Students should only be dropped off at the north end of the building at the steps. This will make it safer, and reduce excess traffic in the front of the building and the morning recess area. Our north end duty person will have the north hall doors open on inclement weather days.

After school: All car riders will be dismissed on the north end of the building. Please park in an eastward direction (facing North Park Drive) so your child will not have to cross the street to be picked up. Thank you for your cooperation in this matter.

Red Light Walkers and West Walkers: All students that walk are supervised across the street. The students are expected to walk straight home.

GENERAL INFORMATION

ACCIDENTAL INSURANCE

Broken Bow Public School offers accidental insurance for students, if you wish to purchase it. This insurance covers the student during school activities, in case of an accident. It takes effect after personal insurance has covered its portion. In case of an accidental injury, insurance forms may be picked up at the superintendent's office.

BREAKFAST AND LUNCH PROGRAM

Broken Bow Schools offer a breakfast and lunch program with a maximum nutritive value, prepared under sanitary conditions. The breakfast and lunch program will be provided at the lowest possible cost, and served to students without regard to race, color, or national origin. Students may eat in the school cafeteria under one of the following plans:

1. Students may eat in the cafeteria without charge.
2. Students may bring a sack lunch to the cafeteria. We do not allow pops, PowerAde, or Gatorade to be brought to school for lunch. Water, milk, and juice are permitted. **We also do not allow fast food in our cafeteria.**

The Safe/Healthy school committee recommends that parents, who provide sack lunches, pack a healthy meal: Low fat, low sugar.

Visiting adults are welcome and are requested to notify the school office that they will be joining their child for lunch.

The 5th must go through the main line before being allowed to go to the salad bar. Although it is not necessary for the school lunch program to provide a salad/vegetable bar, we feel it is important for our students to have the opportunity to choose fresh fruits and vegetables, which are vital in our diets to help prevent obesity.

BOOKS, BELONGINGS, AND MONEY

The school will not assume the responsibility for individual books, electronics, purses, or personal belongings left unattended in classrooms, desks, or on school grounds.

Tablets, such as iPads or other similar device, can be used in the classroom environment, only if the parent and teacher both agree to its use.

All money brought to school is the responsibility of the parent and the child. Money sent to school should be **enclosed in an envelope with the child's name, grade, teacher's name, amount of money** enclosed and purpose of the money written on the outside. Parents are encouraged to send correct change.

EMPLOYMENT

The Broken Bow Public School System does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Broken Bow Public School System does not discriminate in its hiring or employment practices.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

Notice of FERPA Rights

The School Board of Broken Bow Schools has adopted a student record's policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA).

In the course of a child's education, the Broken Bow 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, files, and data related to his/her child. These records will be available for such review by appointment during the regular school day. Parents have the right to give permission in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted circumstances. If there is a concern regarding the accuracy or appropriateness of any information or record maintained by the school, parents have the right to request the school amend their student's educational records. If you wish to discuss amending your student's records, please contact the principal. Parents also have the right to receive copies of the school's FERPA policies and have the right to file a complaint with the United States Department of Education regarding alleged FERPA violations.

It is the intent of the Broken Bow School District to limit the disclosure of any information contained in a student's educational record and it will not disclose that information without prior written consent:

1. The student's name.
2. The names of the student's parents.
3. The student's date of birth.
4. The student's class designation (i.e., third grade, fourth grade, fifth grade, etc.).
5. The student's extracurricular participation.
6. The student's achievement awards or honors.
7. The student's weight and height.
8. The student's photograph.
9. The school or school district the student attended before he or she enrolled in the Broken Bow School District.

FIELD TRIPS

Classes are allowed planned field trips if they relate to the curriculum as an instructional tool. Trips made within the immediate community that do not require bus transportation, will be approved by the school principal. If trips requiring bus transportation are permitted, a signed parental permission slip from each student is required. This does not include Jinkins Auditorium, Skating Rink, McCurtain Cinema, etc. Students who have been a discipline problem may be held from these trips.

FLORAL DELIVERIES

Floral/balloons, etc. deliveries for students are strongly discouraged due to classroom disruption. Balloon arrangements or floral arrangements in glass containers will not be allowed on the buses. These need to be sent to your home instead of the school.

HOMEWORK ROUTINE/EXPECTATIONS

Generally only work to be brought home will be what was not completed at school. Sometimes there will be special projects that may be necessary and your child will have extra work. Also, there will be times that your child will need to study for a test or other assignments. Many teachers will use a homework calendar to show the assignments for the week. Homework is usually expected to be completed the next day. Sometimes grades will be given for homework, but not necessarily each time.

LOST AND FOUND

Parents are requested to place their child's name in clothing and in items such as lunch pails, notebooks, book bags, etc. Please stress to your child the importance of making sure that he or she takes home all articles of clothing, lunch pails, and so forth that he or she brought to school. There will be a designated area for all lost items at the school.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are designed to promote maximum understanding and cooperation between home and school for the benefit of the student. It is recommended that parents make an appointment with teachers at any time they feel a conference is needed. Parents can make an appointment directly or through the school office with a teacher.

PARTIES

We have special holiday parties periodically throughout the year. Notes will be sent home for parent's participation.

PROFESSIONAL IMPROVEMENT DAYS

Professional Improvement Days allow teachers and administrators to attend workshops and meetings to develop awareness on how to better serve your child.

REPORT CARDS AND PROGRESS REPORTS

Report cards will be issued four times each year quarterly. Progress reports may be sent home midterm or whenever conclusive evidence of a student's possible failure is present. Parents are requested to make an appointment with the teacher through the school office at any time they feel a conference is needed. A visit to the school aids the parent, the teacher, and the child.

We will use letter grades on our report cards. We have established the following grading scale:

90 - 100	= A
80 - 89	= B
70 - 79	= C
60 - 69	= D
0 - 59	= F

SCHOOL SUPPLIES

Book Bags: We are recommending that each student have a book bag. Also, teachers will send a supply list to the students during the summer. Some teachers will ask students to bring money for fees (Time magazine, weekly reader, etc.). Some grades will provide school supplies for purchase through the classroom at the beginning of the year.

TELEPHONE

Students will not be able to use the school telephone except in the case of an emergency and with permission. In the event a student receives a call, he or she may be called out of class, but only in the case of an emergency. When a parent calls to inform a child of different after school directions, it will be announced during the 2:50 p.m. intercom announcements. Please call the office before 2:30 p.m.

VENDING MACHINES

As a reward for good work or behavior, students may use the vending machines the last day of the week. Students must have permission from their teacher in order to buy something from the machines. Change will be available at the office during the assigned times only. Students will not be able to use the vending machines after school.

VISITATION

Parents are always welcome and encouraged to visit. We require that all parents and/or visitors check with the office before going to any classroom during the school day. Patrons wishing to make classroom visitations are encouraged to contact the office prior to visits. No students from other schools, brothers, sisters, or other relatives are permitted to visit school. Bennett students and staff are allowed to participate in recess. **No parents, guardians, or siblings are permitted to attend recess.** This procedure is used to properly protect each and every student during the school day.

School Day

8:00 am: School Day Begins
9:00am: Fifth Grade PE/Music
9:45am: Fifth and Fourth Grade PE/Music
11:00 am: Third Grade Lunch

11:40 am: Fourth Grade Lunch
12:00 pm: Fifth Grade Lunch
12:20 pm: Third Grade PE/Music
1:05 pm: Fourth Grade PE/Music
3:10 pm: School Day Ends

RULES AND REGULATIONS

Discipline Policy

One of the most important aspects of a good school system is good discipline. A well-disciplined school depends on the responsibility taken by the student, the parents, the teacher, the principal, and combined school personnel. To create an optimal learning environment at Bennett Elementary, we shall enforce good, common sense discipline throughout the school year, beginning with the first day. To optimize learning, students should: Follow directions the first time asked. Allow other students the opportunity to learn. Allow teachers the opportunity to teach. Be honest at all times. Use kind words & actions. Be helpful to others. Treat others with respect. Treat property with respect. Complete and turn in assignments on time. Arrive to class on time. Be prepared. Wear appropriate clothing. Follow all school rules and procedures in hallways, bathrooms, and playgrounds. Comply with all rules and request from school employees. When the behavior of an individual student comes into conflict with the rights of others, corrective actions will be necessary for the benefit of the individual and the school.

All students will be treated in a fair and equitable manner in any situation in which discipline action is deemed appropriate. Disciplinary action will be based on careful assessment of circumstances surrounding each infraction. Teachers have the authority in correcting and controlling students while they are under the supervision of the school. The principal has the final decision on discipline.

Disciplinary Options

The primary goal of our school is to educate and to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, giving him/her a time to discuss his/her actions with others, and guiding the student in solving his/her problems. We believe that parental communication and support are essential parts of good discipline. High expectations and effective instruction by teachers promote self-control and responsible behavior in students. Students are expected to behave in a way that conforms to societal standards.

In administering discipline, consideration will be given to various methods of punishment to insure the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact they are dealing with individual personalities and consequences will be determined depending on individual student needs.

In considering options for disciplinary actions, faculty/administration of the school will consider the following:

- Conference with student and/or parent.
- Changing a student's seat assignment, or class assignment.
- Assigning extra assignments/writing assignments.
- Requiring a student to make financial restitution for damaged property.
- Requiring a student to clean or straighten items or facilities.
- Restriction of privileges (i.e., time out, lunch detention, loss of free recess time, before and after school detention, etc.)
- Involvement of civil authorities.
- Referring the student to appropriate social agencies.
- Paddling/Swats
 - a) If the parent does not want paddling/swats, the parent must notify the office during enrollment. 1 to 3 days of OSS, at the principal's discretion, will be the alternate to paddling/swats. Once a parent agrees or disagrees with corporal punishment, administration will adhere to the parent's wishes. If the parent does wish to change their minds about corporal punishment, they must do so in writing.
 - b. When administering paddling/swats, the principal will have a co-worker as a witness, and will complete a discipline record report.
- Suspension- Parents have the right to appeal a suspension by a committee set by the Superintendent. Depending

on the severity of the offense other alternatives will be considered and determined not appropriate before Suspension is assigned.

- Other disciplinary action as required and/or indicated by circumstances
- All students with an IEP (Individualized Education Plan) will be handled in compliance with federal IDEA law and OSDE policy and procedure

Bullying, specifically, will not be tolerated. If it can be proven by myself, a teacher, or our school resource officer, the child will be immediately suspended for three days. If the problem persists, it will be followed by a 10-day suspension, then expulsion if necessary. If it cannot determine who is primarily responsible for the bullying, all involved will initially be given detention or suspension depending on the severity of the bullying. If you feel your child has been bullied, there is a form at the back of this Handbook to report incidences to the office. Please complete the form and return it to the school principal. **Bullying has become a bigger issue in our school and we at Bennett will do all we can to combat this problem.**

Fighting

- 1st Offense: The student and/or students will be given 3 days of in school suspension, or paddling.
- 2nd Offense: The student and/or students may receive 2-5 days out of school suspension.
- 3rd Offense: The student and/or students may receive 10 days of out of school suspension.

Loss of Field Trip Privileges

Bennett believes that school field trips are an important part of the educational process. These trips are a reward and a privilege. These privileges could be forfeited by bad behavior. One in- school suspension or one out of school suspension may result in a student not going on a field trip that semester.

Building & Campus

It is the responsibility of the student to help keep the building, furniture, and campus neat and as clean as possible at all times. It is hoped that each of us will take pride in keeping a neat appearance of our buildings and grounds. Please put trash or garbage in the conveniently placed dispensers.

Bus Safety Regulations

Loading the Bus

Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. The riders should conduct themselves in a safe manner while waiting for the bus. Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the bus.

Riding the Bus

The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly. When boarding the bus, go quickly to a seat or your assigned seat and move to the inside. Keep hands and head inside the bus at all times after entering and until leaving the bus. Damaged seats, etc., must be paid for by the individual who damaged them. Do not throw anything out the bus windows. Pupils are not permitted to leave their seat while bus is in motion. Glass containers, pets, animals or weapons are not allowed on bus. The drivers shall not be required to transport a pupil when the pupil's conduct dangers the safety of others. When he/she commits act of vandalism, uses foul language, unacceptable signs or commits moral offenses, notification of suspension of transportation shall be made to the parent, by the school

administrator. Use of tobacco, liquor, illegal drugs on the school bus or bus stop is prohibited and shall be reason for immediate suspension of transportation. The possession or use of weapons or explosives of any type are prohibited.

Leaving the Bus

Cross the road when necessary (at least 10 feet in front of the bus) and wait for the driver to signal that it is safe to cross. The driver will not discharge riders at the places other than their regular stop, at home or at school; unless proper authorization has been made by the parent/guardian.

IN THE EVENT YOUR CHILD AT ANY TIME DOES NOT ADHERE TO ANY OF THESE REGULATIONS HIS/HER PARENT OR GUARDIAN WILL BE NOTIFIED. CONTINUED VIOLATIONS WILL RESULT IN LOSS OF RIDING PRIVILEGES.

DRESS CODE

The student's dress code is based on the premise of recognizing fashion without sacrificing decency, safety, and general good taste. It is the intent to permit students to dress according to current fashions and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. Students will not wear attire and/or hair coloring that is disruptive to the school environment, promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students. The student dress code applies at school, on school vehicles, and at school sponsored or authorized activities. Students who are dressed inappropriately will be asked to change.

The principal's discretion will judge questionable attire and hair color. Violations may result in disciplinary action.

The following is a general guide regarding proper dress. We will notify the parent/guardian to bring clothing/shoes/belts for any inappropriate clothing worn by the students. Inappropriate attire will include but not limited to:

1. Shredded, tattered, or holey clothing worn independently or with other clothing.
2. No biker shorts, short miniskirts, or boxer shorts.
3. Students are not permitted to wear halter tops, off the shoulder tops, bare midriffs, tube tops, muscle shirts, mesh shirts, (or fishnet unless with a T-shirt underneath), backless garments, or outer garments that have the appearance of underwear.
4. Offensive writing, suggestive slogans, or logos which pertain to beer, liquor, drugs, or tobacco, or carry connotations of violence and/or gang/cult activity on any person or article of clothing, belt buckles, jewelry, school materials etc. will not be allowed.
5. Students must wear shoes. No cleats or any shoe that limits physical activity or safety will be permitted.
6. Apparel which is too tight or too loose, and/or revealing or does not cover undergarments may not be worn. Jeans, slacks, or pants worn below the waist line are prohibited.
7. As to when to start wearing shorts in the spring, parent and student discretion on the weather is advised, but generally after spring break is a more acceptable time.
8. Because safety is of primary importance at Bennett, nose studs and facial piercings will not be allowed due to safety concerns with students on playground equipment.

ITEMS PROHIBITED AT SCHOOL

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission and/or use of these items will result in discipline. Involvement with items of a serious nature will result in suspension.

Examples but not limited to:

- a. Firecrackers.
- b. Stink, smoke, or snap bombs.
- c. Matches, lighters.
- d. Knives, firearms (including target, look-alike, or replica, stun, or B.B. guns, etc.), weapons of any type or any objects used in a violent manner.

Other examples or prohibited items, such as, but not limited to:

1. Electronic Equipment, SUCH AS:
 - a. Radio/ear phones
 - b. Games

- c. Laser pointers
 - d. Cell phones. These electronic devices interrupt the learning process. Students are not to use cell phones without permission from a staff member. Cell phone use of any type by students is prohibited during school hours (8:00 AM-2:55 PM). At no time during the school day are the cell phones to be turned on. Students who do not follow these guidelines may be subject to disciplinary action.
 - e. **No fundraising will be allowed on school grounds unless it is a school fundraiser.**
2. Toys, such as, but not limited to:
- a. Skateboards.
 - b. Roller skates and/or blades.
 - c. Toy guns or weapons.
 - d. Water guns.
 - e. Board or table games.
 - f. Dice, or gambling paraphernalia.
 - g. Prank items.
 - h. Inappropriate magazines.
 - i. Noisemakers, or distracting toys, such as fidget spinners, of any type.
 - j. Water balloons.
 - k. **Trading cards**
3. Animals should not be brought to school unless you have permission from the teacher and parents. If animals are permitted, they must be taken home after they are shown to the class.

CHILD ABUSE POLICY

Any school official or employee who has reasonable cause to know or suspect that a child under the age of eighteen (18) has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, will immediately report or cause a report to be made to Human Services Department. School employees and officials will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

PROGRAMS

COUNSELING SERVICES

Elementary school years set the tone for developing the knowledge, attitudes and skill necessary for children to become healthy, competent and confident learners. Informative programs, individual and group meetings, and other counseling services will be provided by a school counselor when such services are deemed necessary.

SPEECH THERAPY

Speech therapy is available for students who possess a communication disorder such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.

SPECIAL EDUCATION

The Broken Bow School District offers special education services designed to meet the unique needs of a child with a disability. These services could include specially designed instruction in a regular classroom with support services, a part-time special education classroom, or in a full-time special education classroom.

AFTER SCHOOL TUTORING PROGRAM

The extended school day program allows Bennett to extend the school day for High Risk Students. Skills not mastered are remediated in Reading, Math, and Language Arts. This program runs two days per week for 32 weeks during the school year.

PHYSICAL EDUCATION AND MUSIC

Bennett Elementary provides music, and P.E. classes for all students. Every student must participate in physical education classes, unless prohibited by doctor=s orders.

GIFTED AND TALENTED

Students at Bennett Elementary are identified according to the following state guidelines:

- a. Score 97 percentile or above on achievement tests.
- b. Leadership ability.
- c. High achievement in the classroom.
- d. Ability in creative areas.

Students can be recommended by the principal, guidance counselor, teachers, or parents. Identified students are served in the regular classroom with extended activities in the identified area. Books, materials, computers, computer programs, and the Internet are provided by the school district to assist the students and encourage them in their area of giftedness, creativity, and/or talents. Gifted and Talented is under the direction of Mrs. Angie Lee.

STUDENT COUNCIL

Each classroom has two student council representative, voted by classmates. The student council assists with Grandparent's Day, participates on our Safe Schools Committee, the Healthy School Committee, and assists with the organization of other school activities. Student Council is under the direction of Mrs. Rhonda Haltom.

LIBRARY

Bennett Elementary Library Media Center houses more than 6,000 titles of fiction, nonfiction, and easy titles. Students may check out books for a two-week period, excluding Sequoyah books (which will be discussed later). Students in the third grade may check out two books, fourth and fifth graders may check out three at a time.

The Library Media Center does not charge fines, but students are encouraged to bring their books back on time. Any books not returned by the students at the end of the school year will have to be paid for before receiving their final report card.

Bennett Library provides books to supplement the reading program of the school for the Accelerated Reading Program, and the Sequoyah Reading Program.

Accelerated Reading: We have implemented the Accelerated Reading Program. Books are coded on reading levels. Tests may be taken in the homeroom class.

Children's Sequoyah Program: This statewide program is for students in grades 3-5. Fifteen to twenty titles are selected for students to read. The program ends in March. Students are tested on books on the computer, and those who meet the grade level requirements get a special trip during the months of April or May. Students may check out one Sequoyah book at a time and have only one week to read the book (due to the high demand for these books). Students may reserve books in the library when they get close to their goal.

Other incentive reading programs sponsored by Bennett Library Media are:

- | | |
|-----------------------------------|---|
| <u>Six Flags Read to Succeed:</u> | Students must read 600 minutes in a specified time period. If they accomplish this goal, they receive a free ticket to Six Flags. |
| <u>Pizza Hut Book-It Program:</u> | Students read a set number of books per month, and they receive a free personal pan pizza from Pizza Hut. |

The Library Media Center also has an extensive collection of materials, videos, and equipment for use in the classroom. These materials supplement the core curriculum of the school, and help to make learning an enjoyable experience for our students. Students who misbehave in the Library will lose library privileges. At no time is food and drink allowed in the Library.

ACADEMIC COMPETITION

We have two opportunities for academic competition. They are the Spelling Bee and the Curriculum Contest.

ROBOTICS AND BENNETT STARZ

We have two extracurricular activities that students have the ability to qualify for participation. Both groups are chosen by their respective coaches, and the students are chosen by abilities, behavior, and academic standing. All decisions made by the coaches are final.

Bennett Stars is Bennett's vocal program under the direction of Mrs. Susan Moore. . Students learn to perform vocal selections and participate in vocal completions Students also perform in various programs.

Robotics, under the direction of Jana Weatherford, is a program allowing students to explore robotics and engineering concepts through the LEGO robotics program. Students will participate in regional and state robotics completions.

FLAG SALUTE AND MOMENT OF SILENCE

Flag Salutes: Each day we do the Pledge of Allegiance and the Oklahoma Pledge.

Moment of Silence: Each day as part of the morning routine, a moment of silence will be observed.

PUBLIC RELATIONS

Through public relations, we announce upcoming events, as well as coverage of various projects. We use the local newspapers, radio station KKBI, TV station channel 34, Facebook, monthly newsletters, and the school's web site. Local newspapers have been very receptive to running class events/projects. The office has a camera for teachers to use for pictures.

Search and Seizure

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, will have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, for dangerous weapons or controlled substances, as defined in the Uniform Controlled Dangerous Substance Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma State Law or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or school activity. Students will not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property. School personnel will have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such searches

Internet Search and Seizure

Students should have no reasonable expectation to privacy concerning the use of school technology and internet usage.

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Broken Bow School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Broken Bow School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Broken Bow School District to include this type of information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for Football, showing weight and height of
team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

If you do not want Broken Bow School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Broken Bow School District has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities and sports |
| -Address | -Weight and height of members of athletic teams |
| -Telephone listing | -Degrees, honors, and awards received |
| -Electronic Mail address | -The most recent educational agency or institution attended |

1. The person against whom the complaints is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues.

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final.

Broken Bow Board of Education - GFB

“Grievance Procedure: Parent-Teacher”

The Broken Bow Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal. Grievances concerning student suspensions of 10 days or less may not be granted further review. The decision of the principal is usually final.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent. Student suspensions of 10 days or more shall be reviewed by the superintendent.

If the grievance remains unresolved following the above conference, the parent may appeal the grievance to the board of education. Parental grievance shall not be heard in executive session. The board's action shall be a final determination of the grievance.

REFERENCE: Atty. Gen. Op. No. 82-209

CROSS-REFERENCE: Policy FOD-R, Suspension of Students, Regulation

Board of Education – EK-R1

STUDENT SURVEYS

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

House Bill 1384

Parents' Bill of Rights

As used in the Parents' Bill of Rights, "parent" means the natural or adoptive parent or legal guardian of a minor child.

Parents have:

- a. the right to opt out of a sex education curriculum if one is provided by the school district,
- b. open enrollment rights,
- c. the right to opt out of assignments pursuant to this section,
- d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
- e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Meningococcal Disease

What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitides*. These bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There were an average of 18 cases of meningococcal disease each year in Oklahoma between 2005 and 2009.

How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?

10% or more of people are thought to be carrying *Neisseria meningitides* in their nose and throat without being ill, which is called "asymptomatic carriage". Of those people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. Some groups of people have a higher risk of meningococcal disease; such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include

household contacts of person known to have had this disease, immune-compromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease.

What are the symptoms?

As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment?

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, coworkers, or those in a factory setting are not at risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitides*.

Is there a vaccine to prevent meningococcal disease?

Three types of meningococcal vaccines are available in the US. They are protective effective against four of the five most common disease-causing types of meningococcal disease. A, C, Y, and W-135. The vaccines do not protect against type B that accounts for about 1/3 of the meningococcal illness that occurs in adolescents in the US. Consult with your primary care physician of the local health department about receiving the vaccine.

Broken Bow Schools School Calendar 2017-2018

August 5	New Teacher Workday
August 8-10	Professional Development
August 11	First Day of School
September 5	Labor Day: No School
September 19	Professional Development: No School for students
October 18	Parent/Teacher Conferences 3:00-9:00 p.m.
October 19	No School
October 20-21	Fall Break: No School
November 21-25	Thanksgiving Break: No School
Dec. 19-Dec. 30	Christmas Break: No School
January 2	Return to school
January 16	MLK Day: No School
February 2	Parent/Teacher Conferences 3:00-9:00 p.m.
February 3	No School
February 20	Presidents' Day: No School
March 13-17	Spring Break: No School
March 24	Weather Day
March 31	Weather Day
April 7	Professional Development: No School for students
April 14	Good Friday: No School
April 21	Weather Day
April 28	Weather Day
May 5	Weather Day
May 11	Last Day for Students
May 12	Last Day for Teachers
May 13	Graduation

Bennett Elementary Bullying or Harassment Report Form

Complete this form if you have credible information regarding a bullying or harassment incident. You may put your name on the form or submit it anonymously.

Your Name (if you wish to provide it) _____

****Note:** We cannot take disciplinary action solely on the basis of an anonymous complaint

Today's Date _____

Alleged Victim's First and Last Name _____

Alleged Bully's First and Last Name _____

Where did the incident occur? Be specific (i.e., classroom, hallway, cafeteria, playground, bus).

When did the incident occur? Day: _____ Day: _____ Time: _____

What happened? Describe in detail.

Were there any witnesses? Yes No (Circle One) Provide their name(s) and contact information.

List and attach any evidence of bullying or harassment. (i.e., letters, texts, photos, etc)

Have you been bullied or harassed or witnessed bullying or harassment by this person before? Yes No (Circle One)

If so, How many times? _____

Was a report filed for the previous time (s)? Yes No (Circle One) When? _____

This report will be followed up on in a timely manner. If you fear a student is in IMMEDIATE danger, contact the appropriate resource i.e., the principal of the school, the school resource officer.

Student Handbook Signature Sheet

Student's Name:

Grade Level: _____

I hereby acknowledge that I have received a copy of the 2016-2017 Student Handbook. I understand that the rules and regulations for our school are explained in this handbook.

I understand that I will be held responsible for these rules and regulations.

_____ I give permission to Broken Bow Public School to administer paddling/swats to my child when appropriate.

_____ I do not want paddling/swats to be administered to my child when appropriate.

Student Signature

Date

Paren/Guardian's Signature

Date

Transportation-My child will be a _____ Bus Rider the majority of the time.
_____ Car Rider
_____ Walker

Note: Students must return this form to his/her English teacher properly signed.

Comments: _____

Guardian's Cell Phone # (_____) _____ - _____

***We need an updated/current cell phone number for our notification system.**

I give the school permission to use my child's photograph in public media in print and digital forms.

Yes _____ No _____