



"for a brighter future"

Elementary School Student Handbook

2014-2015

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Principal

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This Student Handbook Belongs to:

Name: _____

Section: _____

- **NOTE: DISCOVERY SCHOOL OF TULSA RESERVES THE RIGHT TO MAKE CHANGES TO THIS HANDBOOK. PARENTS WILL BE NOTIFIED OF MODIFICATIONS.**

Welcome to the 2014-2015 school year at Discovery School of Tulsa. This new school year means a new beginning and new futures. The administrative team is excited about this coming school year, and the staff is caring, competent, dedicated and willing to assist you.

We believe that education is a shared responsibility and that the successful operation of a school depends on the co-operation of everyone concerned: students, parents, and staff. The mission of Discovery School of Tulsa is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

Discovery School of Tulsa is a reflection of us all. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, activities, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services and rules. It is an essential reference book describing what we expect and how to do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all aspects of the school year. It has been written to provide you and your parents with the information that will make your school year purposeful and rewarding. Keep this book because you will use it throughout the school year.

On behalf of the entire Discovery School of Tulsa staff and community, best wishes for a great 2014-2015 school year!

Sincerely,

Maureen Brown
Principal

SECTION I MISSION AND VISION

MISSION STATEMENT

The mission of DISCOVERY SCHOOL OF TULSA ELEMENTARY (DST ELEMENTARY) is to prepare students for academic success in the future, enable them to have a broad spectrum of options in their upcoming endeavors, and prepare them to be responsible and productive citizens. The educational philosophy of DST ELEMENTARY is that school exists for the welfare and dignity of the child. Education at DST ELEMENTARY is student centered and each child is recognized as a unique individual with unique interests, needs and abilities. It is our belief that each child has an inherent curiosity and love of learning and each has a unique intelligence, capability, and learning style. With this in mind, we have created a student-teacher-parent triad. Our students will strive toward their highest levels of capability with an education addressing their individual learning styles, thus fostering within them a lifelong love of learning.

VISION

DISCOVERY SCHOOL OF TULSA ELEMENTARY will prepare students for college with a focus on science, math, and computers. We will provide a safe, healthy, and caring environment that shall result in academic excellence, continuous learning, and responsible, accountable citizens through the mutual support of parents, students, school personnel, and the community.

SECTION II DISCIPLINE PHILOSOPHY

An important aspect of a person's educational development is that of learning proper behavior, cooperation, respect and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist students in the development of self-discipline. It is the student's responsibility to actively and willingly work toward acquiring self-discipline. Cooperation between home and school is paramount to the success of students. Positive character traits are encouraged through the use of various character education programs in our schools.

STUDENT CODE OF CONDUCT

General Expectations

DST ELEMENTARY seeks the most positive learning experience for your child. Staff members work with parents and students to establish positive school climate, which is most conducive to learning. Students are expected to behave at school in a manner which contributes to learning rather than detracts from it.

The school is a community with rules and regulations. Those who enjoy the rights and privileges of the school must also accept responsibilities, including respect for and obedience to school policies, rules and regulations. The school community is an environment that assures intellectual, social, physical, and character development appropriate for citizenship in an ever-changing world. The expectations herein are specified to insist that a safe learning climate is maintained for the student body and that each student is assisted in developing responsibility and self-control.

Student Code of Conduct

Each DST ELEMENTARY student is personally responsible as a citizen of the school community to maintain a caring, safe and positive learning climate by:

- Being respectful, caring and kind to other students, school staff, and visitors.
- Doing one's best in lessons and extracurricular activities.
- Using self-control at school and at all school activities.
- Respecting and caring for school property and using materials properly.
- Respecting and caring for the property of others.
- Using appropriate language.
- Being a caring, kind, responsible citizen at school and in the community.
- Following all school rules.

STUDENT CONTRACT

As a student of **DISCOVERY SCHOOL OF TULSA ELEMENTARY**, I will do my best to do the following:

- ✓ I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- ✓ I will keep my hands, feet and body to myself at all times.
- ✓ I will speak to others respectfully, not using profanity or uncomplimentary names.
- ✓ I will only talk in the classroom after getting permission from my teacher.
- ✓ I will show respect for all people working or helping in the school.
- ✓ I will show careful regard for both my property and the property of others.
- ✓ I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- ✓ I will only say respectful things about others and their families.
- ✓ I will attend school regularly.
- ✓ I will be in class on time with all necessary materials.
- ✓ I will make good use of class time and complete and turn in assignments on time.
- ✓ I understand that I must make up assignments I missed in the event of an absence.
- ✓ I will remain on campus during school time, including the lunch period. I will not leave the school grounds without permission of the principal.
- ✓ I will do my best with my schoolwork, and I will encourage others to do their best.
- ✓ I will ask for help if I do not understand.
- ✓ I will not bring any contraband items to school.
- ✓ I will help keep the school building and grounds clean and tidy.
- ✓ I will walk (not run) in the halls.
- ✓ I will follow the dress code and arrive at school in my uniform daily.
- ✓ I will not participate in any behavior banned by the school.
- ✓ I will make it my goal to attend a college or university after I graduate from High School.
- ✓ I agree to follow all requirements of the **DST ELEMENTARY** Student Handbook.

STUDENT EXPECTATIONS

Expectations and rules are designed to promote a caring, safe and orderly school environment. Adherence to rules is a life skill. **Classrooms will define their expectations/rules that are in accordance with the school-wide expectations listed below.**

Students are expected to:

- ☞ **Demonstrate Manners, Kindness and Respect**
- ☞ **Be Safe and Responsible**
- ☞ **Always think and learn***
- ☞ **Encourage each other to do our best!**

* Always think and learn means to think about & follow the **DST ELEMENTARY** expectations and learn from mistakes. Students review and practice school-wide and classroom expectations so they learn to follow them.

Common Areas	Be Safe and Responsible	Demonstrate Manners, Kindness and Respect	Encourage each other to do our best!
All Common Areas	<ul style="list-style-type: none"> ☞ Walk facing forward; cross your arms; be silent. ☞ Keep hands, feet & objects to self. ☞ Get adult help for accidents & spills. ☞ Use all equipment & materials. appropriately ☞ Keep your voice at a whisper, and keep your hands, feet, and objects to yourself. ☞ Practice self-control. 	<ul style="list-style-type: none"> ☞ Use kind words and actions. ☞ Wait for your turn. ☞ Clean up after self. ☞ Follow adult directions. ☞ Be silent when lights are turned off or the silent signal is given. ☞ Maintain a clean school environment; discard trash properly. ☞ Be respectful of other's property. ☞ Follow game rules. 	<ul style="list-style-type: none"> ☞ Follow school rules. ☞ Remind others to follow school rules. ☞ Take proper care of all personal belongings & school equipment. ☞ Be honest. ☞ Turn in all items 'found' to the main office. ☞ Complete work assignments.
GENERAL COMMON AREA BEHAVIORAL EXPECTATIONS ARE TO BE INCLUDED WITH SETTING SPECIFIC BEHAVIORAL EXPECTATIONS			
Cafeteria Breakfast serving line is open from 7:15-7:45 a.m.	<ul style="list-style-type: none"> ☞ Keep all food to self. ☞ Sit with feet on floor, bottom on seat & facing table. Stay in your seat. ☞ Do not trade, share or throw food. ☞ Put all paper and plastic in the waste can. Leave the area by the proper exit. ☞ Get all utensils, milk & condiments when 1st going through the line ☞ Each person is responsible for leaving tables and floor areas clean. 	<ul style="list-style-type: none"> ☞ Allow anyone to sit next to you. ☞ Be silent when standing or walking, when silent signal given or lights go off. ☞ Use quiet voices ☞ Clean up your area. ☞ Food or drinks are not allowed out of the cafeteria. ☞ Practice good manners at all times. ☞ Keep your hands to yourself. 	<ul style="list-style-type: none"> ☞ Raise hand & wait to be excused ☞ Students will be dismissed by tables/class to take restroom break, wash hands, take trays and trash to the trashcans, and line up. ☞ Finish eating by 7:50 a.m. ☞ Leave tables and floors clean.
Playground/ Recess	<ul style="list-style-type: none"> ☞ Walk to & from the playground. ☞ Wait for duty person to enter playground. ☞ Stay within boundaries. ☞ Be aware of activities/ games around you. ☞ Keep hands & feet to self. ☞ What is on the ground stays on the ground. ☞ Stay away from fences, walls, and utility equipment. ☞ Stay off of and away from broken equipment. 	<ul style="list-style-type: none"> ☞ Play fairly. ☞ Include everyone. ☞ Refrain from obscene language or obscene gestures. 	<ul style="list-style-type: none"> ☞ Use hall/bathroom pass for leaving the area. ☞ Food and drink must remain inside the building. ☞ Report problems to playground teachers. ☞ Get permission and an escort to leave from & return to the playground. ☞ Stay off of and away from wet and muddy areas and areas marked off limits by cones. ☞ Leave cones alone.

Common Area	Safe and Responsible	Demonstrate Manners, Kindness and Respect	Encourage each other to do our best!
Passing Areas Halls, Breezeways, Sidewalks	<ul style="list-style-type: none"> ☞ Stay to the right. ☞ Allow others to pass. ☞ Walk inside the buildings, and to and from vehicles, buses, and the playground. ☞ Walk one square away from the wall. 	<ul style="list-style-type: none"> ☞ Hold the door open for the person behind you ☞ Use quiet voices or be silent. ☞ Respect others' space. 	<ul style="list-style-type: none"> ☞ Stay on sidewalks. ☞ Walk with arms crossed behind you, (in front when carrying books) or in your pockets. ☞ Know and follow the silent signal.
Bathrooms	<ul style="list-style-type: none"> ☞ Keep feet on floor. ☞ Keep water in the sink. ☞ Use soap & water for washing hands. ☞ Put towels in garbage can. 	<ul style="list-style-type: none"> ☞ Knock on stall door. ☞ Give people privacy. ☞ Use quiet voices. ☞ Use one squirt of soap & one foot of paper towel. 	<ul style="list-style-type: none"> ☞ Flush toilet after use. ☞ Return to room promptly. ☞ Use scheduled bathroom breaks. ☞ Be silent. ☞ Leave class materials outside bathroom or in classes.
Arrival & Dismissal Areas (parking lots, entrances & exits)	<ul style="list-style-type: none"> ☞ Drop off/Pick up at Front Entrance in the designated drop off/pick area. ☞ Avoid crossing the street. ☞ Use sidewalks. ☞ Wait in designated areas. ☞ Avoid parking in traffic ways & near cones. 	<ul style="list-style-type: none"> ☞ 7:15-7:50 Arrivals report to designated areas. ☞ 7:50 go to homeroom. ☞ Use front hall by Main office for dismissal 	<ul style="list-style-type: none"> ☞ Arrive on time. ☞ Leave on time. ☞ Be silent. ☞ Remain seated. ☞ Walk to car.
Special Events & Assemblies	<ul style="list-style-type: none"> ☞ Wait for arrival & dismissal signal ☞ Sit on bottom, 'criss cross applesauce' 	<ul style="list-style-type: none"> ☞ Use audience manners ☞ Sit on bottom ☞ Sit still ☞ Be silent 	(See common areas)
Restricted Areas (workroom, staff room, Principal's office)	<ul style="list-style-type: none"> ☞ Check in office before entering. 	<ul style="list-style-type: none"> ☞ Knock before entering staff room or Principal's office ☞ Use quiet voices 	<ul style="list-style-type: none"> ☞ Use hall pass for using the area
Classrooms: School wide expectations for classrooms include:	<ul style="list-style-type: none"> ☞ Demonstrate that you are strong enough to control your body and voice. ☞ Be a good listener; follow directions carefully. ☞ Keep an orderly/neat and clean desk, work area, and locker or cubby ☞ Keep hands and feet to self. ☞ Complete assignments. 	<ul style="list-style-type: none"> ☞ Show care for all classmates, classwork, homework and all property ☞ Avoid disturbing others in your class or in other classes. ☞ Think before you speak. ☞ Report to Homeroom on time. 	<ul style="list-style-type: none"> ☞ Complete assignments on time and write your name on them to indicate you did your best. ☞ Leave everything in order at the close of the day ☞ Raise your hand and wait to be given permission to speak by the teacher. ☞ Focus on your work ☞ Use purposeful talk

Important Policies

Bullying, Harassment, Intimidation and Threatening Behavior DST ELEMENTARY has adopted a policy prohibiting harassment, intimidation, bullying and threatening behavior that defines and explains this conduct and the District's response to the requirements of state law.

Defined

Harassment means making unwelcome advances or any form of improper physical contact or sexual remark and any speech or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal law and is contrary to the DST Board's commitment to provide a physically and psychologically safe environment in which to learn. It includes but is not limited to : verbal threats, both face to face and over electronic media (phone and/or computers) and nonverbal threats, including "hard" stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated, pestering, bullying, intimidating, or threatening another student even in jest, on school property or at school sponsored events, name calling, slurs, or other oral, written, graphic, or physical conduct of a harassing nature as well as unwelcome verbal or physical conduct of a sexual nature.

"Harassment, intimidation and bullying" includes, but is not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm to the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with DST ELEMENTARY's education mission or the education of any student.

"Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel or school property.

The *School Bullying Prevention Act* and DST ELEMENTARY policy prohibit peer student harassment, intimidation, bullying and threatening behavior. This policy is in effect while 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 DST ELEMENTARY.

Students should immediately report acts of harassment, intimidation, bullying or threatening behavior toward them or other students to school personnel.

Parents should:

1. Report harassment, intimidation, bullying and threatening behavior when it occurs;
2. Take advantage of opportunities to talk to their children about prohibited conduct;
3. Inform the school immediately if they think their child is receiving or initiating prohibited conduct;
4. Watch for symptoms that their child may be a victim of prohibited conduct and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

A principal or principal's designee will investigate other allegations of harassment or bullying and, when appropriate, provide education, training, information about community health options, and/or discipline related to such behavior. The investigation will include interviews with and written statements from all relevant persons. Such persons include, but are not limited to, the: (1) complainant, (2) accused, (3) student(s) and (4) other potential witnesses.

Conduct Outside the School Day or Off School Property

Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline, educational process, or effectiveness of the school may result in disciplinary action as provided in this policy. For example, discipline will be enforced for inappropriate conduct occurring off school property that is a continuation of plans or threats made on school property.

Damage to School Property

All school property belongs to Discovery School of Tulsa and is to be used by and for the benefit of all students. Therefore, when a student intentionally destroys or damages school property, he/she is personally liable financially and subject to discipline by school authorities.

Disciplinary Actions

Any student who violates the above clear behavioral standards or student expectations or incites, encourages, promotes, and/or participates in acts determined by adult supervisors to be hazardous to the safety of others shall be subject to disciplinary action. If behavior of a student results in injury to another child, or causes serious disruption to the learning environment at school, emergency discipline measures, including suspension from school, may be required.

Discipline-Severe Clauses: Immediate Office Referral

A classroom teacher may remove a student from his or her class when that teacher determines that an emergency exists. Reasons constituting an emergency include: but are not limited to:

1. Acts of violence or threats of physical harm to an adult or another student.
2. Possession of tobacco, drugs or alcohol on or near the school campus. Being under the influence of drugs or alcohol.
3. Possession of a weapon or an object that is being used as a weapon.
4. Damage or destruction to property belonging to the school, a teacher or another student.
5. Disrespect to a staff member.

Any student removed from the classroom for a reason shown above shall be taken immediately to the principal or his/her designee. At the discretion of the principal or his designee, the student shall then be released to the parent, the parent's representative, or other proper authority including but not limited to law enforcement officers and medical personnel.

STUDENT RESTRICTIONS DURING OUTOF SCHOOL SUSPENSION OR DURING OTHER DISCIPLINARY OR CORRECTIONAL MEASURES

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination of an out of school suspension, the student immediately forfeits the privilege of participating in all extracurricular activities of the school. In addition, when it is deemed necessary to impose alternative in school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline, unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student. An exception may be made by the administrator for the student to attend education nights or summer school classes.

Extracurricular activities include, but are not limited to, all school sponsored teams, and clubs, organizations, ceremonies, student government, and band, orchestra, vocal music, athletics and all other school sponsored activities and organizations.

Wireless Communication Devices Policy

It is the policy of the Board of DST that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the principal or the principal's designee.

Upon reasonable suspicion, the principal, principal's designee, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices. Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists. In no case will a device be allowed which has the capability to take "photographs" of any kind.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

Regulation: Students will not possess any wireless telecommunications devices on school property or while attending any school-sponsored activity on or off school property without permission. Wireless telecommunications devices include, but are not limited to:

- Beepers/pagers
- Cellular telephones
- "Walkie Talkies," either long- or short-range
- Portable CB radios
- Portable "HAM" radios,
- Portable police scanning devices
- Portable games or toys that transmit a signal more than 20 feet or through walls
- Other emergency electronic communications devices

Use of a wireless telecommunications device shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Except for situations involving a bona fide health or safety emergency, wireless telecommunications devices are not to be used during class or instructional time, or during the passing times between classes, unless specific permission has been granted by the building principal.

A student may request permission to possess a wireless telecommunications device by receiving written permission from the student's parent or guardian and the principal or designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

1. Medical emergency;
2. The device is attached to an automobile as equipment or an accessory;
3. The device is turned off and is unable to receive in-coming communications while in the possession of the student;
4. The device is deemed necessary for the student's safety while commuting between home and school.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capability to take photographs of any kind.

Violation of any of these rules will be reason for disciplinary action. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits. These devices will be released only to a parent or legal guardian.

DST Elementary Bell Schedule 2014-2015

8:00 – 8:10	Homeroom
8:10 – 8:15	Break
8:15 – 9:00	1ST Period
9:00 – 9:05	Break
9:05 – 9:50	2nd Period
9:50 – 9:55	Break
9:55 – 10:40	3rd Period
10:40 – 10:45	Break
10:45 – 11:25	4th Period
11:25 – 11:30	Break
11:30 – 12:10	5th Period
12:10 – 12:15	Break
12:15 – 12:55	6th Period
12:55 – 13:00	Break
13:00 – 13:20	DEAR (may vary)
13:20 – 14:05	7th Period
14:05 – 14:10	Break
14:10 – 14:55	8th Period

SECTION III GENERAL INFORMATION

ACCIDENTS, INJURIES AND SUDDEN ILLNESS

The following procedures should be followed by school staff in case of **serious accidents, illness or injury during the school day**

- A. Administer first aid, as necessary
- B. Notify parents.
- C. Call family doctor if unable to locate parents or others listed in contact information.
- D. If indicated, call an ambulance to transport to the emergency room of local hospital. DISCOVERY SCHOOL OF TULSA does not assume the responsibility for the payment of ambulance, hospital, or doctor's fees.
- E. Complete an incident form.

Students, please follow these three rules if you become ill or are injured during the school day.

- Report to the Main Office with an escort if needed and with your hall pass signed by the teacher.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- If the Main Office recommends that the child be sent home (or to doctor) from school, the parent/guardian must make arrangements to pick up the child promptly.

Illness Before the School Day

Do not send your child to school if he/she exhibits the following symptoms:

- A. A fever of 100 degrees or higher
- B. Vomiting or Diarrhea within the last 12 hours
- C. Severe nasal congestion and/or frequent cough

AFTERSCHOOL DETENTION

This detention is served with the teacher or an administrator. Students will report to the designated detention room. It may be assigned for the same day or the following day. The detention is for infractions that include but are not limited to disturbing the class, continuous tardiness to class, cafeteria misbehavior etc. Students may be assigned up to 45 minutes of after school detention. Parents can see their child's discipline record, including any after-school detentions on the school database.

ALCOHOL AND OTHER DRUGS

Tobacco Free School Notice

Smoking and using smokeless tobacco are not permitted in school buildings, vehicles, or on school property, 300 feet from school property or at school related or school sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the disciplinary terms of the Student Code of Conduct.

Alcohol Free School Notice

In order to provide a safe and alcohol free environment for students and employees, all alcoholic beverages are prohibited on school property at all times, and at all school sanctioned activities occurring on or off school property. Student violators are subject to the disciplinary actions per the provisions of this handbook.

Drug Free School Notice

The school believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Students caught bringing any type of contraband onto the school campus (including in student vehicles), will face long-term suspension and police will be called.

ALLERGIES (NUTS AND LATEX)

Nuts and latex are two of the main causes of anaphylactic (life threatening) allergic reactions. Symptoms may range from mild sensitivity to severe anaphylaxis. In order to promote a safe environment DST ELEMENTARY will:

1. Refrain from the use of any nut/latex products in crafts, projects, experiments, or foods prepared and served at DST ELEMENTARY by our food services and school staff.
2. Refrain from the use of latex gloves anywhere in the school.
3. Not allow latex balloons.
4. Encourage communication between parent/guardian, child, teacher and the main office Health Services staff as to the nature of the allergy and individual symptoms.
5. Recommend the use of an allergy alert identification bracelet.

*Note: THIS PROCEDURE WILL BE ENFORCED FOR AREAS INSIDE THE BUILDING, EXCLUDING THE TEACHERS' LOUNGE.

ARRIVAL/DISMISSAL

Students should arrive between 7:15 and 7:55 a.m. in order to be considered "on-time".

All students should be dropped off in the back of the building (East entrance). Students who are dropped off after 7:55 am must be dropped off at the front office. Breakfast is served from 7:15-7:45 a.m. only. The cafeteria closes at 7:45 a.m. Students arriving later than 7:45 a.m. will not have time to eat breakfast. Students are to be out of the building within ten (10) minutes after school dismissal or after the conclusion of an approved, supervised afterschool activity.

ATTENDANCE

Regular attendance is very important for the success of school students. There is no substitute for a child being in class and taking part in the daily lessons. Important information is given during a teacher's lecture, and students learn from one another during discussions and group projects.

Students who miss more than 18 days will fail the grade on attendance. If more than 18 days of one subject are missed, that subject will have to be retaken. Excused and unexcused absences are totaled together for attendance count.

The Oklahoma Board of Education requires all students enrolled at DST ELEMENTARY to attend school regularly in accordance with the laws of the State. The success of DST ELEMENTARY's educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well planned instructional activities under the guidance of a competent teacher are vital to the success of the educational

program. For these reasons, the administration, faculty and staff of DST ELEMENTARY will frequently talk about the importance of students being in class and on time. ¹²

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of DST ELEMENTARY's professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will

- keep accurate attendance records for excused and unexcused absences
- require an admit slip from a student returning from an absence and follow through appropriately if the student does not have one,
- incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- Require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

It is expected that all students will be in class every day. Report cards that are sent to parents at the end of each nine-week period will show the number of days missed. **A student must be in attendance a minimum of 90% of the time that school is in session in order to receive credit for each course in which he/she is enrolled.** This means that a student may have a maximum of 18 absences (excused or unexcused), for the entire year. Absences due to school-sponsored activities will not count against the nine days. Absences for a student entering DST ELEMENTARY after the year begins will be based on a student being in attendance 90% of the remaining days. Guidelines have been established for School Related Absences, Excused Absences, Unexcused Absences and Tardiness.

Absence and Tardiness

All absences are part of a student's school record. However, unexcused absences including unexcused tardies are considered acts of truancy per Oklahoma State statutes. DST ELEMENTARY recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences including tardies.

A. ANTICIPATED ABSENCE

If it is necessary for the student to be absent and there is advance warning of at least 24 hours, the student may be able to collect his/her work prior to the absence. A written request should be submitted to the attendance Office and the office will notify teachers. If the absence will be 3 days or more, the letter needs to be submitted to the Principal. Without permission, school work will not be allowed to be made up. Absences covered under this policy are: Funerals, hospitalization of the student, certain religious events.

B. CHECK IN PROCEDURES

If a student arrives to school after 8.00 a.m. or returns from being checked out for any reason, **he/she MUST be signed in by a parent/guardian at the front office and receive a pass to class. Parents may not walk their child to class. Please see Tardy section for further information.**

C. CHECK OUT PROCEDURES

No students will be checked out after 2:30 p.m. because many classes begin dismissal procedures at this time. The parent/guardian has to sign-out the student in the front office and wait for the student in the front office in the designated waiting area. Students will not be allowed to leave to meet their ride in the parking lot. If someone other than the parent/guardian is to pick-up the student, the person's name must be on file in the office. Students will not be released to anyone who is not on the student's approved pick-up list. Parents/Guardians may be asked to present a form of picture ID at the time of pickup. Due to safety reasons, we will not be able to accept phone calls or emails to inform us of checkout arrangements. Only a fax or note with the parent's signature will suffice.

D. EXCUSED ABSENCE

DST ELEMENTARY accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning, **no later than 900 a.m.** that their child is not attending. It should be kept in mind that these days are still counted as absent. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

1. Death of a Relative

Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian. Additional documentation may be required.

2. Illness in the Family

Your parent or guardian must call the office to explain the situation and estimated time of absence. When you return to school, you must bring an explanatory note from your parent or guardian. Additional documentation may be required.

3. Observance of Religious Holidays.

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. You must bring a note from your parent or guardian to the office before the day(s) of the absence. You may be required to provide further documentation.

4. Personal Illness

Your parent or guardian must call the school each morning you are home ill. When you return to school, you must bring an explanatory note from your parent or guardian and the school may require a doctor's confirmation. However, students who are out of school for more than two consecutive days, due to illness, are required to bring a doctor's note in order for it to be counted as excused absence.

5. Professional Appointments.

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence stating clearly the time you are to be dismissed. Parents must come to the office to pick you up for the appointment and wait for you in the office. You and your parent must sign you out of school; when you return to school, you must sign in. You must return to school when finished, provided school is still in session. You must bring an excuse note from the office you visited in order for the absence to be considered excused.

E. HOMEBOUND

In extreme cases, students may be required to stay at home and receive their school work. These students are not counted as absent. These cases are usually prolonged illness or injury. Documentation by a licensed physician is required. There are also some cases within Special Services. All cases of homebound students are decided by the Administration.

F. MAKE UP WORK FOR EXCUSED ABSENCES

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work. To be eligible for makeup work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed.

All teachers Make-Up work policies are consistent with the handbook and may be found in their course syllabi as well. Please read these policies careful. It is each student's responsibility to be aware of and adhere to these rules.

If you are absent for school-related reasons or for an anticipated or planned absence, a request to make up assignments must be submitted to the Dean of Students **at least 24 hours prior to your absence.** Teachers cannot be pulled from class or other obligations to gather make-up work for same day requests. For students with excused absences, makeup tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the makeup. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

G. MAKE UP WORK FOR UNEXCUSED ABSENCES INCLUDING TARDINESS

If you have an unexcused absence, then you may not make-up the work you missed and you will receive an "F" or a "zero" for the work. Teachers are not obligated to allow you to make up any work.

H. TARDY/TARDINESS

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, babysitting, athletic workouts, socializing or lingering in the halls is unacceptable, an absence, and (when unexcused) is a form of truancy per Oklahoma State statutes.

- **Students are considered tardy if they are not seated in their classroom by 8:00 a.m., ready to learn with book bags stowed in their cubby or locker.**
- **For every 5 tardies (unexcused late) accumulated, disciplinary action will be assigned, which includes Saturday detention and Out-of-School Suspension.**
- When you arrive late to school, you must report to the main office with your parent or guardian, have your parent or guardian sign you into school on the school's sign in sheet and provide an explanatory note. If you fail to do this, you will receive an unexcused tardy regardless of the reason for the tardy.

1. Excused tardy

This is a tardy due to professional appointments (medical, dental, legal), funeral attendance, verifiable traffic or weather delays, and family emergencies such as verifiable illness with a doctor's note, hospitalizations, death in the family. Transportation issues are not a valid excuse for being late to school.

2. Unexcused Tardy

Every 5 unexcused tardies to school will result in a disciplinary action and count as one unexcused absence.

3. Class Tardy

If you are late between classes, report directly to your next class.

You will get one unexcused tardy. Every 5 unexcused tardies to class will count as 1 unexcused absence from that class. The only tardies to class which are excused are those when a student has been to an office, at the request of a staff or faculty member. Visits to the school nurse for acceptable reasons are also excused. The student will be given an excused pass to class by the staff member they have seen.

I. TRUANCY- Excessive Tardies and Absences

Oklahoma statutes consider truancy to be unexcused absences and tardies and require schools to take certain actions upon the accumulation of four (4) or more. DST ELEMENTARY shall consider any student truant if he/she is inexcusably absent from his/her assigned location with or without the knowledge of a parent. Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy.
- A record of the truancy will be entered into your record file.
- You will be reported to the Oklahoma County District Attorney's office after the accumulation of four (4) unexcused absences in four (4) week period or ten (10) in a semester. Excessive tardies must be reported as well.
- **Habitual Truancy**

DST ELEMENTARY shall consider a student a "habitual truant" by State law and suspend him/her or drop him/her from our rolls when, in spite of warnings and/or his/her parent's efforts to ensure attendance, he/she has accumulated ten (10) consecutive days or fifteen (15) total days of unexcused absences.

J. EARLY DISMISSAL FROM SCHOOL/CHECK OUT PROCEDURES

NO EARLY DISMISSAL AFTER 2:30 P.M. WITHOUT PRIOR APPROVAL FROM THE PRINCIPAL/PRINCIPAL'S REPRESENTATIVE AT LEAST 24 HOURS IN ADVANCE.

Because DST ELEMENTARY is very concerned about student safety and well-being, the following precautions will be taken.

- The principal or principal's designee may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal or principal's designee and with the knowledge and approval of your parents or guardian.
- Students will only be released via the front office. Parents/guardians must come in personally to sign their child out. Phone calls will not be accepted.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

K. UNEXCUSED ABSENCES

Unexcused absences (including tardiness) are considered acts of truancy per Oklahoma State statutes. You will be marked for an unexcused absence if

- You fail to bring a written note within two school days following an absence,
- Your parents did not call school by 9 am on the day student was absent,
- You leave school without signing out of school at the office,
- You are absent from class without permission including walking out of class,
- You are absent from school without parental permission,
- You get a pass to go to a certain place but do not report there, and/or
- You are absent for reasons not acceptable to the administration.

BIRTHDAYS

Birthday parties are not allowed. Student birthdays are acknowledged with a free dress day pass (see dress code policy section). On this day, students may bring a class snack that can be shared with every student at lunch. Snacks must be commercially prepared and packaged and free of allergens such as nuts. Snacks must be brought to the main office for delivery during homeroom time or lunch. **The office will deliver them to the teacher to avoid disrupting class.** Please help us be in compliance with Oklahoma State law requiring instructional time requirements be met and class disruptions kept to a minimum. Your cooperation is greatly appreciated.

CAMPUS SECURITY

Students and parents are asked to cooperate with the school by following the security procedures. Students and parents are asked to cooperate with the school by following the security procedures. All visitors to the school must check in at the main office and wear a visitor's pass. **The only student entrance that may be used after 7:55 a.m. is the front entrance.**

All visitors to the school must check in at the main office and wear a visitor's pass. Students may be walked to the front door but in accordance with our safe schools and visitor policy, parents and guardians are not permitted to escort their children to class. We have procedures in place to help younger children adjust to attending school. Messages for students and forgotten items are to be delivered to the main office. Office staff will ensure students receive them.

The only student entrance that may be used after 7:55 a.m. is the front entrance.

CARE OF PROPERTY

Please refrain from damaging desks, tables, lockers, walls or floors. Students are responsible for all books and materials checked out to them. Any materials lost or damaged by the student must be replaced. Any act of vandalism or destruction of any school property may result in suspension from school and payment for the damaged property. DST ELEMENTARY is not responsible for any loss of student's personal belongings.

CELL PHONES/ELECTRONICS

Bleepers, Pagers and Cellular Phones, Radios, Tape or CD Players, MP3 Players, Electronic Games, and/or similar devices cannot be used in the school building at any time during school hours, including lunch time and break times, without prior consent of the administration. For further details, see the school's *wireless telecommunications policy*.

The school is not responsible for lost, stolen or damaged cell phones or other electronics.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

To help the school handle emergencies, maintain communication and keep records current, please provide the school with two emergency numbers and proper authorization for individuals who are allowed to pick up your child. It is the parent's responsibility to see that the principal's office has accurate emergency contact numbers. If an emergency happens and the contact information is inaccurate, the principal may ask school resource police officers to go to the home or place of business and escort the parent to the school.

CLASS PARTIES

In order to preserve valuable instructional time, Discovery School of Tulsa does not hold class parties.

CHEATING

Students found cheating on an assignment or a test will receive a zero and disciplinary action. Parents will be notified.

CLASSROOM RULES

All school rules apply in the classrooms. In addition to school rules, teachers implement their own classroom rules/consequences including but not limited to warnings, call to parent conference with parent, extra assignments and lunch/afterschool/Saturday detention.

CLOSED CAMPUS

DST ELEMENTARY has a closed campus policy. This means that no student may leave at lunchtime, or any other time, for any reason,

unless signed out by parent/guardian. Students who leave campus without having followed proper protocol will not be allowed back on campus that day, and will face disciplinary action. Parents or guardians desiring to eat lunch with their child at school must complete a visitation request form at least 48 hours in advance to obtain approval from the principal.

CLUBS AND FIELD TRIPS: Sponsoring teachers will announce details about each club at the beginning of the school year. Field trips will be announced and explained as necessary.

To be in a sport, nonacademic club, or **to attend any field trip** at DST ELEMENTARY, students need to:

- a. be attending DST Elementary
- b. have approval of sponsor of the club/sport/field trip
- c. have a passing grade in each class they are taking
- d. have no more than 2 missing assignments per class to attend club meetings
- e. have no discipline problems

Grades and discipline records shall be checked regularly for eligibility by the club sponsor and, periodically, by an administrator.

CONFIDENTIALITY

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from the student cumulative records. The records are maintained in a secure manner, which prevents unauthorized access.

CUSTODIAL AND NONCUSTODIAL PARENTAL RIGHTS

It is a policy of the Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the noncustodial parent, an appropriate court document should be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; and to participate in parent teacher conferences (not necessarily together in the same conference).

DAILY/ WEEKLY ANNOUNCEMENTS

Students and parents will be informed of school news on the school website and weekly email update sent from the school.

DATABASE

DST ELEMENTARY has electronic monitoring available to parents via the school database. Parents are able to see attendance, grades, homework assignments, and the discipline record of their student. The parent uses their student's password to gain access to this feature.

DELIVERIES

Students are not permitted to call for meals to be delivered to them at school (pizza etc). Only parents/guardians may bring food to the front office. The front office will deliver the item to the student. Students will undergo disciplinary action for not following this rule.

DETENTION

Lunch Detention

Lunch detention is assigned by the classroom teacher and will be held in the designated detention area during lunch time. The student will eat their lunch and complete a specific assignment during the detention time in the designated detention area.

After-School Detention

This detention is served with the designated staff member. Students will report to the designated detention area. It may be assigned for the same day or the following day. The detention is for infractions that include but are not limited to disturbing the class, continuous tardiness to class, cafeteria misbehavior etc. Students may be assigned up to 45 minutes of after school detention. Parents can see their child's discipline record, including any after-school detentions on the school database.

Saturday Detention

This detention is held Saturday mornings from 8:00 – 11:00 am. Students **must wear uniform** and bring paper and pencil/pen. They report to the front office when the detention is assigned, the teacher/administrator will contact parents and also send home paperwork with the student. If an emergency arises, the parent must contact dean of students immediately. **Students who do not show up for Saturday detention are automatically assigned Out of School Suspension. If a student receives two Saturday detentions in one week he /she will receive 1 day OSS or another type of intervention as determined by the Dean of Students.**

Detention Expectations

1. Students will bring only school acceptable materials to work on. Classroom materials may be sent by a teacher or assignments given by detention teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention area when reporting.
3. Sleeping is not permitted.
4. Do not address staff or teachers unless they've asked you a question, or other students under any circumstances.
5. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
7. Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from school.
8. Detention time will be assigned within twenty-four hours of the teacher meeting with the student and notifying the parent/guardian.
9. Students placed on after school detention will not be permitted to participate in any extracurricular activities that day.
10. If a student arrives to the detention area five minutes after designated time without a confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in the detention being doubled or possible out of school suspension.
11. Students will complete detention assignments or face further disciplinary action.

DISCIPLINARY POLICY

DST ELEMENTARY prides itself on providing a safe, learning environment for its students and faculty. The teacher of a child attending DST ELEMENTARY shall have the same right as a parent or guardian to control and discipline such child according to school policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school or classroom presided over by the teacher. Disciplinary consequences for minor offenses that may be imposed by the school administration and teachers may include lunch detention, afterschool detentions and Saturday detention. Out of school suspension may be imposed for more serious offenses as provided by the DST ELEMENTARY student/parent handbook.

Students under suspension may not be on school grounds or attend school sponsored events violation will be considered as trespassing and are subject to additional disciplinary action.

Prevention of harassment, intimidation and bullying:

Threatening behavior, harassment, intimidation, and bullying by students at school and by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school, are specifically prohibited and considered serious offenses. The school administration and teachers shall strive to prevent and provide education to students about such behavior.

Please see the Prohibited Conduct and Behavior appendix for further details on consequences for disciplinary violations.

DISCIPLINE REVIEW AND APPEAL

Students and their parents/guardians may discuss concerns about disciplinary consequences imposed by a teacher or administrator with the person who imposed the discipline, with the Dean of Students, or with the principal.

Students and their parents/guardians may appeal any out of school suspension imposed by the school administration. The appeal should be in writing and delivered to the school principal within two (2) days of the suspension or notice of suspension.

A suspension of ten (10) days or less will be reviewed by a committee of 3 teachers/administrators not associated with the suspension. The decision of the panel will be final.

A suspension of greater than ten (10) days will be reviewed by the school principal or his/her designee. After the decision of the principal or his/her designee, the student and their parents/guardians may appeal that decision to the Board of DST ELEMENTARY. This appeal must be made in writing and delivered to the principal within five (5) days of the decision. The Board will follow the procedures set forth in the Student Suspension Regulation and the decision will be final.

You may not attend classes until the appeal is heard, but you will be able to turn in work for the classes you miss while waiting for the appeal and receive credit for that work.

There are 3 possible outcomes for an appeal.

- a) The suspension may be canceled and removed from the student record. All work may be made up.
- b) The suspension may be shortened.
- c) The suspension will stand as assigned.

DRILLS FIRE, TORNADO AND IOC (Intruder on Campus)

Emergency drills are conducted each quarter, with or without prior notice. There is an evacuation diagram in every room, and the student needs to make him/herself aware of the location to meet his/her class if he/she should become separated from the class during an evacuation. **In the event of a real emergency, students should not use their cell phones to call parents until given permission to do so. These drills are to be treated seriously and all requests by teachers must be followed immediately, without question. Students who fail to act correctly during a drill will face disciplinary action.**

ELECTRONIC COMMUNICATIONS

DISCOVERY SCHOOL OF TULSA ELEMENTARY encourages communication. Our web site has a variety of information and is updated frequently. Email addresses for staff members may be obtained from the home page. Parents may access grades, attendance, homework, and discipline records through the database. Their child's personal password gives this access. (See Important Policies section, Wireless Communication.)

EXTRA CURRICULAR ACTIVITIES/TUTORING/CLUBS

There is no better way for students to enrich their education than by taking part in clubs, athletics, after-school activities, library research, tutoring, or working with a teacher. These opportunities will allow you to further explore areas you already enjoy and try other areas that sound interesting. Tutoring is in place to aid the students for the core courses. Students will be tested early in the new school year and in need of academic help will be identified at that time. Tutoring is after-school and is mandatory. Benchmark tests are taken monthly. When the student shows that he/she has progressed to the point that tutoring is no longer necessary, the student will be released from the tutoring program.

Some teachers choose to have an after-school activity/club. These last until 3:45 pm, unless otherwise posted. These activities will be announced after the start of school. Students must show up prepared and on time, with any cost or materials required. Students who are identified as being in need of academic tutoring are not eligible to join a club if it is on the same day as his/her tutoring. The club or activity teacher will issue a code of conduct for all students.

Students attending a club must stay in the club location until they are picked up by their parent or guardian at 3.45. Attendance will be taken during each after school activity. Students who fail to show up for their after-school activity (other than tutoring) several times may be dropped from the program.

The following guidelines must be followed by all students for after-school activities. Students are NOT allowed in the building after 3.50 pm, unless it is for a school-sponsored activity. You must abide by the DST ELEMENTARY-TULSA code of student conduct while participating in the activity.

FIELD TRIPS

Field Trips offer exciting ways to learn. DST ELEMENTARY students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform and ID unless otherwise specified.
- You must abide by DST ELEMENTARY codes of student conduct while on the field trip.
- You will not be allowed to participate if you are failing any courses or have any discipline problems (Suspension)(renewed quarterly).
- Only the school principal can grant special exceptions to field trip participation policies.
- Eligibility checks are done prior to the permission slips being distributed.

If a student assigned to afterschool tutoring, or after school detention, the student must report to these instead of their club, sport, or activity. If a student is assigned tutoring and after school detention for the same day, the student must report to tutoring first, and reschedule the afterschool detention once the tutoring session is dismissed. It is the student's responsibility to make necessary arrangements for a detention if it conflicts with a scheduled tutoring session.

FUND RAISING/ SALES

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school sponsored events, or on school transportation unless he has the written permission of the school principal.

Advertising may be permitted if it's for approved school related activities. Such activities may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school district personnel on school property, at school sponsored events, or on school transportation unless he/she has the written permission of the school principal.

GRADE PROMOTION POLICY

Kindergarten and First Grade Promotion

For students in Kindergarten and First grade, promotion to the next grade shall be based on the following:

- Evidence of Satisfactory progress with an emphasis on Language Arts, Mathematics, and either Science or Social Studies.
- Reading at or above current grade level according to STAR Reading and/or DIBELS
- Evidence for promotion includes assessment of the student's Reading level, information from the student's daily work or portfolio, running records, and checklists.
- Retention shall be considered with the approval of the student's parents. In the event that the parents oppose the Grade Placement Committee's (GPC) recommendation for retention, the GPC may still require the child to participate in supplemental programs such as after-school/ Saturday tutoring, Summer School, etc. in order to be passed on to the next grade. In the event that the student does not complete the GPC's requirements for supplemental programs, the student shall be retained regardless of the Parent's/ Guardian's disagreement with retention.
- The student must have attended at least 90% of classes throughout the year.

Second Grade Promotion

For students in Second grade, promotion to the next grade level shall be based on the following:

- For each core subject including Reading/ Language Arts, Math, Science and Social Studies, students must maintain an end of the year average of 60 or higher for promotion.
- Reading at or above current grade level according to STAR Reading and/or DIBELS.
- The student must have attended at least 90% of classes throughout the year.

Third - Fifth Grade Promotion

Students in grades 3-5 may be promoted to the next grade level if the following conditions have been satisfied:

1. The student must have maintained a yearly average of 60% in English, Mathematics, Social Studies and Science.
2. The student must have attended at least 90% of classes throughout the year.
3. Students must be Reading at or above current grade level according to Dibels or STAR Reading.

Discovery School of Tulsa complies with any additional promotion/retention guidelines set forth by the State of Oklahoma and/or the State Department of Education.

Retention Process

The Grade Placement Committee will meet at least three times per school year regarding grade placement/ retention: once in early December, once towards the end of the school year (usually within the last two weeks of the school year), and once at the end of Summer Break.

Students who are considered for retention will receive a written request from the classroom teacher for a mandatory conference in December and/or April. During the conference, the teacher will discuss the progress of the child, inform the Parent/ Guardian of the school's retention policy, discuss the steps that will be taken by the school to help the child, and give parents strategies to help their child at home. Students who have been identified as possibly needing retention will be referred by the classroom teacher to the Grade Placement Committee. The committee will review all final assessment data, parent conference information and will make a decision for retention, promotion or placement of the child. The Grade Placement Committee will make the final decision the last two weeks of school.

Grade Placement Committee

The Grade Placement Committee (GPC) will review cases of grade placement and retention. This committee will meet to make the decision on promotion or retention for any students who fail to meet the promotion criteria. Student-record items for review may include, but are not limited to, the following: report card grades, assessment tools including any evaluations, benchmark exams, STAR Reading, Dibels assessment, standardized test scores, etc.

In the event of a Parent/Guardian's disagreement with the GPC's decision, s/he may appeal this decision in writing to the School Principal within one week of retention notification. If the Parent/ Guardian disagrees with the decision of the Principal, s/he may appeal this decision in writing to the School Board. The decision of the Board shall remain final.

If the GPC requires a student to attend Summer School, and the school does not offer Summer School, he or she will need to take a school-approved and/or state-accredited test for grade promotion. Parents are responsible for the cost of Summer School. The student must score 60% or higher for each course taken to be eligible for promotion to the next grade. If the school offers Summer School, the student will be required to take the GPC's recommended courses during Summer School. In order to be promoted, the student must maintain a minimum of 90% attendance rate, and score 60% or higher on each course taken. If a student receives a failing grade, the grade Placement Committee will decide on the promotion.

GRADING

All classes will follow the standard scale of assigning letter grades for the quarter and semester work. Individual teachers will establish grading policies and procedures for their particular classes, but their grades will correspond to this scale.

% GRADE	LETTER GRADE
90 100	A
80 89	B
70 79	C
60 69	D
0 59	F

Credits

Credits are earned semesterly at DST ELEMENTARY. The semester grade is the average of 2 quarterly grades. The average of quarters 1 and 2 = 1st semester grade. The average of quarters 3 and 4 = 2nd semester grade.

HALL PASSES & FREE DRESS DAY (FDD)

Hall passes are a privilege, not a right. They are given at the discretion of the teacher and should not be abused. If a student is found in a location other than where he/she was supposed to be with their hall pass, the student will face disciplinary action.

- **All students MUST carry their** hall pass at all times.
- No student is allowed to leave classroom without their hall Pass signed.
- **If a student has lost/forgotten his or her hall pass, the teacher may assign after school or lunch detention.**
- Students who do not use their hall passes more than twice per month and have a good discipline record may receive a Free Dress Day.

Note: Dress Code on FDD:

All clothes must be **free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless, skintight, bicycle shorts/leggings, sweat pants, shorts, dresses, skirts, and leggings. No low cut, midriff, backless blouses, tank tops, or tops that do not completely cover the shoulders. All other dress code rules apply to free dress days as usual. Parents will be called to pick up a child if student violates the dress code.**

HEAD LICE POLICY

General screenings of all students take place at least three times per year: at the start of the school year, following Christmas break, and following Spring break. Other screenings will be conducted at the discretion of the school administration. The parents/guardians of infested children will be notified and the students found to be infested during screening will be sent home with information on treatment and nit removal.

If a child is found to have lice or nits, the parents will be contacted and asked to meet with the nurse or another representative when he/she picks up the child. The student will be sent home from school that day with educational materials detailing proper treatment and methods of nit removal. The student is expected to return to school the following day after shampoo treatment and nit removal have successfully been accomplished.

The day following the child being sent home for head lice treatment, the parent/guardian must present the child at the school for a recheck and remain present until the child has been cleared to reenter. The nurse or another staff representative will screen children following treatment for reentry into the school or childcare center. If no live lice and no nits are found, the student will be allowed back to school. A note from a medical care provider is not necessary to allow reentry of the child under these circumstances. The parent must continue daily nit combing and the staff representative will perform a recheck within the next 7-10 days to ensure the child has remained free of nits and lice. However, if infestation is still a problem, the nurse will work with the parent to demonstrate nit removal and send the child home with the parent/guardian for the day with instructions on nit removal. The student is expected to return to school the following day with nit removal accomplished.

Depending on the circumstances unique to each situation, screening of close friends, teammates, or the entire classroom may be warranted.

In cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, (reinfestation of the same child of two times within six months), or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent will be referred to the county public health nurse or to the family's physician/medical care provider for treatment. In such cases, the child will be excluded from attending school until s/he is no longer infested. In this case, a note from a representative of the public health department or the child's medical provider which declares the child to be lice and nit free is necessary to allow reentry into the school.

The school reserves the right to perform head checks for individual students if there is any reason to believe the child has head lice or nits.

HEALTH ROOM

School Health Services are not intended to replace outside health care and should not be viewed as an alternative to seeking medical attention outside of the school. **If the school nurse or first aid-trained professional recommends a student be seen by a doctor, that student will need to present a note from a doctor, clinic, or hospital that states the student has been seen and cleared for school before the student will be allowed to attend classes at DST ELEMENTARY.**

DST ELEMENTARY has staff trained in basic first aid available to the students. Please observe these rules if you become ill or injured:

- Report to the main office immediately with an escort if necessary to see one of the secretaries. See other office staff (Principal, Dean or Special Education Teacher) if secretary is assisting others.
- Go with an escort if necessary because of nature of the illness or injury.
- Do not ask to be released from class for nonemergency health matters (e.g. headache, band aide, etc.) go to the office during break time.
- If necessary, the first aid staff or an administrator will contact your parents. Do not use a cell phone, it is not allowed.
- There are only a few reasons for you to go home. The nurse or administrator will make that determination.
- Medication may be administered if there is an authorization on file with the nurse. (SEE ALSO: "MEDICATION POLICIES")

HOMEWORK POLICY

Homework is an essential part of your successful educational program at DST ELEMENTARY. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments **the teacher's record is final**. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

Each teacher will explain his/her policy for missed assignments at the beginning of the school year, which may include after school detention to complete the missed assignments. These policies will also be in writing in each class syllabus. **DST ELEMENTARY considers excessive zeros or refusal to submit assignments a discipline issue and will deal with these situations accordingly.**

HONOR ROLL

DST ELEMENTARY Principal Honor Roll Certificate is awarded to students with all A's on their report card.

DST ELEMENTARY Honor Roll Certificate is awarded to students who receive all A's and B's on their report card.

LIBRARY

Any library or textbook assigned to a student becomes his/her responsibility. The cost of books that are lost or damaged will be charged to the parent/guardian.

LOCKERS

Each student will be assigned a locker for his/her individual use at DST ELEMENTARY. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items or large amounts of money to school. DST ELEMENTARY will not be liable for personal items that you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. Students trading or sharing lockers will be subject to disciplinary actions. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism, damage or nonworking condition of your locker. You are responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and everything in it. Lockers are expected to be kept neat at all times. No item considered dangerous by the administration may be kept in the lockers and will be removed if found. This includes glass or any other object that may be potentially dangerous. No food should be left in the lockers. Inspections may be made at any time by school officials. Oklahoma state law permits inspection of student lockers, at the discretion of local school officials. Students attending DST ELEMENTARY should not expect privacy of the contents of their lockers, desks, or other school property. The student who was originally assigned the locker will be responsible for all items found in the locker.

LONG-TERM SUSPENSION

This is any suspension out of school for greater than 10 days. It is assigned for the most serious violations. In most instances (refer to the school's Student Suspension Policy and Regulation) the parent or guardian of a student suspended out of school shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The school counselor will provide the student with an education plan designed for the eventual reintegration of the student into school, which may provide only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. For the purposes of this section, the core units shall consist of the minimum English, mathematics, science, social studies and art units required by the State Board of Education for grade completion in grades kindergarten through eight. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. The student shall not come to the school during their suspension.

LOST AND FOUND

There will be a lost and found box in the cafeteria. Any belongings found by students or staff will be held in the lost and found area. If you find books, clothing, or personal items on the school grounds, please bring these items to the office. Students should make sure that all clothing and personal items, as well as school materials are labeled. If you lose something, check the lost and found. These items will be kept in Lost and Found Box at most 15 days after they have been found. The corridors are inspected each evening and unsecured student property is placed in the Lost and Found located in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. DST ELEMENTARY is not responsible for the items you lost. **Lost and unclaimed items will be given to local charity organizations after 15 days.**

LUNCH PROGRAM

It is important that all students have a lunch program application completed for them at the start of every school year. Applications do not carry over to the next year. Even if the student is not eligible for the free or reduced program, an application must be on file for them. The applications are available in English and Spanish from the front office. If there is any money owed for lunches at the end of the year, the final grade report will be withheld until the dues are paid.

- **If a student forgets his or her lunch, the parent or guardian must drop it off at the main office.** The office will deliver the lunch to the student. Parents are asked to please help us prevent classroom interruptions and be in compliance with our safe schools requirements by following this procedure.

*****Lunches brought from home must not require cooking or microwaving, must be in a sealed lunch box or bag and must not require refrigeration.*****

MAKEUP WORK

(SEE ATTENDANCE SECTION)

MEDICATION POLICIES

General Medication Policy/Prescription Medication

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

The medication to be administered by designated school personnel must be

1. Prescribed by a physician and not out of date
 2. or brought to school by the student's parent/guardian or sent from the pharmacy or physician's office.
 3. The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container must be clearly printed the following information:
 - ✓ Student's Name
 - ✓ Name of the medication
 - ✓ Dosage
 - ✓ Time the medication must be taken.
 - ✓ Physician's Name
 - ✓ Pharmacy Name and Phone Number
 - ✓ Date: we cannot dispense out of date medications
 - Bring in only the amount of medication that is needed for a school day; or,
 - In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
 - All medication will be kept in a secure location in the nurse's office.
 - Students are not allowed to carry any medication to school.
 - Students may carry and administer their medication if these two conditions are met:
 - ✓ It is warranted by a potentially life threatening condition and advised by their physician, and
 - ✓ A Medication Self Administration Form is on file in the office signed by the student's parent, physician, and the principal.

DST ELEMENTARY medication policies are governed by Oklahoma State Law and exist for the safety of students, facility, and staff.

Administration of medication at school is discouraged. Parents should use a dosing schedule that allows medication to be taken at home, if possible. The following information is provided to assist you in complying with the school policies.

- The term medication is used to describe all prescription and nonprescription substances including OTC (over the counter) items such as vitamins, herbs, and nutritional supplements.
- All medication must be taken directly to the nurse or secretary. A “Request Administration of Medication during School” form must be completed before leaving the medication at school.
- Medication must be transported by a parent or guardian.
- Controlled substances must be accompanied by a count slip, signed and dated by parent or guardian.
- Carrying medication or self-administration of medication is strictly prohibited without prior approval from the Principal and/or Nurse.
- No experimental or investigational drug without FDA approval. No outdated medication will be given to a student.
- Sharing of any medication with another person is strictly prohibited.

Nonprescription (OTC) Medication

Nonprescription medication may be administered only upon written authorization from a parent or guardian. Medication must be in the original container listing directions for administration and the parent must complete a “Request Administration of Medication during School” form before leaving the medication at school.

Permission for Student to Carry/Self-administer Medication

If a student has a life threatening diagnosis that requires immediate access to medication, an authorization form must be on file signed by physician, parent/guardian and student. The medication policy will be enforced.

MOMENT OF SILENCE

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law, Senate Bill 815, states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity.

NOTICE OF NONDISCRIMINATION

It is the policy of DST ELEMENTARY not to discriminate on the basis of race, color, national origin, sex, or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

DST ELEMENTARY will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

PARENT TEACHER CONFERENCES

There are 2 conferences per year. All teachers are available to discuss your student’s grades, work, and any difficulties they may be experiencing in class. The Special Education Department and the Administration are present to assist you in any way. The dates and times of the conferences will be posted on the Web site, and are also shown on the Academic Calendar. Parents may request a conference with the student’s teachers at any time. If a conference with a single teacher is desired, the parent/guardian should contact that teacher directly by email or by calling the Main Office who will contact the teacher for you. The teacher will make the arrangements to meet with you during his or her plan period or before/after school. The Dean of Students will coordinate conferences requiring the attendance of 2 or more teachers, administration and/or support staff. **Please help us provide a quality education to all students by respecting instructional time, safety and rights of others by following the above procedures.**

PARKING REGULATIONS

Parents, Guardians and Visitors are asked to observe parking regulations on and around the school campus. They are in place to maintain a positive working relationship with the surrounding businesses and ensure the safety and welfare of everyone during Arrival (drop off) and dismissal times. During arrival and dismissal times please refrain from parking anywhere around campus except in our designated parking areas. If your child is late to dismissal, we may ask you to move your vehicle or park in the designated campus parking to keep traffic flowing safely.

PARENT/GUARDIAN EXPECTATIONS

Both parents and teachers want the best possible education for our children. Here are some ways parents can help the school do a better job:

- See that your child arrives at school promptly and attends on a regular basis.
- Provide your child with proper nutrition, sufficient rest and adequate personal hygiene.
- Support the school in its efforts to maintain proper discipline.
- Be aware of what your child is learning in school.
- Let us know if your child has any problems outside of school that might affect his or her schoolwork.
- If you have concerns or questions about any aspect of our school program, share them with us. Your child's teacher can often give you the information you want. If needed, the principal, superintendent, or other administrators are available, too.
- Follow the provisions of the commitment contract you signed in the enrollment packet.

Parents are expected to support the code of conduct by reading the school's student/parent handbook and discussing the expressed expectations with their child, by contacting the school when problems arise, and by working with school officials when disciplinary action is indicated.

PLAGIARISM

This is copying a published work, either book form or from the Internet, and passing it as your own work. Work can be used as a reference for research, etc. but the content must be put into the student's own words, according to the classroom teacher's regulations. The works must also be cited, which gives the author recognition for his/her work. Students committing this offense will face disciplinary action and receive a zero.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic, for which it stands, one nation, under God, indivisible, with liberty, and justice for all.

The Pledge will be scheduled as a school wide activity. As a matter of etiquette and policy, students have three options to consider while the Pledge is given.

1. Stand and recite the Pledge,
2. Stand and remain quiet while the Pledge is given, or
3. Remain seated and quiet while the Pledge is given.

PUBLIC DISPLAY OF AFFECTION (PDA)

This behavior is not acceptable on school property or during school functions. It includes certain forms of hugging, as well as holding hands, kissing, cuddling, caressing, and any other forms of display of affection with any other person. The consequence of PDA is Out of School Suspension, and the parent will be contacted. If the offense is caught on camera (not seen by a staff member) the result will be the same.

REPORT CARDS

There are 2 types of grade reports which will be mailed to parents/guardians during the year.

1. Progress reports These are mailed approximately 4 weeks into each quarter. The grades are not final, but show parents/guardians where the student's grades are at that date.
2. Report Cards These are mailed at the end of each quarter with final grades for that time period. At the end of the 2nd and 4th quarter, the report card shows the semester grades/credits.

REPORTING CHILD ABUSE AND NEGLECT

Oklahoma State legally requires any DST ELEMENTARY teacher, counselor, nurse, or administrator having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected shall immediately contact the county child welfare unit of the Department of Human Services and inform the agency of the facts and circumstances which led to the filing of the report. It is not the responsibility of school personnel to prove that the child has been abused or neglected, nor to determine whether the child is in need of protection. School personnel shall not contact the child's family or any other person to determine the cause of any suspected abuse or neglect.

No DST ELEMENTARY employee shall be discharged from employment for making a report of child abuse or neglect. Further, state law provides immunity from any civil or criminal liability arising from making such a

report, if the report is made in good faith. Finally, state law also provides for the protection of the identity of any individual who makes such a report.

RESTRICTED AREAS

After arrival at school, students may not leave the building for any reason at all without the written permission of a school administrator. Students may not use a classroom without the permission of a teacher. Students are not allowed in the class rooms, cafeteria, office areas or restrooms, outside of the building or on the playground when there is no supervision.

The laboratories are out of bounds unless a teacher is present. Construction areas, the roof, staff restrooms, and the teacher's lounge are out of bounds to all students without special permission.

SAFE SCHOOL COMMITTEE AND ANNUAL REVIEW

The Safe School Committee, in collaboration with the staff, shall review the student/ parent handbook, this policy, and site discipline plan annually. This policy and the review process are designed to promote good behavior and the continual development of a student conduct code that promotes good student behavior. A recommendation will be made to the principal regarding suggested changes. The school will devote time each year (beginning of the year and as needed) to discussing the Code of Conduct, student/parent handbooks, and disciplinary procedures with students. (State requirements of safe schools policies found in the DST ELEMENTARY Safe Schools Handbook)

SAFETY NET PROGRAM

As stated in our "Mission Statement" DST ELEMENTARY believes in that all students have the potential for success. To

provide the learning opportunities necessary for all students to reach their full potential, DST ELEMENTARY implements a safety net program. This program has three components:

I. MANDATORY AFTERSCHOOL TUTORING AND PRACTICE TEST SCHEDULE

Math and English teachers assign students afterschool tutoring based on student performance in class, progress monitoring results, benchmark and practice test scores. These extra instruction sessions are for Math and English Language Arts (ELA). Students receive grades. Attendance is required. Students who have raised their scores are tested out for the next period.

II. MANDATORY SATURDAY SCHOOL:

Math, Reading and Language Arts teachers assign students Saturday School based on student performance in class, progress monitoring results, benchmark and practice test scores and student performance. Students may have both afterschool tutoring and Saturday school. Attendance is required. Parents may be asked to attend tutoring sessions with their child to better assist their child at home. Students who have raised their scores are tested out for the next period. **Students who have been identified by the school as needing Saturday School are required to attend. Failure to do so will result in disciplinary action, including suspension.**

III. PULL OUTS:

Math and English teachers may assign a pull out schedule for students based on their performance. These students are pulled out from noncore classes to be tutored in math and/or reading. Schedules are prepared by school administration with teacher request.

IV. TUTORING

Tutoring is in place to aid the students for the core courses. Students will be tested early in the new school year, and those in need of academic help will be identified at that time. Tutoring is afterschool and is mandatory. Benchmark tests are taken monthly. When the student shows that he/she has progressed to the point that tutoring is no longer necessary, the student will be released from the tutoring program. **Students who are assigned After school and Saturday tutoring are required to attend. Failure to attend is considered a discipline issue.**

SCHEDULE CHANGES

The school has the right to change class schedules at any time.

SEXUAL HARASSMENT

This behavior is a violation of Federal Law. The consequence will be long-term suspension with the possibility of prosecution.

SHORT-TERM SUSPENSION

This is any suspension out of school for 10 days or less. In all instances of suspension, the parent or guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

In most instances when the suspension is for more than five (5) days the school counselor will provide the student with an education plan designed for the eventual reintegration of the student into school, which may provide only for the core units in which the student is enrolled. A copy of the education plan shall also be provided to the student's parent or guardian. For the purposes of this section, the core units shall consist of the minimum English, mathematics, science, social studies and art units required by the State Board of Education for grade completion in grades kindergarten through fifth grade. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. The student shall not come to the school during their suspension.

SPECIAL SERVICE AREA

Special services students will have an IEP conference during the first semester of school. Teachers will be aware of the identified special service students. Psychological testing is available through the special service area for students recommended for this service.

Special service students are subject to the same disciplinary measures as other students. If a special service student is assigned suspension exceeding 10 days, an IEP/Manifestation Determination/Behavior Plan Conference will take place. After this conference the recommended course of action will be presented.

Confidentiality

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from the student cumulative records. The records are maintained in a secure manner, which prevents unauthorized access.

STATE TESTING

State tests are usually scheduled for the month of April. Failure to pass the English Reading test, taken in 8th grade, means that the student cannot apply for a driving license until the test is retaken and passed.

SUMMER SCHOOL

DST ELEMENTARY does not offer a general public school summer school, but students can attend classes offered by the schools accredited by State Department of Education if necessary. Students in danger of retention may be required to attend a summer academic program and pass an end of course evaluation to be promoted to the next grade.

TUTORING

Tutoring is another opportunity for students. Students attend a scheduled tutoring if (1) they request it; (2) the teacher assigns the tutoring. See safety section of handbook. If assigned, it is mandatory. **Failure to attend is considered a discipline issue.**

VIOLENT OFFENSES

If the school provides education services to a student at a district school facility who has been adjudicated for a violent offense, the school shall notify any student or faculty victims of such student, when known, and shall ensure that the student will not be allowed in the general vicinity of or contact with a victim of the student, provided such victim notifies the school of the victim's desire to refrain from contact with the offending student.

VISITORS

Anyone desiring to visit DST ELEMENTARY must complete the DST ELEMENTARY Visitor Request Form and receive approval from school administration at least one (1) school day in advance. No visitors will be allowed the last two weeks of each semester. Also, no visitors will be allowed during the week prior to any school holiday or during assessments. Only the principal is authorized to grant approval. The principal shall have the right to restrict or deny visitation to a classroom in order to not unreasonably interfere with the education and assessment of children. The visitor regulations pertain to all instructional rooms in the school, including the media center.

VISITING CLASSROOMS

To visit/conference with the teacher, you must make an appointment in advance. Please call the main office or teacher or email the teacher directly to arrange the appointment during his/her plan time, or before or after school. Please allow 24 hours for the teacher to get back with you especially if his/her plan period has already passed) **No teacher can be pulled from instruction and student learning or other obligations for you to meet with him/her because this interferes with instructional time so please make appointments in advance.**

All visitors, including parents and volunteers, must register with school officials and state their purpose for the visit. Visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. The principal or designee will have the prerogative to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. Parents who have followed visitation request procedures and scheduled an appointment may visit their student's classes for up to one class period to observe their child. All others must have a scheduled appointment and be accompanied by an administrator and may visit their student's class for a short period of time no longer than 10 minutes. Parents are not there to observe the teachers.

Observations may occur within the following guidelines:

- An administrator may require that the parents/guardians be accompanied by school personnel;
- Observations will not be scheduled during achievement testing or any other activity that could be disrupted by the presence of visitors in the classroom;
- No recording equipment or cameras will be permitted in the classroom during an observation of the instructional process unless prior permission is given by the administrator.

Visitors using foul/inappropriate language or exhibiting uncivil behavior such as harassing/threatening/bullying behaviors directed at staff or students will not be allowed on campus for the rest of the school year.

VISITING/CONFERENCING WITH TEACHERS AND STAFF

Because school staff are generally working with students and attending scheduled meetings with others, parents must arrange an appointment to visit with them. Conferences with multiple teachers will be arranged by the Dean of Students. Teacher visits and conferences can be arranged by contacting the front office or by emailing the staff member or the school. Those who want to see any Administrator must go through the front office. Please understand they have daily responsibilities and may not be able to meet with you immediately but will do their best to do so.

WEB SITE

The school's web address is www.discoveryok.org. All links can be found on the Home Page.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from DST ELEMENTARY during the school term, he will report to the office on the morning of the day he leaves. There the student will receive a withdrawal form that will be taken to each of these teachers for "clearance":

1. Has checked in all books and assigned equipment.
2. No makeup work due.
3. Fines or Debts are paid in full.
4. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of their withdrawal form that shows he/she is w/d. The student's official records will be sent to the new school he/she is going to attend at the request of that school.

SECTION IV PROHIBITED STUDENT CONDUCT, ACTIVITIES, AND BEHAVIORS

(THIS IS AN OVERVIEW. SEE APPENDIX II (available viewing on-line or in the main office) FOR ADDITIONAL INFORMATION)

Students are prohibited from engaging in the following conduct, activities, and behaviors. The following behaviors at school, while in school vehicles, or going to or from or attending school events will result in disciplinary action, up to and including school intervention options and/or out of school suspension. These behaviors may include, but are not limited to, the following:

1. Arson.
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material.
4. Bullying, Harassment, Intimidation and Threatening Behavior
5. Cheating.
6. Clothing or accessories with profane, vulgar, violent or repulsive words or pictures; or unacceptable attire dealing with beer, alcohol, drugs, or tobacco; tank tops, halter tops, half shirts, see-through garments; or if the attire creates an unsafe, threatening environment; or if the attire distracts from the education environment.
7. Conduct that threatens or jeopardizes the safety of others.
8. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school
9. Cutting class or sleeping, eating or refusing to work in class.
10. Disruption of the educational process or operation of the school.
11. Extortion.
12. Failure to attend assigned detention, alternative school (Saturday detention/Saturday school) or other disciplinary assignment without approval.
13. Failure to comply with state immunization requirements.
14. Failure to return to school property belonging to the school or others.
15. False reports, false calls, or misrepresentation of facts. False reports or false calls that adversely affect school operations, regardless of where the report or call is made and to whom the report or call is submitted.
16. Fighting, including physical acts and threats made in retaliation against the person who initiated a fight.
17. Forgery.
18. Gambling.
19. Gang activity, affiliation, behavior, dress, haircut, hairstyle, hair design or set behavior and attire.
20. Harassment, Intimidation, Bullying and Threatening Behavior.
21. Hazing or unapproved initiations in connection with any school activity.
22. Headlocks or other dangerous behaviors
23. Immorality.
24. Inappropriate behavior or gestures.
25. Inappropriate public behavior.
Behavior that a reasonable student should recognize is inappropriate behavior even though such behavior may not be specifically described in this policy.
26. Indecent exposure.
27. Intimidating, bullying, sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers.
28. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b).
29. Obscene, vulgar, profane, and/or lewd language or gestures.
30. Physical or verbal abuse, physical harm inflicted upon another.
31. Plagiarism.
32. Possession, control over, or use of a caustic substance.
33. Possession or control over or use of lighters or matches or other instruments that can burn objects.
34. Possession or use of a wireless telecommunication device without proper authorization.

DST ELEMENTARY Policy "Use of Wireless Telecommunication Devices by Student(s)" offers additional guidance for students and parents concerning wireless telecommunication devices and is made available for students and parents in the school's student/parent handbook.

35. Possession or control over obscene, vulgar, lewd, or profane material.
36. Possession, control over, threat of use, or use of a dangerous weapon, explosive devices or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.) or use of an object not normally considered to be a weapon in a manner to inflict harm upon another or the threat to use the object in a manner that would inflict harm upon another. Purported or represented possession, control of, or ready access to a dangerous weapon, explosive device or related instrumentality although in fact the student does not possess, control, or have ready access to such an object.
DST ELEMENTARY Policy "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 31, 32, and 33 for students and parents and is made available to parents and students in each school's student/parent handbook.
37. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco, alcohol or drugs in any form.
38. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low point beer (as defined by Oklahoma law i.e., 3.2 beer) and/or controlled substances.
39. Profanity or profane vulgar, and/or lewd acts.
40. Removing or attempting to remove any book from the library media center without following the appropriate checkout procedure. This may also include any pranks or practical jokes designed to set off the alarm.
41. Sexual harassment of individuals including, but not limited to, students, school employees, volunteers.
DST ELEMENTARY Policy "Sexual Harassment" offers additional guidance related to sexual harassment for students and parents and is made available to students and parents in the school's student/parent handbook.
42. Theft or possession of stolen property.
43. Threatening behavior (whether involving gestures, written or verbal expression, electronic communication or physical acts).
44. Truancy.
45. Tutoring- failure to attend.
46. Unacceptable attire.
DST ELEMENTARY Policy Student Dress Code" offers additional guidance related to the student dress code for students and parents and is made available to students and parents in the school's student/parent handbook.
47. Unauthorized possession/use of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee or the school.
48. Unauthorized or inappropriate use of technology software and/or hardware.
49. Using skateboards, rollerblades, skate shoes, or scooters on school property or at school events.
50. Use or possession of tobacco , alcohol, controlled substances in any form
51. Use of a wireless telecommunications device without prior authorization.
52. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low point beer (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. Possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood altering substances as defined in the Uniform Control Dangerous Substances Act.
53. Using, being under the influence of, possessing, having control of, furnishing, distributing, or selling any substance purported or represented to be a controlled dangerous substance, an illegal drug, or an illicit drug, although in fact the substance is not a controlled dangerous substance, an illegal drug, or an illicit drug.
54. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of "mood altering substances," which include paint, glue, and aerosol sprays used or intended to be used for abusive purposes, caffeine pills, over the counter stimulants, and other similar substances.
DST ELEMENTARY "Possession of Weapons, Alcohol, and/or Controlled Substances/Illegal Drugs in School" offers additional guidance related to the above item numbers 42, 43, and 44 for students and parents and is made

available to parents and students in each school's student/parent handbook.

55. Using racial, ethnic, sexual, gender or disability related epithets.
56. Vandalism, attempted vandalism, or found in vicinity of vandalized property at the time property is vandalized, found in possession of vandalized property/or with materials used to vandalize property or if reasonably suspected to have vandalized or attempted to vandalize.
57. Violation of the DST ELEMENTARY policies, rules or regulations or violation of DST ELEMENTARY classroom rules and regulations or violation of state statutes
58. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations, including those provided in the school's student/parent handbook.
59. Vulgarity
60. Willful damage to school property
61. Willful disobedience of a directive of any school official.

Discipline for violating the prohibitions may include in school disciplinary consequences, alternative program placements such as in class time outs, out of class timeouts; other disciplinary options listed below under disciplinary or correctional action and APPENDIX 1 of this handout; and/or out of school short-term and/or long-term suspension.

DST ELEMENTARY-TULSA has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Both boys and girls uniform shirts can be purchased from the school in the front office.

PLEASE NOTE . . .

If you arrive at school out of uniform,

Your parents will be called,

You will be kept out of classes until you are dressed appropriately.

All class time you miss will count as an unexcused absence. **Continued violation of the dress guidelines will result in disciplinary action.**

Uniform Top

- Red DST shirts for elementary students
- School shirts must be clean and clear of writing
- Students who wish to wear an undershirt may do so. Undershirts must be solid in the colors of either blue, white, red, black or gray. Undershirts must be tucked in at all times.
- Shirts may not be rolled or tied at the waist.

In addition to the regular uniform shirt, students may also wear a button-up cardigan if they choose. Cardigans must be solid in the colors of either blue, black or red (no hoods). Students are not permitted to wear jackets or hoodies in the building.

Uniform Bottom:

Pants and slacks

- Solid navy blue or khaki docker type pants. Shorts, capris, stretch pants or pants with large pockets (such as cargo pants) are not permitted. Khaki or navy-colored denim pants are not permitted.
- No oversized belt buckles.
- Pants and slacks must fit properly and should not be overly baggy or saggy.
- Waist band should fit at the waist. Low-waist pants are not permitted.
- No tears, holes, sequins, designs, or writing allowed on pants or jeans.
- Jeans can only be worn on designated jeans days. Jeans must be no other color but

solid blue. Bleached styles are not permitted. SKINNY JEANS and SKINNY-STYLES are not permitted

- Pant legs cannot be rolled

Skirts/ Shorts/ Skorts

Skirts/shorts/ skorts are not permitted at DST ELEMENTARY-TULSA. If your religion requires you to wear skirts, your parent/guardian must provide the Dean of Students with a letter from your church stating this practice. For approved religious exceptions, skirts must be solid navy blue or khaki and the length must be no shorter than below the knee cap when seated.

Student ID Card

- Attached to student's left uniform collar with picture showing
- **ID must be visible at all times**
- Worn while on school property including parking lot.
- Not altered or damaged in any way including: no writing, no pictures added, no chew marks, etc.

Damaged, defaced or lost ids must be replaced at the student's expense. Students who lose their id can use a pass up to three times per quarter. After that, they will be assigned a Saturday detention by the dean of students.

HAIR/ HEADCOVERINGS

- Hair must be well groomed and clean
- The student's eyes must be visible at all times and not covered by hair.
- Head coverings such as scarves, curlers, bandanas, du-rags, sweatbands, hats, sunglasses, caps, earmuffs, beads etc. should not be worn during school hours, unless prescribed by a physician, or previously approved by the administration for religious or other reasons
- Hair should be one color dye and consistent throughout the hair. Highlights should be in streaks not clumps, and should blend in with the overall hair color. Extreme changes to the natural hair color are not allowed.
- Hair dye, highlighting or tipping is permitted as long as it is in natural human hair colors.
- Extreme hair styles are not permitted (e.g. Mohawks, spiking in Mohawk style, extremely spiked hair, fro-hawks, etc.)
- Boys' hair should preferably should not touch the collar of their uniform shirt. If it does, the hair must be secured back to give it a neat and tidy appearance.
- Boys' hair should not extend more than 2 inches away from the head.
- **Shaved hair designs are not allowed.** Shaved and spiked hair designs a/styles are not allowed. This includes hair styles in the "Mohawk-style" family (sides of the head are shaven with a strip of hair that is generally in the center – military/buzz cuts are permitted). Extreme hair styles are not permitted (e.g. Mohawks, spiking in Mohawk style, extremely spiked hair, fro-hawks, etc.)

OUTERWEAR

- Outerwear and backpacks/string packs must be stored in the student's locker during school hours.
- Coats, hoodies, gloves, scarves, tights, leggings, leg-warmers, bike-shorts, suspenders, bathing/swimwear, pajamas, etc. cannot not be worn in the building
- Students are not permitted to wear jackets/hoodies in the building. Hoodless, solid-colored, button-up, cardigan sweaters in the colors of blue, black or red are allowed.

JEWELRY/ ACCESSORIES

- Boys may not wear rings or earrings.
 - Girls are allowed to wear a pair of matching earrings (no larger than quarter size).
 - Necklaces are not permitted. Religious necklaces may only be worn inside of shirts and out of view.
- Boys and Girls may wear ONE small bracelet only. Administrative discretion will be used to determine if bracelet size and appearance are appropriate. Bracelets must not contain any writing, other than the student's name. No symbols indicating death, depictions of violence or inappropriate messages.
- Facial and body piercings are not allowed. Students will be required to remove jewelry, bandages that cover up piercings, etc, while in school, if they do get piercing. A doctor's excuse will not override any rules related to body/face piercing.
 - Gages, dog collars, spiked jewelry, chains, hair picks, chains, chains that connect one part of the body to another, chains attached to pants or wallets or clocks, and other jewelry/accessories that pose a safety concern are prohibited.
 - Cosmetic make-up is not allowed.
 - Any type of permanent tattoo is not allowed.

Footwear

- Sandals, open-toed shoes, clogs, high heels, platform shoes, boots, house shoes, shower shoes, slippers, or snow boots are NOT allowed. (Snow boots can be worn only when it snows). Students are required to wear shoes that fit properly.

POLICY FOR THE SUSPENSION OF STUDENTS WITH

DISABILITIES SHORTTERM SUSPENSION

The school district will follow the same policy and procedures for the suspension of students in conjunction with the short-term suspension of students without disabilities.

LONGTERM SUSPENSION

Before implementing the suspension of a student with a disability for eleven (11) or more consecutive school days, the school district will notify the student's parent or guardian in writing of the proposed suspension and convene a meeting of the student's Individualized Education Plan (I.E.P.) team or 504 accommodation plan team to discuss additional concerns and delivery of services during the suspension.

PROHIBITED STUDENT CONDUCT AND CONSEQUENCES

Level I Offenses: (Note: Repeated instances of Level I offenses may be elevated to Level II or Level III)
Prohibited Conduct

1. Computer system violations, including violations of the school's Acceptable Use policy.
2. Dress and grooming code violations.
3. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person. Depending on the nature of the offense, this could be considered a level 2 or level 3 consequence.
4. Failing to comply with directives of school personnel.
5. Failing to attend (unexcused) class or tutorial sessions.
6. Inappropriate physical contact not defined as a Level 2 or Level 3 offense.
7. Offensive, vulgar or obscene gestures or language, orally or in writing. Depending on the nature of the offense, this could be considered a level 2 or level 3 offense.
8. Possessing a laser pointer on school property or at school-sponsored events.
9. Possessing/selling "look-alike" drugs/dispensing medicine violation.
10. Possessing/distributing/exhibiting/transmitting obscene materials, including pornography.

11. Possession of any electronic devices without permission (i.e., CD players; MP3 players; iPod; Game Boys; Nintendos; or other video, listening, or entertainment device) during school hours.
12. Scuffling/ Horseplay
13. Single acts of disruptive behavior, including non-compliance and insubordination.
14. Throwing objects not considered an illegal weapon that could have caused bodily injury or property damage. Depending on the nature of the offense, this could be considered a level 2 or level 3 offense.
15. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class.
16. Use of a paging device/cellular phone during the school day.
17. Use of a skateboard, scooter, and/or roller blades while on school property.
18. Verbal or written abuse, i.e., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment.
19. Accumulating five or more, but less than ten, tardies to school or to class.
20. Posting materials or holding student gatherings without school approval.
21. Accessing restricted areas.
22. Any violations of "Standards for Student Conduct".
23. Disrespect to teacher such as rolling eyes, sucking teeth, etc.
24. Bringing items to school that are not allowed, such as playing cards, toys, etc.

Level I - Disciplinary Consequences may include the following (not in order of progressive disciplinary measures).

1. Lunch Detention.
2. After- School Detention.
3. Saturday Detention.
4. In- School Suspension.
5. Assignment of school duties such as scrubbing desks or picking up litter.
6. Behavioral contracts or individually developed behavior management plans.
7. Classroom management techniques.
8. Community service.
9. Cooling-off time or "time-out."
10. Counseling by teachers, counselors, or administrative personnel.
11. Confiscation of electronic or other distracting devices used during the school day.
12. Grade reductions for academic dishonesty.
13. Parent/guardian contracts to restrict home privileges.
14. Parent/guardian conference with teacher or Principal.
15. Peer mediation.
16. Placement in another appropriate classroom or sent home.
17. Restitution/restoration, if applicable.
18. School-assessed and school-administered probation.
19. Seating changes within the classroom.
20. Temporary confiscation of items that disrupt the educational process.
21. Verbal correction.
22. Voluntary peer mediation/family management classes/community service.
23. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.
24. Up to 3 days Out-of-School suspension.

Disciplinary actions may be used individually or in combination for any offense.

NOTE:

After School Detention

1. Students will bring materials to work on – homework or books to read from the Library; only school acceptable materials are permitted. Classroom materials may be sent by a teacher.

- 2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
- 3. Sleeping is not permitted.
- 4. Students cannot talk with each other.
- 5. Students should use the restroom before detention starts and be prepared to stay in the detention room for the entire length of time, except during an emergency.
- 6. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
- 7. Any student assigned to the detention room must stay the entire time. Students refusing to sit their time will be suspended from school.
- 8. Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
- 9. Students who show up as unexcused late will be required to make up the time.

Level II Offenses:

Prohibited Conduct

- 1. Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.
- 2. Academic dishonesty
- 3. Accumulating more than ten tardies to school/ class
- 4. Assault– student on student.
- 5. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, as defined by law.
- 6. Bullying. Bullying will be considered, but not limited to, any of the following: verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another student for cruel, mean and/or humiliating treatment.
- 7. Dating Violence or Retaliation as defined herein.
- 8. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
- 9. Failure to comply with rules of bus safety or disturbing others.
- 10. False accusation of the commission of a misdemeanor or felony.
- 11. Falsification of school records.
- 12. Fighting or Arranging a Fight: School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will, at a minimum, be suspended for the remainder of the day.
- 13. Forgery of school documents at school or otherwise.
- 14. Gambling. This includes but is not limited to dice shooting and/or sports pools and involves the transfer of money or other personal belongings or assistance from one person to another. Card trading is prohibited.
- 15. Gang activity.
- 16. Harassment under applicable law
- 17. Hazing under applicable law
- 18. Hit list under applicable law
- 19. Intentionally providing incorrect information
- 20. Knife possession
- 21. Leaving school classroom/grounds/events without permission.
- 22. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
- 23. Possessing a stun gun, mace, or pepper spray.
- 24. Possessing ammunition.

- 25. Possessing, exhibiting, or threatening with a look-alike weapon, including but not limited to: BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
- 26. Possession of stolen property.
- 27. Possession or use of fireworks or other explosive devices.
- 28. Possession or use of tobacco or related products on school property or at school-related events.
- 29. Profanity/obscene gestures toward personnel.
- 30. Refusal to follow directions from a teacher/administrator/staff.
- 31. Repetitive Level I Offenses – i.e., two or more Level I offenses within a semester.
- 32. Secret society activity.
- 33. Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages
- 34. Sexual harassment/sexual abuse not defined as a Level III offense by the applicable law
- 35. Stealing/theft.
- 36. Suspicious drug/alcohol involvement.
- 37. Threats – student on personnel/facility.
- 38. Threats – student on student.
- 39. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
- 40. Vandalism/criminal mischief not a felony.

Level II - Disciplinary Consequences may include any of the following:

- 1. Any applicable Level I Disciplinary Consequence.
- 2. Up to 10 days Out-of-school suspension.
- 3. Expulsion (upon Discipline Committee recommendation).

Disciplinary actions may be used individually or in combination for any offense.

Level III Offenses

Prohibited Conduct

- 1. Depending on the nature of the offense, this could be considered a level 2 or level 3 offense.
- 2. Aggravated assault.
- 3. Aggravated kidnapping.
- 4. Aggravated robbery.
- 5. Aggravated sexual assault
- 6. Any discretionary or mandatory expulsion violation under applicable law
- 7. Arson.
- 8. Arson.
- 9. Assault.
- 10. Burglary of a motor vehicle on campus.
- 11. Capital murder.
- 12. Commission of a felony offense listed under applicable law
- 13. Conduct punishable as a felony.
- 14. Criminal attempt to commit murder or capital murder.
- 15. Criminally negligent homicide.
- 16. Deliberate destruction or tampering with school computer data or networks.
- 17. False alarm or report.
- 18. Felony criminal mischief against school property, another student, or school staff.
- 19. Gang activity (violent).
- 20. Inappropriate sexual conduct.
- 21. Indecency with a child.
- 22. Indecent exposure or inappropriate public displays of affection, including kissing, hugging, physical conduct, etc.
- 23. Issuing a false fire alarm.

24. Murder.
25. Persistent Level I offenses (four Level I offenses).
26. Persistent Level II offenses (four Level II offenses).
27. Possessing, selling, distributing, or being under the influence of inhalants.
28. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
29. Public lewdness.
30. Required registration as a sex offender.
31. Retaliation against any school employee or volunteer at any time or place.
32. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marihuana, controlled substance, dangerous drug, or alcoholic beverage.
33. Setting or attempting to set fire on school property (not arson).
34. Sexual abuse of a young child or children.
35. Sexual assault.
36. Targeting another individual for bodily harm.
37. Use, exhibition, or possession of a firearm, illegal knife, club, or prohibited weapon, or toys that resemble a weapon.
38. Manslaughter.

Level III - Disciplinary Consequences may include any of the following:

1. Up to 10 days Out-of-School suspension
2. Long-term suspension
3. Expulsion

Disciplinary actions may be used individually or in combination for any offense.

PROHIBITED CONDUCT DEFINED (GLOSSARY)

Assault and Battery

Any willful and unlawful use of force or violence upon the person of another.

Bringing any kind of Weapon to School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, bb guns, knives, razor blades, shanks, smoke bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decision regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and or other containers if they suspect the presence of a weapon. Add bullets, empty shell cases – check the law.

Cheating or Plagiarism

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort are unacceptable conduct. Each teacher sets his/her own standards of behavior for his/her classroom, and students are expected to know the standards and procedures for each of their classes. The administration has reviewed and accepted and will support individual teacher standards and procedures for cheating and plagiarism.

Computer Abuse or Misuse

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and or misuse of computers also include loading private software, checking personal email, or accessing inappropriate web sites or web pages using school equipment. Student computer history may be checked randomly.

Disrupt Learning

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, eating or drinking during class, chewing gum, insubordination, and/or selling or trading personal possessions to other students.

Extortion

Obtaining property from another with his consent, induced by wrongful use of force or fear or by promising payment not carried through.

Failure to Identify (Lying to staff or incorrect information or showing incorrect ID)

Refusal to provide name and/or other information when asked to do so by a staff member or providing incorrect name and/or other information.

Fighting or Arranging Fights

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is any instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of occasions in which one student simply assaults another student, any fight will involve disciplining all students involved in the fight. If a student is assaulted and the student reciprocates physical conduct, the student will face discipline action.

Forgery

Any attempt by a student to sign a teacher's, administrator's, parent's, guardian's, or another student's name to any document will be considered forgery.

Gambling

Gambling includes but is not limited to card playing, dice shooting, and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. Using collector's cards is acceptable before and after school and during recess.

Have Knowledge or Suspicion of Drugs and/or Alcohol, or Any Other Illegal Activity on School Grounds and Not Notifying School Personnel:

If a student has seen or heard that another person has drugs on school grounds and does not give school personnel promptly all information they have, the student(s) may have the following consequences.

Give a False Fire Alarm

Issuing a false fire alarm is a violation of the State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense, ranging from fines of \$1,000 to \$10,000 and jail terms.

Horseplay:

Playful acts that cause disruption to the learning environment that pose on harm or potential for harm to others.

Hazing of Student(s)

Hazing means to plan, encourage, or engage in any hazing activity. Hazing is defined as doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk or cause mental or physical harm to any person. Permission, consent, or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

Inappropriate materials

Possessing or bringing pornographic, criminal, hate related, laser pointer(s), lighter(s), matches, water balloon, etc.

Not being in assigned location

All students need to be in their assigned location during lunch time, break time or while class is in session.

Trespassing

Entering any school property or into any school facility without proper authority. Includes any entry during a period of suspension. Students who assist persons who are not authorized to be on campus are also guilty of trespassing. The police may be notified.

Skipping Mandatory Saturday school

Students must attend Saturday school if it is assigned, unless notified that they do not have to

Steal or Vandalize Private Property or School Property/ Misuse of school property

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property.

School records will be withheld until restitution is cleared.

Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.
attend.

Truancy

Truancy means being inexcusably absent from school or a class without the knowledge of a parent. Habitual truancy by law means a student has accumulated 10 consecutive days or 15 total days of absence in one semester. There are school and legal penalties that accompany truancy. DST complies with all city and state truancy laws.

Use Drugs or Alcohol and Sale or Intention to Sell Drugs or Alcohol

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, nonprescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood altering chemical, drug of abuse or any counterfeit controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

PARENT/STUDENT SIGNATURE SECTION

After both student and parent/guardian have reviewed the Discovery School of Tulsa-TULSA Student Handbook, this portion must be signed and returned to the student’s homeroom teacher by **Friday, August 29, 2014**.

I have reviewed the policies and practices of Discovery School of Tulsa stated in this student handbook, and I agree to abide by the rules and regulations of the Academy. Furthermore, I understand it is my responsibility to contact school administration if I have any questions or concerns about the school’s policies.

Student Name (Print)_____

Student Signature_____

Date_____

Parent/Guardian Name (Print)_____

Parent/Guardian Signature_____

Date_____