

## **TFC FIGHT SONG**

FIGHT, FIGHT, FIGHT, THOMAS HIGH  
FIGHT, FIGHT, FIGHT, THOMAS HIGH  
FIGHT ON THOMAS ON TO VICTORY  
WE WILL BACK OUR TEAM WITH LOYALTY  
FIGHT, FIGHT, FIGHT, THOMAS HIGH  
FIGHT, FIGHT, FIGHT, THOMAS HIGH  
WE WILL FIGHT, FIGHT, FIGHT, FIGHT,  
FIGHT ON TO VICTORY"

**SCHOOL COLORS:** MYRTLE GREEN AND WHITE

**SCHOOL MASCOT:** TERRIERS

### **BOARD OF EDUCATION**

Kent Switzer – President

Shae Mannering – Vice President

Brandon Miller – Clerk

Richard Bright – Member

Jet Tharp – Member

### **ADMINISTRATION**

Rob Royalty – Superintendent

Ray Oakes – Jr. /Sr. High Principal

Leesa Brandly – Elementary Principal

### **MODES OF COMMUNICATION WITH THE SCHOOL**

Elementary Office Phone 580-661-3521

Text Messages (Remind 101)

Facebook (search Thomas-Fay-Custer Schools)

Website ([thomas.k12.ok.us](http://thomas.k12.ok.us))

E-Mail

**DEAR PARENT,**

In order to promote better communication and cooperation between parents and the school, the Thomas-Fay-Custer Elementary School has organized and published this handbook for your convenience in better understanding the functions and activities of your elementary school.

The primary objective of any school system is to provide the best possible education for its students. It therefore, becomes necessary to establish certain rules and regulations that must be adhered to in order to maintain a high level of efficiency, which result in the accomplishment of the primary objective.

We, as educators, must have your cooperation as a parent in keeping your child informed of those rules and regulations as well as the importance of following them so that the total educational process will operate smoothly.

Thank you in advance for your cooperation.

The Faculty and Staff of Thomas-Fay-Custer Elementary School

**PHILOSOPHY AND OBJECTIVES**

Thomas-Fay-Custer School recognizes we live in a changing environment where the amount of information increases daily. We see it as our responsibility to provide all of our students with the opportunity not only to learn, but to acquire the ability to find information. We see each student as an individual who needs certain life skills to function in a diverse society without losing that individuality. Each day we strive to see that every individual grows mentally and physically to the best of his/her ability.

We accept the responsibility of aiding the development of each student into an adult who can think logically and learn continually, and thus be able to participate confidently while contributing meaningfully to our world. It is from this responsibility that we have developed the following goals:

To insure that students according to their own abilities develop proficiency in the basic academic competencies.

These areas include, but are not limited to (1) reading, (2) math, (3) language, both English and foreign, (4) science, (5) social studies, (6) business education, both in the regular classroom and vocational, (7) computer skills, and (8) the history and government of the United States.

To insure that all students be given the opportunity to acquire the knowledge of the arts and from that develops their own individual creativity.

To insure that all students are exposed to a wide range of career options in both the regular classroom and vocational so they may acquire the ability to make intelligent decisions. Thus, they will become independent and productive citizens and find self-satisfaction in the world of work.

To insure that all students are aware of their citizenship responsibilities in a democratic society.

### **NOTIFICATION OF AHERA**

The U.S. Environmental Protection Agency has required that all public and private schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies, defines procedures for managing, and schedules re-inspection of all asbestos present in the school. The management plan may be reviewed at your child's school during normal working hours.

### **STUDENT RECORDS (F.E.R.P.A.):**

Upon request, the official records of a student may be inspected and reviewed by the student's parent or an eligible student eighteen (18) years or older. Additionally, parents or eligible students have the right to: request amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or their rights; consent to disclose education records, except where consent is not required to authorize disclosure; file complaints concerning noncompliance with the U.S. Department of Education. The district complies with the Family Education Rights and Privacy Act of 1974 (FERPA 34 CFR 99.22). Records may be inspected at schools between 8:00 a.m. and 3:00 p.m. Monday through Friday. Complaints may be filed in the Office of the Superintendent.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

Statute: 20 U.S.C. 1232h. Regulations: 34 CFR Part 98.

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –
  1. Political affiliations or beliefs of the student or student's parent ;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

### **Directory Information**

The Thomas-Fay-Custer District proposes to designate the following personally identifiable information contained in a student's education record as "directory information," and it will disclose that information without prior written consent:

1. The student's name;
2. The names of the student's parents;
3. The student's date of birth;
4. The student's class designation (i.e., first grade, tenth grade, etc.);
5. The student's extracurricular participation;
6. The student's weight and height if a member of an athletic team;
7. The student's photograph; and
8. The school or school district the student attended before the student enrolled in this school district.

If parents do not want any of the above information released, they must put that request in writing and present it to the Principal of each child.

## **ELEMENTARY FACULTY AND STAFF**

Leesa Brandly	Principal
Donell Craig	Counselor
Larisa Nelson	P-K
Misty Carman	Kindergarten
Dana Selzer	Kindergarten
Shiloh Sinclair	1 <sup>st</sup> grade
Kristen Laughlin	1 <sup>st</sup> grade
Debbie Crall	2 <sup>nd</sup> grade
MaKayla Murphy	2 <sup>nd</sup> grade
Tammy Oakes	3 <sup>rd</sup> grade
Aimee Rainwater	3 <sup>rd</sup> grade
Frances Alfaro	4 <sup>th</sup> grade
Tena Jordan	4 <sup>th</sup> grade
Trina Rendon	5 <sup>th</sup> and 6 <sup>th</sup> grade
Dianne Box	5 <sup>th</sup> and 6 <sup>th</sup> grade
Tina Mannering	5 <sup>th</sup> and 6 <sup>th</sup> grade
Marcie McNeill	5 <sup>th</sup> and 6 <sup>th</sup> grade
Stacy Royalty	Title I Reading
Mandy Jones	Special Education
Amy Stewart	Speech Therapy
Pat Kourt	Librarian
Hightower, Ward	Physical Education
Roberts, Clark	Physical Education/Athletics
Jones, Kendra	Athletics
Amanda Orange	5 <sup>th</sup> and 6 <sup>th</sup> grade Band/K – 3 <sup>rd</sup> Music
Sondra Buckaloo	Secretary
Kim Fernandez	Secretary
Nada Clayborn	P-K Teacher Assistant
Lorinda Gibson	P-K Teacher Assistant
Andrea Baker	P-K Teacher Assistant
Derek Bennett	Teacher Assistant
Brandy McGuire	Teacher Assistant
Roberta Petree	Teacher Assistant

## Faculty and Staff Email Addresses

Administration	E-Mail Address	Position Held
Rob Royalty	<a href="mailto:rob@thomas.k12.ok.us">rob@thomas.k12.ok.us</a>	Superintendent
Leesa Brandly	<a href="mailto:lbrandly@thomas.k12.ok.us">lbrandly@thomas.k12.ok.us</a>	Elementary Principal
<b>Faculty &amp; Staff</b>		
Frances Alfaro	<a href="mailto:falfaro@thomas.k12.ok.us">falfaro@thomas.k12.ok.us</a>	Elementary
Dianne Box	<a href="mailto:dbox@thomas.k12.ok.us">dbox@thomas.k12.ok.us</a>	Elementary
Sondra Buckaloo	<a href="mailto:sbuckaloo@thomas.k12.ok.us">sbuckaloo@thomas.k12.ok.us</a>	Secretary
Misty Carman	<a href="mailto:micarman@thomas.k12.ok.us">micarman@thomas.k12.ok.us</a>	Elementary
Donell Craig	<a href="mailto:dccraig@thomas.k12.ok.us">dccraig@thomas.k12.ok.us</a>	Counselor
Debbie Crall	<a href="mailto:dcrall@thomas.k12.ok.us">dcrall@thomas.k12.ok.us</a>	Elementary
Ashlee Dickey	<a href="mailto:adickey@thomas.k12.ok.us">adickey@thomas.k12.ok.us</a>	Child Nutrition Director
Kim Fernandez	<a href="mailto:kfernandez@thomas.k12.ok.us">kfernandez@thomas.k12.ok.us</a>	Secretary
Marty Hightower	<a href="mailto:mhightower@thomas.k12.ok.us">mhightower@thomas.k12.ok.us</a>	PE
Kendra Jones	<a href="mailto:kjones@thomas.k12.ok.us">kjones@thomas.k12.ok.us</a>	Athletics
Mandy Jones	<a href="mailto:mjones@thomas.k12.ok.us">mjones@thomas.k12.ok.us</a>	Elementary
Tena Jordan	<a href="mailto:tjordan@thomas.k12.ok.us">tjordan@thomas.k12.ok.us</a>	Elementary
Pat Kourt	<a href="mailto:pat@thomas.k12.ok.us">pat@thomas.k12.ok.us</a>	Library
Kristen Laughlin	<a href="mailto:klaughlin@thomas.k12.ok.us">klaughlin@thomas.k12.ok.us</a>	Elementary
Tina Mannering	<a href="mailto:tina@thomas.k12.ok.us">tina@thomas.k12.ok.us</a>	Elementary
Marcie McNeill	<a href="mailto:marcie@thomas.k12.ok.us">marcie@thomas.k12.ok.us</a>	Elementary
MaKayla Murphy	<a href="mailto:mmurphy@thomas.k12.ok.us">mmurphy@thomas.k12.ok.us</a>	Elementary
Larisa Nelson	<a href="mailto:lnelson@thomas.k12.ok.us">lnelson@thomas.k12.ok.us</a>	Pre-Kindergarten
Tammy Oakes	<a href="mailto:toakes@thomas.k12.ok.us">toakes@thomas.k12.ok.us</a>	Elementary
Amanda Orange	<a href="mailto:adesadier@thomas.k12.ok.us">adesadier@thomas.k12.ok.us</a>	Elementary Music
Aimee Rainwater	<a href="mailto:arainwater@thomas.k12.ok.us">arainwater@thomas.k12.ok.us</a>	Elementary
Trina Rendon	<a href="mailto:trendon@thomas.k12.ok.us">trendon@thomas.k12.ok.us</a>	Elementary
Clark Roberts	<a href="mailto:croberts@thomas.k12.ok.us">croberts@thomas.k12.ok.us</a>	Athletics
Stacy Royalty	<a href="mailto:sroyalty@thomas.k12.ok.us">sroyalty@thomas.k12.ok.us</a>	Title I/Elementary
Dana Selzer	<a href="mailto:dselzer@thomas.k12.ok.us">dselzer@thomas.k12.ok.us</a>	Elementary
Shiloh Sinclair	<a href="mailto:ssinclair@thomas.k12.ok.us">ssinclair@thomas.k12.ok.us</a>	Elementary
Betty Weaver	<a href="mailto:bweaver@thomas.k12.ok.us">bweaver@thomas.k12.ok.us</a>	Head Dietician

## **ENROLLMENT**

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". Those requirements are as follows:

A child entering the 4 year-old program must have attained the age of 4 years on or before September 1<sup>st</sup>. A child entering Kindergarten must have attained the age of 5 years on or before September 1<sup>st</sup>. The following documents must be presented at the time of enrollment.

1. State Certified Birth Certificate (no Hospital copies or facsimile will work).
2. Up to date immunization (shot) records.
3. Social Security Card or #
4. Proof of residence must be an electric bill, phone bill, rental agreement, property deed, property tax receipt, etc., showing physical address. No P. O. Boxes are accepted as physical address.
5. Any records or special testing papers from the child's last school.

## **ATTENDANCE AND TRUANCY**

As outlined by the Oklahoma School Code, the principal or attendance officer shall notify in writing the parent or guardian when a student misses 10 or more days or parts of days per semester, or more than 4 days or parts of days within a four week period, that said student shall be judged as truant. If no compliance with attendance laws is followed after five (5) days from written notification to the parent or guardian of truant, the principal or attendance officer shall report the case to the District Attorney for proceedings pursuant to Title 10 Oklahoma Statutes. (70-10-106)

**If students come to school after 10:00 a.m. or leave before 1:30 p.m. they will be counted absent for ½ a school day.**

## **TYPES OF ABSENCES**

School activity absence – This is an absence due to a school-sponsored activity, which is supervised by a school appointed sponsor. Students may not miss any one class more than (10) ten times during the school year for school activities.

Students who are academically ineligible, who have or will exceed the ten-day rule, or who have excess absences, are not permitted to attend the activity. The school sponsor is responsible for following these policies and turning the student absent notices in to the office before departing for the respective activity.

Excused absence – Office notification is required by the parent/guardian if the child is absent. Parent may call in up to a maximum of four days per semester

without a Doctor's note. After four days within a semester the parent/guardian will be asked to supply a doctor's verification. Funerals are excused absences when the office is notified.

Unexcused absence – All other absences. If the school is not contacted by the parent/guardian, the absence is automatically unexcused.

### **SCHOOL ELIGIBILITY**

A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. (A note will be sent home to the parent informing them that their child is on probation. A student may participate while on probation.) If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on the following Monday and end on the following Sunday. (A note will be sent home to inform the parent that their child is ineligible for the following week and will not be allowed to participate in any extra-curricular activity for the up-coming week.)

A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility by passing all subject areas on the next grade check. Grade checks are done once a week during the activity season.

### **NONDISCRIMINATION POLICY**

This district does not discriminate, on the basis of race, color, gender, national origin, religion, disability or age, in hiring, or in accessing any of its services, programs or activities. Additionally, the district does not tolerate harassment based upon race, color, gender, national origin, religion, disability or age.

### **ARRIVAL-DISMISSAL-TARDINESS**

**Students should not arrive before 7:45 A.M (the facility will not be unlocked and we do not have student supervision at the school until 7:45) .** Bus students arriving early may eat breakfast beginning at 7:40 A.M. and town students may begin eating breakfast at 7:45 A.M. Thomas-Fay-Custer Elementary will begin at 8:10 A.M. Since we view school as the student's full-time job, we strive to form good habits by having students arrive on time. Tardy students interrupt class and waste record keeping time as well as taking away instructional time from other students. Parents will be contacted if tardies become excessive. After parents are contacted, tardies will be considered an unexcused absence. Thomas Fay-Custer-Elementary students will be dismissed at 3:17 P.M.



Parents of K-6 that drive their children to and from school need to drop off and pick up on the west side of the school/playground. The front circle is for buses only.

Sometimes it is necessary to dismiss school early without warning because of emergency situations. Please make arrangements with your child as to where he/she should go and what he/she should do at all times.

At times it becomes necessary to cancel school due to adverse weather conditions. To make calling unnecessary and for your convenience, listed below are the stations that will announce when there will be no school.

KFOR-TV Channel 4  
KWTW-TV Channel 9

KOCO-TV Channel 5  
95.5 Radio Station

The most immediate way to stay informed with changes and/or activities at the school, will be to join our **TEXT REMIND 101**. See accompanying flyer on how to get signed up.

### **SCHOOL VISITORS**

Visitors are welcome at school, but must enter through the front doors. The visitors are to check in to the office by signing in and receiving a badge from a school official. If it becomes necessary for you to pick up your child before regular school dismissal, go to the office and follow the proper school procedures.

### **WITHDRAWALS**

Parents who wish to withdraw their children must follow these steps:  
Inform the teacher at least one day prior to leaving.  
Make sure all charges are paid to the cafeteria and all school property is returned.  
Pick up a withdrawal slip and report card from the office.  
Have the principal sign the withdrawal slip.  
Leave a forwarding mail address.

### **BUS SCHEDULE:**

All buses will leave the school building five minutes after the dismissal bell. No tardies will be charged against the student when the buses are late in arriving. Pupils are expected to maintain good order on the buses. In addition to the bus rules that are in the booklet, there shall be no pop bottles or cans on the buses at any time. The bus driver has been given the authority to remove any student from the bus when such student persists in disobeying regulations. A full report of each discipline problem will be made to the superintendent or principal. These regulations

are for the safety of all passengers and are necessary if we are to keep a safe school bus record and not endanger the lives of our students.

## **BUS RIDER RULES**

### **I. PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)**

1. Be on time at the designated school bus stop-- the bus will remain on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful of approaching bus stops.
5. Bus riders are not permitted to move toward the bus at loading zone until the bus comes to a complete stop.
6. If a student living in the country does not ride for three (3) consecutive days, the bus will no longer stop unless the parent or student notifies the driver or the superintendent that they intend to ride.
7. Bus drivers are required to stop and wait one minute for country children.

### **II. WHILE ON THE BUS**

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention, and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Offenders must pay for damages to buses.
5. Bus riders must never tamper with bus equipment.
6. Leave no books, packages, coats, or other articles on the bus.
7. Do not throw anything out of the bus windows.
8. Help look after the safety and comfort of small children.
9. Bus riders are not permitted to leave their seats while the bus is in motion.
10. Horseplay is not permitted around or on the bus.
11. Bus riders are expected to be courteous to fellow pupils, the bus driver, and assistants.
12. In case of road emergency--children are to remain on the bus.

### III. AFTER LEAVING THE BUS:

1. Cross the road, when necessary, after getting off the bus at least ten feet in front of the bus, but only after looking to be sure that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at places other than the regular bus stops at the home or at the school unless by proper authorization from the parent or school official.

### IV. EXTRACURRICULAR TRIPS:

1. The above rules and regulations will apply to any trips under the school sponsorship.
2. Pupils shall respect the wishes of a competent chaperone appointed to represent the school activities.

### WALKERS

Those students not riding a bus should not arrive before 7:45 A.M.

### BICYCLES

The rider should know and observe all traffic laws; this includes not riding on sidewalks. Bicycles are to be parked in the racks by the tennis courts upon arriving at school and not ridden again until after school.

### CHANGE OF PLANS

If you have a change of plans for what your child/children normally due after school we need for you to send a note to school with them advising us of the change. If plans change during the day, please **call the school office before 2:30 p.m. (we cannot always guarantee the delivery of messages coming in after 2:30).**

### LUNCHES

A hot lunch and a breakfast program are available in the cafeteria for the benefit and convenience of both the student and the parent.

**Breakfast** Pre-K to 6<sup>th</sup> -\$.90  
7<sup>th</sup> to 12<sup>th</sup> - \$.90  
Adults - \$1.60

**Lunch** Pre-K to 6<sup>th</sup> - \$1.75  
7<sup>th</sup> to 12<sup>th</sup> - \$2.00  
Adults - \$3.50

Students may bring their lunch, but they will be required to eat in the cafeteria. **Pop is not allowed in the cafeteria due to government regulations.**

## **MEDICINE**

School officials can only administer medication after receiving written authorization from the parent or guardian of the student. A non-prescription medication will need a note from the parent with directions on how the medication should be administered. This medication must be turned in to the teacher when the student arrives at school. A prescription medication will need to be in the prescription bottle with the directions of how to administer the medication. All medications will need a parent or guardian signature. Non-prescription or over the counter medications (cough drops, tylenol, etc.) need to be accompanied by a parental note, in its original container, with specific instructions for administering the medication.

## **HEAD LICE**

Any student sent home for head lice must be free from nits or have a physicians' statement declaring that the student is free from lice before returning to school.

## **SPEECH/LANGUAGE THERAPY SERVICES**

The development and stabilization of normal patterns of oral communication is a most cherished goal in today's society, and attention must be focused early on the way children speak. Inaccurate speech and/or language patterns can ultimately be deterrents to a child's ego and academic success. Many children might then benefit from the learning experience provided through Thomas-Fay-Custer School Speech and Language Therapy Program. Individualized or small training sessions are thus made available to those students for whom the therapy is deemed necessary by the trained Speech Pathologist.

## **FIRE DRILLS**

The signal for fire drills will be a siren from the intercom system. Students will exit rooms single file. A teacher will take students away from the building. The students should stay in line and walk, not run, to their designated area. The teachers will call student roll after they have arrived at the designated area.

## **TORNADO DRILLS**

A Tornado warning means a tornado has been sighted. The signal is a continuous whooping sound. The classes will move immediately to designated safe rooms.

## **GRADING SCALES**

90-100	A	S	Satisfactory
80-89	B	N	Needs Improvement
70-79	C	U	Unsatisfactory
60-69	D		
Below 60	F		

## **REPORT CARDS**

Report cards will be held at the end of the year until all charges have been paid. Report cards will be sent home in students communication folder at the end of each nine week session.

## **STUDENT RETENTION**

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade will be used in this school district.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee will use the following criteria to determine if a student should be assigned to the next higher grade; pre and post testing in STAR math, STAR reading, and STAR early literacy, developmental ability, report card grades, and teacher observation. The building principal will notify the parent of the committee's decision.

Whenever the placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the board.

## **HONOR ROLL**

There will be a Superintendent's Honor Roll for students making all A's and a Principal's Honor Roll for students making all A's and B's for each nine-week period

## **PARTIES**

The following are parties for specific grade levels:

Grades K- 3 Christmas, Valentine's Day, and Easter/Spring

Grades 4- 6 Halloween, Christmas and Valentine's Day

Birthday Parties will be at the discretion of the classroom teacher, please contact the classroom teacher at least a week ahead of time.

## **BRINGING PARTY INVITATIONS TO SCHOOL**

To prevent hurt feelings, please do not send party invitations to school.

## **ELECTRONICS & Other INAPPROPRIATE DEVICES**

The following devices are not allowed inside the buildings during the school day:

Handheld computer games, CD/tape players, ipods, pagers, headsets, lighters, laser lights, and any other device deemed inappropriate by the administration.

### **TELEPHONE**

Students must have permission from a teacher and the office personnel to use the school telephone. Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather. Permission to visit a friend, calling for homework, calling for a musical instrument, or forgotten items do not constitute an emergency.

Cell phones brought to school must be kept in the student's locker and in the **OFF** (not silent) position. Phones that are brought to school are at your own risk (we do not provide nor allow locks on the lockers).

In accordance with Thomas-Fay-Custer Board of Education Policy #FODF-1 "a student that uses their cell phone or other device to take pictures/video of themselves or of other students at school or at school activities will be in violation of school, state, and federal laws and therefore are subject to prosecution by the district attorney and the student may be suspended for up to two semesters for this infraction."

### **LOST AND FOUND**

All articles found are to be placed in the lost and found box in the building. Please check the box when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of the school year. Please use name labels or some form of identification on items of clothing so that the child recognizes it.

### **MONEY**

When it is necessary to send money to school, please put it in an envelope with the child's name, the amount enclosed, and what the money is for. Send correct change, if possible. Large amounts of money should be taken directly to office. Note that the school cannot reimburse money prepaid for field trips or other activities.

### **POLICY ON DISCIPLINE AND CONTROL OF STUDENTS**

All students enrolled in the Thomas-Fay-Custer Schools Public Schools will be expected to abide by the rules and regulations set forth by the Administration, Teachers, and Board of Education. This includes being transported to or from school or school-sponsored activities, in district-owned transportation equipment. Any student that is found to be disobeying the rules or showing disrespect to any teacher, school personnel, or school property will be subject to disciplinary action. Each teacher will have his or her own classroom rules. Parents/Guardians need to encourage their child to abide by all classroom rules and honor the

schools' discipline policy. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations. The student may accept the punishment, as designated by the administrator and/or teacher. If punishment is not accepted, the student may have the option of corporal punishment or being suspended from school until he/she returns with his/her parent/guardian for a conference with the administrator or the teacher involved. If at this conference, the parent/guardian and administrator cannot arrive at a mutual agreement, as to the punishment the student is to receive for his/her offense, the student will be suspended from school until an agreement can be reached. On long-term suspension, the parent/guardian may appeal, in writing, to the Superintendent, then to the Board of Education and a hearing will be held before the Board of Education in accordance with the laws of the State of Oklahoma.

Field trips are deemed privileges not rewards. The classroom teacher and the principal will determine eligibility. Eligibility requirements will be determined, but not limited to completed schoolwork, attendance, and behavior. Parents will be notified if their child will not be able to attend the field trip.

### **SEVERE CLAUSE**

The following behavior will be defined as severe:

1. Refusing to obey school personnel including refusal to attend assigned detention.
2. Fighting.
3. Profanity, abusive language, obscene gestures, sexual misconduct/harassment.
4. Possession of weapons, explosives, or any other items (such as bullets, ammunition, knives, etc.) that would endanger another person.
5. Extortion: threatening or intimidating other students for the purpose of, or with the intent of, receiving money, privileges, property, or anything of value.
6. Vandalism/theft.
7. Action or behavior, which endangers another person.
8. Possession of drugs/alcohol/tobacco.
9. Leaving school without checking out.
10. Threatening or disrespectful behavior toward any school employee and/or adult.
11. Pulling the fire alarm when there is no emergency

Students will be sent to the office for a conference with the principal and/or teacher and parent. These actions may result in Corporal Punishment, In-School Suspension, Out-of-School Suspension, or a conference with the school counselor.

## **POSSESSION OF FIREARMS**

Any student who is determined to have brought a firearm to school will be expelled for a period of not less than one year. The chief administering officer may modify the expulsion requirement on a case-by-case basis.

## **DISCLAIMER**

The Thomas-Fay-Custer Schools shall not be restricted or limited to the above violations.

## **THE FOLLOWING ARE METHODS BY WHICH DISCIPLINE PROBLEMS MAY BE HANDLED:**

These methods by which discipline problems may be handled apply in transit to and from school, during the school day, or at school related activities.

### **I. DISCIPLINE SLIPS**

Discipline slips are given as a consequence of inappropriate behavior. Discipline slips will be sent to parents through the mail.

### **II. COUNSELING**

The student will attend counseling and it may involve the classroom teacher and/or principal.

### **III. CORPORAL PUNISHMENT**

The principal shall have the authority (with signed parental consent) to administer corporal punishment to any student who violates any of the rules stated in the severe clause. Corporal punishment will take place in the principal's office. Parent/guardian will always be notified before corporal punishment is administered.

### **IV. IN-SCHOOL DETENTION**

Students will spend the day outside of the regular classroom in the principal's office. The student will lose all privileges for the day and complete daily work in isolation. Parent/guardian will be notified before in-school suspension is administered.

### **V. OUT-OF-SCHOOL SUSPENSION**

The principal shall have the authority to suspend any student who violates any of the rules stated in the severe clause. Parent/guardian will be notified before out-of-school suspension is administered. The student will receive his/her assignments to complete at home. Completed work will be turned in when the student returns to school.

### **VI. OTHER METHODS OF ADMINISTRATIVE DISCIPLINE**

Conferences with the principal, student, teacher, and parent  
Loss of privileges or financial restitution



## **VII. DISCIPLINE LADDER FOR MAJOR OFFENSES**

For students and parents to better understand discipline concerning infractions at school we have the following **discipline ladder**. The infractions are as follows:

1. Threatening (Verbal or Written)
2. Truancy
3. Disrespect for Teacher or other Staff. (This includes but is not limited to: back talking or discrediting a teacher. Refusing to do as the teacher asks in regards to behavior in class.)
4. Theft
5. Gang related materials
6. Any 5 infractions of school rules that involve disciplinary action in the principal's office.

### **HOW THE LADDER SYSTEM WORKS**

Each time a student violates the discipline policy by engaging in any of the major infractions, they will move up a 7 step ladder. Once a student is on the ladder they cannot go back down.

The 7 steps of the ladder are as follows:

- 1<sup>st</sup> infraction-corporal punishment or ½ day In School Detention
- 2<sup>nd</sup> infraction-corporal punishment or 1 day in School Detention
- 3<sup>rd</sup> infraction-2days of In School Detention
- 4<sup>th</sup> infraction-2 days of suspension from school
- 5<sup>th</sup> infraction-3- days of suspension from school
- 6<sup>th</sup> infraction-5 days of suspension from school
- 7<sup>th</sup> infraction- long term suspension from school

### **Example: John/Jane Doe**

- 1<sup>st</sup> infraction-being disrespectful to teacher-student chose corporal punishment
- 2<sup>nd</sup> infraction-theft- student chose one day of In School Detention
- 3<sup>rd</sup> infraction-fighting-2 days of In School Detention
- 4<sup>th</sup> infraction-refusing to do as the teacher asks- 2day suspension
- 5<sup>th</sup> infraction-fighting-3 day suspension from school
- 6<sup>th</sup> infraction-bullying-5 day suspension from school
- 7<sup>th</sup> infraction-truant-long term suspension

Any of the infractions listed can carry an alternate or lesser disciplinary action at the discretion of the principal.

Suspensions from one to ten days are considered short-term suspensions. Suspensions resulting in more than ten days are considered long term suspension. Students, parent/guardian will be notified of the offense prior to suspension. The parent\ guardian may appeal, in writing, a disciplinary situation to the Superintendent and then to the Board of Education and a hearing will be held before said board, in accordance with the laws of the State of Oklahoma.

## **BULLYING AND HARASSMENT**

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

### **THE ELEMENTARY SCHOOL DEFINES BULLYING BEHAVIOR BY THE FOLLOWING;**

**PHYSICAL** – *Verbal physical behavior* is taunting, expressing physical superiority, threatening physical harm, blaming targeted student, practicing extortion, and making threats to secure silence: “If you tell, I will....”.

*Nonverbal physical behavior* is making threatening gestures, defacing property, pushing or shoving, taking small items from others, damaging or destroying property, stealing, initiating fights, scratching, tripping another student, assaulting, setting fires, physical cruelty, and assaulting with a weapon.

**EMOTIONAL** – *Verbal emotional behavior* is insulting remarks, calling names, teasing about possessions and clothes, saying someone has germs or is unclean, insulting family, insulting intelligence and athletic ability, frightening with phone calls, challenging another student in public.

*Nonverbal emotional behavior* is giving dirty looks, holding noses or other insulting gestures, defacing schoolwork, falsifying schoolwork, and defacing or destroying personal property.

**SOCIAL** – *Verbal social behavior* is gossiping, spreading rumors, teasing publicly about clothes, insulting race and/or gender, undermining relationships, and threatening total group exclusion.

*Nonverbal emotional behavior* is passively not including someone in a group, playing mean/hurtful tricks, making someone look foolish, arranging public humiliation, and total group rejection or ostracizing.

Bullying could result in a discipline slip, counseling, corporal punishment, in-school suspension, out-of-school suspension, or any other method of discipline determined by the teacher, principal, and/or parent.

**CYBER BULLYING**-Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

1. Sending mean or threatening messages via email, IM (instant messaging) or text messages.
2. Spreading rumors about others through email, IM, or text messages
3. Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
4. Sharing fake or embarrassing photos or videos of someone with others via cell phone or web.
5. Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Thomas-Fay- Custer Unified Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and their actions will result in further disciplinary action including suspension or expulsion from the school of the students(s) involved. In addition violators and their parents/guardians may be subject to civil and/ or criminal penalties as specified by Oklahoma and/or Federal Law.

## **STUDENT RESPONSIBILITIES**

### **I. SCHOOL WIDE**

1. Be in designated areas at appropriate times.
2. Follow directions of school personnel.
3. No physical aggression and/or fighting.
4. No profanity, abusive language, or obscene gestures.
5. Obey rules for specified areas.
6. No articles, which are hazardous or disruptive to others.
7. No gum chewing or candy (gum and/or candy is not to be brought to school).
8. No items may be sold or traded among students.
9. No toys should be brought to school.
10. **No hard balls or bats will be allowed.**

### **II. DRESS CODE**

It is understandable that criteria be established to prohibit extreme styles and designs in clothing, which might disrupt the educational process or endanger the health and safety of pupils. All policies pertain to school

hours or activities and apply to all students in Thomas-Fay-Custer Elementary Schools.

1. Clothing with advertisements of alcoholic beverages, tobacco, bad language, or objectionable slogans may not be worn.
2. Midriffs will be covered at all times.
3. All students are required to wear shoes.
4. Appropriate length (mid thigh) of shorts, dresses, and skirts, will be required.
5. The waistbands of pants or shorts must ride at the wearer's hipbones or higher. Suspender straps must be fastened.
6. All students will not wear hats, caps, bandanas, or headgear in the building. The only exceptions are for medical reasons and special celebrations.
7. Spaghetti strap shirts, tube tops, one strap shirts, backless tops, and muscle shirts will not be permitted.
8. Pajamas tops or bottoms will not be permitted.
9. Out of the ordinary hair color, (examples: pink, purple, green) will not be permitted.
10. No **large** holes in any jeans and/or pants. No skin showing through the holes.
11. Leggings or yoga pants are to be worn with a shirt or dress that comes close to the knee.
12. No nose or other facial rings, tongue piercing and/or other body piercing or excessive ear rings.
13. Additional modifications or exceptions to the dress code may be enacted as deemed necessary by the administration.

### **III. HALL AND RESTROOM**

1. No running or excessive noise.
2. Do not jump and hit exit signs, tops of doors, ceilings, etc.
3. Do not play or climb in the restroom.
4. If you see someone abusing a restroom, please call a teacher.

### **IV. PLAYGROUND**

1. Play in designated areas only.
2. Play games that are not dangerous.
3. Throw nothing on the playground except authorized playground equipment designed to be thrown.
4. Report strangers on or around the playground to school personnel.
5. No tackle football.
6. No wrestling, fighting, or play fighting.
7. No double swinging, twisting, or jumping from swings.
8. Do not climb over the fence.
9. Do not cut across the parking lot. Stay on the sidewalk when walking to the playground from the cafeteria.

10. No swearing or name-calling.
11. Do not litter. Use the designated trash barrels.
12. Get permission from the duty teacher before retrieving balls from the street.
13. Return playground equipment to its proper place.
14. Do not throw or kick balls toward walls with windows.
15. Students are to play away from the window.
16. No sitting or standing on the crossbars (jungle gym).
17. No possession of radio, stereo, phone or other electronic devices on the playground.
18. Do not throw gravel.
19. Students must have permission to leave the playground during recess.

Students must have a dated and signed note by parents to stay inside during recess. The note is to state the reason, illness, or doctor's request. Teachers will use their judgement in other cases.

#### **V. CAFETERIA**

1. Good manners are important.
2. Speak softly.
3. Be excused before leaving the table.
4. No food or drink is to be taken from the cafeteria.
5. No pop.
6. No exchanging of food or milk.
7. Follow all instructions of the duty teacher.

#### **VI. FIELD TRIPS**

1. All school and bus rules apply while student is participating in field trip.
2. Dress codes will be enforced.
3. Parent permission slips/emergency contact papers and fees will need to be turned in before child will be allowed to attend the field trip. Note that fees cannot be reimbursed if child does not attend the field trip regardless of the reasons why.
4. Field trips are a privilege and can be revoked at administrations discretion.

#### **MINUTE OF SILENCE LAW**

Senate Bill 815 requires the local board of education to ensure that all school sites within the district observe approximately one minute of silence each day. The minute of silence is for the express purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity.

**THOMAS FAY CUSTER SCHOOLS  
SCHOOL HEALTH HISTORY  
CONSENT FOR TREATMENT**

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Student's Mailing Address \_\_\_\_\_  
Student's Physical Address \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Other emergency contact person and phone \_\_\_\_\_  
(name and number) \_\_\_\_\_

Student's Medicaid or Sooner Care # \_\_\_\_\_  
Student's Social Security Number \_\_\_\_\_

Student's Doctor \_\_\_\_\_

Medical History:  
Allergies \_\_\_\_\_

Any medical conditions that must be observed? (ex: asthma, diabetes) \_\_\_\_\_  
\_\_\_\_\_

List any medications you give permission for school personnel to monitor or administer at school. Be sure to include name of medication, dose and time of administration: \_\_\_\_\_  
\_\_\_\_\_

The school keeps tums, sore throat lozenges, and cough drops on hand for students. Please initial if you give permission for school personnel to administer to your child:  
 Yes I give permission       No do not administer

The school keeps acetaminophen (Tylenol) on hand for students with mild fever, headache or mild pain. Please initial if you give permission for a school personnel to administer to your child:  
 Yes I give permission       No do not administer  
 I do not wish for my child to receive any medication at school \_\_\_\_\_

Please list any other information you feel it is important for school health personnel to know about your child and then sign the bottom of the form as verification that you are the parent or guardian.  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** That for your child to receive any other medication not listed on this page, you must send the medication to school with the child as well as written consent for qualified school personnel to administer, otherwise we will call to get your consent and send a form home that afternoon for your signature before any doses can be given.

**Handbook Agreement (PK-6) Complete and return by Aug. 25, 2017**

I have read the 2017-2018 Thomas-Fay-Custer Elementary Handbook and agree to comply with the policies and regulations as stated therein.

\_\_\_\_\_  
Student (print full name)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Dear Parents:

We would like to know if you have had a recent change in any information we have on your child's enrollment sheet. Your response will update our information and make contacting you easier. Thank you for your help in this matter.

Sincerely,  
Leesa Brandly, Elementary Principal

\_\_\_\_\_  
Student Name \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Employer: \_\_\_\_\_  
Work Phone #: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_

Are you of Hispanic/Latino culture or origin? Yes or No

Ethnic Origin: American Indian or Alaskan Native \_\_\_\_\_ Tribe \_\_\_\_\_ Roll # \_\_\_\_\_  
Asian \_\_\_\_\_ Black/African American \_\_\_\_\_ White \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander \_\_\_\_\_  
Hispanic or Latino \_\_\_\_\_

**PERSON TO CONTACT IN CASE OF AN EMERGENCY IF PARENT IS NOT AVAILABLE**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Work Phone: \_\_\_\_\_

