

Geronimo Public School

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Elementary Handbook 2014-2015



Welcome to Geronimo Elementary School. We want this year to be a great experience for you and your children. The personnel at our school take great pride in teaching and caring for all students.

The primary goal of Geronimo Elementary is to ensure maximum growth for each student in knowledge, skills, and abilities to apply judgments that may be required as a citizen and contributing member of society. In order for this goal to be accomplished, a school learning environment must be provided that is free from disruptions that may interfere with the teaching and learning activities.

Learning appropriate types of conduct or behavior helps students to grow in two ways. One way is to help provide a school environment suitable for learning, and another way is to learn acceptable behavior, that should be useful to help function later in life as responsible citizens.

This Student Handbook is provided for students, parents, teachers, and school administrators to know what behavior is considered acceptable. In addition, this handbook describes actions that are considered behavior violations, along with the penalties for committing these actions.

The school that works together and stays together will grow in fellowship and citizenship. Let us all – students, teachers, and parents – work together in a spirit of harmony and friendship to make this a memorable year in the history of Geronimo Elementary School.

Bill Pascoe
Superintendent

Amy Latimer
Elementary Principal



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Important Dates

August 18	Open House
August 19	First Day of School
September 1	Labor Day – No School
October 14	Parent-Teacher Conferences 3:30 – 9:00
October 15-17	Fall Break – No School
November 24-28	Thanksgiving Break – No School
December 22 – January 5	Winter Break – No School
January 19	Martin Luther King Day – No School
February 12	Parent – Teacher Conferences 3:30 - 9:00
February 13	No School
February 16	Professional Dev. – No School
March 16-20	Spring Break - No School
May 1	Inclement Weather Day
May 14	Last Day of School

Geronimo Elementary School Mission Statement

We believe education is a shared responsibility of parents, students, teachers and the community. The most effective school is one that best projects the values and expectations of the total community. We believe the elementary school years are concerned with the development of positive attitudes and a set of values that contribute to a self-satisfying concept of one's self.

Arrival and Dismissal of Students

1. A teacher will report for morning duty in the gym at 7:30 a.m.; therefore, students should not arrive before 7:30 a.m. and no later than 8:00. Students arriving before 7:55 should report to the gym. All teachers will pick up their class there.
2. Classes begin at 8:00 a.m. Students are dismissed at 3:05. Buses will run at 3:10.
3. If your child needs to be picked up before regular school dismissal, parents must first check in at the office and sign the child out. No student will be dismissed from the classroom unless the teacher is instructed to do so from the office. Office approval is a protective measure for both your child and school personnel.

4. If you bring your child to school after class has begun, parents must sign their child in at the principal's office so an admit slip may be issued. This slip is then given to the teacher.

Student Attendance:

1. If your child will be absent from school, please call the school at 353-0882 to report the absence before 8:30 a.m. on the same day whenever possible. This is very important so that we may excuse the absence when necessary.
2. When a child returns to school after an absence, a note must be sent to the office stating the reason for the absence. If a note is not sent, the absence will be unexcused and missed class work will be unable to be made up.
3. Students will be given one day for every one day of excused absence to make up any work missed. Any work not turned in by the period granted will receive a zero.
4. A student will be considered tardy if not in the classroom by 8:10.
Every three tardies will be considered a half-day absence.
5. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18. **THE MAXIMUM NUMBER OF ABSENCES THAT A STUDENT MAY HAVE WILL BE TEN PER SEMESTER.** Any exceptions will be at the discretion of the principal and/or verification from a doctor and only after attendance committee/parent conference.
The Compulsory Education Law states "that if a child is absent four (4) or more days or parts of days within a four week period, the parents are to be notified. If the child is absent from school for ten (10) or more parts of days within a semester without a valid excuse, the attendance officer shall immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. (*Oklahoma Statutes*, Title 70, SCC. 10-106.)"
6. If a student comes in after 10:30 a.m., he/she will be counted as absent ½ day. Any student that checks out prior to 1:30 p.m. will be counted as absent for ½ day.
7. Excessive absentee or tardiness will be reported to the appropriate legal or law enforcement authorities.
8. Any situation not covered in this policy will be left up to the discretion of the Superintendent of Schools and the building principal.

Change of Address or Phone Number

Please notify the office whenever you change your address and/or phone number. The school must be able to contact you or the emergency

contact person in case of illness or emergency. Current emergency information is essential.

Cancellation of School

Classes are canceled only during circumstances such as extremely bad weather or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, classes will not be canceled unless a significant safety risk has been created by unusual circumstances. When inclement weather causes the school to close, an announcement will be made on the KSWO Channel 7 Television Station.

Testing

Our school is currently using the Oklahoma Core Curriculum Tests (OCCT) to evaluate students. The OCCT tests are based on the Oklahoma Priority Academic Student Standards (PASS) that has been established by State mandates and *No Child Left Behind*. The PASS objectives can be found at www.sde.state.ok.us. This information along with your child's attendance is used to calculate the State Academic Performance Index (API) and the federal Adequate Yearly Progress (AYP) scores that are used to evaluate our school. The testing indicated various strengths and weaknesses that a student may have. The school will notify you when test dates are set.

Geronimo Elementary Promotion and Retention Policy

We, at Geronimo Public School, feel the primary goal of the educational process is to educate. Geronimo Public School also believes that each child develops physically, mentally, emotionally and socially at an individual rate, in that not all children will complete twelve grade levels of work at the same time. Therefore, for some children, more than twelve years will be necessary.

Students in special education will be excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program.

Grade level placement in the elementary will be based upon the child's maturity, chronological age, school attendance, effort, grades received, testing data based on PASS objectives and Oklahoma Core Criteria Tests. Students at Geronimo Public School begin receiving numeral grades and are required to take State Standardized Tests in the third grade. Therefore, third through sixth grade students will have to meet the following criteria in order to be recommended to promote onto the next grade level and must:

- Pass their semester math and reading grade with a 60 or above.
- Have at least limited knowledge on either math or reading Oklahoma Core Criterion Test and satisfactory on the other.

Grade marks will not be used as a means of punishment.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting the child's progress to the parents. Informal notes and personal conferences are necessary to help the teacher and the parents understand the child's development and progress. Parents will be informed and a conference scheduled, if the parents desire, when it becomes apparent that a child may need to remain at a grade level.

Should a student not meet the guidelines stated above, they will be recommended to remain at a grade level. Upon this notice, parents will have the right to go before a three member retention committee. If parents are dissatisfied with the committee's findings, the parents then may go speak to the superintendent of schools followed by the local board of education.

Articles from Home

Students may have a cell phone in their possession while on campus or at school designated activities. Cell phones should remain off (not on silent) during the school day. Text messaging is not allowed during the school day. Phones **should not be visible** during school hours. Violation of any of these rules will result in the following disciplinary actions.

- 1st offense - Device will be held in the principal's office until school is dismissed on that day.
- 2nd offense - Device will be held in the principal's office until a parent/guardian retrieves it personally.
- 3rd offense and any thereafter – 2 days out of school suspension.

Other articles from home such as digital music devices, video games, toys, etc. are discouraged at school. Students will not be allowed to use these devices during school hours. **The school is not responsible for any items that are brought from home.**

Student Dress Code

The student dress code policies are determined by the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing that might disrupt the educational process or endanger the health and safety of students. All dress code policies pertain to school hours or activities and apply to all Geronimo Elementary School students.

1. T-shirts designed for street wear and school sponsored organizational shirts may be worn. Shirts with advertisements of alcoholic beverages, objectionable or suggestive slogans may not be worn to school. Midriffs will be covered at all times.
2. Skirts, shorts or jeans must be at least finger tip length. When a student is standing straight with arms at the side, fingers should not be able to touch skin.
3. All students are required to wear shoes at all times.
4. Students will not wear hats, caps or bandanas in the building. The only exceptions will be for medical reasons and special event days.

5. Transparent clothing or clothing showing the belly when hands are raised may not be worn.
6. Students must have clean and well-groomed hair. Hair may be colored but must be a natural color of hair (blue, purple, green, etc will not be allowed)
7. Elementary students are very active; therefore, shorts should be worn under dresses and skirts.
8. Students are not permitted to wear spaghetti straps on shirts without a shirt over it.
9. Pants that sag and show underwear are not allowed.

Students in violations of dress code numbers 1, 2, 5, 8 and 9 will be sent home to change.

Breakfast and Lunch Program

1. A nutritious breakfast is served daily. The breakfast line is open from 7:30 to 7:55 every morning.
2. A hot lunch program is provided in the cafeteria for students.
3. Students may bring a sack lunch, but they will be required to eat in the designated cafeteria area.
4. Lunches brought from home may contain soft drinks; however, no drinks may be shared with students. Students purchasing lunches in the cafeteria may not bring any drinks from outside the cafeteria to consume with the school lunch.
5. School policy does not allow more than 20 meal charges. A bill will sent home at the end of each month. Please take care of payment promptly, so your child may continue to have a nutritious meal.

School Parties/Invitations

Each class may hold four parties per year: Fall, Christmas, Valentine's and Spring. The teachers will arrange class parties in advance. Please do not send birthday party invitations to school to be passed out unless every child in the class is invited. Students get their feelings hurt when they are the one not invited to the party.

Student Report Cards

Report cards will be issued following the completion of a nine-week period. Progress reports will be issued at the end of the fourth week of each nine weeks.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D

Below 59	F
Incomplete	I

Homework

The Geronimo Elementary School believes homework is an essential and integral part of every student's total education program. Through homework, classroom instructions are reinforced, high expectations are supported, students are motivated toward self-direction and the relationship of the school and home in the learning process is strengthened.

Accordingly, classroom teachers will require assigned homework based on the objectives and guidelines that follow:

1. To serve as an extension of the learning process.
2. To reinforce skills through practical application.
3. To improve study skills and work habits.
4. To develop self-discipline and a sense of responsibility.
5. To enhance home-school communication by providing the parents with the opportunity to monitor their child's progress on a regular basis.

Student Textbooks

All basic hardbound textbooks are loaned to the students during the school year. The student is responsible for ensuring the books are kept clean and in good condition. Lost or destroyed textbooks need to be paid for before students can receive their report cards.

Elementary Physical Education

Geronimo Elementary School does not have competitive athletics for pre-kindergarten through fourth grade. Fifth and sixth grade students have an option of playing competitive basketball during the school year. The following rules apply for physical education classes:

1. Students not participating in a physical education class, due to a short-term illness, must have a note signed by parent or physician.
2. Before a student that has been under a doctor's care can be allowed to resume physical activity, a written release from the doctor must be presented to the physical education teacher.

School Transportation/Bus Passengers

All buses of Geronimo Public Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times. The driver of the school bus is a school official and has the same authority as a classroom teacher over the students in his/her care.

1. Bring a note signed by your parents if you are to do anything other than ride your usual bus. The note is due the date of the change. An unexpected change in afternoon plans must be called in before 2:45 p.m.
2. Students may not get off the bus with another student unless a note signed by the parent has been provided.
3. Be on time at school bus stops.
4. Be seated immediately.
5. Keep the aisle clear.
6. Keep all your body parts inside the bus at all times.
7. Do not throw things out the school bus window.
8. Do not be loud or boisterous.
9. Absolutely no distracting behavior is allowed on the school bus.
10. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across.
11. Do not walk behind the school bus when it is loading or unloading.

Student Misbehavior on School Bus

Penalty for misbehavior is at the discretion of the principal. Depending on the circumstances the penalty may include removal from the bus for one to ten days or even permanent removal from the bus (by a formal hearing). Serious misbehavior on the bus may also be cause for punishment up to and including suspension and/or expulsion from school.

Student Discipline

Discipline is defined as a method of correction and training. Discipline is of enormous importance in the functioning of a school. Without discipline a school is disorganized and destined for failure. It is the full responsibility of all teachers and administrative personnel to correct children at school or while under the school's supervision. The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary actions:

1. Attempting to incite or produce violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability or gender by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.
2. Cheating
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class, sleeping or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Fighting
7. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts

8. Inappropriate attire
9. Inappropriate behaviors or gestures
10. Obscene language
11. Physical or Verbal Abuse
12. Possession, threat or use of a dangerous weapon and related instrumentalities (bullets, shells, gun powder, pellets, etc)
13. Possession of alcoholic beverages, tobacco, illegal and/or drug related paraphernalia.
14. Truancy
15. Vandalism
16. Willful disobedience of a directive of any school official

Negative Behavior

Following are possible consequences for negative behavior:

1. Detention
2. Time out space
3. Restriction of privileges, such as recess
4. Temporarily removed from class
5. Verbal or documented warning to student
6. Faculty consultations
7. Transportation suspension
8. Parental conference
9. Confiscation or temporary holding of items
10. Corporal punishment
11. Financial restitution
12. Referral to other social or educational agencies
13. Suspension
14. Expulsion
15. Involvement by law enforcement agencies
16. Parent shadowing
17. Additional disciplinary action as deemed appropriate under the circumstances.

In-School Suspension (ISS)

In-School Suspension (ISS) is a class situation with the emphasis being placed on intensive student intervention. The primary purpose of this program is to allow most student offenders to remain in school and keep up with academics while being disciplined. ISS will begin at 8:00a.m. and end at 3:00 p.m. daily.

Out of School Suspension

Out of School Suspension is a situation where students are not allowed on school premises or activities. Assignments will be given with a maximum possible grade of 60 percent.

Corporal Punishment

Parents will be contacted first and the problem discussed before any action is taken. Parents must give verbal or written permission for their child to receive corporal punishment. If a parent refuses corporal punishment, an alternative form of discipline will be used. The principal or his/her designee will administer one of the following alternatives to corporal punishment (paddling):

1. Suspension from school
2. Isolation & community service
3. Detention

The School Bullying Act **(70 OKLA.STAT. 24-100.2)**

The Oklahoma Legislature established the School Bullying Prevention Act with the express intent of prohibiting peer student harassment, intimidation, bullying, and threatening behaviors. These terms include, but are not limited to any gesture, written or verbal expression, electronic communication or physical act that a reasonable person shall recognize will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear or harm of the student's person or damage to the student's property; or
4. Insult or demean any student or group of students in such ways as to disrupt or interfere with the School District's educational mission or the education of the student or other students.

School Visitors

Parents are welcome to visit school and their child's classroom. However, all visitors (which include parents) must check in at the office when they enter the school and receive a visitor's badge. Visitors may be asked to provide their driver's license. If a person does not immediately comply with the request, the police and/or sheriff will be contacted to arrest such person(s) for unlawful trespassing. The school district will prosecute to the fullest extent of the law (OK 21-1376, 70-24-131.) Students are not allowed to bring children as visitors to the classroom. Custodial parents must inform the school if another family member is coming to see or pick a

child up. Court documentation must be provided in cases involving custody or visitation of parents.

Lost and Found

If you find an item, give it to your teacher. You can check for misplaced items in the lost and found box. We advise parents to write their child's name on the inside of the clothing for identification. Unclaimed items are donated to charitable groups at the end of each semester.

Conference Requests

Please call or send a note at least one day before an appointment for an individual conference is desired. No unscheduled parent conferences should be held during the instructional day. Parents are urged to keep informed about all phases of the school program by accepting invitations to visit the classrooms and meet the teachers on occasions such as parent teacher conferences, classroom plays and demonstrations, parent visitation days and other scheduled events.

Health Requirements

Parents should keep their children home from school if they notice any of the following symptoms: vomiting, diarrhea, pink eye, chicken pox (until all lesions have dried and crusted), abdominal pain, strep throat (until 24 hours after treatment), severe cough, rash, temperature above 100 degrees, head lice or nits, scabies, impetigo, ringworm or obvious illness. Head lice are often a problem among school-aged children. The identification of/and possible spread of dangerous diseases or infections is a primary concern for school personnel.

Medications

No medication shall be administered at school unless the parent/guardian of the student requiring the medication has given the school written authorization to administer the medicine. This includes both prescription and non-prescription medicine. The parent/guardian of any student requiring medication during school should bring the medication to the office. Medication is to be in the original container with directions clearly marked. School personnel will not administer medications sent without parental consent.

Illness or Injury at School

Students who are injured or become ill at school will be rendered simple first aid treatment only. If emergency medical treatment is necessary a parent will be contacted. If a parent or emergency contact is not available the student will be transported to the emergency room. It is important that school officials know where you can be reached at all times plus the name of

an emergency contact(s) other than yourself, in case you cannot be reached in an emergency situation.

Search and Seizure Policy

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma upon reasonable suspicion, shall have the authority to detain and search, or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school or while attending any function sponsored or authorized by the school, for dangerous weapons or controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee, or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practical.

Assaults against school personnel

Students will show respect toward administration, faculty and staff.

VERBAL ABUSE: Any verbal abuse or challenge directed at a faculty or staff member will result in an immediate three (3) day suspension.

PHYSICAL ABUSE: Any physical attack on a faculty or staff member will result in immediate expulsion and prosecution.

DESTRUCTION OF PERSONAL PROPERTY: Deliberate destruction of any personal property of any faculty or staff member will result in a minimum three day suspension, restitution, and possible prosecution.

Fire and Tornado Drills

Fire drills at Geronimo Elementary will be conducted at least four times per year, and at different hours of the day. The execution of each drill will be held in a brisk, quiet, and orderly manner.

1. Students file out in single file with arms at their sides to the designated area in silence. Once there, they form lines.
2. The teacher calls the roll from his/her attendance book, or counts the number of students present. Silence is kept throughout the drill.

Tornado drills will be held at least two times per year, and at different hours of the day. Elementary students file out in a single file to the cellar.

Tobacco

Students will not be allowed to possess, smoke or chew tobacco products of any kind while on school grounds, at school sponsored events, or while being transported in a school vehicle. If a student is caught with tobacco products, the products will be confiscated and destroyed, and the student will be dealt with by the principal.

Dangerous Weapons/Dangerous Substances

The superintendent, principal or teacher of any public school in the state of Oklahoma has the authority to detain and authorize the search of any student or students on any school premises for dangerous weapons or controlled substances. Authority exists while in transit under the authority of the school to any function sponsored or authorized by the school for dangerous weapons or dangerous controlled substances. The superintendent or principal authorizing such a search shall notify the local law enforcement agency which shall be responsible for obtaining authorization necessary to conduct such a search. The search shall be conducted by a person of the same sex. The superintendent or principal authorizing the search shall have the authority to detain the student(s) to be searched and confiscate any dangerous weapons or controlled dangerous substances. The principal also maintains authority to authorize any other persons they deem necessary to restrain such student(s) to confiscate any dangerous weapons or dangerous controlled substances.

Any student found to be in possession of a dangerous weapon or controlled dangerous substance may be suspended by the superintendent or principal for a period not to exceed a semester. Any such suspension may be appealed to the board of education of the school district. (Sec. 381-school laws of Oklahoma 140MA)

Any student found to be in possession of, or it is determined that the student has threatened or attempted to use or used a dangerous weapon may be suspended for a maximum of two semesters. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the local law enforcement agency will be notified. It is a felony to have a weapon while in any school vehicle or while on school property.

Child Find

This notice is to inform parents of child identification – location and screening and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of

Education. Personally identifiable information shall be collected and maintained in a confidential manner.

Family Educational Rights and Privacy Act (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act (34CFR Part 99), you as a parent of a currently enrolled student at Geronimo Public School have the right to:

1. Inspect and review your child's educational records to ensure they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
2. Request the amendment of your child's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the child's privacy or other rights.
3. Consent to the disclosure of personally identifiable information contained in your child's educational records except to the extent that the Act and its regulations authorize disclosure without consent.
4. File with the U.S. Department of Education a complaint under the provisions of the Act concerning alleged failures by the district to comply with the requirements of the Act.
5. Obtain a copy of the district's policies adopted under the Act.
6. Have an explanation of these policies in your own language if it is other than English.
7. The identification, location, and evaluation activities under Child Find are included in the Family Educational Rights and Privacy Act (FERPA).

The following is for directory information: student's name, parent's or guardian's name, dates of attendance, honors, achievements, and/or awards received, student photographs, and grade in which the student is enrolled. The district will disclose any of the above items electronically or otherwise without prior consent, unless notified in writing within ten days from the date of the student's enrollment that any or all of the above information should not be released.

Asbestos Hazard Emergency Response Act (AHERA)

The U.S. Environmental Protection Agency require that all public and private schools inspect all school buildings for the presence of asbestos, and to further develop a management plan that identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in the school.

Geronimo Fight Song

Cheer, cheer for Geronimo High
We've got the spirit,
We've got the pride,

To our colors we'll be true,
Ever be faithful to the white and blue

Stand up and cheer for ole' GHS
We are the Bluejays,
We are the best

Victory, victory that's our cry
Let's cheer for Geronimo High!

Go Bluejays!

School Creed

As a student of Geronimo Elementary, I am the future of America. I am a friend to all and guardian of the Bluejay Spirit. I have great expectations for myself. I accept the challenge to become the best that I can be and accept the responsibility for my behavior and its results. I do not have the right to interfere with the learning and well being of others. I make today affect what I will have, what I will be, and what I will do in the future.