GROVE SCHOOL
STUDENT/PARENT HANDBOOK
2019-2020

“Educating Tomorrow’s Leaders Today, Since 1893”

Grove School
2800 North Bryan
Shawnee, Oklahoma 74804
(405) 275-7435
FAX (405) 273-2541
http://www.grove.k12.ok.us
VISION STATEMENT
Excellence in preparing our youth for the future

MOTTO
Educating tomorrow’s leaders today, since 1893

MISSION STATEMENT
The mission of Grove School is to assist all children in becoming secure, self-reliant, avid learners who recognize the significance of their own lives and their ability to contribute to the lives of others. Grove provides an environment and opportunity for all students to achieve their highest potential.

Grove School Board Members
Kimberly Smith, President
Russell Click, M.D., Vice President
Johanna Ervin, Clerk

School Administrators
Mark Bowlan, Superintendent
Rusty Carmichael, Ed.D., Principal
Leslie Mathews, Special Education Director

Counselor
Angela Underwood

Office Personnel
Sally Brownell, Registrar/Office Secretary
Laura Farmer, Student Information/Attendance Clerk/Office Secretary
Karrie Curl, Office Secretary/ISD
Glenda Longacre, Financial Secretary/School Board Secretary
Allison Brown, Federal Programs

Cafeteria Personnel
Karalisa Duncan, Food Service Director
Meagan Gaines
Lottie Lewis
Danalynn Selman

Custodial & Maintenance Personnel
Johnny Richardson

Student Transportation
Marlene Marlow – Route 1
Mike Brittain – Route 2
David Bowen/Mickey Maynard – Route 3
Russell Parsons – Route 4

Assistants and Paraprofessionals
Alice Day          Georgianna Eiland          Connie Kimball
Magan Looper      Kim Dowdy-Frisbie          Ryan Blaine
Anya Harness      Ashley Pelter              Kelly Smith
Misti Benson      Julie Babb                 Caitlyn Dawkins
David Jones       Candice Wahpepah             Christina Perry
Erica Raynor

Faculty
Self-contained
Prekindergarten Program
Ronda Cooper          Rachel Schooler          Steffi Lyle

Kindergarten
Cheri Dickerson          Deanna Wilder

First Grade
Cindy Cornelison          Kim Beech          Jordyn Dye

Second Grade
Amy Brand               Whitney Longacre          Corene McVeigh

Third Grade
Lori Harrison           Ami Medley          Kelli Plumb

Fourth Grade (Semi-departmentalized)
Heather Harper (Reading/Social Studies/Mathematics)
Amanda Kirby (Reading/Social Studies/English/Language Arts)
Sherry McWilliams (Reading/Social Studies/Science)

Fifth Grade (Semi-departmentalized)
Angela Coker (Reading/Language Arts/Social Studies)
Jennifer Smith (Reading/Science/Social Studies)
Lindsay Borcherdng (Reading/Math/Social Studies/Academic Team)

Departmentalized
Gay La Carmichael (6-8 English/Language Arts/RtI/Reading Specialist/NJHS/8th Grade Sponsor)
Cyndi Richardson (7-8 STEAM)
David Bowen (6-8 Social Studies/NHD)
Heidi Presley (6-8 Science)
Lori Farris (6-8 Mathematics/FLL Robotics/Horizons)
Doyleen Wester (Computer Lab/Yearbook)
Toppie Lincicome (K-4 Music/5-8 Band)
Summer Proffer (1-8 Art)
Amber Hembree (Library Media Specialist)
Mickey Maynard (Title I)
Russell Parsons (K-8 Physical Education)
Chris McMullen (P.E./Coach)
Ryan Blaine (P.E./Coach)

Resource
Lucy King (Special Education)
Leslie Mathews (Special Education/SpEd Director)
Charlene Morgan (Special Education)
MESSAGE TO OUR GROVE PARENTS/GUARDIANS AND STUDENTS

The purpose of this handbook is to familiarize you with the operation of our school so that we might work together effectively. This handbook has been prepared to explain and clarify the procedures, policies, and regulations of Grove School. It is essential that all students become familiar with the information contained in this handbook. Each student is responsible for reading, knowing and following all procedures and policies included in this handbook. We suggest that parents and students review the contents together. Due to the changing nature of policies, laws, and procedures, this fluid document along with additional new policies, procedures, and regulations may be found on the Grove website at www.grove.k12.ok.us. If you have questions concerning this document, please call the school office. We feel that open and clear communication between school and home is important to the success of the student and the school.
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**GROVE SCHOOL COMPACT**

It is important families and schools work together to help students achieve high academic standards. Through a process including teachers, families, students and community representatives, the following are agreed upon roles and responsibilities we, partners will carry out to support student success in school and in life.

**As a student I will:**
- Come to school on time ready to learn and work hard.  
- Bring necessary materials and complete assignments and homework.  
- Know and follow school and classroom rules.  
- Communicate with my parents/teachers about school experiences so they can help me be successful.  
- Follow the school’s dress code.  
- Set aside time to read each day.  
- Respect my school, classmates, staff and family.

**As a parent/guardian I will:**
- Talk to my child about the value of an education.  
- Ensure my child attends school each day, on time with assignments and materials.  
- Ensure my child receives adequate sleep, regular medical attention and proper nutrition.  
- Participate in school activities by attending parent-teacher conferences and volunteering as time allows.  
- Provide a quiet place for daily reading and/or homework.  
- Respect my child, school, staff and family.

**As a teacher and staff member I will:**
- Communicate high expectations for each student.  
- Endeavor to motivate my students to learn.  
- Provide a safe and caring environment for learning.  
- Communicate regularly with families about student progress.  
- Provide meaningful daily assignments to reinforce learning.  
- Participate in professional development opportunities to improve teaching.  
- Respect the school, staff, students and families.

**PARENTS RIGHT-TO-KNOW POLICY**

Under ESSA, also known as Public Law 114-95, at the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

(i) whether the student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;  
(ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and  
(iii) is teaching in the field of discipline of the certification of the teacher; and  
(iv) whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request as stated above, a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student:

(i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and  
(ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**OKLAHOMA SCHOOL REPORT CARDS**

Just as students’ report cards provide a snapshot of their school performance, the Oklahoma School Report Cards show how public schools across Oklahoma are serving students in a variety of areas. Grove School’s report card, as well as the report cards of all public schools in the state of Oklahoma, may be accessed at [https://oklaschools.com](https://oklaschools.com).

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Grove School is in compliance with the above captioned federal law that provides for privacy of student records including the following rights:

1. **Student’s parents and eligible students have the right to inspect and review the student’s educational records.**

2. **It is the intent of the Grove School District to limit the disclosure of information contained in a student’s educational records except:**
   - (a) by prior written consent of the student’s parent or the eligible student
(b) as directory information, or,
(c) under certain limited circumstances, as permitted by the FERPA.
(3) Any person has the right to file a complaint with the U. S. Department of Education if the Grove School District violates the FERPA.
(4) Student’s parents or eligible students have the right to seek to correct parts of the student’s educational record that he or she believes to be inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student’s request.
(5) Any parent or eligible student may obtain copies of this entire FERPA policy in the office of the superintendent at Grove School, 2800 N. Bryan, Shawnee, Oklahoma.
(6) The district will arrange to provide translation of this notice to non-English speaking parents in their native language.

**EQUAL OPPORTUNITY**

Grove School is an equal opportunity institution and is in compliance with applicable federal statutes and regulations. Grove School does not discriminate regarding students, parents, or employees on the basis of race, color, origin, gender, handicap, or age. The Grove School superintendent is the designated compliance officer. Should anyone choose to seek information or make complaint regarding this practice, please contact the Superintendent.

**BUILDING HOURS**

Supervision by the school is not provided until 7:45 am. For this reason, students should not arrive at school before 7:45 am. If a student arrives before 7:45, he or she should come to the outer lobby near the office and wait until the duty teacher arrives at 7:45. Classes begin at 8:00 am, students should arrive between 7:45 am and 7:55 am, school dismisses at 3:00 pm. Students should leave the buildings and grounds as soon as school is dismissed in the afternoon unless they are participating in an activity supervised by a teacher and the teacher requires their attendance. Please make sure you are diligent in picking up your child. It can be quite traumatic for your child to wait even ten minutes without prior notice. Outer doors will be locked, and office staff will leave at 4:00 pm. The duty teacher will release students to go to the appropriate before school locations. Specifically: Prekindergarten and Kindergarten children go to their classroom, 1st through 8th grade students go to the cafeteria. Homeroom teachers will collect students from the cafeteria no later than 7:55.

**Use of School Facility**

It is the policy of Grove Public Schools that the use of school facilities shall be limited to school activities and school-sponsored activities only. School facilities may be used, in the discretion of the superintendent and/or the board of education, to host athletic or other events in which a school sponsored team or group is a participant, provided that proof of insurance shall be required prior to any such event.

At the request of city, county, state, or national officials, the Board authorizes the superintendent, at his/her discretion, to offer the use of school facilities as needed. School facilities may also be used, at the superintendent’s discretion, for events whose purpose directly affects the district or individuals living in the district. Any other use of school facilities requires Board approval.

**DAILY SCHEDULE**

The following schedule of class times are for grades 4-8. Grades PK-3 will follow the subject schedule set by their homeroom teacher. For all students the school day begins at 8:00 am and ends at 3:00 pm.

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<td>1st Period 8:00 – 8:50</td>
<td>5th Period 12:20 – 1:10</td>
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<td>2nd Period 8:55 – 9:45</td>
<td>6th Period 1:15 – 2:05</td>
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<td>3rd Period 9:50 – 10:40</td>
<td>7th Period 2:10 – 3:00</td>
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<tr>
<td>4th Period 10:45 – 11:35</td>
<td>Classes dismiss 3:00</td>
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Teachers Dismissed 3:20 Building Closes 4:00

**APPOINTMENTS AND LEAVING SCHOOL**

Parents are urged to ensure their children are in school all day. All appointments, including medical, should be scheduled outside school hours and on school holidays whenever possible. If your child needs to be dismissed from school early, you must notify the school at least one day in advance. The purpose of the early dismissal must be given, and a parent or designated person must sign the student out. Early dismissal is always through the front office, therefore for safety and security purposes a parent must come into the office to sign out their children when they are needed for early dismissal. No child should be taken off campus without checking out through the attendance secretary. Notes will be collected when students are picked up to verify that they have left with parent/guardian permission. This process works best if the notes are brought to the office at the beginning of the day.

In emergencies parents may call the school office to alert students of special arrangements after school.
Please do not call the office to leave a message for your child unless it is a dire emergency. The calls should be made before 1:30 pm to allow time for the message to be sent. Parents and students are encouraged to discuss specific arrangements before coming to school each day. Please make sure when calling that you speak to one of our school secretaries when changing transportation arrangements. Do not leave change of transportation messages on a voice mail during the school day. Notes are required for special arrangements regarding bus travel to and from home.

With a teacher’s permission, the student may use the telephone located within the front office to contact parents. Students are to only use the office phone, not personal cell phones, during the school day. Parents are not to go directly to classrooms to pick up children. Parents should check in through the office.

**ABSENCES FROM SCHOOL**

If your child is too sick to attend school, please notify Grove School by calling (405) 275-7435. If your child is absent for only one day, have him/her pick up his/her homework when he/she returns to school the day following the absence. If your child will be absent for an extended illness, please contact your child's teacher(s). Grove School homework policy for illness is that the student has one day additional for each day absent plus one day to make up absent work due to illness. A doctor’s note is required following a medical absence even if just for an office visit.

Vacations when school is in session are strongly discouraged, but if it is necessary to remove your child during the school year, you must notify the office one week in advance. The Office Staff is required to document this absence as unexcused. Contact your child’s teacher(s) to make arrangements to make up class work and homework. Students are responsible for all work assigned to their class during their absence. These assignments will be due when the student returns to class.

When students return to school after an absence, they should bring a note signed by a parent that includes the dates absent and the reason for the absence. The note will be presented to the office personnel. It is the responsibility of the student to make up work missed during the absence. Excused absences include illness, death in the immediate family, school sponsored activities, failure of the bus to run, doctor or dentist appointments, and extenuating circumstances as determined by an administrator. Two consecutive hours absence is considered a ½-day absence. If

students miss one or two days of school, they will be given make up assignments by the teacher upon their returning to school. If the absence is three or more days, school personnel will accumulate make-up assignments to be sent home. Make-up work should be completed and turned in by the same number of days a student is absent plus one additional day.

If a student is suspended from school, he/she will be expected to make up all work missed. The parent, or designee, will pick up and return assignments at the front office daily during normal school hours. Instructional help by phone may be requested, pursuant to the teacher’s planning/conference time, however, assignments will not be given out by phone. The student will receive 100% credit for all work completed with no penalty assessed for the suspension. All assignments are due the day the student returns from suspension.

**ILLNESS OR INJURY DURING THE DAY**

If a student is injured or becomes ill at school, he/she is to report to his/her teacher. Teachers will provide injured or ill students with a written note, stating the nature of the illness or injury, to be taken to the school nurse. In case of an illness or injury there should be several emergency numbers where parents can be contacted during the school day. Should the emergency numbers change during the year, the office should be contacted so the information is current. If a child develops a fever over 100°, is vomiting, or has diarrhea, the parent will be called to pick their child up from school. Please do not administer a fever reducing medication in order to send your child to school. If a child is ill, please keep them home in order to prevent the spread of illness to other children. A child must be free from a fever for 24 hours before returning to school. A child must be vomit free for 24 hours before returning to school.

**ADMINISTRATION OF OTC AND PRESCRIPTION MEDICATIONS**

Students are not allowed to self-administer prescription medications at school or at school functions. Teachers are not authorized to administer medications. It is the policy of the Board of Education that if a student is required to take a medication during school hours and the parent cannot be at school to administer the medication, or if circumstances exist that indicate it is in the best interest of the student that a medication be dispensed to that student; the administrator or his designee may administer the medication only as follows:
1) Prescription medication must be in a pharmacy container with the original prescription label that indicates the:
- child’s name,
- name and strength of the medication,
- dosage and directions for administration,
- name of medical professional making the prescription,
- date and name of the pharmacy.
The student or the parent of the student must deliver the medication to the main office in person. The medication will be accompanied by written authorization from the parent, guardian, physician, or dentist that indicates the following:
- purpose of the medication,
- explicit dosing instructions including medication times,
- termination date for administering the medication, and
- other pertinent information requested by the principal or his designee.

2) Non-prescription medication may be administered only with the written request and permission of a parent when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication must be in its original bottle with directions clearly visible. The medication will be administered in accordance with label directions or written instruction from the student’s physician. The administrator or designee will:
- Inform appropriate school personnel of the medication being administered,
- Keep an accurate record of the administration of the medication,
- Keep all medication in a locked cabinet,
- Keep all medical records confidential,
- Return unused prescription to the parent only.
It is the responsibility of the parent or guardian to inform the principal or designee of any change in the student’s health or change in medication as well as any allergies (medication of environmental) or routine medication the child is taking at home. The school district retains the discretion to reject request for administration of medicine.

**Tardy Policy**

It is the student’s responsibility to be in class on time. You must call the office if your child will be late at the beginning of the school day. Your child must check in with the office when arriving late. Being on time is defined as in the proper class with all supplies and ready for class work to begin when the bell rings.

Students must check in through the office when arriving late at the beginning of the school day. Classroom teachers will address appropriate consequences for class tardiness. The school day begins, and the **tardy bell sounds at 8:00 am.**

**Truancy**

A student is considered truant when he or she leaves school without expressed permission from an administrator and a parent or if he or she remains away from school without the knowledge or consent of his or her parent. Cutting class or not being accounted for during the school day will be considered truancy even though the student may not have left the school campus.

**Visitors**

Each time you visit school, you must first stop in the office to sign in. The “Sign In” process is required to ensure that we have a record of those people in our building in case of an emergency situation. The first time you sign in you will need to present your driver’s license for a preliminary background check before entering the student area. If you need to speak with your child’s teacher, please make an appointment. Teachers will be available during their scheduled Conference/Planning time.

Outside and previous student visitors to school are strongly discouraged during class time and may not visit classrooms during instructional hours. Visitors are not allowed on the playground without administrative approval. The supervision of non-students is not the responsibility of the school. Our goal is to maximize uninterrupted class time. Safety regulations will not allow patrons/visitors to wander in the halls.

**Classroom Volunteers**

Parents are encouraged to volunteer but should always sign in the office first. All visitors will wear a visitor badge while on campus. Administrator pre-approval is required before a volunteer is allowed to work with students in or out of the classroom. Background checks are required for all classroom volunteers who work with students without teacher supervision. Due to federal privacy laws volunteers are limited in the scope and nature of interaction with students and student information. Volunteers should not be used to instruct students, grade student work, or record student grades. Notification by the teacher in charge of his or her classroom should precede arrival of the parent(s) or volunteer. Administrator pre-approval is also required before any guest
speakers are invited to the classroom. All guests must check in at the office upon arrival. **Siblings are not allowed in the classroom or workroom during volunteer time.**

**CHANGE OF ADDRESS OR PHONE NUMBER**

Current telephone numbers are required of each family in the district. We must be able to locate you on behalf of your child. Students and parents should inform the school if there is a change of address or phone numbers during the school year. There are several times during the school year in which important mail is sent to the homes or emergency calls must be made to parents. Correct addresses and phone numbers are essential.

**WITHDRAWING FROM SCHOOL**

Students withdrawing from the Grove School District to attend another school must complete withdrawal forms at the office. All textbooks, electronic devices, library books, and school-owned material must be returned. Lockers should be cleaned of all stickers, trash, or decorations. Any lunch charges, library fines, or book damage fees must be paid. Parents must sign forms that authorize Grove to send school records to the student’s new district. Students will be reimbursed for unused lunch tickets.

**CLOSING OF SCHOOL**

The official announcement for not having school due to ice, snow, other weather problems, or emergency will be announced through the local radio station KGFF - 1450 AM, through television stations KOCO TV 5, KWTV 9, KFOR TV 4, the school phone system, School Messenger, the school Facebook page, and posted on the Grove School website. In case of an emergency that would cause the school to close early, attempts will be made to notify the public. In this case those students who ride the bus will be allowed to disembark only at their assigned bus stops. Student safety is always first — during inclement weather conditions when school remains in session, you may choose to keep your child at home or pick them up early from school. Please call and inform the office so that your child’s absence may be excused.

**DRILLS - FIRE, TORNADO, AND LOCKDOWN**

Practice drills for fire evacuation, tornado protection, and school lockdown will be conducted during the school year. Diagrams of fire drill procedures are posted in each room. The master procedure may be found in the office.

**HEALTH SCREENINGS**

Student health screenings will be conducted throughout the school year as students reach certain grade levels or on a referral basis for vision, hearing, and scoliosis. If you wish your child NOT to be screened, you will need to contact the office.

**LOST AND FOUND ARTICLES**

If students find lost articles, they are expected to bring them to the office. A central lost and found location will be maintained for such items. Likewise, if a student has lost an item, he or she may check in the office to see if it has been found. Students are encouraged to be responsible for the security of their own materials. At various times during the school year, unclaimed lost items will be donated to charity.

**POSTERS AND ANNOUNCEMENTS**

Posters and announcements must be cleared through the principal before they are placed on display. Printed material should be placed only on designated building bulletin boards. From time to time announcements will be made over the intercom. In order to keep interruptions to a minimum, general announcements will only be permitted during the last five minutes of a class period. When the intercom comes on students are to listen quietly while the person in authority is speaking and remain quiet while the teacher responds.

**TELEPHONE USE**

Telephones at Grove are primarily for school-related business. Students should not use the phones for anything other than essential conversations. Students may only use the telephone located in the front office. **Students must have a note from the teacher giving permission for use of the telephone.** Students will not be called from class to answer the phone except in cases of emergencies. Students are not to use the school phone for making after-school arrangements, or for asking parental permission to ride home with friends. Not liking the school lunch is not a reason to call home, these arrangements should be made at home. After school phone use will be allowed after 3:10.

**TEXTBOOKS**

All basic hardbound textbooks or software are on loan to the student during the school year. The student is responsible to see that the books are kept clean and in good condition. The student will pay for lost, damaged, or destroyed books. Failure to return
these items or to replace lost items will result in having grade reports withheld.

**LOCKERS**
Lockers will be provided for students in grades four through eight. Gym lockers will be provided for student athlete use only. The school will provide locks for student use on all school lockers. Only school issued locks are allowed on lockers. All property placed in a locker is the responsibility of the student. Therefore, lock combinations are to be kept confidential. Problems with lockers or locks must be reported to the homeroom teacher promptly. Lockers should be kept in proper order. Students are expected to plan their daily schedule and anticipate their supply needs to keep trips to the lockers to a minimum. Safety requires book bags and binders not be left in the halls. **Book bags are expected to fit in lockers** and are not to be taken to class. Good planning can prevent tardiness during the day. Students are expected to keep school supplies in the lockers rather than on the floor. Students are not to change to a different locker without permission from the homeroom teacher. Random locker checks will be conducted throughout the school year. **Lockers provided for student use are the property of Grove School and as such students should not expect any right to privacy as to the contents of assigned lockers.**

**CLASSROOM ENVIRONMENT**
Classrooms are a place for learning. Nothing should be brought to class that might cause a disruption to the learning process or pose a safety issue. Items such as purses, backpacks, and cell phones are to be left in the student’s locker. Toys and games (including electronic devices) should be left at home and are not to be brought to school.

**DRESS CODE: APPROPRIATE CLOTHING AND GROOMING FOR SCHOOL**
Students of Grove School are expected to dress and be groomed so that credit will accrue to the school and to the students. Clothing guidelines must adhere to age appropriate standards. Spaghetti straps, halter-tops, backless, or other revealing clothing are not appropriate for school. Students may not wear “short-shorts,” pajamas, or clothing with tears, or rips. Clothing must appropriately cover sensitive areas and not be revealing.

Any public display of nudity, provocative dress, or any disruptive “flare” in grooming or dress, which is offensive to the group, or causes a disruption that interferes with the education of the majority, will be corrected. Clothing that advertises non-school items, alcohol, tobacco, violence or violent games, or sends an inappropriate message is prohibited. Hats, caps, and head coverings, except for religious reasons, are prohibited for all students in the building.

Any act, condition, style of dress, or grooming that is disruptive to the learning process of the majority of the students in either the classroom or the school will not be tolerated. Students are not allowed to wear face paint to school except during the class Halloween Party or as part of a class activity. Appropriate footwear is required throughout the school day; flip-flops, house shoes, and high heels are strongly discouraged out of basic safety concerns. Inappropriate dress will be brought to the attention of the counselor and they will determine action to be taken. An attempt will be made to obtain student and parent cooperation in adjusting the problem. The above dress code is effective for the regular school day as well as for all school-sponsored activities. Students are expected to dress appropriately for special events.

**LUNCH PROGRAM**
Grove School serves hot, well-balanced, nutritious lunches that meet or exceed all government requirements. Lunch is served every day that school is in session. Every student who eats lunch must have a meal account purchased through the office. Lunch charges are allowed only in emergency situations. **A maximum of two charges are allowed.** Students will be asked to call parents to remind them to bring lunch money. Students will always be allowed to eat lunch. The price for a single student lunch is $2.55, and an adult meal is $3.75. Purchasing a meal account for the entire year is $443.70 or $221.85 per semester. The cafeteria manager will enter data daily regarding which students eat the school lunch and maintain the individual accounts by computer. Students wishing to bring a lunch from home are strongly urged to buy a carton of milk for $5.50.

A “Table of Honor” is provided in the north east corner of the cafeteria for parents wishing to eat lunch with their children.

If you will be bringing lunch to your child, please make sure your child is aware before they arrive at school. Front Office staff will not interrupt class activities to announce that a student has lunch in the office.

**Energy drinks contain excessive amounts of caffeine as well as other stimulants and are not allowed at school.**
Canned goods brought from home cannot be opened in the cafeteria or classroom areas. Bringing soft drinks or refrigerated items is strongly discouraged due to health concerns and the fact that refrigeration space cannot be provided.

Parents are asked not to take students “Out to Lunch.” When parents take students out to lunch it is very difficult to get back to class on time. Such a tardy will not be excused. Students may not leave campus at lunch without written permission from their parent. Parents are prohibited from taking children who are not their own without prior written permission from that student’s parent.

Parents are not to bring food to share with other students during lunch time as part of a celebration, reward, or other reason without prior approval from the principal or superintendent.

**Physician’s Statement for Children with Disabilities**

USDA regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when a statement signed by a licensed physician supports that need. The physician’s statement must identify:

- the child’s disability;
- an explanation of why the disability restricts the child’s diet;
- the major life activity affected by the disability;
- the food or foods to be omitted from the child’s diet, and the food or choice of foods that must be substituted.

**Medical Statement for Children with Special Dietary Needs**

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. A recognized medical authority must sign the statement.

The medical statement must include:

- an identification of the medical of other special dietary condition which restricts the child’s diet;
- the food or foods to be omitted from the child’s diet; and
- the food or choice of food to be substituted

**Eating and Drinking in the Building**

Students are prohibited from eating in the buildings except in the cafeteria during lunch periods. All students are allowed to have water provided it is in a clear, non-glass container. Students are not allowed to use the “Staff Workroom” to purchase soft drinks or candy at any time. Exceptions may be made for clubs or organizations as an approved group or during approved class activities. Exceptions should be cleared through the principal.

**Candy, gum, and in the shell sunflower seeds are prohibited in the school building and on school buses.**

**What to Leave at Home**

Students should leave all items at home that are not part of the educational experience. This include items of mischief or items of entertainment including, but not limited to tape players, CD players, MP3 players, iPods, iPads, e-readers, electronic devices, headphones, trading cards, playing cards, games, expensive and/or sentimental jewelry, and cameras. If these items are left at home, the student need not be concerned about their security nor will the school spend time controlling their use.

**Show and Tell**

Materials brought from home for show and tell should remain in the classroom until taken home. Bringing of pets or other living creatures is strongly discouraged and must have prior teacher and administrative approval. Other than for approved classroom purposes, pets and toys are not to be brought to school.

**Class Parties**

Most classes will celebrate with a party the last hour of the day (seventh period) on the following holidays: Halloween, Christmas, and Valentine’s Day. Sixth through eighth grade students do not exchange Valentines. The teacher, through the homeroom parents, will make arrangements for the party. Party locations for prekindergarten through grade five will be in their homeroom classrooms, grades six through eight will be as follows:

- 6th Grade, East side of the cafeteria
- 7th Grade, West side of the cafeteria
- 8th Grade, Gym Lobby

All other parties/celebrations must be pre-approved, in writing, by the administration. The teacher must request approval for a non-school-wide party in writing at least two weeks in advance. This must be done before any party arrangements are initiated either by the teacher or the parent. Approved parties will be under the direct supervision of the classroom teacher. Parties for class rewards may be held sparingly and only with prior administrative approval as outlined above. Class reward parties may not be held before or during the lunch period in order to prevent interfering with the school lunch program.
With the exception of the customary holiday parties, **food is not allowed in the classroom.**

**Individual birthday parties will not be permitted.** The teacher may distribute invitations to parties outside of the school day, **only if all/or all of one gender specific** students are included. If only some students will get invitations, they will not be allowed to be distributed at school and should be distributed by the parent off school grounds.

**FIELD TRIPS**

The purpose of a field trip is to enrich and enhance the approved curriculum. Parents will be given prior notification of field trips and the parent or guardian must sign a permission slip. Students who do not return written permission slips will not be allowed to participate. Only school-approved transportation is permitted for class field trips. Children, not enrolled in Grove School, will not be permitted to ride the field trip buses. Siblings and/or students not enrolled in the class taking the field trip will not be permitted to participate in the field trip; this includes athletic events and other types of contests and trip events. Field trip sponsors are limited and must be pre-approved by the teacher and the administration.

**WEN-GAGE ONLINE iGRADE BOOK**

Wen-GAGE is a safe and easy way for teachers, parents, and students to share information. The faculty will use the online grade book to post assignments, assignment due dates and much more. Student progress may be viewed by both parents and students to check on classroom success. Parents are encouraged to access their child’s records at least once a week.

Usernames and passwords will be distributed via Wednesday Folders during the second full week of classes. Once you have your username and password, you may use Wen-GAGE iGrade Book to:

- Check your child’s latest grades
- Receive emails with school or class information
- See what homework is not turned in and read notes from your child’s teachers
- View teacher and school announcements
- View outstanding lunch account balance
- View lunch account and pay online
- And much more

Wen-GAGE (www.ok.wengage.com/GroveS) is a secure online environment for parents, students, and teachers. Privacy and security are our highest priority. Wen-GAGE iGrade Book uses advanced SSL encryption technology to ensure the secure transmission of all sensitive data. User information is never sold or shared with people or organizations outside of Wen-GAGE.

**GROVE SCHOOL WEBSITE/FACEBOOK**

The official Grove School website, www.grove.k12.ok.us, has been established as an informational portal to easily access the Wen-GAGE iGrade Book to see grades, assignments, check on lunch balance, and other important information. The website allows easy access to the Student Activity Calendar, bus routes and schedules, school supply lists, district map, School Report Cards, contact information, and current, up to date school and class information. “Like Us” on Facebook to receive updates on activities and important announcements.

**PARENT CONFERENCES**

Parents are invited to confer with teachers or administrators on matters relating to the student’s educational progress. Each teacher has a daily time set aside for lesson preparation and conferencing. Because of the extent of teacher’s duties and their class responsibility, it is important that conferences be scheduled through the office whenever possible to avoid schedule conflicts and class interruptions. Two parent-teacher conference periods are scheduled each year and are indicated on the school calendar. Parents are encouraged to schedule conferences at those times with whichever teachers they choose. Of course, a conference may be scheduled whenever the parent or the teacher feel the conference is warranted.

Whenever a concern arises, parents are asked to first try to resolve the issue with the classroom teacher. If a resolution is not met with the teacher, the next step is to contact the principal. If a satisfactory resolution cannot be achieved at this level, the next step is to refer the issue to the superintendent for resolution.

**USE OF THE MEDIA CENTER**

Students are encouraged to visit the media center at least once a week. The Media Center is open from 8:00 a.m. until 3:20 p.m. Students may use the media center during regular class periods with the permission of their teacher. Teachers may sign up for weekly scheduled periods to bring classes to the media center; teachers will accompany and stay with their classes. The media center is a quiet place where students are encouraged to check out books, to use reference sources, to study or to enjoy reading during open hours. Students may check out books for a period of two weeks. No fines will be charged for overdue books, but checkout privileges will be suspended until the book is returned. Lost books will
be reported to the office and report cards will be held until the book is found or replacement cost paid.

**GUIDANCE COUNSELING**

The purpose of the guidance and counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. The counselor may schedule individual conferences whenever a student, a teacher, an administrator, or the counselor deems it necessary. The counselor welcomes the opportunity to talk things over with any student, parent, or teacher. The counselor may conference with a student who has been placed on probation or restriction in grades five through eight, as well as any student involved in the restorative practices portion of the discipline program. Students are encouraged to use the counselors in conflict resolution and mediation whenever a problem may arise between peers or other situations. The counselor, in the regular classrooms, will conduct guidance activities throughout the school year. Students are encouraged to come to the administration or counselor with any issues, ideas, or concerns that they may have about any aspect of Grove School. The student should feel free to come to the front office and request a meeting with an administrator or counselor. Any student may come at any reasonable time to visit with an administrator or counselor.

**CHILD ABUSE AND NEGLECT REPORTING OBLIGATION**

State law requires every health care professional, teacher and every other person who has reason to believe that a child under 18 is being abused or neglected or is in danger of being abused or neglected, to report the suspicion of abuse promptly to the Department of Human Services. Failure to report suspected abuse is a crime. A report is a request for an investigation to gather facts and protect the child. Investigation and validation of child abuse reports are the responsibility of DHS or law enforcement officials. School employees are not responsible or under any obligation to notify parents of DHS interviews of investigations. All certified staff members in the state of Oklahoma are required to have training in identification of suspected child abuse.

**ADDING OR DROPPING CLASSES**

Students in grades six through eight will have one week at the beginning of each school year to request class changes. Class change request forms are available in the office. Changes are often difficult to make and may be denied because of the likelihood of overloading some class sections and due to limited class offerings. The parent will be asked to sign the form approving of the class change. Students wishing to change activity classes will need permission from the receiving teacher, sending teacher, principal, and parent. The class change will not be considered official until the registrar completes the change in the student information system (SIS) and hands the student a copy of the new schedule.

**REPORT CARDS**

Reports of student progress are issued at the end of each nine-week grading period for each class in which the student participates. Report cards will be issued on the Wednesday after the end of the nine-week period. Parents are asked to review the report card with their children. If the parent desires a conference with the teacher, it is best scheduled through the office. Parents of students in grades five through eight may get other notices of progress through the activity participation policy (Probation/Restriction Notice). Report cards for students in grades six through eight will be mailed home at the end of the school year. All other grades will receive report cards on their last day of school.

**MENINGOCOCCAL MENINGITIS**

Meningococcal meningitis is a bacterial infection of the fluid surrounding the brain and spinal cord. It is one of the leading causes of bacterial meningitis in children 2-18 years of age in the United States. About 1 out of every 10 persons who get the disease dies even if they receive treatment. Another 10-19% have very serious lifelong problems as a result of having the disease. It is caused by a bacterium called Neisseria meningitides. Signs and symptoms of meningococcal meningitis include high fever, headache, stiff neck, sensitivity to light, and rash or small purplish black-red dots. Meningococcal meningitis is a contagious disease spread from an infected person to other by the exchange of respiratory secretions. That includes coughing or sneezing, kissing, sharing eating and drinking utensils, sharing a water bottle, lipstick, lip balm, or anything an infected person touches with his or her mouth. There are two vaccines that can prevent meningococcal meningitis. The vaccines available protect against four types of the bacteria including two epidemics in Africa. One of the types that cause epidemics in the United States is not covered by any vaccine. Both vaccines protect about 90% of the people who get them. MPSV4 is the vaccine that has been used since the 1970s. A newer vaccine MCV4...
was made available in 2005 and is thought to offer longer lasting protection. Both vaccines are judged to be safe and are approved for use by the FDA. These vaccines like all medicines carry some risk such as allergic reactions. This risk is very small. About half of the persons who get the vaccine have redness and or pain where the shot was given. These vaccines are available from your child’s doctor or the Pottawatomie County Health Department. The vaccines are produced in limited quantities at this time. You should check with your child’s doctor regarding availability. Students living at home are not in a high-risk group for this disease. Persons living in dormitory settings such as military barracks and college dorms and persons traveling to Africa are in the high-risk groups. Medication can be given after a known exposure to prevent the disease. This vaccination is not required for school attendance. It is a serious disease and we are required by law to give this information (Senate Bill 1467, Nov. 1, 2006). If you have question or for more information you may contact your child’s doctor or the Pottawatomie County Health Department or visit these Web sites: National Meningitis Association at www.nmaus.org, Immunization Action Coalition at www.vaccineinformation.org/minent/index.asp, or National Network for Immunization Information at www.immunizationinfo.org.

GROVE CURRICULUM

Grove Elementary School District curriculum follows current Oklahoma Academic Standards, which serve as expectations for what students should know and be able to do by the end of the school year. These standards are considered to be minimum requirements for students to be successful, and at Grove School we expect our students to exceed these minimal expectations.

Grove Elementary School District has a written program description, content, and an evaluation process for all elements of its curriculum. Faculty members review and update these annually in the basic subjects.

The following basic subjects are required in prekindergarten through third grade and are taught by the homeroom teacher in a self-contained classroom or in a team-teaching situation: mathematics, English, penmanship, reading, science, social studies, art, and spelling. Drug education, horizons (with special permission), and library skills are integrated into the curriculum during the instructional day. In addition, all students in the lower grades may receive regular instruction in music, physical education, music, health, guidance, and computer. The subjects taught in grades four through eight require students to move from class to class. Faculty members are assigned to teach in areas in which they are certified and qualified. All students in grades four through eight will experience a seven-period day. Each period is 50 minutes in length with 5 minutes allowed as travel time between classes. Students in grades four through eight have the following required subjects: English (English, language arts, literature, grammar and composition), math, science (Earth, life, and physical), and social studies (Eastern geography, western geography, U.S. History). The math curriculum is designed to best fit the student’s needs. Courses offered in math consist of 4th Grade math, 5th Grade math, 6th Grade math, 7th grade pre-algebra, and 8th grade Algebra I for high school credit. Fourth grade social studies curriculum examines the physical, cultural, political, economic, and historic development of the United States, fifth grade social studies curriculum examines the foundation and formation of the United States from 1607 through 1806, sixth grade social studies curriculum consists of world geography–Western Hemisphere, seventh grade social studies curriculum consists of world geography–Eastern Hemisphere, and the eighth grade social studies curriculum consists of American History from 1763 through 1865. The English classes involve all areas of language arts including penmanship, reading, speaking skills, writing skills, grammar, and spelling. Girls’ and boys’ sports and PE classes have the opportunity to choose competitive or non-competitive activities on a season-by-season basis as well as study personal health. Elective classes for fifth through eighth grade include: Band, Computers, Art, Horizons (special requirements must be met), STEM, and 8th Yearbook (special permission only).

ACADEMIC COMPETITION

During each school year there are opportunities to participate in many types of academic competition. Some of the competitions involve just particular grade levels and particular subject areas. Other competition events involve many grade levels and most subjects. Grove School appreciates the opportunity to participate in competitions of many types. Teachers and administrators serve as evaluators to select competitions that best meet the needs of the students; and also serve as coaches and promoters to encourage participation and success. Grove attempts to balance participation to be successful as a school entity in the competition and to also allow many students the opportunity to compete.
Grove School will be selective of what competitions to enter so that such outside competition will be appropriate to the best needs of students.

**ATHLETIC & EXTRACURRICULAR ACTIVITIES**
The Grove School competitive athletic programs are limited to football, boys’ baseball, basketball, and track for grades 5-8, and girls’ softball, basketball, volleyball, and track for grades 5-8. Grove students are encouraged to participate in outside extracurricular activities but may not participate in competitive outside activities under the Grove School name.

**CHEERLEADER RESPONSIBILITIES AND REQUIREMENTS**

**PREREQUISITES:**
To be a member of the Grove Cheerleading squad, all participants, including veteran cheerleaders, will be required to tryout in the spring of each school year. Students must have a grade average of 2.0 or above in each subject at the time of tryouts. Such grades should be maintained throughout the school year. Each nine weeks the report card grades will be averaged. Academic probation and restriction for cheerleaders is administered the same as for all other extracurricular activities. No student who has been dismissed from cheerleading during a previous year or a person who voluntarily drops out shall be eligible the following year.

**PRACTICES:**
All practices called by the sponsor must be attended without tardiness, unless prior notice is given. An excused absence must be obtained from the sponsor at least 24 hours before practice if the practice must be missed. If there is an unexcused tardy or absence from practice, that person will be unable to cheer at the following game.

**GAMES:**
Cheerleaders are required to attend home games and away games that are specified by the sponsor. Cheerleaders may ride the school bus with the athletic teams to away games. Uniforms will be worn, and cheers led. The cheerleaders will be present 15 minutes before game time. The sponsor will supervise the squad at all events.

**CONDUCT DURING GAMES AND PEP ASSEMBLIES:**
Unnecessary group and private discussions must be avoided among members because they reflect negatively upon the organization of the squad. All should focus attention on the game at all times.

During time of cheering, eating and gum chewing is not allowed. Everyone stands or sits in a designated spot during all games. Excess makeup is discouraged. No excessive exaggeration of dance steps in routines and in chants and cheers. Hair is worn neatly. A cheerleader’s behavior should be above reproach at all times. A cheerleader is a representative of Grove School, as such; the community expects a higher standard of behavior. Drug or alcohol abuse, destruction of school property, or undue harassment of others will not be tolerated. A cooperative attitude and dependability are a must if the squad is to be an effective force. Failure to get along and work with the group will result in dismissal. Disciplinary action may be taken for not following the above procedures. Disciplinary action is defined, but not limited, as:
1. verbal warning
2. benching with parental notification
3. dismissing the person for a specified time.
   Cheerleaders still must participate in practice and wear their uniform, but they may not cheer at games during this time.
4. dismissal from the squad.

**UNIFORMS:**
Parents will be responsible for the purchase of uniforms, shoes, briefs, warm-ups, and pom-pons.

**CHEER CLINICS AND COMPETITIONS:**
Squad members are required to attend summer camp. The sponsor may excuse attendance if there is an extenuating circumstance that will not allow the cheerleader to attend camp. Parents are required to pay camp and competitions fees on the given due dates. The decision to allow the cheerleading squad to go to national or regional competition, should they qualify, will be made by the sponsor and an administrator.

**HORIZONS (GIFTED AND TALENTED)**
The Horizons program at Grove School provides a quality program for students who are identified as gifted and talented. Once students are identified, they will be given the opportunity to participate in some special class activities. Once a student is declared eligible, the parent has the right to determine whether or not the student will be placed in the program. The Horizons program is for those students who score in the top three per-cent of any national standardized test of intellectual ability or achievement, or for those students who have been nominated in areas of creative ability or specific academic ability and have approval of the placement committee. Special
educational opportunities will be made available to selected gifted and talented children as follows:
1. Programs for Horizons will be recommended by the faculty to the administration.
2. The administration will recommend programs to the Board of Education.
3. The selection of students to participate will be made by a committee established for that purpose using the criteria set forth above.
4. Approval or disapproval of the programs will be made by the Board of Education.
5. The parents or guardians of children identified as gifted will be notified in writing.
6. Appointments to this program based on standardized testing shall be made for a term of 3 years. Other appointments shall be made for a term of 1 year and will be subject to renewal on the above criteria and appropriate performance in the program.

HONOR ROLL
Students will be selected for the Grove School Honor Rolls at the end of each nine-week period. Honor rolls are determined by nine-week grades for students in grades four through eight. To qualify for the Superintendent’s Honor Roll a student must have all “As” on the grade card, considering each subject. To qualify for the Principal’s Honor Roll a student must have any combination of “As” and “Bs”, with no grade of “C” or lower, considering each subject.

There are no semester honor rolls determined. Honor rolls will be announced through local news media.

END OF THE YEAR AWARDS
The following criteria for the annual end-of-the-year awards assemblies as determined by the faculty are as follows:
1. Teachers determine within their grade level what awards and certificates will be given. Awards should be based on academics, citizenship, and/or character.
2. Some awards are more suited to be given in the classroom.
3. Grades 5 through 8 will be given awards for the top three students in each grade level for all core subjects.
4. Grades 4 through 8 will receive certificates for Superintendent’s Academic All Stars, all As all year, and Principal’s Academic All Stars, all As and Bs all year.
5. Perfect Attendance will be awarded to those students present all day every day of the school year.

NATIONAL JUNIOR HONOR SOCIETY
Grove School participates in the National Junior Honor Society (NJHS) program that is sponsored by the National Association of Secondary School Principals. Grove School’s Peter J. Hess Chapter of the NJHS follows the guidelines set forth in the National Constitution of the NJHS. Students qualify for this honor in either seventh or eighth grade using the following procedure:

The principal or appointed advisor shall determine the grade point averages of the 7th grade students by taking grades from their first semester of the current year and first and second semester grades of their sixth-grade year. The principal or appointed advisor shall determine the grade points of the 8th grade students by taking semester grades from the first semester of the current year and first and second semester grades of their sixth and seventh grade year. The minimum grade point to be considered is 3.0 on a 4.0 system.

Students who receive 3 or more behavior referrals during any school year in grade 6th, 7th or 8th will not be considered for NJHS admittance for that school year. A member will be placed on probation and face possible dismissal from the Grove NJHS if he or she receives 1 or more behavior referrals within a school year.

Students who meet the scholarship and behavioral requirement will have the opportunity to complete an essay detailing their accomplishments in and commitment to service, leadership, character, and citizenship. A faculty council will evaluate students in 7th and 8th grade who qualify as candidates. The council shall consist of five teachers. The council will evaluate all students in the categories of “scholarship, leadership, service, character, and citizenship.” Students will be evaluated individually. A simple majority decision by the council shall be required for admittance into the National Junior Honor Society. Students will not be admitted based on grades alone.

Placement on a school honor roll does not guarantee membership in National Junior Honor Society. Selection to National Junior Honor Society is not a right but is an honor bestowed on those deemed deserving.

Members are required to participate in two service projects each semester and attend occasional meetings. The service projects will be devoted to service within our school, and service to our community.
VALEDICTORIAN & SALUTATORIAN SELECTION POLICY
The following criteria for the selection of valedictorian and salutatorian from the graduating eighth grade class is as follows:

1. The valedictorian(s) and salutatorians(s) will be chosen after the third nine weeks grades have been turned in to the office.
2. Based on nine weeks grades from sixth grade, seventh grade, and the first three nine-weeks grades of the students eighth grade year the valedictorian(s) will be the student(s) with an A in every class every nine weeks.
3. Salutatorian(s) will be the student(s) with a B in ONLY one class for one nine weeks.
4. If a salutatorian cannot be chosen based on the above criteria as described in number three, then it will be a student with a B in ONLY two total classes for the nine weeks.
5. If a salutatorian cannot be chosen based on the above criteria as described in number four, then it will be a student with a B in ONLY three total classes for the nine weeks.
6. If the criteria as described in items three, four, or five is not met then no salutatorian(s) will be chosen.

ACTIVITY PARTICIPATION POLICY
It is the goal of Grove School that all students make good progress toward academic growth and achievement. It is the policy of the school that those who are not making academic progress should concentrate on their studies. It is the responsibility of the student to work with his or her teachers to assure he or she is making satisfactory progress in all subjects. Any student in grades five through eight who is not making satisfactory progress may be placed on probation for one week. During this time of probation, the student should work with his or her teachers to see that the problems are corrected. Grades will be checked after noon on Friday. Fifth through eighth grade students with a grade average of 59% or lower will be placed on the Probation/Restriction List. The principal will notify the parents (in writing) of the probation/restriction; the subject for which the student is placed on probation/restriction; and what the student needs to do to be removed from the Probation/Restriction List. The teacher will meet with the student and inform him/her that they are being placed on probationary/restriction status. The first week a student is placed on the Probation/Restriction List the student will be considered to be in Probation. During this time the student is expected to work with his/her teacher to correct the stated deficiencies. The probation/restriction period will begin on Monday and will last until the next Sunday. If the student does not correct the deficiency during the probationary period, he/she will be deemed ineligible and placed on restriction for the following week. While on restriction the student will not attend or participate in any extracurricular activities including pep assemblies, sports events, dances, music, band, talent shows, or other competitions, and class parties. If participation the event results in a grade the instructor will give an alternative assignment. The student will be removed from the list when his/her grade average reaches 60% or higher on a consequent probation/restriction list..

If a student is not doing satisfactory in a class or not working up to expectations, the teacher, parent, or student may request said student to refrain from participating in extracurricular activities.

ACCEPTABLE USE OF INTERNET AND ELECTRONIC AND DIGITAL COMMUNICATIONS DEVICES
The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

As a part of the resources available to students and employees, the district provides Internet access at the school site and administrative offices. The district intends for this resource to be used for educational purposes only and not to be used for harmful conduct. This policy outlines the district’s expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an “Internet Access Agreement” and access may be revoked at any time.

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment using the district Internet connection are often permanently available and may be available to school administrators.
Employees and students are expected to use good judgment in all their electronic or digital communications – whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication which can be considered inappropriate, harassing, intimidating, threatening or bullying to an employee or student of the district – regardless of whether the activity uses district equipment or occurs during school/work hours - is forbidden. Employees and students face the possibility of penalties, including student suspension and employee termination, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic – even topics which are considered harmful to minors. The district’s IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district’s privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district’s IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district’s electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct that is prohibited, by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view, or distribute materials that are inappropriate or might create a hostile environment.

Internet Access – Terms and Conditions.
Acceptable Use – Students. Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication that disrupts the education environment – even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications that can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing, intimidating, threatening or bullying posts, tweets, blogs, images, texts, etc.
- Distributing pictures, recordings or information which is harmful or embarrassing
- Any illegal activity
- Unauthorized access

Students who engage in electronic or digital communications that disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Parental Consent. Parents must review this policy with their child and sign the consent form prior to a student being granted Internet access.

Privilege of Use. The district’s electronic resources, including Internet access, are a privilege that can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

Internet Etiquette. All users are required to comply with accepted standards for electronic or digital communications, including:

a. Appropriate Language. Users must refrain from the use of abusive, discriminatory, vulgar, lewd or profane language in their electronic or digital communications.

b. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.

c. Safety. Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication that makes them uncomfortable to their teacher or principal.
d. **Privacy.** Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications that they want to be private.

e. **System Resources.** Users agree to use the district’s electronic resources carefully so as not to damage them or impede others’ use of the district’s resources. Users will not:

- install any hardware, software, program or app without approval from the IT department
- download or upload large files during peak use hours
- disable security features
- create or run a program known or intended to be malicious
- stream music or video for personal entertainment

f. **Intellectual Property and Copyrights.** Users will respect others’ works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See www.copyright.gov/fls/fl102.html). Users agree to ask the media center director for assistance in citing sources as needed.

**Limitation of Liability.** The district makes no warranties of any kind, whether express or implied, for the services provided and is not responsible for any damages arising from use of the district’s technology resources. The district is not responsible for the information obtained from the use of its electronic resources and is not responsible for any charges a user may incur while using its electronic resources.

**Security.** If a user notices a potential security problem, he/she should notify the IT director immediately but should not demonstrate the problem to others or attempt to identify potential security problems. Users are responsible for their individual account and should not allow others to use their account. Users should not share their access code or password with others. If a user believes his/her account has been compromised, he/she must notify the IT director immediately. Any attempt to log on to the district’s electronic resources as another user or administrator, or to access restricted material, may result in the loss of access for the remainder of the school year or other disciplinary measures.

**Vandalism.** No user may harm or attempt to harm any of the district’s electronic resources. This includes, but is not limited to, uploading or creating a virus or taking any action to disrupt, crash, disable, damage, or destroy any part of the district’s electronic resources. Further, no user may use the district’s electronic resources to hack vandalize another computer or system.

**Inappropriate Material.** Grove School has a hardware and software-based filtering system in place, which is compliant with the Children’s Internet Protection Act (CIPA). Based on Grove School policy, and to remain compliant with CIPA regulations, access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. Access will be denied for material that is:

a. Obscene to minors, meaning (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and, (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

b. Libelous, meaning a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation.

c. Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.

d. Display or promotion of unlawful products or services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.

e. Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information or advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, slurs, insults and abuse.

f. Disruptive to school operations, meaning material which, on the basis of past
experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

Supervision and Monitoring. All employees are responsible for supervising and monitoring student use of the Internet in accordance with the district’s technology practices and the Children’s Internet Protection Act. The district’s IT director shall establish and implement procedures regarding technology protection measures. No individual will be permitted to use the district’s technology resources in a manner inconsistent with the district’s policies.

Application and Enforceability. The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district’s policy on student behavior. For employees, this means any action permitted by law, including termination of employment.

Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district’s electronic resources, including interacting with others on social networking and chat sites, and cyber bullying.

**PERSONAL WIRELESS CELLULAR DEVICES**

Grove Elementary School District requires that all individuals devote their full attention to education while at school or during education activities. Accordingly, the district expects both employees and students to limit their use of personal cellular devices at school. Wireless cellular devices include, but are not limited to, cell phones, iPods, iPads, Android devices, smart watches, and similar electronic equipment.

Personal wireless devices shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. (“private areas”). The use of any audio/visual recording and related camera features are prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

**Students.** It is the district’s policy that students who possess a personal wireless device at school must keep that device turned off and stored in the student’s locker (students in self-contained classrooms will keep cell phones turned off and secured in their backpack). No student will be permitted to access his/her personal wireless device during the school day except with administrative permission due to an emergency.

Students who violate this policy will have their personal wireless device confiscated until after a parent conference and may lose the privileges of possessing such a device for the remainder of the school year. Students may also be subject to other disciplinary action.

Students may not use any personal wireless device to:

- send or receive answers to test questions
- record conversations or events during the school day, on school property or at school activities
- threaten, harass, intimidate, or bully
- take, possess, or distribute obscene or pornographic images or photos
- engage in lewd communications
- violate school policies, handbook provisions, or regulations.

**Warning:** Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.
**Drug Free School Policy**

1. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and community as a whole, the Grove Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-8.

2. Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.

3. Standards of conduct that are applicable to all Grove School students prohibit the unlawful possession, use, or distribution of illicit drugs, and alcohol by students on school premises or as part of any of its activities.

4. Disciplinary sanctions will be imposed on students who violate standards of conduct required by Paragraph Three (3) above, will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

5. Information about drug and alcohol counseling and rehabilitation and re-entry programs will be made available through the school office or through the local Gateway Office (405-273-1170).

6. Standards of conduct as outlined in Paragraph Three (3) and disciplinary sanctions in Paragraph Four (4) will be part of Notification to parents and students.
   a. “The Drug Free Schools and Communities Act Amendments P.L. 101-226 requires that State, as well as local educational agencies, must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.” (Federal Regulations can be examined through the school office).
   b. Parent/Guardian signature certifies receipt of Handbook of Guidelines and Policies for Students and Parents, which includes the Grove School policy relating to adoption and implementation of a drug prevention program for students.

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**Use or Possession of Alcohol, Drugs, and Tobacco**

Grove School officials and teachers will not tolerate the possession, use, sale, or being under the influence of any illegal drugs or alcohol by any student or guest of any student on the Grove campus, at any school sponsored event, or in any vehicle owned by the school district. Students should be aware that involvement with drugs and alcohol will result in severe penalties, which may include suspension from school and/or legal actions. Any use or possession of tobacco on the school campus by a minor will also be considered a breach of conduct. The school administrators, teachers, or any security personnel shall have the authority to search a student and a student’s property when there is reasonable suspicion the student has possession of any illegal items. Grove School is a “24/7 Tobacco Free” environment for adults and children. School personnel will not permit tobacco use and will see that tobacco is not used on school property. The use of any form of tobacco is not permitted by any child or adult while on Grove School property, during any school sponsored activity, or in any school-owned vehicle.

**24/7 Tobacco Free Policy**

The Grove School Board of Education is committed to providing a healthy, safe and productive environment for all students, patrons, staff and visitors of the facilities. The Board also recognizes that tobacco smoking and the environmental tobacco (secondhand smoke) has been shown to be linked to illnesses and disability and federal law prohibits smoking in and on the grounds and/or facilities of the school district. This policy is intended to improve the health and safety of all individuals using the school.

Smoking, chewing or any other use of tobacco, including electronic cigarettes (vaping), by staff, students, patrons or visitors is prohibited on, in or upon any school property 24 hours a day, seven days a week, no questions, exceptions or exclusions. This policy applies to all school sponsored events held on or off campus.

“School property” is defined as all property owned, leased, rented or otherwise used by the school district including but not limited to the following:

All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. This also includes but not limited to areas normally reserved for the exclusive use of the faculty and support staff.
All school grounds and buildings over which the school exercises control including areas surrounding any buildings, playgrounds, athletic fields, recreational areas and parking areas.

All vehicles used by the district for transporting students, staff, visitors, and patrons.

“Tobacco” is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner to be suitable for chewing, smoking or both, and include cloves or any other product packaged for smoking.

“Electronic Cigarette” is defined as an electronic inhaler whose use simulates and substitutes for some aspect of actual tobacco smoking. Electronic cigarettes may also be known as e-cig, e-cigar, PV (personal vaporizer), and/or ENDS (electronic nicotine delivery system.

“Use” is defined as lighting, chewing, dipping, inhaling or smoking any tobacco as defined within this policy.

All students, faculty and staff are responsible for adhering to this policy. Employees are warned that violations of this policy may lead to dismissal.

Patrons who violate this policy will be asked to leave the school premises. Students who violate this policy will be disciplined according to guidelines established by the administration of Grove School.

Background
Smoking has been identified as the number one health problem in the United States. It is the leading cause of premature death, disease, and chronic disability in our country. Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air.

The use of snuff and chewing tobacco can cause gum disease and oral cancer. Thousands of Oklahoma adolescents begin smoking each year. The majority goes on to become regular, adult smokers.

Purpose
The School Board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The School Board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students resist tobacco use. The School Board is concerned about the health of its employees and also recognizes the importance of adult role modeling for students during formative years. Therefore, the Board shall discourage the use of tobacco products by its staff and students. This policy is adopted pursuant to the Pro-Children Act of 1994.

Policy
Smoking and the use of tobacco products in any form, including simulated tobacco products, is prohibited on School District property at all times and at all school-sponsored events. Tobacco products include cigarettes, cigars, snuff, chewing tobacco or any other form of tobacco product. This prohibition includes school buildings and grounds, school-owned vehicles and all other property owned or leased by the School District. This prohibition shall remain in effect twenty-four hours per day, seven days per week, regardless of whether school is in session.

Enforcement
The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-users. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students
Any violation of this policy by students will be referred to the building principal. Students who violate provisions of this policy will be subject to student discipline procedures.

Staff
Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her District personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and nonrenewal of staff.

Citizens
Citizens who are observed smoking using tobacco products or electronic cigarettes on School District property will be asked to refrain from using the product on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other School District supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall decide on further action, which may include a directive to leave school property. Repeated violations may result in a
recommendation to the Superintendent or Board of Education to prohibit the individual from entering School District property for a specified period of time. If deemed necessary by the school administration or the Board of Education, local law enforcement officials may be called upon to assist with enforcement of this policy.

**Detention and Search of Students**

A school administrator, teacher, or security personnel of this school may detain and search or authorize the search of any student or students on the premises of the public school, or while attending or in transit to any event or function sponsored or authorized by the school. In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

1. The person authorizing the search has reasonable suspicion that the student may have on his or her person or property alcohol, dangerous substances as defined by law, stolen property, if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school district during school activities, or any other items which have been or may reasonably be expected to be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school district, not the student. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to conceal any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the staff without permission from an administrator.

3. A student may be searched whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.

4. An administrator conducting or authorizing a search shall have authority to detain the student or students and preserve any contraband seized.

5. An authorized person who is of the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched as outlined herein will conduct any searches of students.

6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search except in accordance with a properly authorized search warrant.

7. Items that may be seized during a lawful search, in addition to those mentioned in paragraph 1 above, shall include items recognized as unlawful or prohibited. For example: switchblade knives, brass knuckles, Billy clubs, illegal drugs, and pornographic literature are recognized as unlawful or prohibited items. Such items, or any other items which in the opinion of the administrator may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by an administrator for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. A student suspended as a result of this regulation may appeal the suspension to the Grove Board of Education.

**Bullying/Harassment Policy**

It is the policy of Grove School District that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited 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.
Grove School believes respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated. Students who bully another person shall be held accountable for their actions whether it occurs on school property or a school sponsored activity or event; or going to or from school or school activity. Bullying means the recurring intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public-school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a public-school employee or student or damage to the public-school employee’s or student’s property
- Substantial interference with a student’s education or with a public-school employee’s role in education
- A hostile educational environment for one or more students or public-school employees due to the severity, persistence, or pervasiveness of the act.
- Substantial disruption of the orderly operation of the school or educational environment.

Examples of “bullying” may include (but are not limited to) a pattern of behavior involving one or more of the following:

- Sarcasm about another student’s personal appearance
- Pointed questions intended to embarrass or humiliate
- Mocking, taunting or belittling or name-calling
- Non-verbal threats and/or intimidation such as “flexing,” “fronting,” or “chesting” a person
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics
- Blackmail or extortion
- Blocking access to school property or facilities
- Deliberate physical contact or injury to person or property
- Stealing or hiding books or belongings
- Threats of harm to others and/or their possessions

Students are encouraged to report behavior they consider to be bullying, including a single action, which if allowed to continue would constitute bullying, to their teacher, counselor, or administration. Parents or legal guardians may submit to the principal written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying. We will listen to, treat seriously and act upon all reports of bullying. The person(s) reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form. Students found to be in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook that may have simultaneously occurred. Combating bullying is the shared responsibility of the whole school community; students, staff, parents, and patrons working together in partnership. Grove School’s administration, faculty, and staff are empowered to deal with bullying by the Board, to corrective or remedial action. Grove School provides a caring partnership where it is the responsibility of everyone, adults and pupils, to respond positively to all incidents of bullying. Bullying will be addressed, and its unacceptability reinforced within academic and classroom guidance curricula and by the structures that support them.

**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 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.

As used in the School Bullying Prevention Act, “harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act, or electronic communication. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and...
administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school restriction
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Out of School Suspension

Other appropriate disciplinary action as required and indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:
1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:
1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

**PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING INVESTIGATION PROCEDURES**

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

**Definitions**

1. “Harassment, intimidation, and bullying” means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student's person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

2. “Electronic communication” means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless communication device, or a computer.

3. “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.

**Procedures**

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening
behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

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**STUDENT CODE OF CONDUCT**

**Do’s:**

1. Students will become familiar with this code of conduct and follow its guides.
2. Students will wear appropriate shoes to school.
3. Students should have pride in themselves and show respect for others as is displayed by being courteous, using proper manners, and showing kindness to others at school.
4. Students will keep their hands to themselves while on the bus and at school.
5. Students will respect the classroom areas as quiet areas during the school day, especially when moving between locations while class is in session.
6. Students will be allowed in the classrooms (PK-3) and the gym (4-8) during the lunch period in bad weather.
7. Students will use designated play areas during lunch period and recess time.
8. Students will be in their classrooms and ready for class at the end of class change times, at noon, and at the beginning of school.
9. Students will display good manners and keep voices low in the cafeterias.
10. Students will obey playground conduct rules.
11. Students will obey bus rider rules.
12. Students will remain in the school building at school functions unless having a valid reason for leaving.
13. Students will turn in to the school office any items that are found that do not belong to that student.
14. Students will be responsible for the care of school property, especially textbooks that are assigned to them.
15. Students will show proper respect for adults who teach and care for them during the school day.

**Don’ts:**

1. Students will not be in possession of gum, candy, or unshelled sunflower seeds at school or on the bus.
2. Students will not be in the possession of anything deemed unacceptable or that might cause a disruption to the learning environment including, but not limited to: the advertising or display of alcohol, illegal drugs, pornography, inappropriate computer games, violence, weapons and/or firearms.
3. Students will not tell lies, harass others, or do activities that “put down” others.
4. Students will not write, pass, or be in possession of notes at school or on the bus.
5. Students will not trade personal items at school.
6. Students will not provoke others to violate rules.
7. Students will not bring toys or collectible items like sports cards to school.
8. Students will not operate any type of motorized vehicle on school property or on the way to school.
9. Students do not have access to the teacher’s lunchroom or the pop machine.
10. Students will not throw rocks, wood chips, or other hard objects at school at any time.
11. Students will not disobey rules of the school as outlined in this handbook or the rules of the teachers.
12. There will be no selling of products or fundraiser merchandise by students to other students at school or on buses.
13. Students are not to enter other student’s lockers.
14. Students are not allowed to wear skates or shoes with the capability of housing skates.
15. Skateboards are not allowed on the school campus.
16. Athletic equipment may not be transported to or from school on regular bus routes.
17. Athletic equipment may not be brought to school without permission from the coach.
18. Athletic equipment may not be stored in the office nor
19. Balloons or any items that would cause obstruction of the driver’s vision are not allowed on the buses.

**AUTHORITY OF TEACHERS**
The teacher of a child attending a public school has the same right as a parent or guardian to control and discipline a child during the time the child attends school, or in transit to or from the school, or any other school function authorized by the school district. Teachers assume the rights and responsibilities of parents in their absence. Teachers may determine necessary disciplinary procedures.

**DISCIPLINE POLICY**
Grove School’s discipline plan is based taking a restorative approach to resolving conflict and preventing harm. The goals of Grove School’s restorative plan is to promote a safe, and caring environment where all students are taught the difference between appropriate and inappropriate behavior and to keep the student in an educational setting as much as possible. Restorative practices work to build healthy relationships between educators and students; helps to reduce and prevent harmful behavior; strives to resolve conflict while holding individuals and groups accountable; assists in repairing harm and in restoring positive relationships; and provides an approach to address and discuss the needs of the school community.

For the purpose of discipline, behavior is divided into three groups. The groups are **Above the Line, Below the Line, and Bottom Line**. The three behavior categories with some sample behaviors are listed below.

1. **Above the Line**
   - Be Respectful
   - Be Responsible
   - Be Polite
   - Be Safe
   - Be Cooperative
   - Be A Worker

2. **Below the Line**
   - Swearing
   - Teasing
   - Budging/pushing in Line
   - Hitting/slapping
   - Uncooperative
   - Wasting Time

3. **Bottom Line**
   - Weapons
   - Vandalism
   - Racial Harassment
   - Punching/fist
   - Assault
   - Use of Drugs
   - Sexual Harassment
   - Causing injury to another student or school property

Students are expected to demonstrate **Above the Line Behaviors**. If a student makes a bad behavior choice and falls **Below the Line**, the student will be expected to assume responsibility for the behavior. The teacher in charge will give students who choose a **Below the Line Behavior** a choice. They will be asked if they want to “Fix It” or if they want a consequence for going **Below the Line**. If the child selects the “Fix It” option, the child will be expected to assume responsibility for developing a plan for fixing the problem he/she has caused with his/her **Below the Line Behavior**. When a child requests a consequence for a **Below the Line Behavior**, the consequence will be worked out with the child and the adult in charge. We do not have a standard consequence for every **Below the Line Behavior**. A consequence will be generated for every situation following these guiding principles. The consequence
must be Related to the behavior, delivered Respectfully, and it must be Reasonable.

There are some behaviors that are considered totally inappropriate at school. These behaviors are considered **Bottom-Line Behaviors**. A Bottom-Line Behavior is a violation of state law, school policy, or any totally unacceptable behavior. When a student demonstrates a Bottom-Line Behavior, it will require involvement by the principal, parent(s)/guardian(s) and possibly include legal authority.

While each student infraction is considered on a case by case basis, the following is a list of possible consequences (in random order and by no means an exhaustive list) that may be used by the teacher when a student disrupts or interrupts the learning process:

- Verbal reprimand or warning
- Reminder of expectations
- Parents contacted
- Ask behavioral values and beliefs questions
  - What do we believe about respect?
  - Is (stated behavior) above or below the line?
  - What kind of behavior do we want at Grove?
- Fix It Plan
  - Student explains what they did wrong (Having them do this in writing is best, even if the teacher writes for the student and has the student sign).
  - Why the student did what they did?
  - How is the student going to fix what they did?
  - How will the student keep from doing this again?
- Loss of recess or free time/privileges
- Teacher buddy system
- Citizenship duty
- Written work
- Parent intervention conference
- Time-out
- Community service “The person took from the school community and now has to give back.” Community service is sometimes hard to justify, since it has to also follow the 3 Rs (Respectful, Reasonable, Related).
- Parent requested to “Shadow the Student” for a day
- Referral written and student sent to the principal
  - In School Detention
  - Out of School Suspension
  - Other placement

School conduct may be considered as a whole and when the combined actions of a student become a major problem the student may be suspended from school for up to the total of the current semester and the following semester. The following is a partial listing of offenses for which suspension could be applied for the first occurrence.

1. Creating, causing a disruption to the educational process.
2. Use of profanity or derogatory language toward others.
3. Making threats or using intimidating action toward others.
4. Stealing property of the school, other students, or school personnel.
5. Vandalism or destruction of school property or other personal property.
6. Use of or possession of illegal items such as dangerous weapons, guns, alcohol, drugs or tobacco.
7. Fighting or engaging in violent or dangerous behavior toward others at school, on the way to school, at the bus stop, or at school activities.

**STUDENT TRANSPORTATION**

Students may be picked up and dropped off on the south side both before and after school. The East Side next to Bryan Road is reserved for busses, and express morning drop-offs only.

The Bryan Road “Express Morning Drop-off” is intended for those parents wishing to stop only long enough to allow children to exit the vehicle. Parents needing to assist children and escort the child to the building should not use the Express Morning Drop-off; they should utilize the south side MacArthur entrance. Teachers are only on duty at the Express Morning Drop-off from 7:45 am until 7:55 am, after 7:55 a.m. all drop-offs should be made on the MacArthur Street entrance. The Express Morning Drop-off is intended to keep the flow of morning traffic flowing quickly. The Bryan Road side is not for afternoon pickup. Students may only be picked up from the south (MacArthur) entrance after school.

All students are supervised in the loading/unloading areas for buses and private vehicles both before and
after school. Students who walk to school should stay on the edge of the road facing traffic. If people other than parents are to pick up students, a note to that effect should be given to an administrator, signed and returned to the student. The student will present the signed note to a teacher on duty before getting in the vehicle. Supervising teachers and administrators will not allow students to leave school with people not authorized to pick them up.

**HOMELESS INFORMATION**

This summary provides a brief overview of the key provisions of Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized by Title X, Part C, of the No Child Left Behind Act. The full text of the law can be found at http://www.serve.org/nche/m-v.php. In addition, a comprehensive series of issue briefs on various topics in the law can be found at http://www.serve.org/nche/briefs.php. Issue briefs, which explain key legislative provisions and offer strategies for implementation, are available on many topics.

The term “homeless children and youth”—

(A) means individuals who lack a fixed, regular, and adequate nighttime residence …; and

(B) includes—

i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings …

iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

iv. (iv) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

The McKinney-Vento Homeless Assistance Act includes a definition of who is considered homeless for the purposes of this subtitle of the Act and, therefore, eligible for the rights and protections it provides.

The guiding phrase of the definition states that children and youth who “lack a fixed, regular, and adequate nighttime residence” are considered homeless. The definition then specifies some living arrangements that would be considered a homeless situation due to not meeting the fixed, regular, and adequate standard. Examples include children and youth who are sharing the housing of others due to loss of housing, economic hardship, or a similar reason; children and youth who are staying in a motel or hotel due to lack of adequate alternative accommodations; children and youth who are living in an emergency or transitional shelter; and many other situations.

The Grove Elementary School District Homeless Liaison is Dr. Carmichael, Grove School
2800 N. Bryan
Shawnee, Oklahoma 74804
405-275-7435
rcarmichael@grove.k12.ok.us

**Additional Resources for Homeless Students and Families:** Families experiencing homelessness may qualify for childcare subsidy benefits. Care may be approved once eligibility has been established. Applications may be submitted online at www.OKDHSLive.org or by visiting a local DHS office. An interview (in person or by phone) is required before eligibility can be established.

For help in choosing quality childcare please visit the Oklahoma Child Care Locator located at www.okdhs.org or call Oklahoma Childcare Resource and Referral Agency at 1-800-438-0008.

Homelessness Families May Also Qualify For: Food Benefits through the Supplemental Nutrition Assistance Program (SNAP) through www.OKDHSLive.org or a local DHS office

Sooner Care (Medicaid) 405-522-7300

WIC (Women, Infants, Children) 1-888-655-2942

Cash assistance through the Temporary Assistance to Needy Families (TANF) program through the local DHS office at 1400 N Kennedy Ave, Shawnee, Oklahoma 74801, 405-878-4000
OIG Complaints Hotline
OIG (Office of the Inspector General) Hotline accepts tips and complaints from all sources about potential fraud, waste, abuse, and mismanagement in the U.S. Department of Health and Human Services’ programs. Hotline tips are incredibly valuable, and help OIG stamp out fraud, waste, and abuse. OIG accepts complaints about fraud, waste and abuse in Medicare, Medicaid and other HHS programs and from HHS employees, grantees and contractors who are reporting wrongdoing at HHS and its programs (whistleblowers) for the first time. To start a complaint, go to https://oig.hhs.gov/fraud/report-fraud/, or call 1-800-447-8477.

BUS SAFETY
Rigid standards of discipline must be maintained at all times. Whenever a driver must direct the attention away from the road, danger exists. Foremost on our minds is the safety of each passenger. The following safety procedures have been established in order to insure student safety while being transported to and from school.

Previous to loading...
1. Be on time at the designated bus stop.
2. Stay off the road while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to board.
4. Follow only the loading directions given by the driver.
5. Be careful when approaching bus stops.
6. Bus riders are not permitted to move toward the bus at the school-loading zone until the bus comes to a complete stop, and the driver signals the rider to load.

While on the bus...
1. Keep hands, head, and all objects inside the bus.
2. Assist in keeping the bus safe and clean.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and may result in an accident.
4. Treat bus equipment as you would valuable furniture.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Do not leave books, lunches, or clothing on the bus.
7. Keep the aisles clear of feet, legs, and all other objects.
8. Help look after the safety and comfort of younger children.

After leaving the bus...
1. When crossing the road go at least 10 feet in front of the bus, stop, watch for the driver’s signal, and cross only when instructed by the driver.
2. Students living on the right side of the road should walk away from the bus and stay clear of traffic.
3. Older students should assist younger students.
4. Students should walk when crossing the road.
5. Students must never cross behind the bus.

Extracurricular and field trips...
1. All of the above rules for safety will apply to any special bus trip.
2. Students will show respect for and follow the directions of school personnel or chaperones that travel with the group.

Discipline and penalties...
Violation of bus rules and regulations will result in disciplinary action.
1. The riding privilege of a student may be revoked for violation of the rules or the conduct, which is detrimental to the safe operation of the school bus and/or the safety of its passengers.
2. The driver is in full charge of the bus and the students.
3. Students shall comply promptly and respectfully with the requests of the driver.
4. The driver may assign seats to an individual or the entire busload as deemed necessary.
5. If a student persists in disobeying appropriate bus conduct and safety regulations a written disciplinary report may be given to the principal and appropriate action will be taken which may include expulsion from riding the bus.
6. The driver has the authority and the responsibility to refuse the privilege of a disruptive student to ride the bus and the bus driver will send a notice of bus suspension to the parent.

Permission to ride a bus...
Students will normally ride the bus that services their home location. On occasion, they may ride another bus if they have a permission note written by the parent and approved by an administrator. The note should come to the office as soon as the student arrives at school. If a parent requests a permanent change of bus due to a new home location, such request should be in writing from the parent and should include the effective date of the change. At times, there are requests for students to ride home with another student. Such a request will be honored if the student has the proper note from the parent and an administrator approves the note. Bus drivers have been instructed not to allow additional riders unless an approved note is presented when boarding the bus. Bus drivers will not allow students off at stops other than their assigned stop without an approved note from the parent as outlined above. In emergencies the school personnel will assist parents in adjusting the transportation routine of a child once notice by telephone is received.

Other transportation...
All auto transportation will be from the south parking lot. Parents are requested not to expect, nor ask, their children to use another location because of the great danger involved. Bike riders are expected to ride near the edge of the road, ride the same direction as the auto traffic, and obey all applicable traffic laws. Once bike riders arrive at school the bike should be placed in the bike rack and secured. When school is out the bikers are expected to ride directly home. Bikes are not to be ridden around the campus during the day. Students are not to ride skateboards to or from school. Skateboards are not to be on campus at any time.

CAFETERIA BEHAVIOR
The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners that one should find in a home.
Some simple rules of courteous behavior are expected:
1. Observing rules of courteous behavior that would make the lunch period pleasant and relaxed.
2. Leaving the table and surrounding area clean and orderly for other students.
3. Putting trash in proper container.
4. Not leaving the cafeteria while eating or carrying food.

DESIGNATED PLAY AREAS
Students from prekindergarten and kindergarten will utilize the east side playground. Students in first through eighth grade will play in the area north of the main classroom buildings. For no reason are students to play or congregate east or south of the school buildings or near the parking areas. Students will be permitted on the east side of the main building only while moving to or from classes or loading and unloading buses. Students should exercise extreme caution when in or near areas for automobile or bus traffic. Every effort will be made to ensure that lower grade students and upper grade students are not on the playground at the same time. Students in grades five through eight will have designated play areas that will separate the fifth and sixth grade students from the seventh and eighth grade students. Students in grades one through four will also have designated play areas that will separate students by grade levels.

PLAYGROUND CONDUCT
General Rules: Do not play keep away with someone’s belongings, enter any classroom at noon without permission and a hall pass from the teacher, jump or stack on others, ride on other students’ shoulders, bring water guns, shaving cream, or other items of mischief, play games that involve shoving students down or pulling on their clothing. Students are to not crowd on any of the playground equipment, nor push, pull or play in a way that could cause injury to another student. Each piece of equipment is to be used for the purpose it is intended.
Woodchip Area Rules: Do not run in the woodchip area. Balls should not be in this area. For safety reasons do not lean against the chain link fence.
Blacktop Area Rules: This area is designated for basketball, tetherball, and foursquare. No playing chase on the blacktop area.

Swing Rules: Do not swing double, stand in swings, run under swings to push someone else, push or throw empty swings, jump from moving swings. Children are to sit and swing only on their seats on the swings. Swing chains are to remain untwisted and only swinging back and forth. Children are not to run in and out of the swing area.

Big Toy Rules: Do not sit on top of the bars.

Slide Rules: Children are to go down slides one at a time. Remain seated to slide. Exit the slides only by going down the slide. All exit areas for the slides are to be clear. Only one person slides at a time on slides.

Monkey Bar Rules: Do not push or pull others on the monkey bars or stand on top of the bars. Do not push or pull others on the glider bar.

Ball Game Rules: Do not take balls away from other students, throw or kick a ball into neighboring property, or into the east driveway. Do not kick or throw balls against the building. Contact sports are not allowed.

Note: The Teacher on Duty or Administrator may prohibit any activity considered a threat to safety. Changes or updates to playground rules may be added periodically.
Parent/Student Signature Page

My child and I have read and understand the policies and procedures for Grove Elementary School District as explained in this Student/Parent Handbook for the 2018-2019 school year.

__________________________  ________________________
PRINTED PARENT NAME       PRINTED STUDENT NAME

__________________________  ________________________
PARENT SIGNATURE, DATE      STUDENT SIGNATURE, DATE
INTERNET ACCESS AGREEMENT
(STUDENTS)

STUDENT SECTION:

Student Full Name: ________________________________
School Site: ___________________________ Grade: __________
Home Address: __________________________________________
Home Phone No.: __________________________________________

I have received a copy of the policy titled Acceptable Use of Internet and Electronic and Digital Communications Devices, including the attachment regarding cyber bullying, and a copy of the Student Handbook. I have read and agree to abide by their provisions. I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

_________________________________ ________________
Student Signature Date

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have received a copy of the policy titled Acceptable Use of Internet and Electronic and Digital Communications Devices, including the attachment regarding cyber bullying, and a copy of the Student Handbook. I have read and discussed these provisions with my child. My child and I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

I understand that the school district has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible, but I realize that it is not possible to guarantee that my child will never encounter objectionable material. I hereby release the school district from liability in the event that my child acquires inappropriate material through use of the district's technology resources, including the Internet.

I request that the district issue an account for my child and certify that the information contained on this form is correct.

_________________________________ ________________
Parent Signature Date

Student Access Agreement must be renewed each academic year.