

Cyril

Elementary School



2025 – 2026
Student Handbook

Cyril School Fight Song

Oh, CHS, you're the one that we love best
Our Royal Blue is always good and true
So let us fling the colors high
Victory depends on you
In the hall of fame we'll write the name
Of Royal, Royal Blue... rah rah

Cyril Elementary Creed

I am a winner
My destiny is in my hands
I will determine what I become

I will value others as unique individuals
I will encourage others and celebrate their successes

I will have respect for myself and others
I will set a good example

Education is my ticket to success
It will give me power to achieve my goals

I am a student at Cyril Elementary
This is my time and my place

Cyril Elementary School

Handbook for Students & Parents

Mission Statement

Cyril Public Schools believe that each person should be accepted into the educational program as an individual. Each person will be provided with a stimulating environment, which provides opportunities for learning experiences that are designed to promote behavioral and cognitive development that will affect continuing satisfactory adjustments to life.

Our mission is to equip all students with the knowledge and competencies for them to be successful to meet the challenges and opportunities they will face in their career and family lives and to contribute responsibly in a global community.

Cyril School Administration

Ty Harman, Superintendent
Tim Persinger, JH/HS Principal
Cody McHugh, Elementary Principal
LaTisha Matlock, Counselor

Cyril Board of Education

Derek Cocheran
Sean Hughes
Larry Martin
Dustin Rhodes
Victoria Woodward

Administration Contact

Superintendent Office	580-464-2419
Cyril High School Office	580-464-2272
Cyril Elementary Office	580-464-2437

School Visitors

All visitors must enter at the front door and check in at the office. You will be issued a pass if you need to go somewhere other than the office including the playground. This rule applies to “everyone” please.

Student Loyalty

Students should abide by all school policies. It is the obligation of every student to familiarize himself or herself with the policies, rules and regulations of the school and to do whatever he or she can at all times to see that they are enforced.

Bell Schedule

7:55 First Bell - Go to class

8:00 TARDY Bell - Class time begins

12:30 Recess ends – Classes resumes

3:15 School dismissed

Attendance Laws and Regulations

The greatest cause of failure in school is poor attendance. Be at school every day unless you have a legitimate reason. If you become ill during the school day, the principal or person in charge must excuse you before leaving.

Oklahoma School Code, Article 10, Section 150, page 84, “It shall be unlawful for a parent, guardian, custodian or other persons having control

of a child who is over the age of five years and under the age of eighteen years to neglect or refuse to cause or compel such child to attend school.”

School Attendance

Philosophy

The Cyril Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. The purpose of this policy is to provide for uniformity in student attendance recording and to explain the penalty assessment for absenteeism.

No single factor does more to aid student's successful progress in school than regular attendance.

A large percent of the money, which our school receives – County, State and Federal, is based on student attendance. The responsibility of each parent and student to the taxpayers of our district can only be fulfilled by regular attendance.

Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90 percent each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the Internal Review Committee on Attendance. The Superintendent is directed to establish an attendance regulation, subject to Board approval, which supports this policy.

Attendance

(Policy FDC)

Students must attend a class 90% of the time since enrolled in that class to receive credit for that class. Therefore, students will be allowed 10 absences, regardless of reason, each semester. All appointments doctor or otherwise, will be included in the 10 days. After the 10th absence, the student will be placed on the ineligible list and no credit will be recorded on the transcript, each additional absence will be counted as an unexcused absence, and the student will not be allowed to make up the missed work.

Excused absences – An excused absence is any absence in which the school is made aware of the absence before the absence and the principal agrees that the absence has a valid reason.

Unexcused absences – An unexcused absence is any absence in which the school is not aware of the student's absence and/or the principal does not agree that the reason for the absence is valid

Attendance – Tardies

A tardy is given to any student who is not in class ready to learn before the bell rings to start class. There are no excused tardies. A student is given 2 free tardies. Each tardy, starting with the 3rd tardy will count as an unexcused absence, and students will receive no credit for the missed work.

Attendance – Truancy

Definition of Truant: A student is identified as truant when he/she is absent and neither his/her parents nor the school officials know of his/her whereabouts. A student who is absent due to **truancy** shall not have the opportunity to make up work missed. A grade of "**0**" indicating "**no credit**" shall be recorded in the grade book for that day or days and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and nine weeks test.

Permits to Leave School

No student may leave school except at regular dismissal time without permission from the office. If the student knows in advance that he will need to leave school, his parents should call the school explaining the necessity of leaving school and the time that the student should be dismissed. A parent must check the student out through the office before leaving campus. A student may not take another student home unless; both are approved by the building principal. A student that is absent and did not check out will be deemed as truant. A student that comes to school late must check in at the office prior to attending class or the student will be

counted absent. Only the office can change the student's status from absent to tardy.

Closed Campus

No student will be allowed off campus during lunchtime unless a signed permission form is on file. Parents must specify what family member may pick them up.

Arrival and Departure

Students eating breakfast may arrive at **7:40** a.m. Classes start at **8:00** a.m. Students arriving after this time will be tardy. Children are to leave school grounds by 4:00pm unless their teacher requests they stay after school. Only parents or guardians may pick up children at school, unless we are notified of other arrangements.

No student may leave school at an irregular time without permission from the office. If the student knows in advance that he or she will need to leave school, he or she should bring a written statement signed by his or her parents or legal guardian to the office explaining the reason of the necessity of leaving school, and the time that the student should be dismissed.

Children who do not normally ride a bus but are going to spend the night with a friend, who does ride a bus, must bring a note signed by parents or legal guardian.

Book Replacement

Library and/or Textbook

If a student loses or destroys any book belonging to the Cyril Elementary School, the student and parent will be responsible to the school for the purchase price of the book.

Hazing or Harassment

(Policy FNCC & FNCD)

It is the policy of the Cyril BOE that harassment of students

or school personnel in any form by other students, personnel, or the public will not be tolerated. As used in the **SCHOOL BULLYING PREVENTION ACT**, “harassment, intimidation, and bullying” mean any gesture, written or verbal expression, 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 education 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. Such behavior is specifically prohibited and should be reported to a teacher or administrator immediately.

Club initiations are not permitted. Students who violate this policy will be subject to disciplinary action which may include expulsion. Formal club installations may be held.

Discipline Policy

(Policy FO)

The school's primary goal is to educate children. However, when the behavior of an individual student comes in conflict with rights of others, corrective actions are necessary for the benefit of the individual and of the school. The goal of this discipline policy is to correct misconduct and to promote adherence to the policies and regulations of this district.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each situation (i.e., the student's attitude, the seriousness of offense, and its potential effect on other students).

These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior.

- 1 Alcohol and/or drug use and possession
- 2 Arson
- 3 Assault and/or battery
- 4 Cheating
- 5 Coercion
- 6 Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect of the discipline or educational process
- 7 Conduct that threatens or jeopardized the safety of others
- 8 Copying the work of another student

- 9 Defacing school property
- 10 Defiance of Authority
- 11 Disruption of the educational process or operation of school
- 12 Disruption on school bus
- 13 Dress Code violations
- 14 Eating or drinking during class (without authorization from the Principal)
- 15 Excessive littering
- 16 Excessive or loud talking in class
- 17 Extortion
- 18 Failure to attend assigned detention, ENCORE, or other disciplinary assignment
- 19 Failure to bring necessary materials to class
- 20 Failure to comply with State immunization records
- 21 Failure to do assigned work
- 22 Failure to turn in student activity money or pay debts
- 23 False reports or False calls
- 24 Fighting
- 25 Forgery
- 26 Gambling
- 27 Gum chewing
- 28 Harassment of students or personnel
- 29 Harassment, intimidation, and bullying
- 30 Hazing
- 31 Immorality
- 32 Inappropriate attire
- 33 Inappropriate behavior or gestures
- 34 Inappropriate public behavior
- 35 Indecent exposure
- 36 Insubordination
- 37 Leaving school grounds without proper permission
- 38 Loitering/trespassing
- 39 Misconduct
- 40 Obscene Language
- 41 Physical or verbal abuse
- 42 Possession of a caustic substance
- 43 Possession of illegal and/or related paraphernalia
- 44 Possession of obscene materials
- 45 Possession of Weapons
- 46 Possession of wireless telecommunication devise
- 47 Possession, threat or use of a dangerous weapon
related instrumentalities (bullets, shells, gun powder, fireworks, etc.)
- 48 Possession, use, distribution, sale, conspiracy to sell ...

- 49 Or being under the influence of alcoholic beverages, low point beer and/or controlled substances
- 50 Profanity and/or offensive language
- 51 Public Display of Affection
- 52 Refusal to accept discipline
- 53 Robbery, theft, or larceny of another person's property
- 54 Running in halls
- 55 Stealing
- 56 Tardiness
- 57 Theft
- 58 Throwing objects
- 59 Truancy
- 60 Unexcused absences or excessive tardiness
- 61 Use or possession of missing or stolen property
- 62 Use or possession of tobacco
- 63 Using or possessing tobacco products
- 64 Using racial, religious, ethnic, sexual, gender epithets
- 65 Vandalism
- 66 Violation of Board of Education policies, rules and regulations
- 67 Violation of school rules and regulations
- 68 Vulgarity
- 69 Willful damage to school property
- 70 Willful disobedience of a directive of any school official

In administering discipline, consideration will be given to alternative methods of punishment to insure 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 individuals and individual personalities. In considering alternatives or disciplinary action, the administration will consider the alternatives 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 action.

- 1 After School Detention
- 2 Behavior contract
- 3 Changing student's seat assignment or class assignment
- 4 Conference with parents
- 5 Conference with student
- 6 Corporal punishment
- 7 No recesses
- 8 Financial restitution

- 9 In-School Detention
- 10 Involvement with local authorities
- 11 Lunch Detention
- 12 Referral to counselor
- 13 Referring students to appropriate agency
- 14 Restriction of privileges
- 15 Suspension
- 16 Other appropriate disciplinary action as needed

Discipline Out-of-School Actions

The BOE believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of school administrators has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property
2. Engaging in an activity which causes physical or emotional harm to other students, teachers, or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities. (**Policy FODD**)

Drug Free Schools

(Policy FNCF)

It is the policy of the Cyril Board of Education that 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 the community, that board has implemented a developmentally based drug and alcohol education and prevention program for grades kindergarten through twelve (K-12).

Students are hereby notified that the use, possession or distribution of illicit drugs and schools in this district, 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.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to including probation, suspension and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions by this policy will be part of the required notification to parents and students, which will include the following:

The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires state, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Emergency Drills & Evacuations

Bus Evacuation Drill

The school will conduct two (2) emergency bus evacuation drills per year. One bus evacuation drill will be conducted at the start of each semester. Every student will participate in each drill.

Fire Drill

(Policy CKC-R)

The alarm to evacuate the building will be a continuous loud shrill sound from the fire alarm system or three short bursts on the bell or a whistle. These will be repeated several times. In the absence of either of these, the order will be by word of mouth. When you hear this, proceed as follows:

1. Go at once.
2. Walk, don't run.
3. Stay in line.
4. Do not stop on the way out.
5. Proceed to nearest accessible exit.
6. Clear the building immediately.
7. Remain quiet so that you may hear instructions or warnings.
8. Return to building only after instructed to by a teacher.

Follow these instructions carefully; many lives can depend on it.

We will have two (2) fire drills each semester.

School Security Drill

(Policy CKAD)

A minimum of two (2) lockdown drill will be conducted at each school site within the district on an annual basis. The lockdown drill is for planned procedures for responding to a school campus intrusion/crisis.

Storm Drill

(Policy CKC &CKBB)

During the event of a severe storm, students will seek shelter in the city storm cellar. In the rare event that there is no time to seek shelter in the city storm cellar, students will be assigned a safe/storm area within the school building. Posted in each classroom is a map of each storm shelter area. The severe storm/tornado alert is one (1) long blast of the bell or a whistle. The school will conduct at least two (2) storm drills each year, one each semester.

Eligibility Requirements for Sports

The student is not eligible:

1. If you have not attended classes 85 percent of the time for the current semester.
2. If you are not passing all subjects.
3. If you do not have a physical on file in the office.
4. If a student is in detention the day of the activity, he/she will not be allowed to participate.
5. Any person absent during the day of an activity must have absence accounted for prior to being eligible.

NOTE: There are some exceptions to the above eligibility rules. There may also be additional requirements. Consult your coach or principal for additional information.

Grading Scale

The following is the grading scale used for the Cyril Elementary School:

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

Lost & Found

The school assumes no responsibility for lost or stolen clothing or other personal items. A lost and found is maintained through the office for our student's convenience.

Bus Rider Rules

Riding the School Bus is a privilege

I. **Previous to the loading on the road and at school**

1. Be on time at the designated school bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

II. **While on the bus**

1. Keep hands and head inside the bus at all times after entering the bus.
2. Assist in keeping the bus safe and clean at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Help look after the safety and comfort of small children.
9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow pupils and the bus driver.
13. Keep absolutely quiet when approaching a railroad-crossing stop.
14. In case of a road emergency, children are to remain in the bus, until instructed otherwise.

III. **After leaving the bus**

1. When crossing road, go at least ten feet in front of bus, stop-check traffic; watch for bus driver's signal, then cross road.
2. Students living on the right side of road should immediately leave bus and stay clear of traffic.

3. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

IV. Extracurricular trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of the chaperone appointed by the school officials.
3. Students riding the bus to any activity must return on the bus except with permission from the parent. The parent must correspond directly with the sponsor, not another student or the bus driver.

Playground Safety Rules

1. No one is to come back into the building during recess without permission from the playground teacher.
2. Keep all tag and chase games in open areas, not near equipment.
3. Any balls, going out of the fenced area are to be left there until school personnel can retrieve them.
4. Students are to stay inside the playground fences. Students will not climb on the fences.
5. Students will take turns and share playground equipment.
6. Piggyback rides, carrying others and pulling at other's clothes will not be allowed.
7. Do not throw things such as: rocks, sticks, dirt, etc. on the playground or in the building.
8. When recess has ended, stop playing immediately and take your place in line. There will be no pushing, shoving or talking in line.

SAFETY STATEMENT: The purpose of the following rules is to ensure the safety and security of our student body.

SWINGS: One to a swing. Sitting only. Push from back only. Bailing out, going under and spinning and twisting are not allowed.

BASKETBALL: Same rules apply outside as they do in the gym.

FOOTBALL: Tackling is not allowed. (Touch football only)

Cafeteria Rules and Regulations

1. A quiet tone of voice is to be used at all times and visit only with the ones near you.
2. Scraping and stacking of plates must be done properly.
3. Lunch Prices are determined each year by the Oklahoma State Dept. of Ed/Child Nutrition Department. Contact the office for up to date information.
4. Free and Reduced lunch prices will be based off income of qualifying applications.
5. A student cannot charge more than **2 weeks** of lunches at a time.
6. If the student's bill is not current then an alternate lunch will be provided until the balance is paid.

General Information Rules

1. **PLEASE do not arrive on school grounds before 7:40 a.m.**
2. Toys and pets are not to be brought to school unless authorized by respective teacher for a classroom activity.
3. Students are not to use the telephone unless given permission by their homeroom teacher or the principal.
4. Playing in the restrooms is not allowed.
5. Go directly home after school. Do not play on the school ground after school because there is no teacher on duty in case of an accident.
6. Every teacher has equal authority and is to be respected.

7. Students should walk, not run, in classrooms, hallways, cafeteria and on sidewalks.
8. Classroom floors should be kept free of books, pencils, crayons and paper daily. Unless you bring your lunch, do not take food, candy or drink to the classroom, halls, or playground.
9. Certain doors are designated by your teacher to be used upon entering and leaving the building. You are to use these entrances at all times unless otherwise directed.
10. Bikes must be parked where racks are provided.
11. All students riding bikes must enter and leave using the 4th Street road on the south side of the school.
12. Students are to move in single file order in the halls.
13. All students will participate in P.E. unless they are excused by a doctor.
14. Students and teachers will not be called from the class except in an emergency. Messages will be taken and delivered at an appropriate time.
15. No locks are allowed on hallway lockers.

Wireless Telecommunications Devices (Cell Phones) Rules

(Policy FNG-R)

Students will not possess any wireless devices on school property or while attending any school-sponsored activity on or off school property. A student may request permission to possess a wireless device for medical or other appropriate circumstance by receiving written permission from the student's parent or guardian and the superintendent or designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

1. Medical emergency;
2. The device is attached to an automobile as equipment or an accessory;
3. The device is deemed necessary for the student's safety while commuting between home and school.

4. The device will be kept in the office upon arrival and until the student leaves at the end of the day. Students must have a signed permission form to do this.

Violation of any of these rules will be reason for suspension pursuant to 70 O.S. 24-101.3. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authority permits. These devices will be released only to a parent or legal guardian.

Distracting Devices

(Policy FNH)

Students in the Cyril Public Schools are able to learn the most only when they devote their full attention to the instruction being given in the classes. Therefore, students are not permitted to have **MP3 / iPods** music players, **iPads / Tablets** or **Game Boy / DS** video games, etc. on the school grounds, in the buildings, or on the school buses at any time. Any of these devices found in class by a teacher will be held and released to the parent after a conference. A Device Policy must be obtained and signed by the parent and prior approval of sponsor and bus driver in order for student to bring **Cell Phones**, **Game** or **Music players** on extracurricular activities.

Internet Policy

(Policy EFBCA-R)

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities.

Compliance with Family Education Rights & Privacy Act of 1974 (REGULATION)

In accordance with the policy of the Board of Education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian or legal guardian.

1. Parents and students eighteen years of age or older shall have access to the student's cumulative records. If appropriate, the noncustodial parent as well as the custodial parent shall have access to student records.
2. In the event a parent of student eighteen years of age or older deems the contents of the student's cumulative records to be inaccurate, misleading or inappropriate, the parent or student shall be given the opportunity to challenge the record at a formal hearing to consider and correction or deletion of any inaccurate, misleading or inappropriate information.
3. In the event the parent or student eighteen years of age or older does not concur with the decision of the hearing official concerning a challenge, an appeal can be made to the Board of Education and/or U.S. Department of Education.
4. The release of student records and personally identifiable information shall only be by written consent of the student over eighteen years of age, parents or legal custodian or legal guardian.
5. The superintendent shall take appropriate steps to notify parents and students of their rights under this act. A copy of the FERPA policy may be obtained from the Superintendent's Office.
6. The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

Dress Code (Policy FNLA-R)

The board of education and the administration emphatically believe that good grooming and neatness are an important phase of the school system. Therefore, it is deemed necessary to require certain rules and regulations concerning the dress code. In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the school system.

1. Attire for all students should be reasonable, modest, and in such style as will not cause distraction and will be appropriate at all times. Dress or grooming which is in any way disruptive to the operation of the school will not be permitted. Revealing or sexually provocative clothing of extreme style may not be worn.
2. Modesty dictates that all students wear proper and appropriate under garments at all times.
3. Students are required to keep their hair clean and well-groomed.
4. Clothes worn inside out, peace symbols, inappropriate slogans, and writing or pictures on shirts or patches that suggest obscenity or vulgarity will not be permitted.
5. Shoes must be worn at all times for safety reasons.
6. Flip-flops are not allowed to be worn due to safety reasons.
7. Dresses and shorts should be at least mid-thigh in length.
8. Students shall not wear clothing or other articles that discriminate against the United States.

If a student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student declines, the principal shall notify the student's parents or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuse, the principal shall take appropriate disciplinary action.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by removal or exclusion from extracurricular activities. In extreme cases, students may be suspended until the violation is corrected.



Nondiscrimination Policy

It is the policy of the Cyril Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning applications of this policy may be referred to Ty Harman, Coordinator of Title IX and Section 504 responsibilities, Cyril Public Schools, Box 449, Cyril, OK 73029, Telephone number: 580-464-2419.



