

Cleora Public School Handbook 2016-2017



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Welcome

Dear Parents and Student:

On behalf of the School Board, Administration, faculty, and staff at Cleora Public school, we would like to welcome you as a member of our school. We have prepared a handbook to assist you in becoming familiar with the school and its policies. As a citizen of this school you are expected to follow the rules that are established for the welfare of the entire student body. By studying this handbook together, each of you will become apprised with Cleora Public School, its policies, and our goals to provide a strong education foundation now and in the future.

Through your cooperation and support of the administration, faculty, staff, and our schools activities, you make it possible for our school to achieve success. When a school and its stakeholders work together great things are accomplished. Thank you!

Sincerely,



Kenny Guthrie
Superintendent

PHILOSOPHY and MISSION STATEMENT

The Board of Education believes that education is a long-term investment. The Board recognizes its duty to provide experiences for children that lead to emotional, social and political adjustment in a democratic way of life. The Board believes that free public education is justifiable to the extent that it makes the supporting state a better place in which to live and make a living. Finally, the Board understands and supports the idea that the attainment of these objectives necessitates cooperation with all agencies in community life.

Cleora Public School is dedicated to the education of each child with emphasis on the principles of dignity, self-worth, and reverence for life. We accept differences emphasize cooperation and concern for others and we encourage a sense of values.

Our high expectations for academic achievements are balanced with an awareness of different levels of innate abilities. We seek to develop in our students a broader sense of the world and the obligation to perform service to others. We strive to provide a challenging curriculum with flexibility to meet the needs of every student.

Our school atmosphere is informal and friendly. Although the styles of teaching vary, we are united in our commitment to reach each child. Our faculty is excited about education and constantly learning. We believe there are untapped resources in every individual and want children to realize the importance of standing up for their own beliefs.

Board Members

Billy Jarvis, President

Ryan Bagby, Vice President

Rick Winfrey, Clerk

Cleora Public School Faculty and Staff

Superintendent	Kenny Guthrie
Treasurer/Admin. Assistant	Nancy Newcomb
Encumbrance Clerk/Secretary	Lynelle Pilkinton
Pre-Kindergarten	Brooke Smith
Kindergarten	LaLesa Lankford
First Grade	Tammi Knox
Second Grade	Deanna Gordon
Third Grade	Tina Ohlstrom
Fourth Grade	Mike Tillery
Fifth Grade	Angie Bacon
Sixth Grade	Steve Knox
Sixth Grade/Coach	Mark Ricks
7 th & 8th Grade History and Science	Guy Matzenbacher
Seventh/Eighth Grade Math	Bill Shouse
Seventh/eighth Grade Language Arts	Kathryn Berry
Special Education	Keri Mills
Speech Pathologist	Jeannie Gilbreath
Coach/PE	Dori Branham
Librarian	Leslie Gibson
Counselor	Paula Stites
Tutor	Jan Mozier
Teachers Aide/Para-Professional	Kennette Smiley
Teacher Assistant	Bettina Leforce
Head Cook	Beth Boucher
Assistant Cook	Teresa Bump
Custodian	Kory White

**Cleora Public School District C006
2016-2017 School Calendar**

Aug. 15-16, 2016	Faculty Reports for Duty/Professional Development
Aug. 16, 2016	<i>Open House/Enrollment Night 5:30-7:00 p.m.</i>
Aug. 17, 2016	Students Report for Class – Beginning of 1 st Quarter
Aug. 24, 2016	Rodeo Day (<i>No School for Students-PD for teachers</i>)
Sept. 5, 2016	Labor Day – No School
Sept. 20, 2016	Parent/Teacher Conf. 3:15-6:15 pm
	<i>Progress Reports Due - Committee Meetings</i>
Sept. 22, 2016	Parent/Teacher Conf. 3:15-6:15 pm
	<i>Title Program Meetings</i>
Sept. 23, 2016	No School
Oct. 12-14, 2016	Fall Break – No School

End of 1st Quarter
*37 days & 1P-T = 38 + 3 Professional days = 41 days 1st quarter

Oct. 18, 2016	<i>Reports Cards Due (1st Quarter)</i>
Nov. 3, 2016	Annual Pie Supper Nov. 15, 2016 <i>Progress Reports Due</i>
Nov. 21-25, 2016	Thanksgiving Holiday – No School
Dec. 20, 2016	Last day of 1 st Semester / Annual Christmas Program
	End of 2 nd Quarter/1 st Semester

**42 days 2nd quarter / 1st Semester - 80 days + 3 Professional Days = 83 Total days*

Dec. 21, 2016-Jan. 3, 2017	CHRISTMAS BREAK
Jan. 4, 2017	Classes Resume/Beginning of 3 rd Quarter
Jan. 6, 2017	<i>Report Cards Due (1st Semester)</i>
Jan 16, 2017	MLK Day – No School/Professional Development
Feb. 13, 2017	*Parent/Teacher Conf. 3:15-5:15pm
	<i>Progress Reports Due - Title I Evaluation Meeting</i>
Feb. 14, 2017	*Parent/Teacher Conf. 3:15-5:15 pm
Feb. 16, 2017	*Parent/Teacher Conf. 3:15-5:15 pm
Feb. 17, 2017	No School
Feb. 20, 2017	President’s Day- No School/Snow Day
Mar. 3, 2017	End of 3 rd Quarter

** 40 days & 1P-T = 41 + 2 Professional Day = 43 Days 3rd Quarter*

Mar. 7, 2017	<i>Reports Cards Due (3rd Quarter)</i>
Mar. 10, 2017	No School/Snow Day
Mar. 13-17, 2017	Spring Break – No School
April 11, 2017	<i>Progress Reports Due</i>
April 14, 2017	Good Friday - No School/Snow Day
May 10, 2017	Kdg/8 th Grade Graduation/Last Day (Tentative) <i>Report Cards Due (FAY)</i>

Additional days added for Snow Day Make-up(only if needed)*

**41 days 4th Quarter / 2nd Semester – 82 days + 2 Professional Days = 84 days Total*

*FAY: *162 Days (includes 2 P-T) + 5 Professional Development Days = 167 Days (1083 hours)*

** Schedule is TENTATIVE and subject to change due to unforeseen circumstances.

Cleora School District has adopted the 1080 hour policy and performs 390 instructional minutes per day.

STUDENT ATTENDANCE

The Cleora Board of Education believes that in order for students to realize their fullest potential from educational efforts they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy that students cannot be absent more than ten (10) days each semester to receive credit for any course in which the student is enrolled. Each school attendance site is to notify parents and students of the attendance policy within the first five days of school annually.

Types of Absences

There are two types of absences: excused and unexcused. All excused absences must be verified by parent/guardian during the absence or immediately upon return to school. Examples of an excused absence are illness, court appearances, injury, or funeral attendance. A maximum of five (5) absences will be excused by parent notification only. Absences beyond five per semester will require professional notification/documentation (i.e., doctor's note, court docket, etc.)

All absences that are not excused are considered unexcused. The law requires the school to notify the District Attorney when a student has four unexcused absences/tardies in a four-week period or 10 unexcused absences/tardies in a semester. Regardless of the type of absence, a student cannot have more than ten (10) absences to receive credit in a class.

Attendance Policy and Procedures

1. The first five absences/tardies within a semester will be automatically excused after a parent notifies the school, giving the reason for the absence.
2. After these first five absences/tardies, professional documentation/notification (doctor, dentist, etc.) will be required for an absence or tardy to be considered excused.
3. Three unexcused absences/tardies within a four week period, or nine unexcused absences/tardies within a semester will result in the parent/guardian being notified of a meeting with school personnel. The school will make every effort to contact and meet with parents prior to a family being referred to the District Attorney.
4. If a parent/guardian fails to attend the scheduled meeting, or if a resolution to the situation cannot be agreed upon during the meeting, or if absences/tardies continue to accumulate, the parent/guardian will be referred to the District Attorney as required by statute.

MAKE-UP WORK

- A. It is the sole responsibility of each student to make arrangements to complete any and all work missed due to an absence
- B. Excused Absences: Students will be allowed to receive credit for work missed due to an excused absence if the work is completed within the amount of time missed plus one day
- C. Activity Absences: Students who will not be attending class due to an activity absence must notify each teacher prior to the absence in order to make arrangements for completing all work that is going to be missed.

Check in-out/Tardy Policy

In order for a student to be counted present all day, he/she will need to check in before 9:30 am and NOT check out before 1:30 pm. If they check in later than 9:30 am or check out earlier than 1:30 pm, they will be counted as half day absent. All students arriving after 8:00 am or leaving before school is dismissed, are to check in or out by using the attendance sheet in the office. Three (3) tardies are considered an absence.

DRESS CODE

Students of Cleora School are expected to dress appropriately and neatly. In addition, they are to conduct themselves in a manner that will reflect credit to themselves, their families, and the school. All students are expected to be well groomed and clean. Hats or caps will NOT be worn in the buildings at any time during the school day. Bare midribs and halter-tops or see-through garments without under garments are not permitted. "SHORT" shorts are not permitted. Any type of revealing clothing will not be tolerated. No clothing bearing suggestive or unpatriotic words or symbols, drug or alcohol advertising, or beer advertising is to be worn. Students or employees who violate this policy will be disciplined appropriately. Sleeveless undershirts or fish net (wide mesh) shirts are not to be worn alone as outer garments. Students participating in

activities, which represent the school, are required to meet regulations, as directed by the sponsor or administration. We suggest that parents or students place names in all coats, sweaters, hats, gloves, or other items, which could be lost or misplaced.

The following guidelines for appropriate dress at all Cleora Public School:

1. All students must wear shoes, boots, or other types of footwear. No “heelies” permitted, (tennis shoes with skates). Students will be required to have tennis shoes on P.E. days.
2. Spaghetti straps, halter tops and tank tops, as well as shirts or dresses that have thin shoulder straps that expose the chest, back or midriff, will not be permitted. All shirts must be able to be tucked in when the arms are extended above the head.
3. No hats or other head coverings such as bandanas are allowed within the building for boys or girls.
4. Wallet chains will not be allowed.
5. Sunglasses are not allowed to be worn in the building.
6. Torn or cut up clothing and unstrapped overalls are prohibited.
7. Jeans, slacks, pants, and shorts that are worn below the waistline are prohibited. (No sagging).
8. Any clothing or accessory that promotes unpatriotic words or symbols, tobacco, alcohol or drug usage or is found to reveal obscene or vulgar material is prohibited.

The Cleora Board of Education believes that the majority of the students in the public school recognizes their own individuality and has no need to express themselves in extreme dress or grooming styles. Generally, dress and grooming standards as determined by the students and their parents, that do not violate the schools policy, will not be questioned. The only requirements the Board of Education insists upon are that students’ dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities, or create a health or other hazard to the student’s safety of others.

The preceding policies are set down in order to provide the most pleasant and academic environment possible for the entire student body.

TEXTBOOKS AND LIBRARY BOOKS

All books and educational materials are the property of the Cleora School System. If these are lost or mutilated by a student, the parents will be responsible for paying the cost to replace them. The Superintendent will make the ultimate decision regarding payment for the book. Upon receipt of payment, the damaged book will become the property of the parent. Students may be denied participation in special activities or have report card held, until payment is made or book is replaced.

STUDENT BEHAVIOR

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Altering or attempting to alter another individual’s food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message

5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possession or distribution of obscene materials
30. Possession, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by 10 Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

33. Possession of illegal and/or drug related paraphernalia
34. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
35. Profanity
36. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
38. Theft
39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
40. Truancy
41. Use, possession, distribution or selling tobacco in any form
42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
44. Vandalism
45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
46. Vulgarity
47. Willful damage to school property
48. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (OKLA. STAT. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

- *Instructor or Administrator Intervention*
May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.
- *Detention or In-School Intervention*
Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.
- *Alternative In-School Placement*

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

- *Corporal Punishment*

Corporal punishment may be administered at the discretion of the school administration. Prior to administering corporal punishment, the administrator will explain to the student the offense he/she is alleged to have committed and allow the student to explain his/her version of events.

Corporal punishment must be administered by a school administrator in a private office area with another certified employee serving as a witness. If possible, the witness will be the same gender as the student. Corporal punishment will only be administered to a student's buttocks with a finished wooden paddle after the student has emptied his/her pockets. No student will receive more than 3 swats per incident, and no more than 3 swats per day. The corporal punishment must be reasonable in force considering the student's age, sex, physical and mental condition, whether the force was degrading and the likelihood of permanent harm to the student. As to any special education student, the person administering the corporal punishment must first determine that such punishment is not prohibited by the student's IEP or 504 plan.

A report must be completed by the administrator and signed by both the administrator and the witness. The report will specify the infraction, the number of swats given, the date, time and location of the corporal punishment and the name and position of the witness.

Parents who object to the use of corporal punishment for their student must notify the school principal, in writing, at the beginning of each school year.

- *Out of School Student Suspension*

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

Student Privileges While Under Suspension

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal to impose disciplinary or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

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

STUDENT BULLYING

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

Definition of Terms

A. **Statutory definition of terms:**

“**Bully**” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in 12 such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

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

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

Note: Bullying 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 bullying at school.

“**At school**” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. **The “Reasonable Person” Standard**

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. **Types of Bullying**

“**Physical Bullying**” includes harm or threatened harm to another’s body or property, including but not limited to threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“**Emotional Bullying**” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“**Social Bullying**” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative rumors to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“**Sexual Bullying**” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

Understanding and Preventing Bullying

A. Student and Staff Education and Training

A full copy of this policy will be posted on the district's website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district's annual written notice of the availability of the district's anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district's commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district's other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate

consequences and remedial action for bullies, helping targets of bullies, and the district's strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

B. Safe School Committees

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each Committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

Student Reporting

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employee will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

Staff Reporting

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

Bullying Investigators

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by the superintendent.

Investigating Bullying Reports

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation.

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 § 1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

Parental Notification

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

Parental Responsibilities

All parents/guardians will be informed in writing of the district's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

Student Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

Monitoring and Compliance

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator. A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

BUS RIDER RULES

Buses are a privilege provided to our students by the school district. We must remember that with the privilege of riding a bus come certain responsibilities that a student must fulfill. If a student fails to properly conduct him or herself on the bus, he/she may forfeit the right to ride a bus. When a bus driver sends a student to the principal for misbehaving on the bus, the principal will contact the parents and let them know what the problem is. It will be at the discretion of the principal what discipline action will be taken. Please read carefully the following bus rules.

Previous to Loading (on the road and at school)

1. Be on time at the designated school bus stops—keep the bus on schedule
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. 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.

While on the Bus

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage to seat, 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 expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. Horseplay is not permitted around or on the school bus.
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 further instruction is given by a school official.

After Leaving the Bus

1. When crossing the road, stop at least ten feet in front of bus, check traffic, watch for bus driver's signal, then cross road.
2. Students living on right side of the road should immediately leave bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

Extracurricular Trips

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

Smoking or Chewing Tobacco

1. There will be no smoking or tobacco chewing on school buses.

VIOLATION OF ANY OF THE ABOVE RULES MAY RESULT IN THE REMOVAL OF BUS RIDING PRIVILEGES.

Pledge of Allegiance and Moment of Silence

In accordance with State Law (Article XI, Section 238.1), every student will recite the Pledge of Allegiance and observe a Moment of Silence on a daily basis.

Visitors

Parents are always welcome visitors at school. When you visit the school, we appreciate your observing the following suggestions:

1. Please come by the office and sign in, as we like to always know what visitors are on the school grounds.
2. A parent/teacher conference can be arranged by calling the school.
3. Please confer with the teacher, either before or after school, or during recess. Many students are easily distracted by conversation between adults.
4. Try not to discuss your child or their problems in their presence.
5. Please do not go to the classroom to confer with the teacher during the last 10 minutes of the school day. This is a very busy time for the teachers and students.

Visiting children or former students:

Cleora School cannot permit students to bring brothers, sisters or guests to visit during school hours. We ask your cooperation in order to prevent disruption of regular classroom schedules. Former Cleora students are not allowed to visit classrooms or with teachers during class time.

Student Health and Medications

A telephone number of someone we can call if a student is ill or injured is a “must”. If you are not going to be able to be reached at the number given, please let the school know where you can be reached. If for any reason your number changes, please contact the school. When a student is running a temperature, parents will be notified and asked to come get their child. If there are any student health problems, parents are asked to let us know so that we will be aware of them. Students will not be allowed to transport medication to and from school with the exception of inhaled asthma medication as provided by Oklahoma Statute 70 #Section 1-116.3. No medicine can be dispensed by the school unless the policy for Dispensing Medication quoted from the School Law Book of Oklahoma, Section 18, Part E, as followed:

Section 18, Part E:

“The school shall keep on file the written authorization of the parent or guardian of the student to administer medicine to the student.”

Please come to the office for an authorization form when you wish for your child to be given medication at school. Any unused medication must be picked up by a parent or guardian.

Nonprescription medication will only be administered by school staff with written authorization of the legal custodian. The nonprescription medication will be administered according to label directions or written instructions from the student’s physician. The medication must be in the original container that indicates:

- a. student name (affixed to the container)
- b. ingredients
- c. expiration date
- d. dosage and frequency
- e. administration route, i.e., oral, drops, etc.
- f. other directions as appropriate

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student’s physician. It is the responsibility of the legal custodian to maintain the supply .Prescription medication will only be administered by school staff with written authorization and instructions.

Prescription medication must be in original container that indicates:

- a. student name
- b. name and strength of medication and expiration date
- c. dosage and directions for administrations
- d. name of the licensed physician or dentist
- e. date, name, address and phone number of the pharmacy

It is the responsibility of the legal custodian to maintain the supply. Any medication that is not reclaimed by the legal custodian one week after the end of the school year or the end of the medical order will be destroyed by the designated employee or the school nurse in the presence of a witness according to State Law.

Students who are able to self administer specific medications (inhalers, anaphylaxis medication, insulin, etc.) may do so provided such medication and specialized equipment are transported and maintained under the students' control within all of the following guidelines:

A licensed physician or dentist provides a written order that the student has a particular medical condition (asthma, diabetes, severe allergic reaction, etc.), is capable of and has been instructed in the proper method of self-administration of medication. Anaphylaxis medication shall include but not be limited to Epinephrine injectors. All self-administered medication shall be prescribed by a physician and labeled according to District policy. It is the student's legal custodian's responsibility to contact the physician or prescribing health care provider and have the physician or provider complete and sign the required form. There is a written legal custodian authorization for self administration of medication. Parents and guardians who elect to have the student self medicate are accepting that the District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment. The written authorization will terminate at the end of the school year and must be renewed annually. If the legal custodian and physician or prescribing health care provider authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment, such as asthma inhalers. Students who self medicate are prohibited from sharing or playing with their medication or specialized equipment, i.e., inhalers, etc. If a student engages in these activities the legal custodian will be contacted and a conference will be scheduled with the legal custodian, student, nurse and other appropriate persons.

Students will not be allowed to self administer:

- a. narcotics
- b. prescription pain medication
- c. medication used to treat ADD/ADHD or other psychological or behavioral disorders
- d. other medication hereafter designated in writing by the District.

IMMUNIZATIONS

All students entering Cleora Public Schools must be in compliance with the immunization laws of Oklahoma to include:

Grades K-12 2 doses of measles, mumps, and Rubella, 2 doses Hepatitis A, and 3 doses Hepatitis B (Exception: Grades 6-9; 2 or 3 doses of Hepatitis B) , 5 doses DPT and 4 doses polio, 1 dose Varicella (chickenpox) or written history of having disease
Grade 6 must receive a Tdap before returning to Grade 7.

EXEMPTION

Medical—licensed physician signed certified stating that a physical condition of the child is such that the immunization would endanger the life or health of the child

Religious—the parent or guardian must present a certificate of exemption to qualify for such an exemption

Personal—the parent or guardian must present a certificate of exemption completed with a brief statement summarizing his/her objections to immunization.

Illness

School children sometimes complain of illness at school but are able to continue with their class work without going home. Feeling that parents may wish to know what criteria is used in making decisions about whether to send a child home or return a child to class, we are publishing this list of GUIDELINES for you:

- A child with a temperature of 100 degrees or above is sent home.
- A child who vomits at school is sent home.
- A child who reports diarrhea and states that he/she is having difficulty getting to the restroom on time is sent home.
- A child with a questionable rash is sent home.
- A child with “pink eye” who has discharge in the eye is sent home.
- Any child who is so uncomfortable that he/she is not able to function in school is sent home.

We try to take into consideration a child’s report of having been sick at home or of illness in their family members. We never refuse to allow a child to call home if he/she states that a parent has requested this. PLEASE MAKE SURE TO UPDATE YOUR CURRENT PHONE NUMBERS WITH US IN CASE WE NEED TO CONTACT YOU.

Please consider keeping your child home from school if he/she has any of the following symptoms:

1. Fever above 101 degree Fahrenheit.
2. Uncomfortable/sore throat or Tonsillitis.
3. Rash or skin eruption (unless diagnosed as non-contagious by physician.)
4. Nasal discharge accompanied by fever.
5. Severe cough producing phlegm.
6. Inflammation of the eyelids.
7. HEADLICE.

Head Lice

Any child afflicted with a contagious disease such as Head Lice will be prohibited from attending a public, private, or parochial school until such time the child is free from the contagious disease. Any child prohibited from attending school due to Head Lice is required to present to appropriate school authorities, before said child may reenter school, certification from a Health Professional, as defined by Section 2601 or Title 63 of the Oklahoma Statutes, or an Authorized Representative of the State Department of Health stating that said child is no longer afflicted with head lice, or documented record of treatment will be permissible (70-1210.194). *Students will be sent home and will not be permitted to return to school if they have evidence of head lice (nits/live bugs).

As long as lice or nits (eggs) are present on a person or clothing, they can spread it to others. Until live lice and nits (eggs) are properly removed, the infested person is still contagious. A person can acquire head lice repeatedly if the process is not followed. Some effective methods for removing lice from the home include:

- Machine wash all bedding, clothing, (including the clothing they are wearing), and towels. Then dry in hot dryer for at least 20 minutes.

- Put all stuffed animals, pillows, dolls, hats, comforters and any other non-washable personal items in a plastic garbage bag and seal for 14 days. After 14 days, open the bag outdoors and shake items vigorously.
- Soak all brushes, combs and hair accessories in rubbing alcohol or scrub in hot soapy water.
- Vacuum – Be sure to thoroughly vacuum all carpets and furniture, then carefully remove the vacuum cleaner bag and throw it out immediately.

*Follow-up: Make sure you tell others about the outbreak. It is very important.

Babysitters, grandparents, school, daycare center, playmates and teammates or other children's groups will be grateful for the opportunity to check their families early in order to prevent another outbreak.

Peanut and Almond Free School

Our purpose is to help foster a safe and worry-free environment for our students.

It is important that there is a strict avoidance to this food in order to prevent a *life-threatening* allergic reaction. To reduce the chance of this occurring, we ask that you do not send any peanut/almond containing products to school including snacks, treats for classroom parties and for lunch. The allergy can be triggered not only by directly eating peanut products but also by skin contact. This also includes foods processed in a plant where peanut/almond products are made. The school realizes that helping maintain a peanut/almond-free school takes a certain amount of effort and diligence on school officials, cafeteria, teachers, staff and students. We have taken steps to insure that all food provided by our school is peanut/almond free. We also plan to educate our students on ways they can help keep the classroom safe while also making them aware of signs of a possible allergic reaction from a classmate. All students will be given a form upon enrolling at Cleora Public School to provide information to parents and students and a signature required on the form that they agree and understand this policy. All medicines prescribed for these allergies will follow the policy of administration of medication in the policy and procedures of Cleora Public School.

Report Cards and Parent-Teacher Conferences

Each nine-week period your child will receive his/her report card. Please study the report careful to understand the message it conveys to you. The report card will tell you about your child's efforts in citizenship, work habits and his/her academic performances. Remember the report is very individual no two children are alike. Encourage your child to work to the best of his/her ability. Your encouragement and interest are necessary for your child's success.

No written report can take the place of a visit with your child's teacher, so you are encouraged to plan for a conference as you feel it is needed. Parent/teacher conferences will be scheduled during the first and third nine-week periods.

Proficiency Based Promotions

Opportunity for proficiency based promotions are available during the fall and Spring Semester. If you are interested in this service please contact Mr. Guthrie, Superintendent.

Child Nutrition

The Child Nutrition Program is designed to be a nutritional program and is administered based on the guidelines from the United States Department of Agriculture, the National School Lunch Program and the Oklahoma State Department of Education. Breakfast and lunch prices are determined on a yearly basis. Forms will be provided at the beginning of the school year, you're encouraged to make application to qualify to receive free or reduced benefits. We believe all children should have balanced meal served.

Enrollment

A Birth Certificate, Social Security Card and Immunization Record are required to enroll your child at school. If your child is of Native American decent a CDIB card is also required. Students entering Kindergarten must be five (5) years old by September 1.

Library Rules

Library books may be checked out by students of Cleora Public School. Students may not have more than one book checked out at a time unless; previous arrangements have been made with the teacher. Lost or damaged books should be replaced by the student. Please remind your child to return their book(s) on time and to take care of them.

Parent Right to Know Provision of "No Child Left Behind"

According to the Federal Law, the LEA and Cleora Public School must notify parents that they have the right to request information concerning the professional qualifications of their child's teacher. Schools must also give parents timely notice if their student has been assigned or has been taught, four (4) or more consecutive weeks by a teacher who is not highly qualified.

Child Find Notice

Child Find is a component of Individuals with Disabilities Education Act (IDEA) and is an ongoing process of locating, identifying, and evaluating children between the ages of 0 and 21 who may need special education and related services. "All children with disabilities, residing in the Cleora Public School District, whether attending public or private schools, should be identified, and evaluated." This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, Contact Cleora Public School, 918-256-6401.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available in the superintendent's office if you wish to view it. Should you have any questions please call Superintendent, Mr. Guthrie at 918-256-6401.

State Report Card

The State of Oklahoma school report card is available, and can be viewed in the office or on the School Website.

Directory Information Notice

The Family Educational Rights and Privacy Act requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" when the primary purpose of directory information is to allow the School District to include information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs and
- Sports activity sheets, such as for basketball, weight and height of members.

The District designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, eighth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

The District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the District to designate as directory information about that student within two weeks of receiving the notice. At the end of the two-week period, each student's records will be appropriately marked to indicate the items the District will not designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Non-Discrimination

The Cleora Public School adheres to the equal opportunity provisions of Federal civil rights laws and regulations that are applicable to this institution. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (title IX of the Education Amendments of 1972); handicapping condition (Section 504 of the Rehabilitation Act of 1973); age (Age Discrimination Act of 1987); or veteran status, in its educational programs and activities and in the administration of personnel policies and procedures.

Model Notification of Rights under FERPA
For Elementary and Secondary Schools

The Family Education Rights and Privacy ACT (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parent or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify parent or the student of records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by a *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

**Notification of rights Under the
Protection of Pupil rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exam. These include the right to: *Consent before students are required to submit to a survey that concerns one or more of the following protected areas:(protected information survey) if the survey is funded in whole or in part by a program of the U>S> Department of Education (ED)-*

1. Political affiliations or beliefs of the student or student's name
2. Mental and psychological problems of the student or student's family.
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance; administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State Law;
3. Activities involving collection, disclosure, or use of personal information obtained from student for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes, and
3. Instructional material used as part of the educational curriculum.

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

The School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates for the activities or surveys at the time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of school activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of specific activities and surveys covered under the requirement:

- *Collection disclosure, or use of personal information for marketing, sales or other distribution*
- *Administration of any protected information survey not funded in whole or in part by ED.*
- *Any non-emergency, invasive physical examination or screening as described above.*

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department Of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Cleora Public School Hours of Operation

Regular School Hours are Monday-Friday
8:00 a.m. - 3:00 p.m.

If school is not in session for students office hours are from
9:00 a.m.—1:00 p.m.

If you need records for inspecting, copying, or mechanical reproduction please contact

Lynelle Pilkinton
451358 East 295 Road
Afton, Ok. 74331
918-256-6401 or
918-782-7842

Arrangements will be made for these services during the hours of 9:00 a.m.—1:00 p.m.
Monday—Thursday.

Cleora Public School
451358 East 295 Road
Afton, Ok. 74331
Phone: 918-256-6401
888-354-6253
Fax: 918-256-2128
Website: www.cleora.net