

Cleora Public School Handbook 2023-2024



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Welcome

Dear Parents and Students:

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 Cardinal family. 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 of 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 Board, Administration, Faculty, Staff, and our school's activities, you make it possible for our school to continue achieving success. When a school and its stakeholders work together great things are accomplished. Thank you for being a vital part of our school family "Where Learning Is #1."

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 an 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 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 reaching every 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

Randy Martins, Vice President

Rick Winfrey, Clerk

Cleora Public School Faculty and Staff

Superintendent	Kenny Guthrie
Treasurer	Nancy Newcomb
Encumbrance/Payroll Clerk	Lynelle Pilkinton
Pre-Kindergarten	Brenda Fink
Kindergarten	Brook Smith
First Grade	Brenda Beisley
Second Grade	Jessica Austin
Third Grade	Tina Ohlstrom
Fourth Grade/Bus Driver	Mike Tillery
Fifth Grade	Angie Bacon
Sixth Grade	Kathy Berry
7 th & 8th Grade History and Science	Michelle Page
Seventh/Eighth Grade Math	Patricia Goddard
Seventh/eighth Grade Language Arts	Lori Green
Special Education	Nicole Knotts
Physical Education/Coach	Eddie Green
Speech Pathologist	Jeannie Gilbreath
Reading Interventionist	Cassandra Moorhead
Librarian	Leslie Gibson
Counselor	Paula Stites
Music/Art Teacher	Brenda Sheffield
Tutor	LaLesa Lankford
Para-Professional	Ashley Haire
Para-professional	Amy Williams
Para-professional	Cindy Gaines
Para-professional	Pamela Newhouse
Tutor	Kristen Hoyt
Cafeteria Manager	Vicki Roulet
Cafeteria Assistant	Carol Long
Custodian/Bus Driver	Kory White
Bus Driver/Aide	Trisha Orr

2023-2024 School Calendar

July 2023						
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30	31					

August 2023						
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September 2023						
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October 2023						
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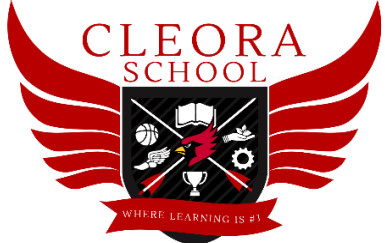
November 2023						
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December 2023						
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31						

CLEORA PUBLIC SCHOOL
 451358 East 295 Road
 Afton, OK 74331
 (Ph) 918-256-6401 (Fax) 918-256-2128

Aug 7-8	Professional Development Days
Aug 9	First Day of School for Students
Aug 23	Professional Dev. - No School
Sep 4	Labor Day - No School
Sep 11 & 12	Parent Teacher Conferences
Sep 15	No School
Oct 10	End of 1st Qtr
Oct 11-13	Fall Break - No School
Nov 2	Chili Dinner/Pie Supper Auction
Nov 3	Professional Dev. - No School
Nov 20-24	Thanksgiving Break
Dec 14	Christmas Program
Dec 15	End of 2nd Qtr
Dec 18-Jan 1	Christmas Break
Jan 2	Professional Dev. - No School
Jan 3	Classes Resume
Jan 15	MLK, Jr. Day-No School-Snow Day
Feb 12 & 13	Parent Teacher Conferences
Feb 16	No School
Feb 19	Pres. Day-No School-Snow Day
Mar 1	End of 3rd Qtr
Mar 15	Snow Day-No School
Mar 18-22	Spring Break
Mar 29	Good Friday-No School-Snow Day
Apr 5 & 12	No School-Snow Day
May 8	End 4th Qtr - Graduation-Last Day

Approved by the Board of Education on 3/2/23



Full Academic Year (400 min/day)
 162 days taught/PT + 5 PD = 167 days
 Total AY = 1108.67 hours

1st Qtr Highlighted Dates	
Aug 9	First day of school
Sep 11 & 12	P-T Conferences
Oct 10	End of 1st Qtr
Oct 11-13	Fall Break

41 days taught +1 PT + 3 PD = 45 days

2nd Qtr Highlighted Dates	
Oct 17	1st Qtr Report Cards
Nov 2	Chili Dinner/Pie Auction
Nov 20-24	Thanksgiving Break
Dec 14	Christmas Program
Dec 18-Jan 2	Christmas Break

39 days + 1 PD = 40 days

3rd Qtr Highlighted Dates	
Jan 3	Classes Resume - 2nd Semester
Jan 4	2nd Qtr Report Cards
Feb 12 & 13	P-T Conferences
Mar 1	End of 3rd Qtr

40 days + 1 PT + 1 PD = 42 days

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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23	24	25	26	27	28	29
30						

Schedule is tentative and subject to change

4th Qtr Highlighted Dates	
Mar 5	3rd Qtr Report Cards
Mar 18-22	Spring Break
April - TBA	State Testing Month
May 7	4th Qtr Report Cards
May 8	Last Day-Graduation

40 days + 0 PD = 39 days

Report Cards	Professional Development (no school for students)	Parent Teacher Conferences	*Virtual Day
School Closed	End of Quarter	First/Last Day of School	

Parent Bill of Rights

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance, and discipline. At the beginning of each school year, each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance, and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion. Parents are hereby informed that the withdrawal of a child from any state-mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes;
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:
 - a. the right to opt-out of a sex education curriculum if one is provided by the school district.
 - b. open enrollment rights.
 - c. the right to opt-out of assignments.
 - d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
 - e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
 - f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,

- g. the right to opt-out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt-out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public-school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education. This state, any political subdivision of this state, or any other governmental entity shall not infringe on the fundamental right of parents to direct the upbringing, education, health care, and mental health of their children without demonstrating that the compelling governmental interest as applied to the child involved is of the highest order, is narrowly tailored and is not otherwise served by a less restrictive means. As used in the Parents' Bill of Rights, "parent" means the natural or adoptive parent or legal guardian of a minor child.

STUDENT ATTENDANCE

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

ABSENCES

An excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district will not require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
 - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
 - b. The student is on pace for on-time completion of the course as required by the school district,
 - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.
2. The student will be allowed to make up any work missed while participating.

Absence by Arrangement

These are absences in which the parents deem it necessary that a child miss school for reasons other than those that fall within an excused absence.

1. A student may take up to 5 days of absences by arrangement per semester.

2. A student may make up all work missed without penalty. It is up to the student, on the day of return, to make arrangements to see that the work is made up.
3. In order to take an absence by arrangement, the parent, or guardian, must submit, at least two days prior to the absence, a written request for the student to be absent. If the request is not made as required, the absence will be treated as an unexcused absence.
4. Absences by arrangement will count against a student's exemption from semester tests.

Unexcused Absence

This is an absence that does not fall within one of the above categories. Work may be made up. 100 % of the grade will be counted. 4 unexcused absences will result in that student not receiving credit in that class for the semester.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 5 minutes late is counted absent for the period.
3. Each 3 tardies will constitute an unexcused absence from that class.

Any student who exceeds the 4 day limit for unexcused absences may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19-related absences due to a child's medical needs will be considered a significant medical condition.

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

It is the responsibility of the parent to notify the school by 9:30 am if a child is to be absent for that day. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

In order for a student to be counted present all day, he/she will need to check-in before 8:30 am and NOT check out before 2:30 pm. If they check in later than 8:30 am or check out earlier than 2:30 pm, they will be counted as half-day absent. All students arriving after 8:00 am or leaving before school is dismissed, **ARE TO HAVE THEIR PARENT SIGN THEM IN OR OUT BY USING THE ATTENDANCE SHEET IN THE OFFICE.** Three (3) tardies are considered an absence.

Student Searches

Student Searches The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when the said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102

Searches of School Property Students have no reasonable expectation of privacy in school lockers, desks, or any other school property – without notice or reason

Cell Phones

Student Cell Phones State law requires boards of education to implement rules regarding student possession of a wireless telecommunication device “The rules shall provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and school principal or superintendent...” 70 O.S. § 24-101.1

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 midriffs and halter-tops or see-through garments without undergarments 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 on 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 recognize their individuality and have 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 school’s 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/TECHNOLOGY AND LIBRARY BOOKS

The Cleora Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for the appropriate and lawful use of this access. Students and staff must understand that one person’s misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (“Policy”) of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the

opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer networks and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or another harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

- C. Uses that jeopardize the security of student and staff access and the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Do not assume that a sender of an e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
4. **Cyberbullying** - Cyberbullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
 - Spreading rumors about others through email, IM, or text messages.
 - Creating a Web site, or Facebook, (or other social-networking) account that targets another student or other person(s).
 - Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
 - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Cleora Public Schools that cyberbullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from the school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or

harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.
The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that
 - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
 - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Privacy

Network and Internet access are provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and the Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student is agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or another computer outside the school district's network.

Users, and if appropriate, their parents/guardians may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

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 cards held until payment is made or the 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 assignments 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's (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 of tobacco in any form
42. Use or possession of missing or stolen property if the 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 are not limited to: warning conference with student, parent conference, referral to a 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 weekday or 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. 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 with 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 from 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, or 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, or 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 devices, 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 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 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 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 transfer application 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 himself 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 disciplinary 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 a 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 quiet when approaching a railroad crossing stop.
14. In case of a road emergency, children are to remain on 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 the bus, check traffic, watch for the bus driver's signal, then cross the road.
2. Students living on the right side of the road should immediately leave the 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.

Inclement Weather

In the event of inclement weather, the Superintendent will make a determination of the conditions. Should the decision be made to cancel school due to weather an all call will go out to all staff and students, also local radio stations and television stations will be informed. In the event, conditions are prudent just to delay the start of school or release early an all call will be made that buses will run late or drop off early.

Visitors

Parents are always welcome as 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 conversations 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 for your cooperation in order to prevent the 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 to 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 the 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 from 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 the 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 including:

Grades K-12 2 doses of measles, mumps, and Rubella, 2 doses of Hepatitis A, and 3 doses of Hepatitis B (Exception: Grades 6-9; 2 or 3 doses of Hepatitis B), 5 doses DPT, and 4 doses of polio, 1 dose Varicella (chickenpox) or written history of having the disease

Grade 6 must receive a Tdap before returning to Grade 7.

EXEMPTION

Medical—licensed physician signed certified stating that the 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 are 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 100 degrees Fahrenheit.
2. Uncomfortable/sore throat or Tonsillitis.
3. Rash or skin eruption (unless diagnosed as non-contagious by a physician.)
4. Nasal discharge accompanied by fever.
5. Severe cough-producing phlegm.
6. Inflammation of the eyelids.
7. HEADLICE.

Please make sure your child is fever free for 48 hours without fever-reducing medication before returning to school.

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 of 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 may 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 to others. Until live lice and nits (eggs) are properly removed, the infected 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 a 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 strict avoidance of 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, and treats for classroom parties and 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 from school officials, cafeteria, teachers, staff, and students. We have taken steps to ensure 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 the 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 carefully 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

performance. 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

Opportunities for proficiency-based promotions are available during the Fall and Spring semesters. 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 a balanced meal served.

NEW Policy: There is a charge limit for full-priced students, should the students account have a negative balance of \$50.00 or more (total of breakfast and lunch), an alternative breakfast and lunch may be served, as recommended by the State Department of Education and will be consistent with the nutritional guidelines of the USDA.

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.

Transfers:

A request for a transfer into the Cleora Public Schools initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved if the student resides within the District's transportation area. In accordance with Okl. Stat. tit. 70, § 8-101, as amended, a student shall be limited to one transfer. Following that transfer, a student may apply for any other kind of transfer for which the student is eligible based on the Education Open Transfer Act.

Criteria for Approval or Denial of Regular Transfers

The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the District. A transfer application will **not** be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;

3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
 - a. Placing a financial or education burden on District facilities or staff in the courses/educational programs the student would attend;
 - b. Exceeding class size limitations set by state law or District policy in such courses; or
 - c. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

A transfer will **not** be approved if the student:

5. Has a disciplinary record that provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:
 - a. Has violated school regulations;
 - b. Has committed an act commonly regarded as being immoral;
 - c. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;
 - d. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
 - e. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;
 - f. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
 - g. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
 - h. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, an unauthorized wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or
 - i. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law.

A transfer will **not** be approved if the applicant:

6. Fails to complete the Transfer Student Application form, provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this District deems necessary to review in applying the approval/denial criteria of this policy. The Superintendent has the authority to amend the Transfer Student Application form to include additional information needed to review an application request;
7. Fails to timely submit a completed application; or
8. Provides incorrect information on the application request.

Delegation of Approval Authority to Superintendent or Superintendent's Designee

The Board of Education delegates to the Superintendent or designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

Time of Receipt of Applications Determines Order of Review

Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. All transfer applications received by this District shall be dated and time-stamped. Any currently enrolled District student for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before April 1, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Nondiscrimination

The District shall not accept or deny a regular transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English language, a measure of achievement, or aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejected for a discriminatory reason.

Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs so that this District may:

1. Determine whether the District currently has appropriate programs, staff, services, and placement needed to fulfill the current or anticipated IEP of the student; and
2. If a preliminary determination is made that the district has the appropriate programs, staff, services, and placement needed to fulfill the current IEP of the student if the transfer application is approved, conduct the

statutorily-required joint IEP conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this District pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent- or student-initiated transfer applications governed by this policy.

Time Deadlines for Regular Transfers

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the Superintendent of this District not later than April 1 of the school year preceding the school year in which the transfer is requested. On or before April 1 of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than June 1 of the same year in which the application is submitted and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, then by July 1 of the same year the parents of the student must notify this School District, in writing, that the student will be enrolling in this District. Failure of the parents to notify this School District, in writing, as required may result in the loss of the student's right to enroll in this District for the ensuing school year. By September 1 this District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

Deaf or hearing-impaired students who wish to transfer to a school district with a specialized deaf education program may file an application for transfer at any time during the school year. Upon approval of the receiving school district, the student may transfer to the receiving school district at any time during the school year.

Athletic and Other Competition

A transfer student, other than a student granted an emergency transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in a school-related interscholastic competition shall be determined by the Association.

Student Transfers

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon capacity, discipline, or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, a measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting March 1. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to capacity, disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public-school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July, and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site that the district has the capacity to accept.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active-duty orders

shall be eligible for admission to the school district regardless of the capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

STUDENT RESIDENCY

It is the policy of the Cleora Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to a residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1-113(A)(1).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Extracurricular Activities

Cleora School District shall provide a range of activity offers. Students shall be encouraged to participate in extracurricular activities. Cleora Public School offers the

following:

Cross Country

Basketball

Track

Archery

Academic Team

Robotics

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.

Child Find Notice

Child Find is a component of the 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, at 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.

Wellness Policy

Cleora Public School Wellness Policy can be viewed at the Superintendent's Office upon request during regular business hours or can be found on the Cleora Public School Website: www.cleora.net.

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. A 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 to be 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 the 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 a 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 the 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 exams. These include the right to: *Consent before students are required to submit to a survey that concerns one or more of the following protected areas:(protected information survey) if the survey is funded in whole or in part by a program of the U>S> Department of Education (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 students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use-

1. Protected information surveys of students
2. Instruments used to collect personal information from students for any of the above marketing, sales, or 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

451358 East 295 Road

Afton, Oklahoma 74331

Phone: 918-256-6401

Toll-Free: 888-354-6253

Fax: 918-256-2128

Website: www.cleora.net

Regular school hours Monday thru Friday:

8:00 a.m. – 3:00 p.m.

When school is not in session student's office hours are:

9:00 a.m. – 1:00 p.m.

If you need records for inspecting, copying, or mechanical reproduction, arrangements will be made during the hours listed above, please contact:

Lynelle Pilkinton

451358 East 295 Road

Afton, Ok. 74331

918-256-6401

lpilkinton@cleora.net