

# **PARENT/STUDENT HANDBOOK**

## **SPIRO ELEMENTARY**

**600 West Broadway**

**Spiro, OK 74959**



<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
Introduction.....	5
Faculty List.....	6-7
School Calendar.....	8
Class Schedule.....	9
Philosophy.....	9
Non-discrimination.....	9
Attendance.....	10
Tardies.....	10
Notes from Parents.....	10
Emergency Phone Numbers.....	10
Parent/Guardian Bus Information.....	10-11
Dress and Appearance.....	11-12
Enrollment.....	12
Emergency Information.....	12
Custody Policy.....	12
School Visitation.....	13
Students Taken From School During Class Time.....	13
Breakfast/Arrival at School.....	13
Student Responsibility.....	13
Parking.....	13
Grading and Report Cards.....	13
Student Assessment.....	14
Grading Scale.....	14
Report Cards.....	14
Honor Roll.....	14

Perfect Attendance.....	14
Class Parties.....	15
Pictures.....	15
Articles Brought To School.....	15
Lost and Found.....	15
Departure From School.....	15
Homework.....	15
Extra-Curricular Activities.....	16
Detention.....	16
Parent/Teacher Conference.....	16
Promotion/Retention for Elementary School.....	16-17
School Discipline.....	17
Control and Discipline of Students.....	17
No Paddling Form.....	17
Guidance Program.....	17-18
Emergency Drills.....	18
Cafeteria Policy.....	18
Eating Off Campus.....	18
Physical Education Program.....	18
Music Program.....	18
Health Services.....	19-21
Head Lice Policy.....	21-22
The School Bullying Prevention Act.....	22
Public Notice.....	23
Wellness Policy.....	23
Asbestos.....	23
Annual Notice of FERPA Rights.....	23-24

Notice of Rights Under the <u>Protection of Pupil Rights Amendment</u> .....	24-26
Policy Directing Observation of Moment of Silence.....	26
Notice to Parents Regarding Child Identification, Location, Screening, Evaluation.....	26-28
Directory Information Notice.....	28-29
Meningococcal Vaccines-What You Need To Know.....	30-31

**ABBY HOGAN**  
Lower Elementary Principal

**KYLE HOUSE**  
Upper Elementary Principal

## **SPIRO ELEMENTARY SCHOOL**

### INTRODUCTION

August 2023

Dear Students and Parents,

This handbook has been prepared to provide guidelines for making decisions and to acquaint students and parents with the operation of Spiro Elementary School.

Each student in our school is very special and looked upon as an individual who is here to satisfy educational, social, physical, and mental needs.

Each student is expected to work on his/her level and learn to the best of the learner's ability. No student will be granted any preference nor denied any privilege or right in any aspect of school life because of race, religion, color, national origin, physical or mental handicap, or any other reason not related to his/her capabilities.

Spiro Elementary is one of the finest schools anywhere, however, everyone should work together to make it better.

## **SPIRO ELEMENTARY FACULTY**

Principals:	Abby Hogan (PreK – 2nd) Kyle House (3rd – 5th)
Guidance Counselors	Megan Loggains (PreK-2nd) Gina Huff (3rd – 5 <sup>th</sup> )
School Secretary:	Veronica Atkinson (PreK – 2nd) Tiffany Dollar (3rd – 5th)
Math Lab (Title VII):	Lilly Darneal
Deaf Education (COOP):	Sherry King
Library Attendant:	Mandy Douglas
Physical Education:	Stephanie Tobey
Special Education:	Rita Broom Amanda Perdue
Speech Therapy:	Keaton Lovell

## **SPIRO ELEMENTARY FACULTY**

### **PRE KINDERGARTEN**

Christy Lovell/Rosemary Beshears  
Wanda Whitfield/Morticia Barnes  
Kenny Pierce/Lilly Ward

### **KINDERGARTEN**

Monica Whitfield  
Lisa Shipman  
Michelle Stenhouse  
Kelli Owens  
Timber Barton

### **THIRD**

Tabri Maxwell  
Amanda Conrad  
Stephanie Mclemore  
Lindi Spiers

### **FIRST**

Natasha Springwater  
Angela Matthews  
Haley Wiedel  
Megan Sullins  
Mary West (T1)

### **FOURTH**

Diana Ridenour  
Jessica Owens  
Haley Huff  
Happy Wilson

### **SECOND**

Jeremy Harrison  
Kim Fouts  
Mary Jo Meadors  
Leslie Rogers  
Ashlye Cochran

### **FIFTH**

Beck Cox  
Leigh Sanders  
Angela Timmons  
Scott Harrison

Joye Jones (Title 1)  
Cindy Hall (Title 1)  
Barbara Tobler (Title 1)  
Angel Jones (Title 1)

### **PARAPROFESSIONALS**

Becky Teach  
Sydnee Haynes

## **SCHOOL CALENDAR**

**2023-2024**

August 10	First Day of School
September 4	Labor Day
September 14	Parent Teacher Conferences 5:00-9:00
September 15	No School
October 13	End of 1st 9 weeks
October 20,23	Fall Break
November 20-24	Thanksgiving Break
December 21	First Semester Exams
Dec 21-Jan 5	Winter Break
January 8	Second Semester Begins
January 15	Professional Development Day
February 15	Parent Teacher Conferences 5:00-9:00
March 8	End of 3rd 9 Weeks
March 18-22	Spring Break
May 16	Last Day of School
May 17	Graduation



## CLASS SCHEDULE

### Lower Elementary

#### First-Second

8:00 Morning Bell  
10:45 Lunch Begins  
11:25 Lunch Ends  
1:25 Recess Begins  
2:00 Recess Ends  
3:00 School Ends

### Upper Elementary

#### Fifth

8:00 Morning Bell  
12:00 Lunch Begins  
12:45 Lunch Ends  
3:00 School Ends

#### Third-Fourth

8:00 Morning Bell  
11:15 Lunch Begins  
11:55 Lunch Ends  
3:00 School Ends

## PHILOSOPHY

The purpose of the Spiro Elementary School is to provide guidance and instruction for each student, to make him/her aware of his/her potentials, as well as limitations, to accept himself/herself, to have confidence in his/her own feelings, accept his/her responsibilities, and to become capable of adapting to the needs of peers.

Ideally, the school climate will provide an environment in which faculty and students can experience mutual acceptance, respect, appreciation, and trust. Teachers and administrators will consider themselves co-workers supporting each other as they strive to fulfill the educational objectives of the school in an atmosphere which recognizes the rights and dignity of each individual.

With individual needs in perspective, the school is flexible enough to utilize new concepts and traditional methods to promote the best learning situation possible for the subject matter and individuals being taught. At the same time, the teacher is viewed as an organizer of learning activities, a motivator, and a resource person who provides the opportunity for each student to develop his/her unique abilities and interest at his/her own rate, utilizing the best available instructional methods meaningful to the student.

With the ultimate goal of student education in mind, it is our purpose to guide the individual to a clear understanding of his/her place in society, and through education, the individual may become physically, intellectually, and emotionally whole.

If the school is successful, the student will be able to effectively use his/her rational powers to make appropriate choices. He/she will have an awareness and an acceptance of his/her potential and his/her limitations as a functioning, adapting member of society who is literate and self-sufficient in his/her ability to be a lifelong learner.

## NON-DISCRIMINATION

It is the policy of Spiro Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Counselor, Coordinator of Title IX, and Section 504 responsibilities: Mr. Dustin Mclemore, Spiro Public Schools, 600 West Broadway, Spiro, Oklahoma, 74959-(918)962-2493. Spiro Public School does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, or veteran.

## **ATTENDANCE**

Regular class attendance is essential for promotion and success in each child's schoolwork. A student is considered absent from school whenever he/she is not in class. The parent or guardian is responsible with the school for the regular attendance of the student. A phone call from a parent or a doctor's note stating the reason for the student's absence will be necessary. The school is required by law to report students who have irregular attendance to the Department of Human Services.

## **TARDIES**

Students are tardy to class if they are not seated and ready to begin work when the tardy bell rings. Tardies are to be discouraged and may result in disciplinary action to be taken. The teacher will confer with the student about the tardy and upon the third such conference, issue information to the principal who will in turn contact the parent. Being late to class causes disruption to the entire class and will not be tolerated. Parents are required to report to the office with their child to make sure that school officials are aware of the situation.

## **NOTES FROM PARENTS**

Notes to the school from parents concerning a child's health should be directed to the principal's office. The principal makes the decision as to whether children are allowed outside. If the child is unable to go out, a doctor's statement is required. Any questions should be directed toward the principal and not the classroom teacher.

## **EMERGENCY PHONE NUMBER**

An emergency phone number must be on file in the principal's office. If there is no phone in the home, the phone number of the person who can most quickly notify the parent or guardian should be given. Please understand situations may arise where it is necessary to contact parents or guardians. If the parent or guardian is to be out of touch for the day, please make the child aware of the person he/she should contact in case of emergency.

## **PARENT/GUARDIAN BUS INFORMATION**

Each day we transport over 900 students, ranging in age from 4-18 years of age. We need and request the support of the parents, and you as a parent must accept some of the responsibility for your children's conduct on the bus.

Please understand that riding the bus is a privilege and we are not required to furnish transportation for students who are guilty of causing any type of disturbance on the bus. If your child is guilty of violating the attached rules and regulations, the privilege of riding the bus will be taken away and you will have to furnish your own transportation. We have no desire to create transportation problems for anyone, but at the same time the safety of all children concerned, the rules must be obeyed.

### **Bus Rider Rules**

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rules.

#### **Previous to loading students should:**

1. Be on time at the designated school bus stop-keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.

3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching the bus stop.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.
8. **Students are not allowed to exit the bus once they are on the bus to be transported. The ONLY exception is if a teacher or office personnel wants to remove a child from the bus. They will be allowed to.**

#### **While on the bus students should:**

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you may save may be your own.)
6. Treat bus equipment as you would valuable furniture in your home.
7. Should never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear at all times.
9. Help look after the safety and comfort of small children.
10. Do not throw object in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and others.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the seat on the bus during road emergencies except when it may be hazardous to the safety of the children.

#### **After leaving the bus, students should:**

1. Go at least (10) feet in front of the bus, stop, check traffic, wait for the bus driver to signal, then cross the road.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.

#### **Extracurricular Trips:**

1. The above rules and regulations apply to all bus trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

All students are under the direct control and supervision of the bus driver while on the bus. Permission for any students to ride a bus is contingent upon his/her observance of the safety and behavior code listed above. If discipline becomes necessary, the following steps will be followed:

1. **FIRST OFFENSE:** Principal meets with the student.
2. **SECOND OFFENSE:** Principal meets with the student and parents are notified. Normally resulting in swats or time off the bus.
3. **THIRD OFFENSE:** Students will lose bus riding privileges for short term to long term.

## DRESS AND APPEARANCE

Students should dress according to the weather. Remember, it is always easier to dress more warmly. Weather may change at any time of day and as recess is a part of the curriculum, no coat on a cold day is not an excused reason for nonparticipation.

No cycle wear; no bare midriffs and see-through garments, no strapless garments, undershirts, muscle shirts and bare feet. No article of clothing is to be worn shorter than mid-thigh. Banned are men's boxer shorts worn as an outer garment. T-shirts with signs or advertisements that are not in good taste and clothing with beer or liquor ad on it will not be appropriate for school wear. The hat is forbidden at least the wearing thereof in the building. No non-prescription dark glasses will be worn at school.

Students are expected to dress in a manner that is proper to the business setting of school. Any attire which draws undue attention to the individual or in any way interferes with the educational process is not appropriate for school wear. Undue attention shall include the wearing of defrags and/or colors and other attire which could be considered as gang related. There will be no sagging of pants and **No Face Painting**.

By no means is this a conclusive list, rather a guideline of types that are not appropriate for school wear. Exception to the policy: Cheerleaders will be allowed to wear uniforms on game day.

## ENROLLMENT

### BIRTH CERTIFICATE

Legal Birth Certificates, not Hospital Records, are required for Kindergarten and First Grade enrollments. The date of birth will be recorded on the cumulative record folder. Evidence of immunization must be presented and the information must be transferred to the health record. Social Security numbers are also requested for Kindergarten and First Grade Students.

Students entering Kindergarten must be five years of age on or before September 1.

### IMMUNIZATION RECORD

All students, including transfer students, shall be required to furnish evidence of all the required immunizations for Oklahoma school attendance or a valid exception before they may be allowed to enroll or attend school. Failure to do so would be a misdemeanor. Parents who have lost or cannot obtain their child's immunization records should contact the local health department or see their personal physician.

The immunization requirements for students grades 1-5 effective the beginning of the school year are having received at least three DTP or TD shots, three Polio vaccine doses, and two doses of measles and rubella vaccine. (While still recommended, female students over the age of twelve are not required to take the rubella vaccine). Effective fall of 1996 students entering kindergarten or 1<sup>st</sup> grade without having attended kindergarten have to have received 5 doses DTP or a combination of DTP and DtaP vaccines totaling 5 doses unless the 4<sup>th</sup> DTP-DtaP was received after 4<sup>th</sup> birthday, 4 doses of Polio vaccine unless 3<sup>rd</sup> dose was received after 4<sup>th</sup> birthday and 2 MMR vaccines. Effective fall of 1998 students entering Kindergarten will be required to have had 3 doses hepatitis B vaccines, 2 doses hepatitis A, and one dose varicella (chicken pox) vaccine on or after the 1<sup>st</sup> birthday, or a parents statement of a history of the disease. No grace period will be allowed for any student.

The official certification or immunization records card prescribed by the State Department is the DDH218B and must be maintained for each student.

## EMERGENCY INFORMATION

It is the responsibility of each parent or guardian to provide the school office with procedure for contact in case of emergency. The school not only needs your home phone and work phone, but also the name and

number of a relative, friend, or neighbor that could be contacted in the event that your child has an emergency at school.

## **CUSTODY POLICY**

In situations where the courts have granted legal guardianship to a parent or other party and that legal guardian does not want the child to come into contact with an individual the following procedure must be followed: There must be legal documentation filed with the principal, the name or names of individuals the child may come into contact with, and the name or names of individuals the child may not come into contact with.

## **SCHOOL VISITATIONS**

Parents are encouraged, and expected to visit in their child's classroom as often as they desire during the school year, but classroom visits and individual parent-teacher conferences should be scheduled in advance with the classroom teacher, or through the Principal. **ALL VISITORS** are to report to the Principal's office of the respective grade (the K-2 office is located in the cafeteria annex and the 3-5 office is located in the upper elem.), before conducting any business in the school building or on the school premises. Teachers have been instructed to refer visitors without passes to the office for a proper visitor pass. This is essential to the maintenance of a secure learning environment. Any interference with the learning environment will not be tolerated.

## **STUDENTS TAKEN FROM SCHOOL DURING CLASS TIME**

Due to accidents, doctor appointments, and for many other reasons, sometimes it is necessary for a child to be picked up from school. Students should not be checked out early except in emergencies.

It is often necessary for someone other than a member of the child's immediate family to pick up the child. We do not wish to inconvenience anyone, but in order to fulfill our responsibility we must know who is taking a child from school.

To protect our students, anyone who is taking a child from school during the regular school day must first come to the Principal's office. We will page your child on the inter-com and have them meet you in the office.

## **BREAKFAST/ARRIVAL AT SCHOOL**

Breakfast will be served from 7:35 until 8:00. The cost of breakfast is \$1.50. Students should not arrive before 7:35 a.m. Students who do not eat breakfast should not arrive before 7:45 and must remain outside (except for emergencies). During extreme cold, or inclement weather, students will be allowed to wait in their respective buildings. Duty teachers will open the doors at 7:45 in these situations.

## **STUDENT RESPONSIBILITY**

Responsibility is a big priority at Spiro Schools. We like to teach and expect responsibility from students at all ages. We ask after the first two weeks of school that each student comes into the building in the morning by themselves. This teaches responsibility in making sure each student gets to where they are supposed to go and get the right materials to their classrooms.

## **PARKING**

We are very limited in our parking spaces at Spiro Schools. Since this is a problem we ask that each parent be patient, considerate and courteous of others. Also we ask parents to be obedient and considerate to our marked handicap zones. These zones are marked for a specific reason. We ask everyone not to pull between the kindergarten and the cafeteria or block this area where our handicap bus or designated vehicles are to pull in.

## **GRADING AND REPORTING CARDS**

The 1984 Legislature passed HB 1816 states the intent of the legislature to redefine basic education by mandating the subjects to be taught at all educational levels. Students are to meet the predetermined objectives in all basic subject areas. Failure to meet the objectives in the basic subject areas will be a reason for retention. The “Basics” as defined by the legislature in HB 1816 and HB 1017 are as follows: Reading, English, Writing, Mathematics, Science, and Social Studies.

## **STUDENT ASSESSMENT**

Student progress is assessed by the teacher using the Oklahoma Academic Standards as the checklist of items which the student must demonstrate proficiency. Evaluation tools include daily work, daily quizzes, unit quizzes, standardized tests, and teacher observation.

S=SATISFACTORY WORK

I=WORK IS IMPROVING, MAY BE ON OR BELOW EXPECTED PROFICIENCY

N=NEEDS TO IMPROVE, WORK IS BELOW EXPECTED PROFICIENCY

Lower and Upper

When letter grades are used on report cards, they will represent the following numerical values:

<u>Letter</u>	<u>Numerical Value</u>
A+	100, 99, 98
A	97, 96, 95, 94
A-	93, 92, 91, 90
B+	89, 88
B	87, 86, 85, 84
B-	83, 82, 81, 80
C+	79, 78
C	77, 76, 75, 74
C-	73, 72, 71, 70
D+	69, 68
D	67, 66, 65, 64
D-	63, 62, 61, 60
F	59 and below
S	Satisfactory
U	Unsatisfactory

## **REPORT CARDS**

Student's report cards will be given each student by the end of the tenth week of each quarter.

## **HONOR ROLL**

Students in Grades First, Second, Third, Fourth and Fifth will be eligible to compete for the Superintendent's Honor Roll and the Principal's Honor Roll each nine week period. The eligibility requirements are as follows:

Superintendent's Honor Roll-student must have an "A" average in all subject areas.

Principal's Honor Roll-student must have no grade less than a "B" in all subject areas.

## **PERFECT ATTENDANCE**

Any student that is neither absent nor tardy for the entire school year will receive a perfect attendance certificate. Perfect attendance is defined as follows:

-If a student is not in the classroom as scheduled, it is an absence.

-Only school activities are the exception.

-If a student is not in the classroom when the bell rings, that student is tardy.

## **CLASS PARTIES**

There may be three class parties during the school year. Traditional parties are usually held at Christmas and Valentine's Day; therefore, the third party will be a date selected by the individual teacher. Parties will begin at 2:00. Because of security reasons no parents or guardians will be allowed at the parties. Personal birthday party invitations should not be passed out in the classroom, unless everyone is invited.

## **PICTURES**

Each child will have an opportunity to be photographed individually at the beginning of the school year. All students are expected to have pictures taken so the annual will be complete. Group pictures of each class will be taken in the spring. No one is obligated to order or to purchase either the individual or the class pictures.

Dates for pictures will be published several days in advance.

## **ARTICLES BROUGHT TO SCHOOL**

We request that students not bring items for entertainment such as dolls and other toys to school unless they first check with their classroom teacher. These items are often distracting to other classmates; they may be lost, broken, temporarily misplaced, or taken by some other child. Many times it is impossible for the school to find or retrieve lost items.

The following items will not be allowed on the school grounds: Radios, cell phones, ipods, knives (or any dangerous objects), and tobacco in any form, including smokeless tobacco. Items that do not contribute to the educational process will be taken up and brought to the principal's office. These items will be returned to the parents after a conference: 1 time only.

## **LOST AND FOUND**

All articles of clothing found on the playground will be taken to the Physical Education Building. Students may claim their lost items there. Other lost items such as watches, money, jewelry, etc. will be taken to one of the principal's offices.

## **DEPARTURE FROM SCHOOL**

At the beginning of school students in grades K-2 will be asked how they get home. Teachers document this and assume the students will use this form of transportation each day. If for some reason the student is

to use some other means of transportation, the parent or legal guardian must contact the Principal's office 962-2413 for K-2 or 962-2414 for 3-5. If there is no such notification, the student will be in the area he/she is normally picked-up at. If students are to be picked-up (non-bus riders) the school bell rings at 2:55 p.m. and it is the parents' responsibility to be on time. Excessive failure to pick-up your child on time could result in DHS being contacted.

## **HOMEWORK**

Homework is a phase of a child's schoolwork, which can be of much importance. It promotes independent learning and builds listening skills outside the school environment. In addition, homework communicates to the parents some idea of what their child's school program is and how well the child is performing. The importance of homework depends on the individual teacher's attitude and how much stress he or she puts on it. Of course, the amount of homework will vary greatly from grade to grade. Homework may be classified into two categories:

1. Work not finished in class to be sent home.
2. Additional work assigned to the class.

The teacher will evaluate all homework.

## **ELIGIBILITY REQUIREMENTS FOR PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES FOR ELEMENTARY STUDENTS**

(Off-campus track meets, basketball games, off campus choral events, etc).

In order for a student to represent Spiro Elementary School by participating in extracurricular activities, he/she must meet the following requirements:

- |                 |  |
|-----------------|--|
| <b>ACADEMIC</b> | <ol style="list-style-type: none"><li>1. A student must have achieved a passing grade in all subjects the proceeding nine weeks grading period.</li><li>2. All homework and class assignments must be completed and turned in.</li></ol>   |
| <b>CONDUCT</b>  | <ol style="list-style-type: none"><li>1. A student's conduct, both in and out of the classroom, must meet acceptable standards as determined by the teacher, coach and the principal.</li><li>2. If a student is on probation, suspension or in detention hall, this will be recognized as unacceptable conduct.</li></ol> |

A student that exhibits a continued pattern of either academic failure or misconduct, will not be allowed to represent the school at extra-curricular activities. The principal will make final eligibility determination.

Students at school sponsored, off-campus and on campus events shall be governed by Spiro Public Schools rules and regulations and are subject to the authority of school officials.

## **DETENTION**

Detention period is a time when the student is assigned to report early before school, during the recess or lunch break, or stay after school for any misconduct. SEE ALSO SCHOOL DISCIPLINE.



## **PARENT TEACHER CONFERENCES**

Each semester, days are set aside for parent/teacher conferences. If circumstances arise where a conference is needed outside these days, please contact the building principal.

## **PROMOTION & RETENTION FOR ELEMENTARY SCHOOL**

In general, students attending Spiro Elementary School (K-5) will be placed at the grade level to which they are best adjusted academically, socially, and emotionally. As a usual practice, students will spend one (1) year in each grade. A building committee shall be established to review and make decisions concerning retention and promotion. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when the child is achieving significantly below his/her ability and grade level, and retention would have a reasonable chance of benefiting the child. The following will be the procedure for deciding retention or promotion.

1. Students performing below grade level may be requested by the classroom teacher or parent for a “pre-referral”. The classroom teacher modifies the student’s curriculum until the academic or developmental status of the child can be determined and whether more involved testing is necessary.
2. The classroom teacher will recommend promotion or retention bases on the student’s performance.
3. In compliance with state law (HB 1056) if the parent disagrees with the recommendation of the teacher the following Appeals Procedure must be followed:

### **First Level of Appeal**

The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent’s receipt of written notification of the initial decision, the initial decision will be final.

### **Second Level of Appeal**

The parent may request review of the principal’s decision by letter to the superintendent. If no request is received within five (5) days of the parent’s receipt of the principal’s written notification of his/her decision, the principal’s decision will be final.

### **Third Level of Appeal**

The parent may request review of the superintendent’s decision by letter to the superintendent or the Clerk of the Board of Education. IF no request is received within five (5) days of the parent’s receipt of the superintendent’s written notification of his/her decision the superintendent’s decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board’s decision will be final.

If a parent disagrees with the Board’s decision, he/she may prepare a written statement giving the reason(s) for disagreement, which will be placed in the student's record.

## **SCHOOL DISCIPLINE**

A school is considered to have good discipline when its students behave in a responsible manner. Self-discipline is our goal. It is imperative that acceptable behavior is reinforced and that misbehavior is discouraged. Regardless of the cause of any student difficulty, no teacher in the Spiro Elementary School is

ever required to tolerate any act of gross misconduct, including flagrant discourtesy, abusive or vile language, and/or insubordination.

## **CONTROL AND DISCIPLINE OF STUDENTS**

A teacher of a student attending Spiro Elementary School will have the same right as a parent, or guardian, to control and discipline a child during the time the child is in attendance or in transit to or from the school, or any other school function authorized by the school district or classroom presided over by the teacher. A teacher will not be prohibited from using ordinary force as a means of discipline, except corporal punishment will be handled with the principal in attendance.

## **NO CORPORAL DISCIPLINE FORM**

If you do not wish your child to be paddled, you must file a “no paddling” request with the building principal. Your child will be sent home for a short term in place of such punishment. This must be renewed each year.

## **GUIDANCE PROGRAM**

The guidance program at Spiro Elementary School is designed to help the child make the best use of his/her assets and minimize his/her limitations. The guidance program consists of helping the child plan his/her total life. It is the responsibility of the guidance program to coordinate all information gathered by teachers and other persons and to interpret it to individual needs.

Through test results, school records, and observations of the child’s behavior in many situations (to include extra-curricular activities) the guidance counselor can learn what a student’s capabilities are and then assist the child in understanding himself/herself.

By viewing all data, the counselor should be able to determine whether the cause of the problem is mental, physical, or emotional. By advising the child, through parents and teachers, of the cause of his/her problem, the counselor may give the students a more accurate idea of his/her true capabilities.

The guidance program is designed to detect and to help students solve emotional, social, and academic problems that may cause him/her to perform below his/her capability, to become delinquent, or to otherwise fail to adjust to society’s demands.

## **EMERGENCY DRILLS**

Spiro Elementary School will conduct 2 fire drills year. One drill will be conducted each semester. All students will be given instruction about procedure for evacuation of the buildings. Fire prevention curriculum will be taught.

A tornado drill will be conducted once each semester and all students will practice evacuating the building and proceeding to the designated shelter. A bus evacuation drill will be conducted at the beginning of each semester. Lock Down and Intruder/Bomb drills will be conducted once each semester.

## **CAFETERIA POLICY**

The school sponsors a lunch program, which strives to serve a well-balanced meal each day. The cost of each meal is FREE for elementary children, which includes 1-half pint of milk. The cost of breakfast is FREE.

It is not our intention to try to tell parents how or where their children should eat, but parents should encourage students to eat a well-balanced and nutritious meal. It is believed that the diet of a child has a direct bearing on the child's health, attitude, and educational possibilities.

Application forms for free or reduced price meals may be obtained from your child's teacher.

Students bringing their lunch will eat in the cafeteria. If you bring your child their lunch it **MUST** be dropped off at the office.

## **EATING OFF CAMPUS**

Spiro Elementary School is a closed campus. Students may bring their lunch or purchase a meal in the school cafeteria. Parents may check out their children on special occasions like a birthday on a very occasional basis. Parents may not check out children other than their own to leave campus.

## **PHYSICAL EDUCATION PROGRAM**

An organized physical education program will be included in the curriculum for all elementary students in first through fifth grades. Instruction and participation in the program will be for a period of 25 or 30 minutes per day for each student, in accordance with recommendations by the Oklahoma State Department of Education.

## **HEALTH SERVICES**

### **ADMINISTRATION OF MEDICINE TO STUDENTS**

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and non prescription medications to students.

For purposes of this policy, "medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, and medicated ointments and any other item used to treat an illness, disease or malady.

The term "legal custodian" means a parent, a court appointed guardian or a person having legal custody.

Except as provided below, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parents and may result in discipline including suspension. Medicine shall not be administered to students by teachers or administrators except pursuant to the provisions of this policy.

Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer such medications.

As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

A student who has a legitimate health need for a medicine shall deliver the medicine to the school nurse or school administrator in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school nurse, and administrator or a designated employee

pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form the school will inform the student's legal custodian of district policy and the inability to give the medication. The student's legal custodian may, however, come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year the authorization form will be placed in the student's health folder and will be deemed part of the student's health record. Forms for parental authorization of administration of medicines are available in the office of the principal.

The administration of each school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Medications must be stored in a separate locked drawer and not readily accessible to persons other than the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will be annually trained by October 1 of each year by a school nurse to administer medication. Only those successfully completing the training will be authorized to give medication. A current list of those authorized to give medication will be kept at each school and by the school nurse. Training will include:

- a. review of state statutes and school regulations (including this policy) regarding administration of medication by school personnel.
- b. procedures for administration, documentation, handling and storage of medication.
- c. medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Students who are able to self administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the student's 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, etc.), is capable of and has been instructed in the proper method of, self-administration of medication. It is the student's legal custodian's responsibility to contact the physician and have the physician complete and sign the required order.

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 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, special 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 painkillers
- c. ritalin
- d. other medication hereafter designated in writing by the District.

Students may self administer injectables only in the school office in the presence of authorized school personnel.

The District strongly recommends that students who must self medicate should wear Medic Alert bracelets or necklaces.

The legal custodian will provide any emergency supply of their student's inhaled asthma medication to be administered by school personnel according to state law.

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

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

Aspirin (acetylsalicylic acid) and products containing salicylic acid will only be administered with written instructions of the student's physician. It is the responsibility of the legal custodian to maintain the supply.

Prescription medication will only be administered by school staff with written authorization and instructions. Prescription medication must be in original container that indicates:

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

It is the responsibility of the legal custodian to maintain the supply.

Any medication that is not reclaimed by the legal custodian by the last official day of school closing or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the designated employee or the school nurse in the presence of a witness according to the following procedures:

Medication will be destroyed in a nonrecoverable fashion.

- a. Liquid medication will be poured into a sink or toilet.
- b. Pills or tablets will be poured into the toilet.

The following information will be charted on the student's health card and signed by the designated employee and a witness:

- a. Date of destruction
- b. Time of destruction
- c. Name and quantity of medication destroyed
- d. Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The designated employee will advise the principal and school nurse if discontinuance of medication is appropriate and assist in informing the legal custodian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication would include but not be limited to:

a legitimate lack of space or facility to adequately store specific medication;

lack of cooperation by the student, parent or guardian and/or prescribing doctor and the District;

an unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;

any apparent change in the medication's appearance, odor, or other characteristics that question the quality of the medication; and

the medication expiration date has passed.

## **HEAD LICE POLICY**

Head lice are a widespread problem in this part of the country. For the most part, it is largely confined to school-age children, primarily in the lower grades. When a case of head lice is confirmed at Spiro Elementary, the infested student is sent home immediately with a note explaining recommendations for treatment. If the child does not show evidence of having satisfactorily been treated, he/she will be refused re-admission to school and will again be sent home for treatment. This policy includes "nits" (lice eggs).

Before returning to school:

- a. Use a lice shampoo, lotion or gel as directed on the label.
- b. Remove all the lice and nits (eggs) with a fine tooth comb or fingernails.
- c. Put on clean clothes. Wash all clothes and bedding. Don't forget coats and combs.
- d. Vacuum all carpets well. Vacuum every day for at least the next 10 days. Don't forget to vacuum the car as well.
- e. Check your child's hair **DAILY** for re-infestation. Most treatments recommend a repeat treatment in 7-10 days. If eggs are left in the hair they can start hatching at any time. An egg takes about 10 days to fully mature and hatch. Each louse lays many eggs every day.
- f. Items that cannot be washed should be placed in an airtight plastic bag for two weeks.
- g. Remind your child that lice are spread from person to person. Lice or their eggs can get on the rug or couch and then crawl or cling to another person, or they "Hitch" a ride on a shared comb, hat, or person item.
- h. All children who have been sent home from school for lice cannot return to school until they have been treated, have not live lice or nits and have been cleared through the nurses office.

## **Section 815. School Attendance of Child Afflicted with Contagious Disease**

- A. Any child afflicted with a contagious disease may be prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease.
- B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the 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 that the child is no longer afflicted with head lice.

- C. School district and county or city-county health departments may enter into agreements under the Interlocal Cooperation Act for the purpose of providing assistance to the school district by inspecting children who are returning to school after an absence due to head lice to ensure that the child is no longer afflicted with head lice.
- D. If a school district and county or city-county health department has entered into an agreement as authorized in subsection C of this section, upon written authorization of the parent or guardian of a child, the county or city-county health department may provide treatment to the child for head lice. **(70-1210.194)**

## **THE SCHOOL BULLYING PREVENTION ACT**

**(70 OKLA.STAT.24-100.2)**

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

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

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the District's response to the legislative mandate.

## **PUBLIC NOTICE**

Project Child Find is a project of the LeFlore County Special Education Cooperative designed to comply with Public Law 94-142, the Education for All Handicapped Children Act. The goals of the project are to locate and identify handicapped children, birth to twenty-one living in LeFlore County-to increase public awareness of the services they provide for school age children, and to assist local schools in assessing the need for future programs and in planning programs that will provide a free and appropriate education for all handicapped children.

If you know of a handicapped child who does not attend school, please call collect (918)653-7223, or contact your local school.

## **WELLNESS POLICY**

Spiro Public Schools has a wellness policy on file in the office for viewing.

## **ASBESTOS**

In response to the Asbestos Hazard Emergency Act, P.L. 99-5519, and EPA regulations, we have completed a three year re-inspection of our buildings that contained asbestos building materials.

As a result of our re-inspection, we are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the re-inspection will be available for viewing during office hours in the Administration building. Please call for an appointment.

## **ANNUAL NOTICE OF FERPA RIGHTS**

To Spiro School Patrons:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights 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.

Parents 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 are inaccurate.

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the 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 the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

5. The Spiro School District will arrange to provide translators of this notice to non-English speaking parents in the native language.



## **SPIRO SCHOOL DISTRICT NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

Purposes of this policy, the following definitions apply:

“Instructional material” means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

“Parent” includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). All rights provided to parents under this policy transfer to the student when the student turns 18 years old or is an emancipated minor at any age.

“Personal information” means individually identifiable information including (i) a student or parent’s first and last name; (ii) a home or other physical address (including street name and the name of the city or town); (iii) a telephone number; or (iv) a Social Security identification number.

“Survey” includes an evaluation.

### **Inspection of Instructional Materials**

All instructional materials, including teacher’s manuals, films, tapes, or other supplementary instructional material that will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents of students in the School District. However, teacher lesson plans and tests are confidential records under the Oklahoma Open Records Act. After request by a parent, review of instructional materials shall initially be addressed to the principal of the school where the parent’s child attends. If the parent is dissatisfied with the principal’s decision, then the parent may request review by the superintendent, or his or her designee, who shall have final authority over the matter.

Establishing a curriculum and determining to include or remove particular materials within the curriculum are the legal responsibilities of the board of education subject to statutory and state board of education guidelines. Nothing in this policy is intended to grant or require prior parental approval or control of materials or parental control, approval or review of teaching techniques or methods.

### **Surveys**

No student shall be required to submit to a survey, analysis, written examination or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the students or the student’s family;
2. Religious practices, affiliations, or beliefs of the student or the student’s parent;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;

5. Mental or psychological problems of the student or the student's family;
6. Critical appraisals of other individuals with whom the student has a close family relationship;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; and
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),

without the parent's prior consent.

Parents may inspect, upon request, a survey created by a third party before the survey is administered or distributed to students. Review of such surveys shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of the administration or distribution of a student survey containing one or more of the items mentioned above.

### **Psychiatric or Psychological Examinations**

Without the prior written consent of the parent or guardian, no student who is an unemancipated minor shall be required, as part of any applicable program, to submit to psychiatric or psychological examination, testing or treatment.

### **Notification and Opt-Out**

The School District will directly notify parents, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. Activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. These activities do not include information for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, such as:

- a. College or other postsecondary education recruitment, military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by elementary and secondary schools;
- d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic clinical, aptitude, or achievement information about students and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- e. The sale by students of products or services to raise funds for school-related or education-related activities; and
- f. Student recognition programs.

2. The administration of any survey containing one or more items described above in the Surveys section of this policy; and

3. Any non-emergency, invasive physical examination or screening that is (i) required as a condition of attendance; (ii) administered by and scheduled by the school in advance; and (iii) not necessary to protect

the immediate health and safety of the student or other students. This provision does not apply to any physical examinations or screening that is permitted without parental notification.

### **Inspection of Data Collection Instruments**

The School District will take appropriate steps in compliance with the Family Educational Rights and Privacy Act to protect student privacy in the event of such collection, disclosure or use of personal information collected from students for the purpose of marketing or selling that information or providing that information to others for that purpose. Parents and eligible students may inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to students. Review of such instruments shall be at a time mutually convenient to the principal involved and the parent. Any complaint by a parent regarding the parent's inability to inspect any such survey shall be addressed to the superintendent, or his or her designee, who shall have final authority over the matter.

### **POLICY DIRECTING OBSERVATION OF MOMENT OF SILENCE**

The Oklahoma Legislature has directed that the Board of Education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The principal of each school building within the school district is hereby directed to designate approximately one minute of instructional time each school day for the observation of a moment of silence. At the beginning of each semester, the principal or his or her designee will give teachers direction as to how the moment of silence is to be observed. The moment of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the moment of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the moment of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

### **NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, EVALUATION**

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the Spiro School District in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

#### **REFERRAL**

Preschool children ages 3 through 5 and students enrolled in K-2 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

#### **SCREENING**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness screening or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these areas.

1.       Readiness Screening  
Personally identifiable information is collected on all kindergarten and first grade students participating in school wide readiness screening to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened or readiness or evaluated without notice to the child's guardian.
2.       Educational Screening  
Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose guardian has filed written objection with the local school district.  
  
\*Educational screening is implemented for all first grade students each year.  
\*Second through 12<sup>th</sup> grade students shall be screened as needed upon request of parent, legal guardian, or teacher.  
\*Students entering the public school system from another state or from within the state without screening, shall be educationally screened within 6 months from the date of such entry.

## **EVALUATION**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and does not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation and related services purposes.

Collection of Personally Identifiable Information Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA:

- \*To inspect the student's education records;
- \*To request the amendment of educational records to ensure they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- \*To consent to disclose educational records, except where consent is not required to authorize disclosure;
- \*To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA; and
- \*To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator. Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the following person at your local school:

Name Richard Haynes, Superintendent Telephone 918-962-2463  
Address 600 West Broadway, Spiro, OK 74959

## **POLICY, TERMS, AND CONDITIONS FOR USE OF INTERNET**

A. Purpose Statement. Independent School District No. 2 of Leflore County, Oklahoma (the "School") provides its students with access to the School's computer network system, including Internet access, in an effort to expand informational and communication resources in furtherance of the School's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance student's research capabilities, increase student productivity, and better prepare students for higher education and the workplace.

B. Network and Internet Access- Terms and Conditions.

1. Access and use of the School's computer network system and the Internet is a privilege, not a right, which will be withdrawn if abused.

2. Acceptable Use. The School's computer system and Internet access may only be used for the support of education in a way that is consistent with the educational objectives of the School. All Internet use must comply with copyright laws.

3. Unacceptable Use. The following activities on the School's computer system and/or the Internet are unacceptable and may result in disciplinary action: a. Accessing any web site, forum or other part of the Internet that provides term papers, book reports, "canned" assignments, or other materials which can be used to avoid creating original work; b. Plagiarizing any material obtained from the Internet; c. Violating copyright laws; d. Transmitting, receiving or accessing any material that is threatening, abusive, indecent, lewd, profane, vulgar, obscene, libelous, defamatory, slanderous, unlawful, harassing, hateful, rude, disrespectful, disruptive, or annoying; e. Engaging in commercial activities or transactions, including product or service advertising; f. Engaging in political lobbying; g. Engaging in any activities that threaten the security of the School's computer system or the Internet, including, but not limited to; (1) Introducing or attempting to introduce a virus into the School's system or the Internet; (2) Attempting to gain unauthorized access to restricted areas of the School's system; (3) Attempting to logon to the Internet as a system administrator; (4) Attempting to "hack" or otherwise gain unauthorized access to any other computer system, network or web site; (5) Engaging in any actions that disrupt the School's computer system; (6) Providing your personal password to another person; (7) Failing to immediately notify the system administrator of any security problem you have identified; and (8) Demonstrating or revealing a security problem with the School's network or the Internet to a person other than the system administrator, a teacher or other faculty or staff member. h. Revealing personal contact information about yourself or any other person, including telephone numbers and addresses; i. Arranging meetings with persons you have met online; j. Failing to properly disclose to a teacher, system administrator, or other faculty or staff member any message you consider to be inappropriate or which makes you feel uncomfortable; k. Using any instant messenger program or chat program; l. Transmitting, receiving or accessing any material relating to or in support of illegal activities; m. Engaging in any off-campus Internet use that may cause or create a significant risk of on-campus disruption; n. Displaying or promoting any products or services prohibited by law from being sold or provided to minors; and o. Vandalizing or attempting to vandalize School computer hardware, software or the system itself.

4. A student will not be allowed to access the Internet, electronic mail ("e-mail"), or web-message boards until the student and his/her parent or guardian indicate their intent to abide by the terms of this Policy by signing the Student Internet Access Agreement.

C. School Monitoring of Network and Internet Activities. 1. The school monitors all content on its network and will remove any inappropriate content. Anyone using the School's computer network system has no expectation of privacy. 2. Students will not be allowed access to the Internet, e-mail, or web-message boards until the student and his/her parent or guardian consent in writing to School interception and review. 3. The School has taken reasonable precautions, including but not limited to the use of filters, to block access to obscenity, pornography and other material harmful to minors.

D. School WebSites 33 1. School web sites shall be maintained as limited open forums. This means that the School's web sites are only open to school business, school sponsored organizations or any organizations that are student initiated and otherwise appropriate within the perimeters of this Policy and the Student Handbook. 2. Nothing in this Policy is intended to create an open forum. School web sites are limited to subjects that are educationally related. 3. The School will monitor all content on its web site and promptly remove any inappropriate content upon discover.

E. Disclaimer of Liability. 1. The School makes no warranties of any kind, whether express or implied, for the computer services provided and will not be responsible for any damages which you may suffer through use of the School's system or the Internet, including but not limited to, the loss of information or files or the interruption of service. 2. The School is not responsible for the accuracy or quality of information obtained through use of the School's system or the Internet. 3. The School is not responsible for any financial obligations which may be incurred through use of the School's system. 4. The School does not endorse the contents of any third party web sites that have been linked to the School's web site. 5. The School makes no warranties that the precautions taken to block access to obscenity, pornography and other material harmful to minors will be effective. On a global network, it is impossible to control all material and an industrious user may obtain access to inappropriate information or material despite efforts to prevent such access.

F. Disciplinary Actions for Violations 1. A student who violates any of the provisions of this Policy is subject to disciplinary action, including, but not limited to; a. Termination of access to and use of the School's computer system and the internet; b. Denial of access to and use of the School's computer system and the Internet for an indefinite period of time. c. Any other disciplinary action allowed under the School's student discipline policy.

G. Application and Enforceability. The terms and conditions set forth in this Policy shall be incorporated by reference in the Student Internet Access Agreement executed by each student. By executing the Student Internet Access Agreement, the student and his/her parent or guardian agrees to abide by the terms and conditions contained in the Internet Acceptable Use Policy for Students.

## **DIRECTORY INFORMATION NOTICE**

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The School District proposes to designate the following information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

1. The student's name
2. The names of the student's parents
3. The student's address

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

You will have two weeks to advise the school district in writing of any or all of the items you refuse to permit the school district to designate as directory information about you child.

If you have any questions, you can call the principal of your child, at the following numbers:

High School Principal – Dustin Mclemore	962-2493
Middle School Principal – David Hogan	962-2488
Upper Elementary Principal – Kyle House	962-2414
Lower Elementary Principal – Abby Hogan	962-2413

## **Meningococcal Vaccines page 1**



## **MENINGOCOCCAL VACCINE PAGE 2**

