

WHITEFIELD PUBLIC SCHOOLS

Educational Philosophy

The Educational philosophy at Whitefield School evolves from a careful study of the needs of the youth of this community in today's society and the future, by school board members, administrative officers, and faculty. Our primary goal is to build a strong foundation of knowledge, as well as a strong belief in themselves and their ability to become a successful citizen in our American democratic society for today and the future.

This handbook has been prepared to introduce you to and help you become better acquainted with the philosophy and rules at Whitefield School.

A sincere effort has been made to provide a Student Handbook that is in agreement with the policies and regulations of the Whitefield Board of Education; however, final interpretation and application of the contents within this handbook is within the discretion of the Board of Education. If any conflict is found between the handbook and board policy, the policy shall take precedence.

Whitefield Board of Education

Seat 1 Royce Alverson

Seat 2 Penny Ballard

Seat 3 Carmela Powell

The Whitefield Board of Education meets the second Monday of each month at 5:00 p.m. at 107 South Redding Street unless notice is given otherwise.

Accreditation

Whitefield Elementary School is fully accredited by the Oklahoma Department of Education.



Whitefield School Objectives

1. To give the students a comprehensive understanding of the organization and function of society, with reference to its physical setting and it's local, national, and international interest.
2. To develop ideals, attitudes, an appreciation, and loyalties that will assist students in their responsibilities as a citizen of our society.
3. To encourage a love of literature and the ability to recognize its value in today's society.
4. To encourage correctness in oral and written English.
5. To cultivate useful work habits and study skills.
6. To instill character traits of honesty, dependability, loyalty, and trustworthiness.
7. To develop within the students a desire for knowledge, interests, aspirations, and the ability to sense new individual and social values.
8. To develop skills that will enable students to become happy and productive individuals.
9. To encourage the practice of "self-discipline."
10. To promote health and safety habits for every student.
11. To create a desire to reach their full potential in life and the finer things of life.
12. To guide students to develop the proper use of their leisure time by instilling above mentioned traits.
13. To train students in the qualities that will make them worthy members of a family and society.
14. To build a strong foundation of knowledge and give an insight into various learning avenues and vocations in which students are interested.

Pledge of Allegiance



I Pledge allegiance to the flag
of the United States of America
and to the Republic
for which it stands,
one nation under God,
indivisible, with liberty,
and justice for all.



The Pledge will be scheduled as a school-wide activity. As a matter of etiquette and policy, students have three options to consider while the Pledge is given.

1. Stand and recite the Pledge,
2. Stand and remain quiet while the Pledge is given, or
3. Remain seated and quiet while the Pledge is given.

Moment of Silence

It shall be the policy of the Board of Education that each school site shall follow the “Moment of Silence” law. The “Moment of Silence law, Senate Bill 815, state that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activity.

The Board of Education therefore, directs that each class observe approximately one minute of silence daily so that each student may exercise his or her individual choice to reflect, pray, or engage in other silent activity that does not interfere, distract, or impede other students in the exercise of their individual choice. The Moment of Silence will be observed at each morning at the beginning of first period.

Hazardous Weather

In the event it becomes necessary to cancel school for hazardous weather conditions or other reasons, the closing will be announced on the following television stations:

Tulsa Television Channels

KJRH—Channel 2 KOTV—Channel 6 KTUL—Channel 8 FOX -- Channel 23

Every effort will be made to determined school closing the night before, however if that judgment cannot be made until the morning the information should be broadcast by 7:30 a.m.

Asbestos Inspection

The Asbestos Hazard Emergency Response act of 1986 requires the inspection of all buildings in the school district for asbestos. The district shall comply with this act. A management plan documenting inspections shall be on file for public review upon request to the building principal or superintendent.

Solicitation

Students will not be permitted to promote or participate in the raising of funds for any organization or purpose not associated with the school and sanctioned by the principal.

Fund Raisers

The Board of Education must approve all fundraisers. Academic grades will not be based upon any fund raising activity. Parents and students have the right to not participate in any school fundraisers.

Enrollment Requirements

Pupils are admitted to regular standing in Whitefield Elementary School with records showing prior requirements for that grade level have been attained. An accurate cumulative record of all academic work and health records must be on file in the Office. All records are treated confidentially. When enrolling parents/guardians should provide copies of the following items:

1. Copy of official Birth Certificate
2. Student Social Security Card
3. Up-to-date Shot Record
4. CDIB or other Indian Membership Cards
5. Any official/court records that pertain to parental/guardianship rights.
6. Correct address, phone numbers, and contact information

Parents/guardians are also asked to complete district/state/federal level forms including but not limited to:

1. Student Information Sheet
2. Free and Reduced lunch forms (Even if you do not qualify)
3. After-school program enrollment sheet
4. Internet Permission Sheet
5. Picture/Press Release Permission Form
6. Medication Sheet
7. Student Harassment, Intimidation, Bullying & Threatening Behavior Acknowledgement
8. Parent Compact

Immunizations

Students are required to have received 5 doses of DTP/DTaP/Td (unless the fourth dose of DTP/DTaP/Td was received after the fourth birthday); 4 doses of polio vaccine (unless the third dose was received after the fourth birthday); 3 Hepatitis B, 2 MMR, 2 Hepatitis A; and 1 Varicella (chickenpox) or a parent's statement of a history of this disease, T-dap is required for all 7th Grade Students.

The law provides three kinds of exemptions to these immunizations. These are as follows:

Medical Contradictions: A signed statement, using ODH Form 216-A from a licensed physician, stating that the immunization would endanger the life or health of the child.

Religious Objections: A signed statement, using ODH Form 216-A from the parent or guardian, stating immunizations are contrary to the teaching of their religion;

Parental Objection: A signed statement, using ODH Form 216-A from a parent or guardian objecting to the required immunizations on philosophical grounds.

School Day

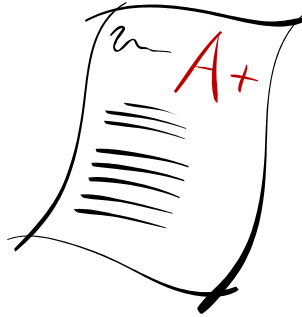
Whitefield Public School Hours (Pre-K – 8th grade)

8:25 – Class Begins

3:05 – Class Dismissed

Morning supervision of students begins at 8:00 A.M. Pre-K students must be checked in upon arrival at the Pre-K Center. All other students must go directly to the cafeteria until the group is released onto the playground. It shall be the parent's responsibility to see that their child not report to school prior to 8:00 A.M. All students should be picked up no later than 3:30 P.M. No supervision is provided after this time unless part of the after-school program. ONLY STUDENTS PARTICIPATING IN THE AFTERSCHOOL PROGRAM OR OTHER SCHOOL ACTIVITY SHALL BE ON SCHOOL GROUNDS FROM 3:05 – 5:30 P.M.

Bus students will be released first and allowed to load. All other students must remain in class until the bus is completely loaded and has pulled away from the parking lot. During high traffic events such as ballgames bus may load through the cafeteria. Parents are encouraged to wait until the bus leaves to pick up students. Unless it is an emergency or scheduled appointments student should not be released early from class at the end of the day.



Marking System

The following grades are given at Whitefield School:

Superior Work	(90-100%)	A
Above Average	(80-89%)	B
Average	(70-79%)	C
Below Average	(60-69%)	D
Not fulfilling requirements	Below 60	NG (No Grade)

*** Students who miss school will have the days missed plus one day to make up grades of NG. If NG's are not made up in this length of time, they will be recorded as an "F". All term papers, book reports, collateral reading workbooks, etc., must be turned in before credit can be allowed, regardless of the grade. An "NG" will be given for all incomplete work.

Attendance Policies

The purpose of this policy is to provide for uniformity of student attendance recording and the penalty assessment for absenteeism within the Whitefield Elementary School District.

A student must be in attendance a minimum of ninety percent (90%) of the time during a semester in order to receive a passing grade. The intent of this policy is to clarify that all students need to participate in school at least ninety percent (90%) of the time. Students may not miss more than ten (10) days in a semester without meeting the following criteria. All absences will count against the ninety percent (90%) attendance requirement, except the following:

1. Illness, substantiated by a doctor's statement
2. School activities (Per State Regulations)
3. Suspension
4. Death or serious illness in the immediate family with verification from the parent
5. Any absence of an emergency nature deemed unavoidable by school administration: When such a condition exists, the student and/or parent must petition in writing within two (2) days following the student's return to school the superintendent to request a waiver of penalty.
6. At a parent's request, a student's absence from school on a recognized religious holiday.

No penalty will be assessed for excused absences however, a student shall:

1. Be responsible for making up the work missed,
2. Be responsible for getting the work in on time,
3. Request make-up work on the first day of returning to class,
4. Receive a "NG" until the work is made up.

Lower Elementary Absences

Morning (am) attendance: students must be present two hours between 8:25 am and noon to be counted present during the first half of the day.

Afternoon (pm) attendance: students must be present two hours between noon and 3:05 pm to be counted present during the second half of the day.

Parents should call in to report that their child will be absent for the day. Failure to do so within two (2) days, and without clarification by the schools will result in the absence being recorded as truant/unexcused.

Grades 5-8 Absences

Attendance for all pupils' grades 5-8 will be taken for each period. Students may miss no more than ten (10) class periods per semester and continue to get class credit.

In order to participate in school activity students must attend at least two periods in the morning (8:25 am – 12:00 noon) and two periods in the afternoon (12:00 noon – 3:05 pm) unless previously approved by sponsor and administration. Such situations may include:

1. Medical, Dental, or Vision appointment substantiated by a doctor's statement,
2. School activities (Per State Regulations),
3. Death or serious illness in the immediate family with verification from the parent,
4. Any absence of an emergency nature deemed unavoidable by school administration and
5. At a parent's request, a student's absence from school on a recognized religious holiday.

Tardies

Note: Anyone entering class after the bell starts ringing will be tardy:

1. No penalty will be assessed against a pupil's record if a bus is tardy arriving at school.
2. Three (3) tardies equal (1) absence.
3. Tardies will not be excused.
4. Efforts will be made to contact parents after three tardies.

Truancy

Deliberate absence from school constitutes a breach of good school citizenship and in addition to the above rules, may be dealt with on the basis of individual disciplinary measures.

Legal Action

If a pattern of tardiness, truancy, or unexcused absences becomes apparent the district shall contact parents to intervene in further missed classes. If attendance does not improve the district may deem it necessary to contact the Haskell County District Attorney to report failure to attend school.

Activity Absences

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one-class period of each school year. EXCLUDED from this number will be State and National levels of school-sponsored contests. State and National contests are those for which a student must earn the right to compete.

School Activities and Class Projects

Any school organizations or class desiring to have a party or any activity should first check with the superintendent. After a date has been agreed upon, the event will be entered on the school calendar. The organization or class must have this activity scheduled at least a week before it is to take place. School activities should not be scheduled on Wednesday nights.

All class projects, before going into effect, must have the approval from the superintendent's office. Such projects, in order to receive consideration by the office, shall have the class sponsor's approval.

The Official School Calendar

The school calendar in the superintendent's office is the official calendar of school events. All events scheduled on this calendar must first be approved by the sponsor and then by the superintendent. All activities should be scheduled as early in the year as possible.

Who May Represent the School

Any student who is:

1. Regularly enrolled.
2. Attend at least 90% of the days school has been in session.
3. Passing in all subjects.
4. Not under disciplinary actions from the office.
5. In attendance on the day of the event, and
6. Has written permission from their parents, may represent Whitefield School in any extracurricular activity.

Any student who has been dismissed from the class or is in detention because of misconduct, or who shows bad sportsmanship on the campus or in a contest, or who, by concerns of the faculty, or in opinion of the superintendent, would be a discredit to the school, is said to be under discipline from the office.

Whitefield School will endeavor at all times, to bring a well-rounded program of school athletics to the student body. Students should be aware that, while the athletic obligation and responsibility to see that the school is never embarrassed by their actions.

"Booing and hissing" are not conducive to good conduct and will not be tolerated,

Student Conduct Concerning School Activities

1. Once a student has entered, he/she must stay (the student may not go in and out).
2. No alcoholic beverages or other drugs, including tobacco products are allowed on school premises.
3. A guest must have prior approval by the superintendent.
4. Students are subject to the authority of the school and its officials when attending any school sponsored activity. This also applies to students as participants and spectators at any out-of-town school activities.

Rules of Conduct

Students who compose Whitefield School are ladies and gentlemen. Their standard of conduct shall be to always think and do those things that are right and proper in a democratic society. Their speech and deeds will be expected to be above adverse criticism.

1. Food, candy, and drinks are not to be in the halls or classrooms. Upon request, the superintendent may grant exceptions.
2. Students are not to use tobacco, alcohol, or other drugs or have it in their possession while on the school premises. Failure to comply will result in suspension from school.
3. Throwing snowballs, rocks, or any other projectiles on the school grounds or during the school day is expressly forbidden.
4. No one is permitted in the gym without supervision of school personnel.
5. Students must never run in the halls and must pass through the corridors quietly when classes are in session.
6. Students must remember that all teachers have authority over them at all times during the school day and at school activities. At no time, are students to be disrespectful to the teachers. Students must follow and abide by reasonable requests made by teachers and administrators.
7. Fighting is an activity that cannot be tolerated in a school society. Therefore, the punishment will be merited according to the severity of the offense committed.
8. Display of affection, such as arms around each other and kissing, will not be permitted at school.
9. Tape players, CD's players, radios, and MP3 players are not permitted at Whitefield School. (Special permission may be granted for use of such devices, such as on long bus trips, however this would consider a privilege and maybe limited to approval of sponsor or administration.

Bus Rules

These rules are set by the Oklahoma State Department of Education and are part of Whitefield Public School system.

Bus Rider Rules

Riding a school bus is a privilege and the privilege may be removed for not abiding by the bus rider 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 bus stops.
5. 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.

While on the bus students should:

1. Keep all body parts 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 save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Not throw objects in or out of the bus.
11. Remain in your 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 the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety. (If it is necessary to leave the bus, you will be instructed)

After leaving the bus, students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's 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

- The above rules and regulations apply to all trips under school sponsorship.
- Sponsors must be designated by school officials according to State Board policy.

Cafeteria Rules

Our cafeteria will be in operation for your use and benefit. All meals, whether you bring your lunch or be it, shall be eaten in the cafeteria. We are striving to serve you the best meals possible at the lowest possible price.

Full Price Student Meal Prices:

Breakfast - \$.60

Lunch - \$1.85

In order to keep the cafeteria clean, orderly, and inviting, the following rules must be observed:

1. The line should be formed in an orderly manner.
2. Keep your place in line. Running or crowding in line is never in order.
3. Do not hold a place in line for friends. This is not fair to those students already in line.
4. Observe the rules of etiquette and order in line and at the table.
5. When you have finished eating, return the plate to the dish washing counter, carefully placing plates, glasses, silverware, and milk cartons in designated places. Place all paper in wastebaskets before leaving the cafeteria.
6. Finish your meal before leaving the cafeteria.
7. Remember that the teachers and supervisors are in charge at all times.
8. No running in the cafeteria.

Loss of Books and Equipment

Student will be required to pay the replacement cost for any lost textbook, library book, or article of equipment that is checked out to them.

Destruction of School Property

The cost of repairing or replacing school property damaged as a result of neglect or misuse will be charged to the student and his or her parents.

Willful damage or destruction of school property will also bring disciplinary action from the

administration.

Law Enforcement Agencies may be contacted in regards to stolen or damaged school property.

Dress and Grooming

Students are expected to dress in a manner that is proper to the business setting of the school. Any attire that draws undue attention to the individual, or, in any way, interferes with the educational process, is not appropriate for school wear. When school officials feel a student is not dressed in an appropriate manner, the parents will be contacted to pick up the child and correct the situation.

The following are not suitable or in good taste for school and are not permitted:

1. Shorts that are shorter than 2.5 inches above the knee.
2. Skirts, dress or culottes with hemline shorter of that approved for shorts.
3. Clothes ripped or torn above the knee.
4. Clothes with holes by design or accident that would draw undue attention.
5. Sunglasses in the building, unless prescription.
6. Bare midriff or bareback garments.
7. See-through or strapless garments.
8. Undershirts or tank tops.
9. No shoes.
10. Shirts with signs or advertisements not in good taste.
11. Clothing with beer, tobacco, or liquor advertising.
12. Jewelry or accessories pertaining to drugs or drug use.
13. Hat or other head covering in the building.
14. Non-prescription dark glasses (if prescribed, a doctor's statement must be on file in the office).
15. Unbuttoned shirts.
16. Any other attire or personal appearance that draws undue attention to the student or in any way interferes with the educational process or is considered inappropriate.

Student Messages

The school policy toward messages is as follows:

1. Students are not called to the office telephone, except in the case of sickness in the home or some other emergency.
2. No mail or parcel post will be delivered to students in the building.
3. Students will be called from class to see parents.
4. Visitors other than parents must satisfactorily explain to the superintendent their need to see the student.

Searches

School officials have the authority to detain and authorize a proper search on any pupil for reasonable suspicion. Student lockers are considered the property of the school and can be searched with reasonable suspicion. A student who refuses to peaceably submit himself/herself or their personal belongings to a search, the police will be called and his/her parents will be contacted. Further refusal to permit search by student and/or parent could result in suspension. If sufficient cause exists to warrant a search, the police and court system will be utilized. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.

Drugs and Alcohol

In recognition of the school's obligation to our students and community, we stand ready to assist with drug or alcohol related problems. When a student is suspected of being either under the influence of drugs or alcohol or in possession of drugs or alcohol, the superintendent will search the student, his or her locker, and personal property. Any student found possessing, using, or under the influence of drugs or alcohol, or possessing drugs paraphernalia may be suspended for the current semester and the next semester.

Tobacco and Vaping

Whitefield Public School has a 24/7 No Tobacco or Vaping policy. This includes cigarettes, cigars, smokeless tobacco, and all vaping products.

Hazardous Materials

Hazardous items, including but not limited to weapons, knives, or fireworks, are not permitted. Such items will be confiscated and disposed of properly. Any pupil found to be in possession of a dangerous weapon or controlled dangerous substance may be suspended by the superintendent for the current semester and can be suspended for the succeeding semester. Any pupil suspended under this section may appeal any suspension to the board of education of the school district.

Drug Prevention Programs

In compliance with state and federal laws, Whitefield School endeavors to educate all students in the harmful use, unlawfulness and prevention of drug, alcohol, and tobacco use. The following telephone numbers may be of assistance:

Outreach Hotline	1-800-522-9054
Haskell County Sheriff's Office	918-967-2400
The Oaks	1-918-423-6030

Student Suspension Regulations

1. Possession of any form of tobacco will result in the following:
 - a. First offense: Suspended for three days.
 - b. Second offense: Suspended for semester, and...
 - c. Notification of law enforcement agencies
2. Unwillingness to accept milder forms of punishment or corrective action.
3. Unwillingness to attend school regularly when illness or a family emergency is not involved.
4. Unwillingness to accept the policy of the school that no student is allowed to interfere with the learning of another.
5. Unwillingness to respect the position of the teacher who must, at all times, remain in control of the classroom or school-sponsored activities.
6. Unwillingness to respect the position of the school administrator and/or his representatives who must at all times remain in control of the school owned and/or operated buildings.
7. Continued disruption of the school atmosphere through any method, instrument, or material.
8. Unwillingness to maintain a civil tongue, to refrain from profanity, and/or any form of obscenities.
9. Engaging in any activity, which might result in damage or destruction of property of bodily harm to any student or staff member.
10. Bringing or causing to be brought to the school premises any instrument or material, which would, if used, result in property damage or bodily injury to any person.
11. Engaging in vocal, written, or symbolic threatening of bodily harm to student or staff members.
12. Engaging in vocal, written, or symbolic threatening or damage or destruction of school or personal property.

13. Engaging in any act of extortion and/or theft on the school premises.
14. Possession of drugs or alcohol.

In School Suspension Policy (ISS)

The purpose of In-School-Suspension is to provide students an opportunity to change behavior, while remaining in a normal school setting. Our goal is to provide our students with an education that will serve to modify deviant behavior.

Placement in ISS as a result of any violation of the rules as stated in the Whitefield School Discipline Policy and/or other reasons determined by the administration or teachers.

Whitefield Elementary School will strive to assign ISS at least 24 hours in advance of the time to be served. However, there will be situations when this will not be possible. It is the student's responsibility to secure his/her parent's signature on the ISS form and to return this form to school the following day.

ISS is held from 8:00 a.m. to 3:00 p.m. on Monday through Friday. Students must be on time and must bring school assignments and needed materials on which to work. No talking or sleeping will be permitted and no food or drink will be allowed. No break time will be provided. Any student, who is not on time or does not follow the regulations, will be subject to additional placement in ISS or will be referred for Out-of-school suspension. The number of days to be served will depend upon the degree and/or frequency of the offense that resulted in placement in ISS.

A student who is absent, whether excused or unexcused, will make up detention days according to the following guidelines: Tardy: Teacher/Principal conference to determine the time to be made up. Excused Absence: Make up time missed in ISS. Unexcused Absence: One extra day in ISS.

The Whitefield School system, in order to provide quality education for all of its students, will not tolerate disruptive acts that would interfere with the tranquility of its school, the safety of its students, or the damaging of school property. Whitefield Elementary School is a safe place where all children will be given the opportunity to learn in a well organized and highly disciplined environment. Students are expected to follow all rules, as outlined by the individual classroom teachers and the school's discipline policy. Students, who continually exhibit nonconformative behavior at school or while under the authority of the school, are subject to In-school suspension, suspension, or expulsion.

Nothing in this discipline schedule shall be construed to deny the student's right to a fair and orderly hearing appeals, counsel, and due process in cases, which may end in suspension or expulsion.

This schedule shall be interpreted by the principal and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable, disciplinary action, which they find warranted by situations not covered in

the disciplinary action schedule.

The administration shall give consideration to a parent's or guardian's request as to not administer corporal punishment if the parent or guardian will furnish a signed statement to the effect, provided that it is understood that the administration has the authority to suspend the student in lieu of administering corporal punishment.

Student Suspension Policy—Whitefield School Authority and Reasons for Suspending a Pupil or Pupils from School (Sec. 252, School Laws of Oklahoma 1970).

Any pupil who is guilty of immorality or violation of the regulations of Whitefield School while in attendance or in transit by school transportation or under school supervision to or from school, or any school function authorized by Whitefield School may be suspended by the principal, and the principal shall have the authority to suspend any pupil found to have used a dangerous weapon against another pupil or person, have threatened to do so, or any pupil in any manner, found to be illegally in possession of any narcotic drug, stimulant or barbiturate, while in such attendance or in such transit or present on such facility, which suspension shall not extend beyond the school year.

For the purpose of this act, the term "dangerous weapons" shall mean pistol, revolver, or any instrument of knife with a blade more than two (2) inches long without authorized consent or proper authority, sharpened metal file more than two and one-half (2 1/2) inches long, metal comb or loaded cane or club, metal knuckles, razor, except safety, hand chain, or any other offensive weapon

Drills and Lockdown

Fire Drills: The following procedures are to be followed in case of fire or fire drill. First, wait for instructions from your teacher and then move to assigned exit. Students are asked to walk, not run, from rooms. Leave books and materials in rooms. All students are to remain with their teacher until the all-clear signal is given.

Tornado Drills: Students are to proceed to the safe room in their area in an orderly fashion. Students should remain quiet and attentive in order to listen for any further instructions. All students are to remain with their teacher until the all-clear signal is given.

Bus Drills: Students are to follow the instruction of Bus Driver or other official. Instructions for use of various emergency exits will be demonstrated by Bus Driver or other school official.

LOCKDOWN: Teachers will follow plan procedures. Students are to follow instructions of teacher at all time and remain quiet and attentive in order to listen for any further instructions.

PPRA Notice and Consent/Opt-Out For Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, Requires Whitefield Schools to notify you and obtain consent or allow you To opt your child out of participating in certain school activities. These Activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parents.
2. Mental or 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 of parents.
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosures or use of student Information for marketing purposes ("marketing surveys"), and certain Physical exams and screenings.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under State Law)



Wireless Telecommunication Devices

It is the policy of the Whitefield Board of Education that students may possess a cellular telephone while on school premises and while in transit under the authority of the school only with the written permission of their parents and the consent of the building administrator. Students will keep cellular telephones turned off and out of sight during class time, passing periods and other school activities. Students may only use cellular telephones before and after school and at lunch. Cell phone usage will not be allowed in the afterschool program. All policies that are in place during the school day shall continue into the afterschool program. Students may have pagers and cellular telephones while attending a function sponsored or authorized by the school if the sponsor gives his/her permission.

A student may not possess or use cellular telephones with audio or video recording capabilities or personal digital assistants (PDAs) with internet and/or digital recording capabilities while the student is in school buildings, on school vehicles or while attending any function sponsored or authorized by the student's school.

Violation of these rules will be reason for discipline, including suspension. Wireless telecommunication devices will be confiscated if found to be in the possession of students who do not have current permission. These devices will be released only to a parent or legal guardian.

Consequences

1st offense Device will be taken to office, report will be made, and student shall be able to get upon leaving the school grounds for the day.

2nd offense Device will be taken to office, report will be made, parent/guardian will be contacted and device shall be returned to parent or guardian.

3rd offense Device shall be take to office, report will be made, parent/guardian will be contacted and device shall be returned to parent or guardian. STUDENT WILL NO LONGER BE ALLOWED TO HAVE DEVICE ON SCHOOL GROUNDS.

Terms and Conditions For Use of Internet

Internet access is available to students and teachers in the Whitefield Public School District. We are very pleased to bring this access to Whitefield and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in the Whitefield Public School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and Teachers have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and shareware of all types.
4. Discussion groups on a plethora of topics ranging from diverse cultures, to the environment, to music, to politics.
5. Access to many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational Value in the context of the school setting. The Local Education Agency (LEA) and the Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials. An Industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. The guidelines are provided here so

that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the Network resources. If a LEA user violates any of these provisions, their Access will be terminated and future access could possibly be denied.

POLICY PROHIBITING STUDENT HARASSMENT, INTIMIDATION, BULLYING AND THREATENING BEHAVIOR

Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Bullying Protection Act*, 70 Okla. Stat. § 24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, bullying and threatening behavior in an effort to “create an environment free of unnecessary disruption” and also requires districts to actively pursue programs for education regarding bullying behaviors.

The District’s student conduct code prohibits harassment, intimidation, bullying and threatening behavior. This Policy further explains the negative effects of that behavior, seeks to promote strategies for prevention and education, establishes a procedure for investigating alleged incidents of prohibited behavior and establishes a post-investigation procedure that may include recommendations for community mental health care options and requests for disclosure of student mental health care information.

Statement of Board Purpose in Adopting Policy

The Board of Education recognizes that harassment, intimidation, bullying and threatening behavior causes serious educational and personal problems, both for the student-victim and the initiator. The Board observes that this conduct:

- Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large;
- Substantially disrupts school operations by interfering with the District’s mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and just as disruptive of the school’s efforts to prepare students for productive lives in the community as they become adults;
- Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of harassment, intimidation, bullying and

threatening behavior towards student-victims simultaneously supports the District's primary and substantial interest in operating schools that foster and promote academic achievement;

- Substantially interferes with school compliance with federal law that seeks to maximize the inclusion of students with disabilities and hinders compliance with Individualized Educational Programs containing goals to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions;
- Substantially interferes with the District's mission to advance the social skills and social and emotional well-being of students. Targets of harassment, intimidation, bullying and threatening behavior are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety, and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money or class assignments or performance bribes to protect themselves from harassment, intimidation, bullying and threatening behavior; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims, who have been harassed and demeaned by the behavior of bullies, often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide;
- Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts; and
- Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Harassment, intimidation, bullying and threatening behavior often involves expressive gestures, written or verbal expression, electronic communication or physical acts that are sexually suggestive, lewd, vulgar, profane or offensive to the education or social mission of the District, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction and study or to operate free from the effects of harassment, intimidation, bullying and threatening behavior. This results in a reluctance or resistance to attend school.

Definition of Terms

A. Harassment, Intimidation and Bullying:

The *School Bullying Protection Act* defines the terms "harassment, intimidation and bullying," as including, but not limited to, any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will:

1. Harm another student;
2. Damage another student's property;
3. Place another student in reasonable fear of harm to 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's educational mission or the education of any student.

B. Electronic Communication

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

telecommunication device or a computer.

The District prohibits harassment, intimidation, bullying and threatening behavior by electronic communication, whether 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.

C. Threatening Behavior

“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.

D. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

E. General Display of Bullying Acts

Bullying, for purposes of this section of the policy, includes harassment, intimidation and threatening behavior and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be but is not limited to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

1. **Physical Bullying** includes harm or threatened harm to another’s body or property, including but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include 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.

2. **Emotional Bullying** includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statements, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

3. **Social Bullying** includes harm to another’s group acceptance, including but not limited to harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of

current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious or loathsome disease, or similar egregious representations.

4. **Sexual Bullying** includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching or private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide.

Such conduct may also constitute sexual harassment, which is also prohibited by the District.

Understanding and Preventing Student Harassment, Intimidation, Bullying and Threatening Behavior

A. Student and Staff Education and Training

All staff will be provided with a copy of this Policy. All students will be provided a summary of the Policy and notice that a copy of the entire Policy is available on request. The District is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting student harassment, intimidation, bullying and threatening behavior and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of student harassment, intimidation, bullying and threatening behavior, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. The District's Safe School Committees

The District's Safe School Committees have 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 the maintenance of safe schools.

With respect to student harassment, intimidation, bullying and threatening behavior, each Safe School Committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, bullying and threatening behavior and understanding and identifying bullying behaviors. In addition, each Committee shall make recommendations regarding: (1) identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; (2) methods to enhance relationships between students and school staff in order to strengthen communication; and (3) fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives each Committee shall review traditional and accepted harassment, intimidation and bullying prevention programs utilized by other states, state agencies or school districts.

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, bullying or threatening behavior.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassment, intimidation, bullying or threatening behavior. All employees shall encourage students who tell them about such acts to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events shall complete reports and submit them to the employee designated by the principal to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, bullying or threatening behavior, will report all relevant information to the building principal or designee.

Investigating Alleged Incidents of Student Harassment, Intimidation, Bullying and Threatening Behavior

Staff members designated by each principal building shall investigate all reported incidents of harassment, intimidation, bullying or threatening behavior and take prompt and effective action to address confirmed incidents and prevent their recurrence. This action may include discipline, referral to the school counselor, referral to community mental health care providers, student social skills training and other actions. In addition, designated staff members will also determine the severity of confirmed incidents and assess their potential to result in future violence. Those staff members shall promptly report their findings to the building principal and other appropriate staff members.

Post-Investigation Recommendations

A. Community Mental Health Care Options

When designated school personnel confirm an incident of student harassment, intimidation, bullying or threatening behavior, they may also determine that it is appropriate to recommend that the student and parent take advantage of available community mental health care options in an effort to provide additional student assistance and prevent the recurrence of further incidents. If so, designated school personnel will advise the parent in writing of such options available in the community and surrounding area.

B. Disclosure of Student Community Mental Health Care Information

Pursuant to the requirements of state law, the District may request the disclosure of any information concerning students who have received mental health care for an incident that indicates an explicit threat to the safety of students or school personnel. The District will make any request for disclosure in compliance with applicable state and federal laws and regulations.

Parental Responsibilities

Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment, bullying and threatening behavior. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. An administrative response to a reported act of intimidation, harassment,

bullying or threatening behavior may involve certain actions to be taken by parents. Parents will be advised that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms;
5. Cooperate fully with school personnel in identifying and resolving incidents; and
6. Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

Title VII Parent Advisory Committee By-Laws

ARTICLE I—NAME OF THE COMMITTEE

The name of this committee shall be the *Whitefield District Title VII Parent Advisory Committee*.

ARTICLE II—PURPOSE OF THE COMMITTEE

The purpose of the Title VII Parent Advisory is:

- A. To comply with the rules and regulations governing Indian Education Act—Title VII.
- B. To enhance and encourage the academic experience of Title VII eligible students in the district
- C. To provide direction and build on Indian culture in meeting the academic and cultural needs of Title VII eligible students.
- D. To participate in the design, operation, and evaluation of the project.
- E. To advise the school district on the development of policies and procedures relating to the hiring of project staff including reviewing the qualifications of and making recommendations concerning applicants for project staff positions.
- F. To serve as liaison between Title VII eligible students, parents, and guardians and the school district.

The parent advisory committee shall have no power to bind any member of the Whitefield School District to any debt, liability or obligation without an express written authorization from the party to be bound.

No member of the Parent Advisory Committee shall be required to provide any sum of money or property to the Parent Advisory Committee. No member of the Parent Advisory Committee shall be required to give any service to the Parent Advisory Committee other than the services described in these by-laws. The Parent Advisory shall not pay any member for providing services.

The Parent Advisory Committee shall have no powers beyond those expressly set forth herein.

ARTICLE III—MEMBERSHIP

The Title VII Parent Advisory Committee is open to all parents and guardians of Title VII eligible students in the Whitefield.

Section 1: The Executive Board of the Title VII Parent Advisory Committee will be comprised of the following

members elected by the general committee.

Parents: Not less than five (5).

Teacher: At least one teacher and one alternate as recommended by the Executive Board of the Title VII Parent Advisory Committee.

Students: At least two (2), but not more than three (3) secondary students selected by their peers.

Section 2: Qualifications for the Title VII Parent Advisory Committee shall be in compliance with the Indian Education Act, Title VII, Regulations (Section 9114 Assurances).

Section 3: Each Parent Advisory Executive Board member shall hold office for a period of two (2) years unless the parent does not comply with the Title VII rules and regulations.

ARTICLE IV—ELECTIONS

Elections to the Executive Board of the Title VII Parent Advisory Committee shall be held during the regular May meeting every year. Elections will be open to all parents/guardians of Title VII eligible students.

Section 1: Election procedures shall be as follows:

- A. All nominations will be made from the floor by parents/guardians of Title VII eligible students.
- B. All nominations require a second.
- C. The school district shall have until the October meeting to submit the names of the teacher and student representatives to the Parent Advisory Committee.
- D. All voting will be done by secret ballot with majority voting ruling.
- E. Proxy voting and absentee voting will not be permitted.
- F. Title VII Parent Advisory Committee members shall not be exempt from service on the committee when close family members serve in the capacity of program staff.

Section 2: Terms for office for the Title VII Parent Advisory Committee Executive Board shall be for two years with one-half (1/2) of the elected board up for election each year. During the first year of adoption of these by-laws the position of Chairperson and two Members-At-Large will be held for a period of three years.

Section 3: Any member of the Title VII Parent Advisory Committee Executive Board may be removed or resign for the following reasons:

- A. A member may resign for personal reasons by giving a written resignation to the Chairperson of the Parent Advisory Committee.
- B. A member shall be automatically removed from membership if the member has been absent without excuse from three consecutive regular meetings.
- C. A member shall be automatically removed from membership if the member does not meet the qualifications for eligible membership as a parent, student or certificated staff.
- D. A member can be removed by affirmative vote of $\frac{3}{4}$ majority of all members of the Parent Advisory Committee for gross misconduct, or felony convictions, or for divulging confidential information.

Section 4: A vacancy may be filled by appointment by the Executive Board. The appointment will remain in effect for the remainder of the unexpired term.

ARTICLE V—EXECUTIVE BOARD

The Executive Board of the Title VII Parent Advisory Committee will consist of the following officers: Chairperson, Vice Chairperson, three (3) Members-At-Large, two (2) Student Representatives, and a Teacher Representative.

ARTICLE VII—OFFICER’S DUTIES

Section 1: Duties of the Chairperson shall be:

- A. Assuring compliance with the Title VII Rules and Regulations
- B. Chairing all regular and special Parent Advisory Committee meetings.
- C. Serve as the official representative of the Title VII Parent Advisory Committee to the Whitefield School District in all matters pertaining to the education of Title VII eligible students.
- D. Maintain a current Title VII eligible parent list
- E. Assure that the Title VII Rules and Regulations and By-laws are disseminated to interested parents and community
- F. With Vice-Chairperson, will appoint membership to all special committees as needed.

Section 2: Duties of the Vice-Chairperson shall be:

- A. Assume the duties of the Chairperson in the event of his or her absence or vacancy.
- B. Submit news items, notices, and any pertinent information to appropriate media as needed.
- C. Arrange for speakers and special programs
- D. With the Chairman, appoint membership to special committees

Section 3: Duties of Members-at-Large, Teachers, and Students

- A. Serve in a voting capacity on the committee
- B. Serve on Standing or special committees as assigned by the chairperson

Section 4: Duties of the Secretary

The secretarial duties shall be fulfilled by the District Project Director. This is a non-voting position. Duties shall include:

- A. Keeping minutes of the meetings, both regular and special
- B. Provide copies of the minutes to the Title VII Chairperson
- C. Be custodian of the committees records
- D. Maintain a list of the addresses and telephone numbers of each member of the committee

ARTICLE VIII—MEETINGS

Section 1: Meeting times and location

Regular meetings will be held monthly at a date and time to be determined by the executive board.

Section 2: Order of business

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Minutes
- D. Staff Reports (quarterly, in person)
- E. Committee Reports
- F. Financial Status Reports (Project Director)
- G. Old Business
- H. New Business
- I. Open Floor
- J. Schedule next meeting
- K. Adjournment

Section 3: Quorum

A quorum shall consist of three executive committee members.

Section 4: Special Meetings

Special meetings may be called by the Chairperson or Vice Chairperson or by petition of at least three Parent Advisory Committee members. A quorum will be as stated for regular meetings.

Section 5: Meeting Protocol

All meetings will be conducted in accordance with Robert's Rules of Order and the adopted by-laws.

Section 6: Reorganization

An annual reorganization meeting will be held each year in May.

ARTICLE IX—COMMITTEES

Section 1: Subcommittees

The Parent Advisory Committee shall create such subcommittees as may be required to promote its objectives. Each subcommittee can be created by majority vote of a quorum at any general parent Advisory Committee meeting. The chairperson of the subcommittee shall be appointed by the chairperson and he/she shall select the members of his/her committee.

Section 2: Procedures

When requested, committees will report to the Parent Advisory Committee their progress and will, in writing over the committee signatures, submit recommendations to be acted upon by the Parent Advisory Committee. These actions will become a part of the minutes of that particular meeting.

ARTICLE X—GRIEVANCES

Section 1: Filing

Formal grievances or complaints in regard to the Parent Advisory Committee will be filed in the following manner:

- A. The aggrieved shall, in writing, file his or her grievance with the Title VII Chairperson and one copy to the Project director.
- B. A grievance committee will be appointed by the Title VII Parent Advisory committee Executive Board and will consist of five unbiased and impartial persons selected from the total Title VII Parent Advisory committee membership; one of which will be a school district designate selected by the Project director.
- C. The parties involved have the right to object to the appointment of any member of the grievance committee.
- D. Upon receipt of a formal grievance, the grievance committee will have seven (7) working days to review the grievance, interviewing the concerned parties, if necessary, and decide the outcome of the grievance.
- E. A written decision will be given to the concerned parties on the eighth (8) working days from the date of receipt by the committee.

Section 2: All decisions issued by the grievance committee will be considered final.

Section 3: Grievances pertaining to project staff shall be handled according to School District Policy.

ARTICLE X—AMENDMENTS

These by-laws may be amended at any time by two-thirds (2/3) affirmative vote of the members of the Parent Advisory Committee in attendance, provided that the amendment is in compliance with the Title VII Rules and Regulations. The proposed amendment must be submitted to the Title VII Parent Advisory Committee Chairman at least seven (7) days prior to the meeting at which it will be discussed.

ARTICLE XI—RATIFICATION

These by-laws shall be declared adopted by the Parent Advisory committee when passed by a majority vote of the general membership at a regularly scheduled meeting.

Whitefield Public Schools District Wide Comprehensive Plan and Parental Involvement Policy (PIP) “Parents Right To Know” Policy

Part I. General Expectations

The Whitefield Public School District agrees to implement the following statutory requirements in accordance with Title I, Part A consistent with the Elementary and Secondary Education Act:

- The district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs. These programs will be in consultation with parents of participating children.
- The district will meet required PIP and will include a school-parent compact.
- The district will incorporate this district wide PIP into its LEA plan.
- The district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children. This includes providing information and school reports in an understandable and uniform format and to the extent practicable in a language parents can understand.
- If the LEA plan is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the SDE.
- The district will involve parents of children served in decisions about how the 1 percent funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 - Parental involvement means the participation of parents in regular, two-way meaningful communication involving student academic learning and other school activities, including ensuring –
 - That parents play an integral role in assisting their child’s learning;
 - That parents are encouraged to be actively involved in their child’s education at school;
 - That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- The district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.

Part II. Description of How District Will Implement Required District Wide PIP Components

- 1) The district will convene an annual public meeting, in which all parents shall be invited and encouraged to attend, to involve parents in the joint development of its district PIP and in the process of school review and improvement. This meets section 112 and 1116 of the ESEA.
- 2) The district plan will provide coordination and technical assistance to assist in planning and implementing effective parental involvement activities to improve student academic achievement and school performance. The technologist of the LEA provides technical assistance. The district has a parental technology advisory committee and a technology board.
- 3) The district plan will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the Headstart and preschool programs.
- 4) The district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title, I, Part A schools. At the beginning of the school year, parents and staff will set goals for parental involvement. The success of the school in achieving these goals will be assessed at the end of the school year. Suggested criteria for assessment include:
 - a) The number of parents who attend meetings,
 - b) The number of parents who volunteer service to the school; and
 - c) Parent and staff statements concerning how the results of meetings were used to help improve student achievement as well as parental self improvement.
 - d) The following questions will be analyzed:
 - i) Does this policy increase parent participation?
 - ii) What barriers to parent participation still exist and how can they be reduced or removed (including economically disadvantaged, disabled, limited English, limited literacy, or racial and ethnic minority background)?

The school district will use the findings of the evaluation about its PIP and activities to design and revise its PIP.

- 5) The district will build the schools' parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents and the community to improve student academic achievement, through the following activities specifically described below:
 - a) The school district will provide assistance to parents of children served by the school district or school in understanding topics such as: the state's academic content standards, the state's student academic achievement standards, the state and local academic assessments including alternative assessments, the requirements of Part A, how to monitor their child's progress, and how to work with educators.
 - i) An Explorer meeting is held with the parents of middle school students. This meeting focuses on all the above standards to prepare students for high school enrollment and its impact on college enrollment.
 - ii) The district has an open house and 4 parent teacher conferences at the beginning of the school year.
 - iii) The elementary school provides a local Parent Teacher Association that meets all the above standards.
 - b) The school district will provide materials and training to help parents work with their children to improve their children's academic achievement and to foster parental involvement by:
 - i) Parenting books, cassette tapes, videotapes and parental training workshops are provided to parents;
 - ii) Adult Education classes to increase parental literacy rates and to provide students with parenting skills needed to be successful in the education and development of their child and provided by the Stigler Lifelong Learning Center; and
 - iii) The schools provide an internet based learning program for students to raise their academic achievement in compliance with the state academic assessments. This can be used at home with parents and children working together.
 - c) The school district will educate its teachers, personnel and principals in how to reach out to, communicate with and work with parents as equal partners, in the value and utility of contributions of parents and in how to implement and coordinate parent programs and build ties between parents and schools, by providing staff development training and workshops.

- d) The school district will coordinate and integrate parental involvement programs and activities with Head Start and public preschool to conduct activities that encourage and support parents in more fully participating in the education of their children.
 - i) Teacher-home interaction is encouraged.
 - ii) An induction program for the transition from Head Start or preschool to the Kindergarten level is provided.
- e) The district will send information related to the school and parent programs, meetings and other activities to the parents of participating children in an understandable and uniform format, including alternative formats upon request.
 - i) The principal of the school site hosting the meetings, programs, or activities will mail notices to each parent informing them of the meeting.
 - ii) The meetings, programs or activities will be published in the newspaper as a public notice.
 - iii) The meetings, programs or activities will be posted at the building site and at the other buildings throughout the district.

Part III. Discretionary District Wide Parental Involvement Policy Components

The school district, in consultation with its parents, chooses to undertake the following to build parents' capacity for involvement in the school and school system to support their children's academic achievement:

- 1) Involving parents in the development of training for teachers, principals and other educators to improve the effectiveness of that training;
- 2) Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- 3) Training parents to enhance the involvement of other parents;
- 4) In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- 5) Adopting and implementing model approaches to improve parental involvement;
- 6) Establishing a district wide parental advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs; and
- 7) Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

School-Parent Compact

School Responsibilities

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - A. The school will provide high-quality curriculum and instruction in a supportive and effective learning environment.
 - B. After school tutoring will be available for students to receive a more individualized education experience.
- 2. Hold parent-teacher conference 2 times a year during which this compact will be discussed as it relates to the individual child's achievement. The conferences will be in the fall, spring.
- 3. The school will provide the parents with frequent reports on their children's progress and will provide parents reasonable access to staff including:
 - A. Parents may access student grades online on a secure site accessible only with child specific user-id and password.
 - B. Progress reports are handed out the fifth week of classes each quarter and reports are handed out at the end of each quarter and semester.
 - C. Staff members are provided a conference period each day in which the parents can make appointments to meet with the teachers.
- 4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:
 - A. The elementary provides a local Parent Teacher Organization.
 - B. Parents can contact classroom teachers to set up times to observe or volunteer.

Parent Responsibilities

We, as parents, want our children to have the best possible education and realize that strong school systems are essential. We, therefore, join with the school district in providing an optimum learning environment for our children.

1. I will insist that all homework assignments are done each night.
2. I will discuss at dinnertime what my child has learned at school each day.
3. I will remind my child of the necessity of discipline in the classroom – especially self-discipline.
4. I will provide for my child a minimum of one hour (3 times a week) of uninterrupted time (without television), which will be devoted to an instructional activity.

(PARENTS, STUDENTS, TEACHERS, and ADMINISTRATION are requested to review and sign/date a copy of this compact upon enrollment as well as at the beginning of each school term.

FERPA

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:

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.

The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.

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. 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 eligible student of the records re-request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

2022-2023 SCHOOL CALENDAR

August 8 & 9	Teacher In-service Days
August 10	First Day of School
September 4	No School—Labor Day
September 22	Virtual Day
October 6	End of 1st 9 weeks
October 10	Parent/Teacher Conference
October 12	Virtual Day
October 13-16	No School—Fall Break
November 20-24	No School—Thanksgiving Break
November 27 – December 1	Whitefield Basketball Tournament
December 20	Teacher in-service Day
December 20	End of 2 nd 9 weeks
December 21-January 8	No School—Christmas Break
January 15	Martin Luther King Day/Virtual Day
February 16	Virtual Day
February 29	No School Presidents Day
March 8	End of 3 rd 9 weeks
March 12	Parent Teacher Conference
March 10	Teacher In-Service Day
March 18-22	Spring Break
April 1	Easter
May 6	Graduation
May 10	Last Day for Students
May 13	Professional Day
May 14-15	Parent Teacher Conference