



Marrs Elementary



2023-2024 Handbook



WELCOME

We are a Title I (Reading & Math) School

Welcome to Skiatook Public Schools! We are happy you chose our school for your child. We are excited about our school year, and we look forward to working with you and your child.

It is our belief that the school and home must work together for the success of every child. Your child will greatly benefit when there is a meaningful exchange of information between home and school. This handbook will serve as one means of communication. On the following pages, you will find pertinent information regarding our school, an explanation of services, and an outline of school policies and regulations. Please read the handbook and share the information with your child.

Parent/teacher notes, meetings and phone calls also serve as means of communication between home and school. We encourage you to attend scheduled meetings and to stay involved and informed in the education of your child.

If you have any questions, feel free to contact your child's teacher, the school office, or the principal. We are always available to clarify any school matter. We look forward to a great year ahead.

School Directory

Superintendent	Dr. Missy Bush	918-396-1792
School Nurse	Amy McQuay	918-396-2295, ext 2012
Special Services Director	Wendy Joice	918-396-1792, ext 1107
Food Services Director	Kristy Carpenter	918-396-1792, ext 1114
Marrs Cafeteria Manager		918-396-2295
Bus Barn	Camden Postier	918-396-1320
Assistant Superintendent/Curriculum	Rick Loggins	918-396-1792, ext 1110
Technology	Darrell Hatfield	918-396-1792, ext 1111
Resource Officer	Brandon Foshee	
Resource Officer	Cassady Tucker	

Principals

High School (9-12)	Jenny McElyea	918-396-1790
NMS (6-8)	Derek Scheihing	918-396-2307
SE (2-3)	Christy White	918-396-5737
SIE (4-5)	Tim Buck	918-396-5745
Marrs (Pre K-1 st)	Sherrie McGuckin	918-396-2295, ext 2003
E.C.C. Daycare	Jodi Long	396-5730

The Skiatook Public School District does not discriminate based on race, color, national origin, sex, age, qualified handicap, or veteran.

Administrative Office hours are: 7:30 to 4:00. Marrs Office hours are: 7:30 to 3:30.



NOTICE TO PARENTS REGARDING RELEASING STUDENT INFORMATION

The Skiatook Board of Education believes that it has a duty to maintain the privacy rights of its students as protected by the "Family Educational Rights and Privacy Act," passed by Congress in 1974. Therefore, as provided for by the Act, Skiatook Schools will not release educational records of your children, known under the law as "directory information," for general public access for any purpose, including commercial use; however, we will continue to disclose traditional information that Skiatook Schools has provided in the past.

It has been tradition for the Skiatook Schools to use names in yearbooks, honor rolls, athletic programs, and other school publications. The Skiatook School District intends to continue to disclose student information for these traditional purposes. If you desire to withhold the use of information from the educational records of your children for the above purposes, please notify the building principal of the school that your child attends at the following address:

Sherrie McGuckin, Principal
Marrs Elementary
1100 South Osage
Skiatook, OK 74070

Marrs Elementary Mission Statement

We will collaboratively work together as a community of educators to ensure that all students have the opportunity to rise to high levels of academic success.

Skiatook Marrs Elementary Shared Values

1. Children are the center of everything we do, and our practice should reflect their best interest.
2. We will provide a safe and engaging environment that will meet each child's academic and emotional needs.
3. Creating a relationship with all stakeholders is crucial in the development of a child's education.
4. Character is important, and schools can help shape a child's character.
5. Schools are a community's most precious institution and they have the power to transform it.
6. We will work in a collaborative environment to ensure that all students are successful.
7. We believe that all students will learn.



Marrs Elementary Special Dates
2023-24

July 27	New Student Enrollment 8 – 5:00 at the High School
August 7-9.....	Professional Days
August 8.....	Evening parent meetings: Kindergarten and T-1 (not come and go)
August 8	Evening parent meetings: 1 st Grade & T-2(not come and go)
August 10	Kindergarten and First Grade First Day of Classes
August 10 & 11	Day time parent meetings for Prek (not come and go)
August 14	PreK First Day of Classes
September 4	Holiday
October 12	Elem & Sec Parent/Teacher Conferences (evening)
October 17.....	Elementary Parent/Teacher Conferences (evening)
October 6	End of 1 st 9 Weeks
October 19 & 20	Fall Break
November 20-24.....	Thanksgiving Holiday
December 15	End of 1 st Semester
December 18 – January 1	Winter Break
January 2-3	Professional Days
January 15	Holiday
February 19	Holiday
February 29 & March 5	Elementary Parent/Teacher Conferences (evening)
March 8	End of 3rd 9 Weeks
March 18-22	Spring Break
March 29.....	No School
May 3 & 10	Bad Weather/Holiday
May 16.....	Tentative Last Day of School



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Welcome to MARRS
“Helping All Students Succeed”

Accelerated Reader Program

The Accelerated Reader Program helps students develop a love of reading, become active readers who comprehend what they have read, and master skills that can make them a better reader. Students check out books on their reading level from the school library. A star on the spine of the book indicates the book is on the AR program. After reading the book, the student takes a computerized test in the computer lab or the classroom. The test encourages students to be more responsible for what they have read and measures their level of comprehension. The classroom teacher sets a goal for each student. To reach their goals, students must accumulate points by scoring 70% or above on their book tests. MARRS utilizes various incentives throughout the year to encourage students to reach their reading goals.

Arrival

School doors will open for MARRS students at 7:30 a.m. MARRS Staff will be on duty at 7:30 a.m. Children are not to arrive at school before that time. Children on the school grounds before 7:30 a.m. will be unattended and will not be the responsibility of the school.

Arrival/Departure Areas

Pre-Kindergarten - First Grade students are to be dropped off in the first lane “Moving Traffic Lane” only in the front **parking area**. Please use only the farthest right lane. This will keep children from walking in front of other cars. Areas **not** to be used for dropping off or picking up children are:

Osage Street (Front of School)

//////////////////// Parking //////////////////////////////////////

- >>> **Moving Traffic Only** - Pull into this lane from parking area >>>
- >>> **Middle Lane** - Pre-K dismissal only. Moving traffic only >>>
- >>> **Moving Traffic Only** - Pick student up at curb and move on>>>>

School Building

HANDICAP ZONE, unless you qualify for handicap parking
CHESTNUT STREET (north of the school building)
BUS LOOP



When you pick up your child:

1. Place your child's name tag in your front car window or on the sun visor and pull forward as far as possible in the student pick up lane.
2. Each student will be given two name tags. Anyone picking up your child must have a name tag for his or her window. Additional name tags can be requested from the office.
3. Any car without a name tag will need to park, and the parent will need to walk to the office with a photo ID to get a tag.
4. All Pre-K students will be released at 2:00 from the main entrance. **Pre-K will use lane two (moving lane).** All Kindergarten and 1st grade will be released at 2:50. **Kindergarten and 1st grade will use lane 1.** See diagram above.
5. Marris staff members will load students in their cars from the student-loading zone on the passenger side only.
6. Parents who want to park and walk up to pick up their child must pull into a parking space, bring their child's name tag, use the crosswalks, go to the farthest north entrance door, and show the teacher at the door their child's name tag. Any parent without a student name tag will need to go to the office with a photo ID to get a tag.

Pre-K Parents please be prompt in picking up your child at the appropriate time. This will ensure that we have room in parking lot for kindergarten and first grade dismissal. If someone else will be picking up your child, please contact the office. To ensure their safety, all children are to be picked up in front of the school building. Children being picked up before the regular dismissal time **must** be checked out through the school office.

If you are picking up another person's child, the child's parent must contact the office prior to the end of the day. If it will be an everyday arrangement, then a written notice must be on file in the office.

Attendance Policy

According to the STATE LAW ON SCHOOL ATTENDANCE (70-10-105) it is unlawful for a parent of a child ages 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action.

Good attendance is essential to success in school. Poor attendance habits create problems at school, and at home. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.

Student Absences

School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

A student may not miss more than 10 days of school per semester. On the eleventh absence in a semester, the student will receive a failing grade in that class. Please refer to the Marris attendance procedures for the "Appeal" options. A written procedure is available in each site's attendance school office/website as needed.



The only absence that will not count toward the student's overall absences are school-sponsored activities.

All absences should be verified by parent contact on the day(s) of absence. Absences can be verified by calling 918-396-2295. Parents can call any time and are encouraged to leave a voicemail if necessary. If a parent/guardian does not call within 24 hours of the absence, the absence is considered unexcused.

Parents and students can expect to be notified of absences through the following actions:

- School Messenger phone calls
- Reminder notes delivered to students upon their return to school
- Attendance conferences with the assistant principal as needed.
- Letters of notification at 4 absences
- Letters **requesting a conference at 6 absences**
- Certified letter for notice of excessive absences and referral to attend Tulsa County Truancy Board
- Notification to the district attorney's office for violation of Compulsory Education Law

Absence Codes

The following absences will count toward the 10 absences allowed each semester:

AE-Explained Absences

Absences are coded as explained absences once a parent/guardian contacts the school to approve the absence for their student. Parents must contact the attendance office within 24 hours of the absence. Schoolwork requests will only be granted if the student will be out for three or more days due to illness.

AU—Unexcused Absence

Unexcused absences are those not documented by proper information regarding the student or those absences in which a parent or guardian does not contact the attendance office. Excessive absences or failure to comply with the proper procedure can result in a referral to the county truancy board. Absences due to unexcused absences are defined as absence from school, a class or an assigned area without the permission of the school or a parent/guardian. A student will not be permitted to make up assignments or tests due to an unexcused absence related to truancy. Detentions, Saturday school, In-house Placement or out-of-school suspension may be assigned as a disciplinary action for unexcused absences.

EE-Early Exit - Any student who is checked out between 2:05-2:50 will be considered tardy.

Repeated absences can lead to a referral to the county truancy board.

The following absences will not count toward the 10 absences allowed each semester:

EA—Activity absence:

Activity absences are documented through the attendance office and pertain to school-sponsored activities,



such as field trips, competitions, and sporting events. The maximum number of days for activity absences is ten per year.

Key Points

- a) One-half day's absence will be recorded if a student misses **45 minutes** or more per half day.
- b) Students who arrive to school after 8:45 will be counted half day absent.
- c) Students who leave school before 8:45 will be counted absent a full day.
- d) Students who arrive to school after 1:20 will be counted absent a full day.
- e) Perfect attendance is defined as **no absences, tardies or early check outs.**
- f) Students who are not in attendance during the school day will not be allowed to attend events, which take place after regular school hours.
- g) Students will be dropped from enrollment when absences exceed 10 days in a row.
They must be reenrolled upon return to school.

Attendance Appeals Procedure

Exceptions to attendance policies must have the approval of the principal and/or attendance appeals committee. Students missing more than 10 days must make an attendance appeal before grades will be given. All absences after the 10th absence must be excused as defined in sections A-G of the appeal procedure and an excuse for the absence must be on file with the attendance officer. School officials determine whether absences will be excused based on the District Attendance Policy. This policy states that absences from school may be excused for the following reasons:

- A. **Personal illness**-When attendance in school would endanger the health of others - verified by a note from a doctor, dentist or the health department.
- B. **Death or serious illness**-In the immediate family, verified by parents. Immediate family is defined as parent, sister, brother, grandparent, or other relative residing in the home.
- C. **Recognized religious holidays**-Observed by their faith, verified by parents and/or church officials. Church officials should give advance notice to the school's administration prior to the religious event.
- D. **Legal/court appearance**-When mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces.
- E. **Hazardous conditions**-When conditions render attendance impossible or hazardous to student health or safety.
- F. **Voting** - When a student is registering to vote or voting in a public election (limited to one day).
- G. **Administrative approval**-Verified by principal. A written request must be made to an administrator prior to an absence for administrative absences to be granted.

All attendance appeals must be made within seven (7) calendar days of the end of the semester. The attendance appeals committee will consist of an administrator, the guidance counselor, and a designated faculty member.

Any student who is checked out between 2:05-2:50 will be considered tardy.



Tardy Policy

The tardy bell rings at 8:00am. Any student arriving after that time will need to check in at the office and obtain an admit slip. A student is tardy if not in the classroom when the bell rings. Parents will not be permitted to walk their child to class when tardy. It is important for students to arrive at school on time so the class can begin promptly. If students arrive late, they start the day already behind their peers. Class is in session and this is disruptive to the teaching/learning process.

Tardy Consequences

1 st Tardy	No disciplinary action taken.
2 nd Tardy	No discipline action taken.
3 rd Tardy	Warning letter will be sent home.
4 th Tardy	No discipline action taken per nine weeks.
5 th Tardy	Parent meeting with administration.
6 th Tardy	Student will serve 1 hour after school detention.
7 th Tardy	Student will serve 1 hour after school detention.
8 th Tardy	Student will serve 1 hour after school detention.
9 th Tardy	Student will serve 2 hours of In School Placement (ISP).
10 th Tardy	Student will serve 2 hours of In School Placement (ISP).

Any student who is checked out between 2:05-2:50 will be considered tardy.

Parents will be responsible for arranging transportation for after-school detention. Students who do not attend their assigned detention will be reassigned for the following week. If they do not attend this, they will be given 1-day suspension. If you have questions about detention, please contact the office.

Make Up Work

If a student is absent and the absence is either excused or explained, then the student will have one day for each day absent to make up the work. For example, if a child is absent on Monday and Tuesday they will have two days (Wednesday and Thursday) to do the work after returning to school, making the work due on Friday. If the work is one day late, the most credit it will receive is 50%. If the work is two or more days late, it will receive a score of 0%.

Bicycles

Kindergarten students are not allowed to ride bikes to school. We recommend that first graders not ride bikes to school. Due to the heavy flow of traffic, bicycles are only recommended for those students who are very experienced riders. Bicycles must be walked on the school grounds and then placed in the stalls provided. Riding "double" is not permitted at any time. Bikes should be equipped with baskets for books and backpacks. Students are encouraged to wear proper safety gear. The Skiatook School System is not responsible for any bike. A bike rack is provided near the bus loop.



Birthday Parties and Birthday Snacks

Please do not ask the classroom teacher to deliver party invitations unless the entire class is invited, such as all the boys or all the girls or all boys and girls. Birthday snacks may be sent on the day of your child's birthday. **All snacks must be store bought with ingredients listed on items.**

Breakfast

Breakfast is served in the Marrs Cafeteria from 7:30-7:55. A student breakfast may be purchased on a daily basis or charged to the student's account. Breakfast will not be served to students who arrive after 7:55 unless approved by the office.

Bus Transportation

A student who rides the bus is expected to observe the same behavior on the bus as in the classroom. The driver should be treated with the same level of respect as a teacher. If a student changes buses or is only riding for one day, the student needs a permission slip from the office.

*Pre-K is not mandatory, therefore bus transportation is not provided for our Pre-K students.

Bus Discipline Procedures

1. Upon receiving the first written discipline referral, student will be conferenced with, parents will be contacted, and student will be placed on probation.
2. On the second written discipline referral in a year, the student will be conferenced with, parents will be contacted, and student will be suspended from riding the bus for 1 day.
3. On the third written discipline referral in a year, student will be conferenced with, parents will be contacted, and student will be suspended from riding the bus for 3 days
4. On the fourth written discipline referral in a year, student will be conferenced with, parents contacted, and student will be suspended from riding the bus for 5 days.
5. On the fifth written discipline referral in a year, student will be conferenced with, parents contacted, and student will be suspended from riding the bus for 10 days.
6. On the sixth written discipline referral in a year, student will be conferenced with, parents contacted, and student will be suspended from riding the bus for the remainder of the school year.

Care of School Property

We encourage all students to be proud of our school, and we feel it is the duty of each student to respect school property. Students who deface or lose school property shall be required to pay for the damage or loss.

Cell Phones

Students may possess a wireless telecommunication device upon the prior consent of both a parent and or guardian and school principal or superintendent. If approved, students' cell phones must remain OFF, OUT OF SIGHT, and must be kept in students' backpacks or designated area inside the classroom.



Cell Phone Discipline Procedures

1. On the first written discipline referral in a year, the cell phone will be stored in the office for the parent or guardian only to pick up. Student will be allowed to bring back cell phone to school.
2. On the second written discipline referral in a year, the cell phone will be stored in the office for the parent or guardian only to pick up and the cell phone will not be allowed at school for the remainder of the year.

Check Out

Students are not permitted to leave the school grounds by themselves at any time during the school day. If a student is to leave before the end of the school day, he/she will need to be checked out through the office. Only those people that are listed on the student's enrollment sheet will be allowed to take a child from school. Photo Identification will be required. Students will not be called out of class until they have been signed out in the office. Please do not ask that we call your child out before you arrive. Students should check back in through the office if they return to school before the end of the day. **Students will not be called to the office for check out after 2:00 for Pre-k students and after 2:40 for kindergarten and 1st grade.**

Class Parties

Two all-school class parties are held each year. Only individuals listed on the student enrollment form will be allowed to attend the parties. We will not be able to add individuals the day of the parties. All individuals will need to bring ID and check in before going to the classroom for parties. Parents should make arrangements for the care of preschoolers during the time of class parties. **Only sealed, store bought items will be allowed. We encourage healthy snacks that follow the State Department's Healthy Kid Coalition guidelines.**

Cross Guards

We utilize all of our resources in order to provide additional safety measures to ensure the safety of all students. Below are the times and areas we will have a staff member providing cross guard duties. Please make sure that you take advantage of these areas for the safety of all students.

Morning cross guard position from 7:30-8:00:

We will have only one cross guard at our west crosswalk between our building and the Methodist church each morning. Parents/Guardians may park in the Methodist Church parking lot and walk their child to the building.

After school, cross guard will be staffed between 2:50-3:10 at the below positions:



1. Crosswalk between Marrs Elementary and Methodist Church.

Please note that when temperatures are 32 degree real feel or below our morning crosswalk will only be staffed between 7:30-7:45.

Cumulative Folders (Permanent Records)

A cumulative folder is prepared for each student at the time of enrollment. This confidential record may include:

A. Student Information

Legal name, date of birth, place of birth, address, names of parents, and social security number.

B. School Record

Grades, attendance, school health records (immunizations, vision and hearing checks), yearly school pictures, interim reports, screenings on skills, grade placement permission forms and other confidential materials.

Daily Schedule

7:30.	Building opens for students / Breakfast program begins.
7:30.	Students go to classroom.
7:55.	Warning Bell. Breakfast ends. All students should be in classrooms.
8:00.	School begins for Marrs students. Students are counted tardy after 8:00.
10:20-12:20	LUNCH (Contact the school office or your child's teacher for a specific lunch time.)
2:20	Pre-K Dismissal
2:50.	Kindergarten and first Grade Dismissal

Detention

Detention is held after school, from 3:00 to 4:00. If your child needs to attend, a letter will be sent home telling when they are to serve detention and for what offense. If your child cannot attend on the day scheduled, you will need to call the office. If your child does not attend detention, or you do not contact us, then he/she will be rescheduled. If your child still does not attend, he/she may be suspended from school.

Discipline Policy

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school.

A conduct report will be sent home with children when the teacher feels the parent needs to help with



discipline. Parents then need to sign the conduct report and return to the teacher. If a student is sent to the office, the parent will receive a discipline report. Parents are to sign the discipline report and return it to the office.

Skiatook Public Schools, in order to provide a quality education for all students, will not tolerate disruptive acts that would interfere with the tranquility of the school, the safety of the students or damage of school property. Students, while enrolled in Skiatook Public Schools, shall be under the supervision of and accountable to school personnel. The supervision shall include going to and coming from educational activities.

The goal of the disciplinary policy is to correct the misconduct of the individual and to promote adherence by that student, and by other students, to the policies and regulations of our school district.

Behavioral Infractions

The following are examples of infractions that may result in disciplinary action, in-school suspension, out of school suspension or expulsion:

1. Violations of attendance procedures
2. Possession or use of tobacco
3. Bus misconduct
4. Non-compliance with dress code
5. Chewing gum during school hours on school property
6. Physical abuse, verbal abuse, threat or disrespect toward a teacher or school employee may result in automatic suspension.
7. Destruction of property, possession of missing or stolen property taken during school activities
8. **Violation of law - possession of dangerous or deadly weapons, live ammunition, possession or use of drugs, counterfeit drugs, alcohol, theft, etc., will warrant automatic suspension.**
9. Disruption of the normal operation of school
10. Violation of closed campus
11. Truancy
12. Possession of wireless telecommunication devices. A personal entertainment device at school, such as CD players, iPods, handheld games, etc., is discouraged. The school will not be responsible for these items
13. Possession of laser lights
14. Possession of pornography
15. Cell phones are not allowed to be turned on during school hours

Discipline Action

The following are options of disciplinary action recommended for student correction:

1. Warn students
2. Advise parents
3. Remove from class or group
4. Parent conference
5. Financial restitution
6. Loss of bus riding privileges
7. Involve law enforcement
8. Refer to other social service agencies
9. Probationary period
10. After-school detention



11. In-School Placement

12. Suspension

Suspensions will follow the Oklahoma school law and the district Board of Education Policy.

Students under suspension may not be on school grounds or attend any school activity, at home or away, day or night, during the disciplinary action. Additionally, administrators shall have the authority to enforce disciplinary action(s) which they find warranted by a situation.

Appealing Suspensions

Any parent or guardian of a student who has been suspended may appeal the suspension, pursuant to District Policy.

Due Process

- The Student has

- The opportunity to know these policies or any other school regulations or procedures.
- Been informed of the policy, rule or regulation allegedly violated.
- Sufficient opportunity to give his/her version of the alleged violation.
- The right to a conference with the principal.
- The right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education.

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of

the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is

changed for disciplinary reasons. For additional information about this process, contact the Special Services Director

at 918-396-1792 or via email at vhampton@skiatookschools.org.

Appeal

The student suspended out of school shall have the right to appeal the principal's suspension action by following the

procedures outlined below:

THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)

- A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of-school suspension decision to a building SRC.
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.
- The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours notice in advance of the hearing.
- The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses that support their position. Either party wishing to have legal counsel present must give the other party 24 hours in advance of the hearing.
- The SRC will sustain, rescind, or modify the out-of-school suspension action. THE DECISION OF THE SRC

WILL BE FINAL AND NONAPPEALABLE.

THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)



- A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent. The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing.
- The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision at the conclusion of the hearing.
- If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. **THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.**

The appeal hearings are based on the following criteria:

- Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
 - Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?
- A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at vhampton@skiatookschools.org.

Dress Code

All students must adhere to the following guidelines:

1. Students must dress neatly and with discretion.
2. Hair must not be distracting.
3. Shoes must be worn at all times.
4. No hats or other head coverings inside the building including but not limited to hats, Hoodies or bandanas.
5. Shirts must have shoulder straps of at least two inches and should not go down too far Below the arms. Inappropriately low necklines are not permitted.
6. Bare midriffs when standing or sitting are not allowed. No skin should show between the bottom of the shirt and the top of the pant or skirt.



8. Clothing or jewelry that is suggestive or symbolic of drugs, alcohol, guns, or any other inappropriate activity/wording is not allowed.
9. No clothing with rips or tears more than six inches above the knees.
10. Sunglasses will not be worn inside.
11. No pajamas or house slippers.

Students are to dress appropriately for school and weather. Parents will be contacted if dress code policies are not followed.

Drills

Practice drills will be conducted at least four per year for fire, tornado, lock down, intruder, and bus evacuation. Your children will be able to tell you our procedures in each of these areas. Please check your child out through the office if you are taking your child home during severe weather.

Eating Lunch with Your Child

We welcome any and all parents to eat lunch with their child. You will need to bring your ID to check in and receive a visitor's badge. All guests must be listed on the student enrollment form. to check in at the office and receive a visitor's badge. There is a designated area for you to eat in the cafeteria with your child. The duty teacher will show you when you arrive. Only your child will be allowed to eat with you at your table. Friends will have to remain with their class. Parents are allowed to bring food to their child only.

E-Mail

E-Mail is available throughout our school system. To e-mail a teacher, use the first initial of the first name, last name @skiatookschools.org.(jdoe@skiatookschools.org). This is a good way to communicate with your child's teacher on a regular basis.

Emergency School Dismissal

TV stations will broadcast any irregular school dismissals due to severe weather or other reasons. Unless an announcement is made regarding schools being closed, school will be in session. Please DO NOT call the school regarding this information. The telephone lines need to remain open for necessary school business. TV stations are always notified immediately after a decision is made regarding school dismissal. The school will also send out school messenger and e-mails regarding school closings. In the event buses run early, or school is closed early, parents will be notified.

Enrollment of Students from Non-Accredited Private Schools or Home School

Skiatook Public Schools policy requires that the achievement level of a student transferring from non-accredited private schools or home schools be placed at the appropriate grade level based on



evaluation. A student seeking admission from a non-accredited private school or home school should contact Skiatook Public Schools three weeks before enrollment to schedule an evaluation. An evaluation will be scheduled at the principal's discretion and after receipt of required school records.

Field Trips

Field trips are an educational tool. A signed permission slip will be required before a student can attend a field trip. Students attending the field trip will be under the supervision of school officials. At the end of field trips, students may leave with their parents **after** notifying the classroom teacher and signing out. Students will be counted absent or tardy (depending on the time) if they leave with their parents.

Fund Raising

Non-school fundraising activities of any kind will not be permitted on campus. The number of school fundraisers per year is limited. We do not participate in any fundraiser that requires door-to-door selling.

Grading

Students will have a checklist of skills that are to be mastered during the school year. A portfolio of each child's work is kept on file. Parent/teacher conferences are scheduled periodically through the year to keep you informed of your child's progress. At the end of each nine weeks, a report card is given to the parents of each student. The checklist includes student attendance, progress in school subjects, skills mastered, skills being worked on, personal and social characteristics, work and study habits. Parents may request a conference with their child's teacher, if necessary. A cooperative effort between school and home is necessary in helping each child reach his/her full potential.

All teachers in Pre-K, Kindergarten, and 1st grade will also use the following system for grading. Grading scale is as follows:

- S – Successful on a consistent basis/Mastery
- P – Progressing but not yet mastered
- H – Having difficulty with skills

Marrs students must master 80% of the skills listed on the checklist in the areas of reading, language arts and math. Teachers must be given twenty-four (24) hours notice when requesting student progress. Fluency skills must be mastered at a level of 90%.

Remediation

Students working below grade level may require remediation during the school year. When available, we will provide tutoring, one-on-one with an assistant, extra computer lab time, Response to Intervention (RTI) and any additional instruction that may be necessary for a student to achieve grade level functioning. Every effort will be made to help the student remedy the problem **before** retention is considered.

Retention Policies

If the reading deficiency of a student, as identified based on assessments administered as provided for in subsection B of this section, is not remedied by the end of third grade, as demonstrated by scoring at the



unsatisfactory level on the reading portion of the third-grade criterion-referenced test administered pursuant to Section 1210.508 of this title, the student shall be retained in the third grade.

Pursuant to 70 O.S., Section 24-114.1, as amended, whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the school.

Strong supportive evidence must be presented to the student and parent regarding retention. This evidence is based on:

1. NWEA Map Assessment an computer adaptive achievement test in reading and math.
2. Attendance (excessive absences can result in retention).
3. Reading below grade level Refer to Reading Sufficiency Act in this handbook.
4. Common Formative Assessment (CFA) which actually covers the subject matter taught to the student.

The student and the parent must be made aware of the possibility of the student's impending retention. Any student in danger of being retained shall be notified at the beginning of the 4th 9 weeks of school that his/her performance is insufficient. The student's parents will be mailed a written notice at that time. The school staff will make every effort to help the student improve his/her academic standing.

The committee will evaluate the progress of the child and form a recommendation to be presented to the parent. The criteria to be used in the evaluation include:

- a) Absences - A student who has in excess of **twenty (20) absences** in a school year can be retained.
- b) NWEA Map Assessment, Literacy First data, and common formative assessment (CFA) in reading and math.
- c) Classroom performance

EXEMPTION: Any student suffering from a long-term illness or an accident that requires long term recovery will not be subject to this retention policy. The parent will be responsible to notify the school office regarding such circumstances and provide medical documentation. If necessary, the student may be placed on a homebound program.

Transitional Placement - Transitional First (T-1)

The Transitional First Grade program, known as T-1, is a half-step between Kindergarten and 1st grade. Skills begin at the Kindergarten, second semester level. The T-1 curriculum takes students through the rest of the Kindergarten curriculum and through the 1st semester of 1st grade curriculum. Enrichment activities help to reinforce skills. Students are placed in first grade the following year.

Transitional Placement - Transitional Second (T-2)

The Transitional Second Grade program, known as T-2, is a half-step between 1st and 2nd grades. Skills begin at the first grade, second semester level. The T-2 curriculum takes students through the rest of the first grade curriculum and through the 1st semester of second grade curriculum. Enrichment activities help to reinforce skills. Students are placed in second grade the following year.

Internet

Students will use the internet according to the Skiatook Schools Internet Usage Policy. Filters are in place



to prevent inappropriate websites from being accessible.

Library

Kindergarten and 1st grade students begin checking out books in the first nine weeks of school. Pre-K students begin checking out books the second semester of school. In the event a library book is lost or damaged beyond repair, the student must pay the replacement cost before more library books can be checked out. There are no overdue fines for late books at MARRS. Parents of MARRS students can sign up for circulation privileges at the MARRS Library. There is a parent resource section in the Library. You may check these books out.

Lost & Found

All items lost or found should be reported to the school office immediately. To help eliminate confusion, children's coats, sweaters, ball gloves, caps, etc., should be name-marked for proper identification. Such markings will aid children in finding their lost items or in getting items returned to them.

A "Lost and Found" area is provided for all items except watches, rings, necklaces, glasses, purses, etc., which will be kept in the school office. Please check the Lost and Found periodically. The school will not accept responsibility for lost articles placed into the lost and found area. All unclaimed items are donated at the end of the school year.

Messages for Students

Messages for Pre-K will be given at 1:45 p.m. Messages for kindergarten through 1st grade will be given at 2:30 p.m. **We require a note to the child's teacher regarding any changes in the child's after-school routine.** Any after-school instructions or urgent messages for students should be left with the **school secretary BEFORE 2:00.** Messages called in after 2:30 are not guaranteed to reach your child before school is dismissed.

Notes Required from Parents

We realize that there are some students who have physical care needs that dictate:

- a) Physical activities be restricted for short periods of time, limited P.E. participation or remaining inside during recess. These notes are good for one week only.
- b) Extra restroom privileges.
- c) Medical Problems.

Other reasons requiring a note of explanation from parents are:

- a) Change in address, phone, place of employment, child's babysitter.
- b) After-school instructions, such as child is to go somewhere different after school, ride a different bus, or someone else is picking him/her up.



Nuisance Item

Students are not to have at school such items as pagers, portable electronic games, CD players, cell phones, rubber bands, water guns, firecrackers, firearms, any type of ammunition, cigarettes, electronic cigarettes, cigarette lighters, matches, skateboards, knives, Nintendo's, DS, gameboys, toys (such as small cars), purses, make-up, or any other "gadgets." Students are not to bring items from home to play with. **Gum is not allowed at Marris.** Marris is not responsible for items brought to school.

NURSE

The school has a Registered Nurse on duty in the district during regular school hours. Her purpose is to take care of emergencies that happen at school, or children that become ill at school.

Contagious/Infectious Diseases

- **Illness Policy**

Students need to remain at home if they have had the following symptoms:

- Vomiting and/or diarrhea during the past 24 hours
- Fever 100 degrees or higher during the past 24 hours
- An unidentified rash
- Open sores (minor sores must be covered with a dressing while the child is in school)

- **Head Lice**

If a student is sent home for head lice they are expected to receive a head lice treatment, have nits removed and return to school the next morning. Parents will be required to be present during the follow up head check. If no live lice are found, the student may return to class. The student will be rechecked within 7-10 days if there are still nits present. The parent will be informed that the nits will need to be removed to prevent re-infestation.

- **Pink Eye (Conjunctivitis)**

Any discharge noted from the students eyes will result in the student being sent home for the day. To return to school they must have had 24 hours of treatment or present a note from the attending physician stating the disease is no longer contagious.

More information on Illness - See district policy on pages 42-46 of this handbook.

When a child becomes too ill to remain in class, the parent will be contacted. For this reason, it is most important that the school office be notified immediately of any change in phone numbers or emergency contact information. We cannot allow students who are ill to remain at school.

Our facilities for children's care are limited. Please make arrangements to have your child picked up promptly and taken home for adequate care.

Peanut Allergies



We have children with peanut allergies so MARR is now a reduced-peanut facility. We strongly encourage parents to not send peanut products to school with their children, as it could cause a life threatening reaction in some of our students. Please do not send anything made with peanut products to the school.

Parent Conferences

Two parent conference dates are scheduled during the school year, one per semester. A parent may also request a conference at any time by contacting the teacher or school office to schedule an appointment.

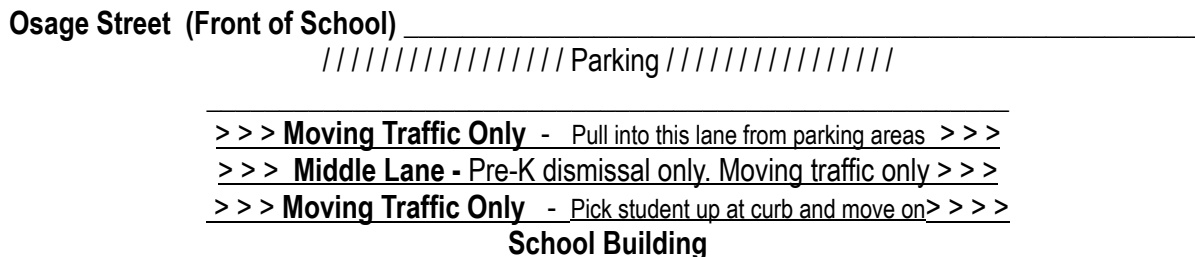
Parents/Visitors

All visitors, including parents, must stop in the office upon entering the building. Visitors will not be permitted in the halls before 8:10 am or between 2:20 pm and 3:10pm due to the amount of student traffic during these times. Visits to the classroom are not permitted while a teacher has students or on the playground.

Classes begin promptly at 8:00 a.m. Teachers are not available to visit with parents/visitors after that time. When a visit with the teacher is necessary, we ask that all parents exercise courtesy by visiting between 7:45-8:00 a.m., after 3:10 p.m., or by scheduling an appointment with the teacher. If you need to visit with a teacher before school, please report to the office and the teacher will be called down.

Parking at MARR

When dropping off or picking up students, we ask that parents be patient and cautious. Traffic congestion can be greatly minimized by observing the proper procedures. Moving and parking lanes are designated in the following diagram.



We are fortunate to be able to use the Methodist Church parking lot. Please use crosswalks and be courteous to the cross guards and considerate of church property.

- DO NOT drop off or pick up students in the bus loading areas OR on Chestnut Street north of MARR.
- DO NOT block Reserved or Handicap Parking areas.
- DO NOT park in reserved parking areas
- USE CROSSWALKS when walking your child to the car.
- USE CAUTION and be courteous.

Pets

Pets are not allowed on the MARR campus for safety reasons.



Placement of Students

Room placement is made by the building administrators in collaboration with teachers and special education service personnel. Some factors considered in placement are social traits, work habits, student's ability and achievement, comments by special services, a balanced classroom and recommendations of teachers. Parents are encouraged to provide input into the type of classroom environment that their child would do best in, which will also be taken into consideration.

After careful review of the information on each child, placement is made with a teacher who will provide the best opportunity for learning. Our staff of teachers is highly qualified and demonstrates the utmost concern for the well being of our students.

Playground/School Rules

Students are expected to obey all safety rules and regulations and listen to all teachers and assistants on duty. Each student will receive a copy of the playground/school rules at the beginning of the school year.

Pre-K All Day Program

Enrollment in our Pre-K program is limited. According to state law, class sizes must be no more than 20 students per class. Children will be enrolled on a first-come, first-served basis. When classes become full, children will be placed on a waiting list. This is your child's first introduction to school. Regular attendance and punctuality will help your child be successful. Students who miss in excess of 20 days, without good reason, may be dropped from the preschool program, and a child on the waiting list will be contacted to fill the opening.

Pre-K Eligibility

Children who will be 4 years old on or before September 1, 2022 and live in the Skiatook School District boundaries are eligible for our free full day preschool program.

Pre-K Toilet Training

Each child must be completely toilet trained by the first day of school. No exceptions. The child must be able to attend to his/her bathroom needs. Pull-ups are considered diapers and are not allowed. Children with pants that are wet/soiled on a regular basis will be considered not fully toilet trained. If a student soils their clothing due to a bowel movement and is unsuccessful in cleaning themselves, a parent will be contacted to return to school to clean their child. We completely understand that accidents happen but if a child is habitually having potty problems the situation will have to be reviewed by the teacher and administration.

*Please have a clean change of clothes in the students backpack at all times.



Pre-K Program

We offer our students a wide variety of educational and social opportunities to experience that include many hands-on experiences. We promote the wellness and safety of each child in a safe and secure environment while fostering their social, emotional, cognitive, physical, and creative development. We hope that these experiences help prepare each student for the transition to Kindergarten.

Resource Officer

The role and responsibility of the school resource officer is to provide safety and security for all students and staff. Our resource officer will assist the administration in establishing and/or critiquing safety procedures within the school district. He/She will be visible at each school on a daily basis and will be available to assist students, parents and staff at any time.

School Messenger

This program is designed to call parents with important messages and to let you know about upcoming activities.

Severe Weather Procedure

School closings due to severe weather will be announced as soon as a decision is made. Sometimes this is on short notice for working parents, but we do not want to jeopardize the safety of our students. Please check your local TV/radio station for school closings. Our School Messenger system will also send out a message to parents regarding school closing. In the event buses cannot run regular routes, ice routes will also be announced.

Show and Tell

Students are not to bring items to school to play with or for Show and Tell except on days designated by the classroom teacher. **Any type of gun, ammunition, knife or weapon will not be allowed for Show and Tell.** Live animals will not be allowed for Show & Tell unless prior arrangements have been made with the principal. (See Policy on Pets) We are not responsible for Show and Tell items.

Special Services

Special education programs mandated by state and federal regulations for children three to 21 years of age are available through the Special Services Department. Programs for children newborn up to three are



provided by Sooner Start. School counselors can provide parents with more information regarding services offered by our school system, or parents may contact the Special Services office directly at 918-396-1792, ext. 1107.

Telephone/Voice Mail

Marrs Elementary uses an automated voice mail system. When contacting our school, a recorded message will give the extension of each teacher and office personnel. You may dial the extension of the person with whom you wish to speak or dial "0" for the school office. You can leave a message anytime, day or night. Marrs office hours are from 7:30am to 3:30pm.

Withdrawal from School

Students moving to another school district must secure a withdrawal form from the main office. The form must be signed by the Principal, teachers, librarian, and cafeteria cashier and returned to the office for final withdrawal.



Skiatook Public Schools
Site Parental Involvement Policy
Section 1118(c)

PART I. GENERAL EXPECTATIONS

Marrs Elementary agrees to implement the following statutory requirements:

- The school that receives Title I, Part A funds will put into operation programs, activities and procedures for the involvement of parents consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school will incorporate this school site parental involvement policy into its district plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the schoolwide or targeted site plan is not satisfactory to the parents of participating children in the Title I, Part A program, the school will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school will involve the parents of children served with Title I, Part funds in decisions about how the 1 percent of Title I, Part A 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 school will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the state.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:
 - Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—
 - (A) That parents play an integral role in assisting their child’s learning;
 - (B) That parents are encouraged to be actively involved in their child’s education at school;
 - (C) 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;
 - (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.



PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL LEVEL PARENTAL INVOLVEMENT POLICY COMPONENTS

Marrs Elementary will build parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the parents and the community to improve student academic achievement, through the following activities specifically described below:

A. The school will, with the assistance of the district, provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- o The state's academic content standards,
- o The state's student academic achievement standards,
- o The state and local academic assessments including alternate assessments,
- o The requirements of Title I, Part A,
- o How to monitor their child's progress, and
- o How to work with educators.

B. The school will, with the assistance of the district, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by providing family literacy nights during Parent/Teacher conferences and/or Open House.

C. The school will, with the assistance of the district and parents, educate its teachers, pupil services personnel, principals and other staff, 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 effective communication to parents through various different types of technology.

D. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

E. The school will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

F. The school will take the following actions to provide other such reasonable support for parental involvement activities as parents may request including increased communication, and family literacy nights.

Marrs Elementary will:

A. Convene an annual meeting to explain the Title I program to parents and inform them of their right to be involved in the program.



- B. Offer a flexible number of meetings.
- C. Involve parents in planning, review, and improvement of Title I programs.
- D. Provide timely information about Title I programs to parents; describe the curricula, the student assessments and proficiency levels students are expected to meet; respond promptly to parent suggestions and provide opportunities for regular meetings where parents can provide input.
- E. Provide parents with an opportunity to submit dissenting views to the district if a school's program is not acceptable to them.

PART IV ADOPTION

This School Site Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by **Marrs Elementary** on 01/21/2014 by Skiatook Public Schools Federal Programs Coordinator and Parent Liaison Committee. This document was determined to meet Every Student Succeeds Act requirements outlined by the June 2016 Federal Programs Resource Toolkit authored by the Oklahoma State Department of Education.



Skiatook Public Schools District Student Handbook Policies

Accidents

Every accident in the school buildings, on the school grounds, or during school-sponsored activities must be reported immediately to the sponsor/teacher and to the principal's office. An accident report form needs to be filled out and turned in to the principal's office AND Education Service Center within 24 hours.

Appeal of Suspension

Due Process

- The Student has
 - The opportunity to know these policies or any other school regulations or procedures.
 - Been informed of the policy, rule or regulation allegedly violated.
 - Sufficient opportunity to give his/her version of the alleged violation.
 - The right to a conference with the principal.
 - The right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education.

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at wjoice@skiatookschools.org.

Appeal

The student suspended out of school shall have the right to appeal the principal's suspension action by following the procedures outlined below:

THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)

- A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the



right to appeal the out-of-school suspension decision to a building SRC.

- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.
- The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours notice in advance of the hearing.
- The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses that support their position. Either party wishing to have legal counsel present must give the other party 24 hours in advance of the hearing.
- The SRC will sustain, rescind, or modify the out-of-school suspension action. **THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.**

THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)

- A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.
- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent. The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing.
- The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision at the conclusion of the hearing.
- If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. **THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.**

The appeal hearings are based on the following criteria:

- Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
- Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director



Bullying

Bullying or harassment is considered a repeated pattern of threatening, intimidating, or endangering behavior toward others. Harassment or bullying of others is forbidden. This includes but is not limited to bullying person-to-person, by proxy of another person or through technology. Students who harass or bully others will be subject to the same disciplinary actions imposed for other rule infractions which may include but is not limited to suspension and police intervention. Reports of bullying or harassment should be made to the principal or counseling office. The Skiatook Public Schools district bullying policy can be found at the Skiatook Public Schools website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

Bus Behavior Code

PERMISSION FOR ANY PUPIL TO RIDE IN A BUS IS CONDITIONED ON HIS/HER GOOD BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE WILL BE REPORTED TO THE SCHOOL PRINCIPAL AND CAN BE DENIED PERMISSION TO RIDE A BUS TO AND FROM SCHOOL.

1. The emergency door is not to be opened except at the direction of the bus driver. If the door is open, it could endanger the lives of the passengers.
2. No student is permitted to be out of his/her seat while bus is in motion.
3. All students are under the direct control and supervision of the bus driver while on the bus. Obey the driver's suggestions promptly.
4. Students are not to talk to the bus driver while the bus is in motion.
5. Keep all parts of the body inside the bus at all times after entering and until leaving the bus.
6. No food or drink to be consumed on the bus (bottled, canned or otherwise) will be permitted. (Exception will be made for the Vo Tech routes.)
7. No seat is reserved or may be held for another student.
8. No one should run toward a school bus while it is in motion.
9. Pupils who must cross the road after embarking from bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus.
10. No tobacco of any kind is allowed on the bus.
11. Keep bus clean.
12. Any complaints by the drivers, pupils, or parents should be reported promptly to the principal and/or Transportation Department. (Marrs - 396-2295; Skiatook Elementary – 396-5737; Intermediate Elementary - 396-5745; Newman Middle School - 396-2307; High School - 396-1790; or Transportation Director -



396-1792.)

13. Good behavior and manners are expected at the designated bus stop.
14. Flowers and balloons are not permitted on a bus.
15. Students can be denied permission to ride a bus to and from school.

RESPONSIBILITIES OF BUS DRIVERS, PRINCIPALS AND PARENTS

1. The bus driver shall be responsible for the conduct of students on their bus. All infractions are to be reported to the principal of the school where the student is in attendance. The bus driver is authorized to assign seats.
2. It will be the responsibility of all principals to work with the bus drivers on discipline infractions and student suspensions from school buses.
3. All revocations and reinstatements of riding privileges will be handled through the principal of the school attended.
4. It is also the responsibility of all principals to discuss the Safety and Behavior Code for Bus Riders with students and to be sure each student and their parents receive a copy of the code.
5. It is the parent's responsibility to discuss with the student the provisions of the Safety and Behavior Code for Bus Riders and to support the principal in the enforcement of the code.
6. The parent must assume responsibility for the behavior of their child while riding the bus. IF PERMISSION TO RIDE THE BUS IS REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THEIR CHILD UNTIL SUCH TIME AS REINSTATEMENT MAY BE MADE.

THESE REGULATIONS AND LIST OF RESPONSIBILITIES SHOULD BE KEPT BY THE PARENT OR GUARDIAN FOR REFERENCE DURING THE ENTIRE TIME THE STUDENT IS IN SCHOOL.

Change of Information

It is of utmost importance that the school is notified throughout the year of any changes in pertinent information, such as address, home phone numbers, cell phone numbers, work phone numbers, and emergency contacts. In the event of an illness or emergency, current information is vital. Please contact the school office any time information changes.

Address or Contact Person Updates

- The parent/guardian must fill out a Change of Address Form to update information. Please contact your school to obtain the appropriate document.
- Proof of residency must be provided with address changes.

Phone Number or Email Updates



- The parent/guardian can update a phone number or email over the phone.

Child Find Notice

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) a federal law, and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. All children with disabilities, residing in Skiatook Public School District, whether attending public or private school or being homeschooled, should be identified, located and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Skiatook Public Schools, Department of Special Education 918-396-1792.

Child Nutrition Program

Free & Reduced Applications

Free and Reduced Meal Applications are available in the school office and Education Service Center (355 S Osage). One application per household is required. All information must be COMPLETELY filled out to process applications. All information requested is necessary to process the form, and any information not given will delay the student from being approved for free/reduced meals. **If your child was eligible for meals last year, you must complete a new application for this school year.**

If your child may be eligible for benefits, but does not intend to participate in the programs at this time, we ask that you complete and return the application. Skiatook Public Schools receive financial assistance from various state and federal programs based on the number of eligible students that are enrolled in the district. All information is kept confidential as required by federal regulations. You can pick up forms in the cafeteria or in the Main Office.

Accounts & Charges

An account will be assigned to each student. The student's ID number will be his/her lunch account number. Students will be charged for meals when they present their ID number to the cashier. Money will be deducted from the student account or the student may pay for the meal daily. **Students are allowed to charge up to \$10. You will be notified when this happens by the cafeteria. Adults are not allowed to charge meals.** All students purchasing a second meal will pay full price for breakfast and/or lunch. Students on the Reduced Meal Plan who charge will pay full price for breakfast and/or lunch.

Parents, legal guardians, or students may credit their accounts in any amount. Parents have internet accessibility through Wengage Guardian Paragon to credit or retrieve information on their child's account. The Wengage Guardian Paragon feature allows you to make payment to your child's child nutrition account using Wengage Guardian Paragon. To get started contact your child's school office and request a Parent/Guardian Portal account login. There will be a 6% convenience fee on each transaction to offset the Wengage Guardian Paragon administrative costs. Skiatook Public Schools uses a third party collecting agency to collect insufficient funds. A \$30 service fee will be charged.

Refunds should be requested in writing to our Child Nutrition Director. You can contact her at kcarpenter@skiatookschools.org or at 355 South Osage Ave. The refund request can only be made by the parent or



guardian of the child. Each refund request has to be approved by the Board of Education.

Student's account balances follow them throughout their time at Skiatook Public Schools. If they leave Skiatook Public Schools, they have 30 days to request a refund. If no refund was requested their account balances will be used as a donation to the Child Nutrition Program.

Child Nutrition Policy for Charging Meals: Students K-5 must maintain a balance of \$19.25, students 6-12 must maintain a balance of \$21.75, and adults must maintain a balance of \$25.00, which is the equivalent of five (5) breakfast and five (5) lunch meals.

When the account reaches a low balance, a low balance notice will be issued stating when the account will be closed. When the account reaches \$0, electronic phone calls will be made to the household. The Child Nutrition Program will provide a cheese sandwich with milk and fruit/vegetable for a child when an account has been closed (-\$10 or more).

Daily Charges for Meals:

Elementary Student Breakfast (K-5) - <u>\$1.70</u>	Elementary Student Lunch (K-5) - <u>\$2.90</u>
Secondary Student Breakfast (6-12) - <u>\$1.80</u>	Secondary Student Lunch (6-12) - <u>\$3.40</u>
Reduced Meal Breakfast - \$0.30	Reduced Meal Lunch - \$0.40
Staff Breakfast - <u>\$2.40</u>	Staff Lunch - <u>\$4.95</u>
Adult Visitor Breakfast - <u>\$3.60</u>	Adult Visitor Lunch - <u>\$4.95</u>
Child Visitor Breakfast - <u>\$2.60</u>	Child Visitor Lunch - <u>\$3.10</u>
Extra Milk/Juice - <u>\$0.75</u>	

Students are provided well-balanced meals that meet all state and federal guidelines. Parents are welcome to eat with their children. Please contact the Child Nutrition Director at 918-396-1792 x1114 for further assistance.

This institution is an equal opportunity provider.

Custodial & Non-Custodial Parental Rights

It is our policy that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction (such as a court order) should be filed with the school. Absent a court decree to the contrary, both parents have the right to view the student's school records; to receive school progress

reports; to visit the child briefly at school; and to participate in parent teacher conferences. Contact from the school to the parents will be primarily made through the custodial parent.



Electronic Device Confiscation and/or Search Policy

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected.

Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day Skiatook Public Schools receives a request for access.
 - Parents or eligible students should submit to the school principal or Special Services Director a written request that identifies the records 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to ask Skiatook Public Schools to amend a record should write the school principal or Special Services Director, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct



control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [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 Skiatook Public Schools 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

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))



- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

FERPA Directory Information

Skiatook Public Schools School Board Policy states:

- 1) 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:
 - A) The student's name;
 - B) The names of the student's parents;
 - C) The student's address;
 - D) The student's telephone listing;
 - E) The student's electronic mail address;
 - F) The student's date and place of birth;
 - G) The student's dates of attendance;
 - H) The student's grade level (i.e., first grade, tenth grade, etc.);
 - I) The student's participation in officially recognized activities and sports;
 - J) The student's degrees, honors and awards received;
 - K) The student's weight and height, if a member of an athletic team;
 - L) The student's photograph; and
 - M) The most recent educational agency or institution attended.
- 2) Within the first three weeks of each school year, the School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes



to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

3) After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

4) At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the School District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

FERPA PPRA

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

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

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

- *Inspect, upon request and before administration or use –*

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



other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

Gun-Free Schools

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.



Such firearm or weapon will be confiscated and released only to proper legal authorities.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Medical Marijuana

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa L.*, whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

Overlap with Other District Policies



The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana affect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Nondiscrimination

Skiatook Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, disability, veteran status, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups. Career and Technical Education training is offered to all students in Agricultural Education, Business and Information Technology Education, and in Family and Consumer Science Education.

The following person has been designated to handle inquiries regarding the non-discrimination policies: for questions about discrimination on the basis of race, color, national origin, age, disability, sex, or access for youth groups contact the Director of Special Education, at 918-396-1792. This individual may be contacted by mail at 355 S. Osage, Skiatook, OK 74070.

· **Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act Coordinator
(for questions or complaints based on disability)**

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoyce@skiatookschools.org

· **Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color
and national origin)**

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoyce@skiatookschools.org

· **Title IX Coordinator (for questions or complaints based on sex)**

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoyce@skiatookschools.org



· **Age Act Coordinator (for questions or complaints based on age)**

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

· **Boy Scouts Act (for questions or concerns based on access for youth groups)**

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

You can obtain a copy of the Skiatook Public Schools Grievance Procedure at the Education Service Center located at 355 S Osage, Skiatook, OK 74070.

Philosophy of Skiatook Public Schools

The mission of Skiatook Public Schools is to provide a safe, positive, and enriched learning environment where students, staff, and parents are challenged by high expectations, dedicated to helping all students succeed, and committed to working together to foster a district of excellence.

Proficiency

Students can complete proficiency examinations only on the three (3) testing dates below:

- 1) Five (5) business days prior to the first day of school at 8am.
- 2) Five (5) school days after the first day of the second semester at 8am.
- 3) Five (5) business days after the last day of school at 8am.

Reporting Suspected Child Abuse and/or Neglect

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law



enforcement. The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made. The district reporting form should be used.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;



10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;

11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human



Searches

Oklahoma Statute Title 70 § 24-102 (effective date July 2001) states:

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

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property (70-24-102).

Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

Sexual Harassment

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, or applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.



Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

Student Health

Distribution of Medication

All medication for students must be brought in by an adult. Medication cannot be brought in or taken home by a student. No Exceptions. Any medication brought to school without a form signed by parent or by a student will not be given. Any medication that is not in the original container will be disposed of. A note will be sent home with the student informing you that the medication policy was not followed. Medication that is in the original container will be held in the office for two days for an adult to pick up or to sign an Authorization to Administer Medicine form.

Either a parent or person having legal custody of the student must complete and sign a Parental Authorization to Administer Medicine form allowing the school nurse or designated school employee to administer medication. All prescription medication must have the pharmacy label that states the students name, dosage amount and instructions. Over the counter medication must be in the original unopened container with the student's name written on it.

Prescription medication will be logged in when brought into the school. Prescription medication will be in a locked cabinet. Prescription medication will be inventoried on a regular basis by the nurse or office personnel. A log sheet will be added to the back of the parental consent form. Keys to the cabinet will only be given to the school nurse and the main office personnel.

A maximum of 25 days of prescription medication may be kept at school for students. Keep the rest at home. An initial dosage of medication will not be given at school in case of an allergic reaction.

The school does not provide cough drops/cough medicine or non-Aspirin/ Tylenol products for students. These must be supplied by parents for an individual child.

Immunization Requirements

The immunizations in the chart below are required in the time-line provided.

Meningococcal Disease & Vaccines

- **What is meningitis?** Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can



be severe and may cause:

- Brain damage, Hearing loss, Amputation of arms or legs, Learning disabilities, or Death.

What types of bacteria cause meningitis? There are several types of bacteria that may cause meningitis, including:

- *Neisseria meningitidis*, *Streptococcus pneumoniae*, Group B streptococcal disease, and *Haemophilus influenzae* type B (Hib).

This information sheet will focus on the disease caused by *Neisseria meningitidis* (Nay-sear-e-a men-in-git-itdis), which is rare but especially risky for people of certain ages. Disease caused by *Neisseria meningitidis* is usually referred to as “meningococcal disease” (men-INjo-kok-ul disease). Many persons are exposed to *Neisseria meningitidis* and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease? Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread? The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth.

Why is meningococcal disease dangerous? Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.



For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented? Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of MCV4 are recommended for:

- All adolescents 11-18 years of age, and Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a one time booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen, Have terminal complement deficiencies, HIV infection, or Will be traveling to countries with high rates of meningococcal disease.



Teens and young adults ages 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma? Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe? Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work? Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis? No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter? If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

- Have no health insurance, Are Medicaid eligible, Are Native American, or Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.



Where can I find more information? For more information, contact your healthcare provider or local county health department or visit these websites: National Meningitis Association at www.nmaus.org Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia.
(Revised 3-11)

Various Conditions

- **Communicable Disease**

Students suspected of having a communicable disease will be requested to obtain a statement from the County Health Department or a licensed physician concerning their current health status.

- **Head Lice**

If a student is sent home for head lice they are expected to receive a head lice treatment, have nits removed and return to school the next morning. Parents will be required to be present during the follow up head check. If no live lice are found, the student may return to class. The student will be rechecked within 7-10 days if there are still nits present. The parent will be informed that the nits will need to be removed to prevent re-infestation.

In cases of severe infestation, inability of family to rid the child of infestation, chronic infestation, repeated infestation or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent will be required to keep child at home until they see a physician or county public health nurse and bring a note from a physician or nurse declaring they are lice and nit free.

Information on head lice treatment and nit removal is available in the nurse's office.

- **Illness Policy**

Students need to remain at home if they have had the following symptoms:

- Vomiting and/or diarrhea during the past 24 hours
- Fever 100 degrees or higher during the past 24 hours
- An unidentified rash
- Open sores (minor sores must be covered with a dressing while the child is in school)
- Communicable diseases

- **Pink Eye (Conjunctivitis)**

Any discharge noted from the students eyes will result in the student being sent home for the day. To return to school they must have had 24 hours of treatment or present a note from the attending physician state the disease is no longer contagious.



Scabies

Students may return to school by presenting a statement of diagnosis from the attending physician and ONE day after treatment is complete.

STUDENT INTERNET USAGE POLICY

Terms and Conditions for Use of Internet

Internet access is available to students and teachers in the Oklahoma public school districts. We are very pleased to bring this access to Skiatook and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Skiatook public schools 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:

§ communication with people all over the world, information and news, public domain and shareware of all types, discussions groups on a plethora of topics ranging from diverse cultures to the environment to music to politics, and 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 Skiatook Public Schools and 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 and 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 to the end users who must adhere to strict guidelines. These 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 Skiatook Public School user violates any of these provisions, their access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet – Terms and Conditions

A). Acceptable Use – The purpose of the NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.



B). Privileges – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Skiatook Public School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.

C). Netiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

§ Be polite. Your messages should not be abusive to others

§ Use appropriate language. Do not swear, use vulgarities or any other inappropriate language

§ Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues

§ Illegal activities are strictly forbidden

§ Do not use the network in such a way that you would disrupt the use of the network by other users

§ All communications and information accessible via the network should be assumed to be private property

D). The Skiatook Public Schools and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. The Skiatook Public Schools and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Skiatook Public Schools, or the Oklahoma State Department of Education is at the users own risk. The Skiatook Public Schools is not responsible for the accuracy or quality of information obtained.

E). Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

F). Vandalism – Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. If a student causes vandalism or influx of viruses or commits cybercrimes, that violation could also be addressed in a discipline matter. Consequences for negative behavior in regards to computers could widely range with the cancellation of privileges to the possibility of suspension from school for serious offenses.



G). – Due to the high influx of data destroying viruses and other cybercrimes, Skiatook’s policy must be no checking, transmitting, or receiving of personal e-mail, no use of instant messengers or chat rooms, and no student outside disks or CD’s may be brought into the Skiatook district and loaded onto computers that are the property of Skiatook schools. Likewise, no downloading of material of any kind onto computers that are the property of Skiatook schools. The Internet is for educational purposes only. Violation of this policy will result in Internet access privileges being revoked and/or appropriate school disciplinary action being taken.

H). Student Email – Students will be provided with a Skiatook Schools email account.

I). – Exception of Terms and Conditions –All terms and conditions as stated in this document are applicable to the Skiatook Public Schools, the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of Oklahoma, and the United States of America.

Weapons and Dangerous Instruments

A student will not possess, handle or transmit any object that can reasonably be considered a weapon or that is a reasonable facsimile of a weapon:

1. On school property, i.e. in vehicles, in lockers, backpacks, etc.
2. Off school property at any school sponsored activity, function, or event.

This rule does not apply to normal supplies like pencils or compasses.

Examples of items prohibited by this policy include, but are not limited to:

1. Guns and Rifles (See Gun-Free Schools)
2. BB or Pellet Guns (See Gun-Free Schools)
3. Martial Arts Weapons
4. Clubs
5. Slingshots
6. Bow and Arrows
7. Knives



8. Swords
9. Metal knuckles
10. Weapon or dangerous instrument related items such as, but not limited to, ammunition, scopes, clips, or magazines. (See Gun-Free Schools)
11. Explosives (See Gun-Free Schools)
12. Fireworks
13. Tasers
14. Pepper Spray
15. Realistic-looking facsimiles, including toy versions, of items 1-14.

Wellness Policy

The state requires all school systems to have a wellness policy. The Skiatook Public Schools district wellness policy can be found at the Skiatook Public Schools website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

Skiatook Public Schools will provide a reasonable modification of student handbook policies as needed to meet the individual educational needs of any student identified as having a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.



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