

**OOLOGAH-TALALA UPPER AND LOWER ELEMENTARY SCHOOL
STUDENT HANDBOOK 2023-2024**

Student Name

PRINCIPALS' MESSAGE

Welcome to the Oologah Upper and Lower Elementary Schools. This handbook is a very important tool to help parents and students with their school year. It is important that parents and students read and understand what is written here, as this will be a guide to what is expected at our school.

The entire staff holds high expectations for both achievement and behavior. This creates an environment where everyone can grow to his or her fullest potential. An important aspect of the success of the school year depends on good communication between the school and parents. High expectations, support, and communication with parents is the foundation for a successful school year.

Hillary Morsey, Upper Elementary Principal
Kaysha Bell, Lower Elementary Principal

TELEPHONE NUMBERS

OOLOGAH-TALALA SCHOOLS 443-6000	
Upper Elementary School	443-6000, ext. 6041
Lower Elementary School	443-6000, ext. 6141
High School	443-6000, ext. 6211
Middle School	443-6000, ext. 6151
Superintendent	443-6000, ext. 6080
State Safe Call	1-877-723-3225

SCHOOL HOURS

PreK.....	8:00-2:15
K – 2nd Grade.....	8:00-2:55
3rd- 5th Grade.....	8:00-2:55

MASCOT: MUSTANGS
COLORS: BLUE/GOLD

The Oologah-Talala Independent School District #4 does not discriminate on the basis of race, color, national origin, gender, age, or qualified handicap.

FAMILY EDUCATION RIGHTS AND PRIVACY REGULATIONS (FERPA)

- Oologah-Talala Public Schools will comply with the regulations as outlined in FERPA. All parents, even those not having custody of their children, and all students have a right to inspect and review all official school records.

VISITORS

For the safety and security of our students, visitors on campus will be extremely limited.

- If you would like to visit with your child's teacher, we require that you make arrangements to meet with the teacher during their planning period, before students arrive in the morning, or after school. Drop-in appointments will not be allowed.
- Please report to the office upon arriving at school.
- Authorized visitors will be issued a visitor's badge to be worn during his or her stay at school.
- No under-aged guests will be permitted unless accompanied by an adult.
- Visitors will not be allowed to go to the cafeteria or playground.
- Individual birthday celebrations will not be allowed for students. The building will celebrate all students' birthdays each month, and snacks will be provided by the office.

BUILDING HOURS

The Upper Elementary opens at 7:15 a.m. The Lower Elementary opens at 7:30 a.m. Do **NOT** drop students off before the buildings are open. When students arrive, they must report to the cafeteria. They will be released to go to their classrooms at 7:50 a.m. Classes begin at 8:00 a.m. and dismiss at 2:50 p.m. **(PreK students go to their classrooms at 7:30 am and leave at 2:00).**

MISSION STATEMENT

Oologah-Talala Public Schools, inspired by the tradition of excellence, is committed to the shared responsibility of preparing all learners for productive, responsible citizenship in an ever-changing world.

PLEDGE OF ALLEGIANCE

The Pledge is scheduled daily as a school-wide activity during our morning announcements.

MOMENT OF SILENCE

It shall be the policy of the Board of Education that each school site shall follow the "Moment of Silence" law. The "Moment of Silence" law, Senate Bill 815, states that each school shall observe approximately one minute of silence each day with the purpose of allowing each student to reflect, meditate, pray, or engage in other silent activities. The moment of silence is scheduled daily as a school-wide activity during our morning announcements.

CONDUCT OF STUDENTS

An important aspect of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist students in the development of self-discipline. It is the student's responsibility to actively and willingly work toward acquiring self-discipline. Cooperation between home and school is paramount to the success of the students. Positive character traits are encouraged through the use of various character education programs in our schools. The Upper and Lower Elementary schools follow Board of Education policy 4.10 regarding student conduct regulations.

STUDENT RESPONSIBILITIES

Each Oologah-Talala Public School student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by:

- Being respectful to other students, school staff, and visitors.
- Doing one's best in lessons, and in extra-curricular activities.
- Using self-control at school and at all school activities.
- Respecting school property and using materials properly.

- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

PARENT RESPONSIBILITIES

- We expect you to have your child in school on time, properly rested, nourished, and attending on a regular basis.
- We expect you to provide your child with the necessary school supplies.
- We expect you to respond to a communication from the school when it concerns your child.
- We expect you to take an active part in your child's education by monitoring the completion of homework or makeup work and attending school functions.
- We expect you to make learning a priority in your home as well as at school.
- We expect parents to support the school in its efforts to maintain proper discipline.

SCHOOL RESPONSIBILITIES

You can expect us to provide a safe and positive learning environment for each student. We will keep you informed of your child's individual progress. We will also keep you informed of events in individual classrooms, as well as the school as a whole.

CUSTODIAL AND NON-CUSTODIAL PARENTAL RIGHTS

It is a policy of the Elementary School that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree awarding such custody to the school. If the custodial parent wishes the child to be released to the non-custodial parent, an appropriate written instruction should be filed with the school. Absent a court decree to the contrary, both natural parents have the right to view the students' school records; to receive school progress reports; and to participate in parent-teacher conferences (not necessarily together in the same conference). Contact from the school to the parents will be primarily made through the custodial parent.

ADMISSIONS

Certain requirements for admission into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code."

It is the policy of the Board of Education (4.16) that children who are at least four (4) years of age but not more than five (5) years of age on or before September 1 and have

not attended a public school kindergarten may be enrolled in a full-day non-compulsory, early childhood program free of charge. No child shall be enrolled in Kindergarten unless the child has reached five years of age on or before the first day of September of the year the child intends to enroll. No child shall be enrolled in the first grade unless the child will have reached the age of six (6) on or before September 1 of the school year.

Students must have:

1. Authority for Birth

A. Authority for birth is documentation that can be used to verify school age.

Examples of Authority for Birth are:

- a. Birth Certificate
- b. Attending Physician's Certificate
- c. Permanent School Record
- d. Family Bible
- e. Parent Statement
- f. Last Year's Attendance Register

B. Birth Certificates, if available, must be provided for early childhood, kindergarten, and first-grade students who are first-time enrollees. Each different Authority for Birth must have its own unique code on the Master Roster.

2. Basis of Admission

A. A student is admitted to the school because the student meets certain criteria.

Examples of Basis of Admission are:

- a. The student's parents are residents of the district
- b. The student has a valid transfer
- c. The student is a 9-12th grade pupil who resides in an elementary school district
- d. The student is a nonresident pupil that pays tuition in order to attend this school.

The Superintendent or designee will be responsible for the receipt of all applications for admission, the conduct of registration procedures, and for certification that all admission requirements and prerequisites have been properly met by the student.

The district requires proof of residence for enrollment purposes.

RELEASE OF INFORMATION

Some general information needed for enrollment in another school district can be released to the new district without written consent.

Individual evaluations, anecdotal records, test results, learning plans, and eligibility requires written permission from parent/guardian or eligible student before release.

STUDENT RECORDS

Health and academic records are kept for each regularly enrolled student. Parents are permitted to view any records, upon request to either the counselor or principal. Personal information is needed for each student, such as parent's names, addresses, and occupations of parents, phone numbers, and emergency phone numbers. Please notify the school if any change occurs concerning the above information. In accordance with HIPPA and FERPA regulations, records pertaining to a child's health will be stored separately from their educational records.

BREAKFAST/LUNCH MONEY ACCOUNT

All students are required to eat in the cafeteria or bring something from home. Reduced and free meal forms are available for those qualifying through the National School Lunch Program. Those forms will be made available at the beginning of the year and throughout the year in the Attendance Office. Payment of meals may be made through the school's PayPal account or through sending money to the student.

CAFETERIA CHARGES Students and parents will receive a low balance notice at the point of sale when their account reaches \$5.00 (five dollars per child in the family is allowed). No charges will be allowed beyond \$30.00, however, children will be offered an alternative lunch. Parents who are having a difficult time paying for their child's meals at school should contact the Child Nutrition Office.

For more information, contact the Child Nutrition Office at 443-6000 X6213

ACADEMICS

COMPUTERS

Students are provided with access to computers at school. The computers and internet access are to be used for legitimate school activities. As a school district, we are very aware of the positive as well as the negative side of Internet access. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other materials.

As a precaution towards protecting our students from the negative side of the Internet, we have installed certain software which monitors and blocks access to unacceptable areas of the Internet. We believe that the benefits to students from access to the

Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. To help students achieve a positive and safe internet experience, schools will instruct students in appropriate online behavior. Our students are supervised and instructed in which areas they may use. Any misuse of a student's Internet access may receive disciplinary action.

If a student unintentionally finds him/herself in an undesirable area of the Internet, he/she will immediately inform the teacher.

OLE and OUE students will be provided with a school-issued device to use during distance learning. In accordance with the *Protecting Children in the 21st Century Act*, Oologah-Talala Public Schools will provide training to students regarding appropriate online behavior and use of the device. Students are NOT required to pay a Technology Fee. Students who continually..... will lose device privileges and parents could be held liable for damages. All students and staff will adhere to the Code of Conduct for Internet and other Computer Network Access policy 1.20.

COUNSELOR

The purpose of the guidance counselor is to help students socially, academically, and with personal development. Students may speak with the counselor by making a request to their teacher. At such time the counselor will arrange to see the student. Confidentiality procedures are always in effect.

PROFICIENCY-BASED PROMOTION

Assessments for proficiency-based promotion at Oologah-Talala Schools are offered during the year. The tests give students the opportunity to demonstrate mastery of core curriculum areas prior to taking the grade level or subject area. Tests are available in the core subject areas for grades one through twelve. The parent or guardian of any student may request proficiency-based promotion by submitting a completed application to the Counselor. Contact the Counselor for specific test dates. The Oologah-Talala Board of Education Policy on Proficiency-Based Promotion 4.40 is available on the district website.

REPORT CARDS AND PROGRESS REPORTS

Students in Pre-K to 2nd will receive a skill-based report card at the end of each quarter. Students in 3rd through 5th grades will receive progress reports at the conclusion of the 1st and 3rd quarters. Report cards are sent home with these students at the conclusion

of each semester as listed on the school calendar. Students in grades 3-5 will receive the following traditional letter grades:

A-Excellent	100-90%
B-Above Average	89-80%
C-Average	79-70%
D-Below Average	69-60%
F-Failing	59-0%
I-Incomplete	
S-Satisfactory	
U-Unsatisfactory	
P-Working to capacity, but not fulfilling course requirements	

Information regarding student grades and other information will be available to parents via the online Student Information System. For more information on accessing your student's grades and other important information, please refer to the website at www.oologah.k12.ok.us or contact the office of the Counselor or Principal.

CHEATING

Cheating is the act or intent of gaining or giving knowledge for an assignment or test by fraudulent means. The penalty may be a score of zero for the assignment or test, and no opportunity for make-up may be given. A disciplinary consequence may be imposed as outlined in the Oologah-Talala Discipline Rubric.

HOMEWORK

The purpose of homework is to supplement instruction that has taken place in the classroom. Working on homework outside normal school hours builds a sense of working independently to solve problems. With this philosophy in mind, the following is recommended:

- Assigned homework should always be completed within the allotted time period.
- Parents of elementary students should offer support and help as their student completes the required homework. Parents should emphasize the importance of completing school work as required by the teacher.
- If there are questions you don't understand, see your teacher as soon as you can the next day.
- Always turn in your homework; the single biggest reason for poor grades is zeros.

MAKE-UP WORK

Please contact your child's teacher for classroom make-up guidelines.

LIBRARY

Pre-K through fifth-grade students may check out books for a two-week period. Students may only check out two books at a time. If books are damaged or not returned, students will be required to pay a fine or pay the replacement cost. Please contact the library in your child's school for more information.

TEXTBOOKS

The state and local districts furnish the textbooks used in Oologah-Talala Public Schools. Students are responsible for proper care of all textbooks issued to them. Students are responsible for the care of the textbooks issued to them and will be responsible for paying for unnecessary damage or loss of books.

ELIGIBILITY FOR GIFTED AND TALENTED ACTIVITIES

All students participating in GT activities will do so at the discretion of the teacher, site gifted coordinator, and building administration. For additional guidelines, refer to the Oologah-Talala Public Schools Gifted Student Program policy 4.08 located on the district website.

PROMOTION AND RETENTION

The Oologah-Talala Board of Education believes the primary goal of the educational process is to educate. The Board also believes that since each child develops physically, mentally, emotionally, and socially at an individual rate, not all children will complete thirteen grade levels of work at the same rate. Therefore, for some children, more than thirteen years of public education are necessary to achieve the minimal standards of appropriate education.

Grade-level placement in the elementary school will be based on the child's maturity (emotional, social, mental, and physical), chronological age, school attendance, effort, and marks achieved. Standardized test results can be used as one means of judging progress. The grade marks earned by the child throughout the year shall reflect the probable assignment for the coming year.

A grade mark on a report card at the end of the grading period shall not fulfill the teacher's responsibility in reporting a child's progress to the child's parent(s) or guardian. Informal notes and personal conferences are necessary to help the teacher and the parent(s) or guardian understand the child's development and progress. The

parent(s) or guardian shall be informed, and a conference scheduled if the parent(s) or guardian desires when it becomes apparent that a child may need to remain at a grade level.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not receive a passing grade in a course; the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the Board.

Students in special education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by their IEP team.

All promotion and retention considerations related to the Reading Sufficiency Act will be implemented as required by law.

The full Oologah-Talala Public School Student Promotion and Retention Policy 4.24 is located on the district website.

READING SUFFICIENCY ACT

On May 4, 2011, Governor Mary Fallin signed Senate Bill 346 (SB346), or the READ Initiative into law. This law changes the Reading Sufficiency Act which is intended to provide additional support for students not reading at the same level as their peers in kindergarten through third grade. Beginning with those students who enter first grade in the 2011-2012 school year, SB 346 requires that school districts retain any student not reading on level by third grade. Students' reading ability is demonstrated by scoring advanced or proficient on assessment scores accepted by the Oklahoma State Department of Education and SB 346.

Oologah-Talala Public Schools is dedicated to providing the highest quality of reading instruction. All reading instruction at both the Lower and Upper Elementary is targeted toward individual student reading growth. All students receive instruction in Comprehension, Fluency, Vocabulary, Phonics, Phonemic Awareness, Writing, and Spelling. Students participate in the whole group and targeted small group instruction. Students identified at risk in their reading skills will receive additional in-school targeted reading instructional time and tutorial reading instruction. They may also qualify for after-school reading instruction, and summer reading school.

In order to keep every parent/guardian informed, the district will provide notification of the student's reading level and testing results. If a student continues to show a reading deficiency in third grade, we will advise third-grade parents and students of the deficiency, the services, and support provided, along with a notification that the student will be retained in third grade if he or she does not show adequate reading progress. In addition, parents will be notified of specific actions they can take at home to provide support to their child in reading achievement. Parents and guardians with questions about their child's reading progress are encouraged to contact their child's teacher or principal.

ARRIVAL AND DEPARTURE FOR STUDENTS

Upper Elementary:

Car Rider Information: The arrival area for all Upper Elementary students who are driven to school will be in the designated area at the front entrance of the building if arriving before 7:45 a.m. Classes begin at 8:00 a.m. Students need to be in their classroom before this time. Upper Elementary students who are tardy must have a parent bring them in. The designated car rider pick-up area is located at the south glass doors in the Upper Elementary parking lot at the front of our campus. Adults should stay in their car during arrival and dismissal, and no walk-ups are allowed.

Bus Rider Information: Those students riding the bus will use the doors closest to the bus loading and unloading zone located at the south end of our building.

Lower Elementary:

Car Rider Drop-off: The south cafeteria doors (Main Entrance) will be used for student drop-off. Please do not park or leave your car unattended while in the drop-off line. Use the designated parking if you need to come inside. **If your child arrives at the Lower Elementary later than 8:00 a.m., you must walk them into the front office.**

Car Rider Pick-up:

The south doors will be used for car rider pick-up. Please pull forward to the sign to ensure room for other cars. No cars are allowed in the bus loop before or after school. Adults should stay in their car during arrival and dismissal, and no walk-ups are allowed.

ATTENDANCE POLICY

Regular attendance is very important for school success. The attendance policy adopted by the school board states that all students must be in attendance at least 90% of the time to be eligible for promotion.

According to the **STATE LAW ON SCHOOL ATTENDANCE** (70-10-105), it is unlawful for a parent of a child aged 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. It is also unlawful for a child over age 16 and under age 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in the most extreme cases.

Good attendance is essential to success in school. Poor attendance habits create problems at school, at home, as well as in future employment opportunities. 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.

Oklahoma School Attendance Law—"If a child is absent four or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Furthermore, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines up to one hundred dollars (\$100) and/or imprisonment."

ABSENCES AND TARDIES

The bell rings at 8:00 a.m. This bell signifies the beginning of school. It is important that your child is here and ready to begin the day. If a student is habitually late or absent to school, a letter will be sent home to the parents and kept on file at the school. If the

problem continues the student's attendance records will be turned over to the Roger's County District Attorney to be addressed in Truancy Court. If it is necessary for your child to be absent, please call the attendance office or write a note to provide notification on the day of absence or the day of return to school. All absences are recorded on the student's attendance record. The upper elementary attendance number is **443-6000, ext. 6041**. The lower elementary attendance number is **443-6000, ext. 6141**.

Students must be in attendance for two hours during the morning session to be counted as present. Otherwise, it will be recorded as a one-half-day a.m. absence. Likewise; they must be in attendance two hours of the day for p.m. to be counted as present.

Students will be counted as tardy if they arrive between the hours of 8:00 and 8:50, or if they are checked out early between the hours of 2:00 and 2:50. Five tardies will result in the student being assigned an absence in the attendance system. Students with repeated tardiness and/or absences will be subject to communication, school administration, and local law enforcement.

During a period of distance or virtual learning, a student's attendance will be determined based on their log-ins, assignment completion, and communication with the teacher.

WITHDRAWAL FROM SCHOOL

When a student withdraws from school, he or she must report to the enrollment office with parents/guardians on the morning of their last official day. The student will receive a withdrawal form, which will be taken to each of his or her teachers for "clearance." The student should make certain that all school property has been returned, any fines owed have been paid, and all work completed in order to be cleared. The withdrawal form should then be returned to the office for a parent's signature. The office will not release records to the receiving school until all books and school property have been returned and all fines and/or fees have been paid. Transcripts will not be sent to the receiving school until the student is "cleared" from Oologah-Talala Public Schools. A student's records cannot be obtained by anyone other than an educational institution without the parent or guardian signing a release form.

CHECKING OUT OR LEAVING CAMPUS

Students leaving school during the school day for any reason must have their parents or guardian check them out through the elementary office. Checking out by phone is not allowed. Students will not be released from their classroom until notified by the office that their parent/guardian is here to pick them up. Students should check in at the elementary office if they return before school is out. All students checked out for an

on-campus activity are considered absent from class. Students who are checked out early may be assigned a tardy or absence, depending on how much class time is missed.

Under no circumstances will any student from either the Lower Elementary or the Upper Elementary be allowed to leave campus unattended and walk to another location after being checked out or at the end of the day. Students are also not able to leave the Lower Elementary or Upper Elementary to walk to another on-campus location without express permission from the building principal.

TRESPASSING OR LOITERING

Trespassers and/or loiterers will not be tolerated. Visitors must report to the front office for approval to be on the campus. The Principal or their designee has the authority to grant approval. If approval is not granted, the person(s) must leave the school building and grounds immediately. Persons refusing to leave will be subject to arrest. Suspended students, dropouts, and non-students are not allowed to be on or return to the campus or attend extra-curricular activities. Any person in violation of this policy is subject to arrest

CLASSROOM PARTIES

All grades will have two class parties during the year: Fall and Valentine's Day. Individual birthday celebrations will not be allowed for students. The building will celebrate all students' birthdays each month, and snacks will be provided by the office.

FUNDRAISING

All fundraising activities must be approved by the Principal.

- Only school-sponsored fundraising activities will be approved.
- Sales of items can only take place before school or after school.
- Sponsors are to receive students for money received if the amount is greater than ten dollars; for amounts less than ten dollars a cash roster sheet can be used.

STUDENT RESPONSIBILITIES

TOYS

Lower Elementary Students are not allowed to bring toys or any devices to school without permission of the principal. No trading cards of any kind are allowed. The school is not responsible for lost, stolen or damaged items brought to school.

Upper Elementary Students - All personal electronics are subject to the same set of rules as electronics issued by the school. If a parent wishes to allow their child to bring them to school they are to remain off and stored away during the school day. They are only allowed before school and after school unless other arrangements have been made with your child's teacher or the building principal. Any conflict regarding these devices may result in loss of privilege to bring them or disciplinary action. The school is not responsible for lost, stolen or damage to these items. School employees have the right to confiscate a students' device at any time and bring it to the principal if the student is not following correct procedures.

TELEPHONE

The office phones are for school business and are to be used by students only with permission from office staff. Please make sure your child knows if he/she is to ride the bus, or be picked up by someone **prior** to arriving at school in the morning. Calling with last-minute instructions causes problems at the close of the day. If you must notify your child of a change in plans, please call the Elementary Office **before 2:00 p.m.** Messages received after 2:00 may not reach your child before school is dismissed.

STUDENT CELL PHONES

Personal cell phones are to be turned off and stored in a backpack or locker during the school day. If a parent wishes to have their child bring a cell phone to school, it will remain turned off and stored away during the school day. When a phone comes into conflict with the learning environment it is subject to confiscation by members of the faculty without consent of the student or parent. The phone may be turned in to the principal. The school will assume no responsibility for lost or stolen cell phones.

PETS

Students or parents are not allowed to bring pets or live animals to school for safety reasons.

GUM

Gum chewing is not permitted at school due to problems caused by sticking to floors, furniture, clothes, hair, etc.

DRESS CODE

A student's dress should be appropriate and lend itself to the learning environment. Clothing should be reasonable and modest, so as not to be a distraction. While all appropriate dress cannot be listed, some guidelines to use are as follows:

- Short-shorts, bicycle, spandex, and boxer shorts are not permitted.
- Hemlines of skirts must be at least 2" longer than the longest finger of the student's hands when their arms are held to the side in a relaxed position.
- The length of the shorts must be longer than the longest finger of a student's hands when their arms are held to their side in a relaxed position.
- Tube tops, tank tops, bare midriff tops, halters, and see-through clothing are inappropriate for school wear and will not be permitted. Straps on any sleeveless garment for females must be wide enough to reach the shoulder.
- Clothing displaying disruptive or suggestive lettering and/or symbols is considered inappropriate and will not be permitted. Items advertising alcoholic beverages or drug and/or tobacco products should not be worn.
- Hats, hoods (up on a hooded shirt), and sunglasses are not to be worn inside the buildings during the school day.
- Any gang-related behavior or clothing is prohibited; this includes but is not limited to "sagging" and/or bandannas.
- Holes in jeans must not be higher than the longest finger of the student's hands when their arms are held to the side in a relaxed position.
- Clothing that is purposely ripped, torn, and/or cut in a manner that causes a distraction to the operation of the school or safety risk to the student or others is prohibited.
- Pants may not ride low exposing the torso or back or undergarments.
- Lower Elementary students must wear shoes that cover their toes. Flip-Flops are not allowed.
- Form-fitting, stretch material may not be worn as a primary outer garment. Tights and leggings may be worn only under other garments which meet the provisions of the dress code.

Any clothing, style, or accessory which is deemed by the teacher or principal to be inappropriate will be dealt with in an appropriate manner. This may include, but not limited to, covering the article, removing the article (i.e. hat, jacket, etc.) or calling home for a change of clothes.

LOCKERS

Each student will be assigned a locker for storing books, school supplies, and clothing.

- You are expected to keep your locker in good condition.
- School officials may search lockers at any time.

- Locker clean-outs will be held throughout the year.
- It is your responsibility to keep your locker secure.
- Money and/or other valuables should not be kept in lockers.
- The school is not responsible for lost or stolen articles.
- If you have locker security problems, you should inform the principal.
- Do not use adhesive stickers in or on your locker.
- Switching or sharing of lockers is not permitted.
- Do not rig your locker so that it will open automatically.
- Lockers are the property of the school and may be inspected at any time.

LOST AND FOUND

Students should immediately take items that they have found to the office.

- Clothing will be placed in the “lost and found” area which is the coat rack at the east library entrance. (Smaller items will be kept in the main office.)
- Clothing that is not claimed within a reasonable time will be donated to charity. The school is not responsible for articles placed in the lost and found area.
- We encourage parents to sew or write their children’s names into coats, gym shoes, etc. for easier identification.
- Any student that fails to turn in a “found” property may be charged with theft.

SEXUAL HARASSMENT POLICY

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Oologah-Talala Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings and jokes.
2. Report, Investigations, and Sanctions.
It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.
3. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student’s immediate administrator or teacher is the alleged offending person, the

report will be made to the next higher level of administration or supervision or to any responsible adult person.

4. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

BULLYING

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

CAFETERIA RULES

Students are to observe the following rules and regulations while in the cafeteria

- Students should not take books or other items to the cafeteria.
- Students are to walk when in the cafeteria.
- Students may not cut in line. Saving places/giving "ups" is not permitted.
- Sharing lunches is not permitted.
- Students are encouraged to bring healthy food and drinks. Please do not send pop for breakfast or lunch.
- Students must remain in the seat that they choose until the lunch period is over.
- Do not throw food.
- When finished, students are to throw away their trash and return their trays.
- After returning to their table, students are to remain seated until they are dismissed by a faculty member.
- Do not take food or drinks from the cafeteria.
- Students are encouraged to social distance in the serving lines and at the cafeteria tables.
- Parents or guardians may bring lunch for their child, but only for their child.

STUDENT SEARCHES

When there is reasonable suspicion to search a student while the student is on school premises, in transit to or from a school event while under school authority, or attending any function sponsored or organized by the school district, then such search can be made by an administrator or their designee. Students have no reasonable expectation of privacy toward the contents of a school locker, desk, or other school property. 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 needed for such a search.

TRANSPORTATION

Students need to have a consistent method of transportation for arrival and dismissal from school. While emergencies understandably occur, it is important that each child know how he or she is getting home from school each day. If for some reason there is a change in a student's mode of transportation, the parent must contact the office before 2:00 on that day. No changes in transportation will be allowed after this time. This gives office personnel and teachers time to communicate the change and ensure the child understands their transportation for that day.

BUS CONDUCT

Riding the bus is a privilege and an extension of the classroom. (School Law Article IX, Section 9-101.) All students are urged to regard the bus as a classroom as far as conduct is concerned. **Safety is stressed at all times.**

The driver of the bus is a school official and has the same authority as a classroom teacher over the student in his/her care.

For their own safety and protection while riding the bus, students are expected to observe these rules at all times:

- Remain seated at all times while the bus is in transit.
- Be on time at bus stops. Always pass in front of the bus. Never walk behind it.
- Refrain from eating and drinking on the bus.
- Refrain from scuffling and keep all parts of the body inside the bus at all times.
- Remember loud talking and laughing diverts the driver's attention and may result in an accident.
- Stay completely silent at Railroad crossings.
- No profanity, vulgar language, and name calling.
- Keep hands and feet to yourself.
- Riding a school bus is a privilege and the privilege may be temporarily or permanently removed for not abiding by the bus rider rules.
- Maintain possession of lunches, books, and other articles, and keep the aisles clean at all times.
- Never throw objects on the bus.
- Students are not allowed to ride any bus other than the one assigned.
- Balloons and glass objects are not allowed on the bus.

- Transportation is not provided for Pre-K students.

WALKING – BICYCLES

Elementary students in grades Pre K- 5 are not allowed to walk or ride a bicycle to or from school. Children in Kindergarten through 5th grade have the privilege of riding the bus.

PLAYGROUND RULES

One or more classroom teachers per grade will supervise the students while they are on the playground. Safety and fun are our priorities.

- Follow the teacher's directions.
- Use equipment properly.
- Stay within the playground area at all times. The porch and areas between buildings are not part of the playground.
- When on recess, students must have permission from the playground teacher before entering the building.
- Stay on asphalt during wet and muddy weather.
- Keep your hands and feet to yourself.
- Play nicely. Please do not:
 - Play chase or contact games.
 - Wrestle, fight, or shove.
 - Be involved in swearing, teasing, name-calling, or rude gestures.
 - Throw objects, rocks, sand, dirt, etc.
 - Bring any objects to the playground not approved by the teacher. This includes footballs, baseballs, soccer balls, toys from home, or school supplies.
- Wipe feet when entering the building.

Any action or activity deemed unsafe by the playground supervisor is grounds for losing all or part of recess privileges.

CONTROL & DISCIPLINE

The teacher of a child attending a public school shall have the same right as a parent to control and discipline such child during the time the child is in attendance or in transit to the school or in a classroom presided over by the teacher. (Article VI, Sec. 95, 1971, Oklahoma School Law)

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as part of the total educational process to assist the student in the development of self-discipline. In the process, sometimes it is necessary for students to realize that consequences exist for inappropriate or abnormal behavior that interferes with the educational process.

In considering alternatives for corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

- Conference with student
- Conference with parents
- In-school suspension – students will be allowed to come to school but will be isolated or restricted from the main flow of the daily routine.
- Detention – students may be required to give up time during or after school.
- Referral to a counselor – may involve a teacher, counselor, or administrator.
- Behavioral contract
- Work assignments – teachers may require assignments consistent with goals for improved behavior.
- Changing student's seat assignment or class assignment
- Requiring a student to make financial restitution for damaged property
- Requiring a student to clean or straighten items or facilities damaged by the student's behavior
- Restriction of privileges- includes the loss of lockers, specials, field trips, parties, swimming, or any activity where self-control is necessary for student safety.
- Involvement of local authorities
- Referring a student to the appropriate social agency
- Suspension The principal shall have the authority to suspend any student who violates any of the school rules, whether in transit to or from school or during the school day or school-related activities. We adhere to the discipline policy of the Oologah-Talala School Board. A complete copy of this policy is found on the district website.

(The Lower Elementary Pre-K program is optional. Students demonstrating a pattern of repeated disruptive behavior may be asked to leave the program.)

HABITUAL OFFENDER

Habitual offenders are those students who repeatedly violate school rules and policies. They have been subject to multiple disciplinary consequences in an attempt to correct their behavior. Students that habitually violate school rules and policies will be subject to Long Term Out of School Suspension.

WEAPONS-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 subject to discipline.

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 firearms or weapons will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

“...Any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, other devices in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon.”

Any student who violates this policy will be subject to discipline which may include suspension not less than one full calendar year (for firearms) or for any term less than one calendar year

(For weapons other than firearms) as determined by the superintendent or the superintendent's designee.

SCHOOL DRUG POLICY

The school prohibits students from using, possessing, furnishing, distributing, selling, and conspiring to sell or possess or being in the chain of sale or distribution of controlled dangerous substances.

Students transporting onto campus, buying, or selling controlled dangerous substances:

Any student found to be transporting onto campus, buying or selling a controlled dangerous substance while attending any school-sponsored event or while in transit to or from any school-sponsored event or while on school premises may be subject to the following disciplinary action:

1st Offense: 8 weeks out-of-school suspension

2nd Offense: Suspension from school for up to 18 weeks

The Administration reserves the right to consider early reinstatement for the first-time offenders if a student completes a drug/alcohol counseling program, and provides a negative drug test by a specified date. Counseling programs and drug testing will be at the expense of the Parent/Guardian. The school district will involve the police in every incident in which there has been a violation of the law.

Students in possession of or under the influence of alcoholic beverages, and/or under the influence of controlled dangerous substances and/or inhalants:

Any student found in possession or under the influence of an alcoholic beverage, including low-point beer, or under the influence of inhalants and/or controlled dangerous substances shall be subject to the following disciplinary action:

1st Offense: 10 days of out-of-school suspension

2nd Offense: 10 days of out-of-school suspension

Other offenses may result in suspension for the remainder of the school year.

The school district will involve the police in every incident in which there has been a violation of the law.

TOBACCO/VAPING POLICY

The Board of Education asserts that tobacco/vaping use is harmful to an individual's health and is unlawful for students under the age of 18. Students are not allowed to possess tobacco, imitation tobacco, or vapor products, in school buildings, on school grounds, or on school buses. This rule applies to any school-sponsored activity on or off

campus. Any student found to be in possession of tobacco, imitation tobacco, or vapor products while attending any school-sponsored event or while traveling on district-provided transportation to or from an event or while on school premises shall be subject to the following disciplinary action:

1st Offense: 5 Days In-School Detention and administration fine not to exceed \$100

2nd Offense: 5-7 Days In-School Detention along with counseling. Also, an administrative fine not to exceed \$200 for a second offense or subsequent offenses within a one-year period following the first offense.

3rd Offense: Out-of-School Suspension for any term up to the remainder of the school year (determined at the discretion of the school administration), along with counseling. Also, an administrative fine not to exceed \$200 for a second offense or subsequent offenses within a one-year period following the first offense.

The following link will direct you to the state statute regarding minors and tobacco/vaping products:

<https://www.ok.gov/able/documents/Prevention%20of%20Youth%20Access%20to%20Tobacco.pdf>

GENERAL

UNEXPECTED CLOSING OF SCHOOL

In case of emergency dismissal during school hours, it is necessary for parents to have a prearranged plan for students. Please fill out and send the emergency form to your child's teacher.

When it is deemed necessary to close school due to weather or some other emergency, the following is a list of radio, television stations, and social media school sites that will be notified:

KTUL, CHANNEL 8

KJRH, CHANNEL 2

KOTV, CHANNEL 6

KOKI, CHANNEL 23

KRMG, AM 740

FACEBOOK-Oologah Lower Elementary or Oologah Upper Elementary
School Website and app

In addition, the school's automated messaging system will notify parents by phone of school closings and important notifications.

EMERGENCY DRILLS

Regular tornado, fire, intruder on campus, and bus drills are held during the school year. Lockdown procedures will be enforced in the event of an intruder on campus. Students are instructed in the best procedure to follow as recommended by the fire department and civil defense. Each building has developed an evacuation plan in case of emergencies.

PARENT VOLUNTEERS

There is an active parent volunteer program at our school. If you are interested there are forms available in the Lower and Upper Elementary offices. Anyone interested in volunteering at the school will have to attend an informational meeting with the building principal and have an official background check through the Roger's County Sheriff's Office completed before they are able to help. This is done at the volunteer's expense.

NOTICE OF COMPLIANCE

This is to inform you that Oologah-Talala Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner that will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all that use this facility.

If you have questions, please contact the Office of the Superintendent. A copy of the management plan is also located in the office.

HEALTH AND PERSONAL INFORMATION

HEALTH ROOM

A school health care assistant will be on duty during regular school hours. Their purpose is to take care of emergencies that happen at school, or children who become ill at school. In case of emergencies, they will try to contact the parents using information from the Student Health Record. A Registered Nurse from Roger's County Health Dept. will be available by phone to school health care assistants during school hours.

COVID-19

The safety of our students and staff is of the utmost importance, and we have implemented new procedures to try and help alleviate the effects of COVID-19 at OLE and OUE. The following guidelines will be followed:

- All students and staff will participate in daily health screenings and temperature scans.
- Any student or staff member who identifies any potential health issue related to COVID-19 using the health screener or who has a temperature above 100.4 will not be allowed to attend school.
- Students who are sent home due for health reasons related to COVID-19 will not be allowed to return for a specific period of time, depending on their situation:
 - Students who have tested positive for COVID-19 will be quarantined for 14 calendar days.
 - Students who have tested negative for COVID-19 will not be allowed to attend school for three calendar days after being fever free without the aid of medication.
 - Students who do not receive a COVID-19 test will not be allowed to attend school for 14 calendar days.
- For more information on our district's response to COVID-19, please see the OTPS COVID-19 Response Guide.

MEDICATION AT SCHOOL

By Oklahoma State Law, the school nurse or other designated school employee may administer a prescription and non-prescription medication to a student during the school day. Every effort should be made to give medicines at home; as giving them at school represents a disruption in the student's school day. If, however, your physician does order prescribed medicine to be taken administered during regular school hours, compliance with the following instruction is required:

- A prescription medication must be contained in its current prescription vial.
- The non-prescription medication must be in its original container.
- No medication will be given unless it is in its proper container. Do not send medication in an envelope, wrapped in foil or tissue, in a baggie, miscellaneous bottle, or any other improper container.
- Non-prescription medication will not be given for more than two weeks without written authorization from a physician.

Written or verbal parental/guardian permission must accompany the medication indicating:

1. Student's name
2. Name of medication
3. Amount to be given

4. Time to be given
5. Parent/Guardian signature
6. Physicians name

All medication must be brought to the office or nurse by a parent or guardian. Do not send any medication with students on the bus.

Controlled substances must be brought to the nurse by the student's parent/guardian. Students cannot transport controlled medicine. Parents will be contacted whenever the supply is low.

Unused controlled substance medications and/or over-the-counter medications will not be sent home with a student. A parent or legal guardian must pick it up at the nurse's office. All unclaimed medication will be disposed of at the end of the school year.

Your pharmacist can make up an extra prescription bottle/container to use for school purposes if needed. Ask for one at the time you obtain your prescription.

Send only enough medicine to be given at school. 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.

Remember: Any medication, prescription, or non-prescription not in its original container will not be given at school.

Thank you for your cooperation in this matter. These procedures regarding medication at school are for the protection of your child and all students at Oologah-Talala Schools.

CONTAGIOUS ILLNESS OR CONDITIONS

State law prohibits children with head lice, bedbugs, or other vermin or contagious conditions from attending school until they can present certification from a health professional. Students returning to school after a contagious illness or condition must be approved by the school nurse before attending class.

ILLNESS OR INJURY

If your child is ill, it is best for him/her to remain at home. If your child becomes ill at school you will be notified. Parents are asked to complete all information pertinent to the health of each child on an emergency information form. These forms are kept in the office for immediate use. Please help us keep them accurate and up to date.

IMMUNIZATION REQUIREMENTS FOR 2022-2023

Students will be required to submit updated vaccination records for enrollment at various times throughout their school career. Parents who wish to opt their child out of vaccinations should contact Shonna Kubien, the school nurse, at (918) 443-6000, ext. 6041. The required vaccinations are listed below:

Vaccine	Pre-K	K-6TH
DTaP	4 DTaP	5 DTaP
IPV/OPV	3 IPV/OPV	4 IPV/OPV *
MMR	1 MMR	2 MMR
Hep B	3 Hep B	3 Hep B
Hep A	2 Hep A	2 Hep A
Varicella	1 Varicella	1 Varicella

*If the 3rd dose of IPV/OPV is administered on or after the child's 4th birthday, then the 4th dose of IPV/OPV is not required.

INSURANCE

At the beginning of the school year accident insurance forms will be made available to all of the student body.

GENERAL HEALTH CONSIDERATIONS

1. Any child with a temperature above 100.4 degrees will be excluded from school. Children **MUST** be fever-free for 24 hours without the aid of fever-reducing medications before returning to school. Any child sent home with a fever may not return to school the day they are sent home or the following school day unless special exceptions are made by the nurse.—Any child with an unidentified rash needs to be seen by a physician and will be excluded from school until the rash is cleared or written notification from a physician is obtained.
3. Medications (prescription and non-prescription) to be given three times a day, should be given in the morning, after school, and at bedtime unless advised otherwise by a physician.
4. If your child has special health needs at school, contact the school nurse in advance.
5. Please keep your contact information updated. We need to be able to contact parents for emergencies and urgent health needs.

6. Any child who is sent home vomiting may not return to school the day they are sent home or the following school day unless special exceptions are made by the nurse.

SNACKS

Any food items brought to school to be distributed to students must be store-bought and arrive at school in the original packaging. No 'homemade' food items will be distributed to students. Individual birthday celebrations will not be allowed for students. The building will celebrate all students' birthdays each month, and snacks will be provided by the office.

NONDISCRIMINATION

The Oologah-Talala Public Schools does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

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: P O Box 189 Oologah, OK 74053

Telephone number: 918-443-6000, ext. 6057

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

Name and/or title: Assistant Superintendent

Address: P O Box 189 Oologah, OK 74053

Telephone number: 918-443-6000, ext. 6080

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

Name and/or title: Assistant Superintendent

Address: P O Box 189 Oologah, OK 74053

Telephone number: 918-443-6000, ext. 6080

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

Name and/or title: Assistant Superintendent

Address: P O Box 189 Oologah, OK 74053

Telephone number: 918-443-6000, ext. 6080

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

Name and/or title: Assistant Superintendent

Address: P O Box 189 Oologah, OK 74053

Telephone number: 918-443-6000, ext. 6080

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

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

REFERRAL

Preschool children ages 3-5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and the Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for the identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll-free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

SCREENING

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

EDUCATIONAL SCREENING

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose parent or legal guardian has filed a written objection

with the local school district. Students shall be screened as needed or upon request of the parent, legal guardian, or teacher.

EVALUATION

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

CHILD FIND NOTICE

Child Find is a component of the Individuals with Disabilities Act (IDEA) 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 Oologah-Talala Public School District, whether attending public or private schools, 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 Oologah-Talala Public Schools, Department of Special Education, 443-6047.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the 5 School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school district's administrator.

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

- To inspect the student's education records;
- To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- To consent to disclose education records, except where consent is not required to authorize disclosure;

- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34CFR&99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location, or evaluation schools shall provide notice to parents. Accommodations for other languages or means of communication may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA.

For further information, contact the elementary school counselor at 443-6042(UE) or 443-6141(LE).

PUBLIC COMPLAINTS

The Oologah-Talala Board of Education has established the following policy to provide a way for school employees, students, or school patrons to be heard when they have a complaint or a concern about any aspect of the educational program. The intent of the policy is to provide, a simple, straightforward, and easily understood procedure for the resolution of school-related problems at the lowest possible level, as fairly and as expeditiously as possible.

Types of Complaints

The complainant may submit a formal or informal complaint.

1. Informal complaints are less serious in nature and usually result from a misunderstanding or lack of communication. Quite frequently they can be resolved simply by getting the involved parties together and discussing the matter. Informal complaints may be made orally or in writing. If the informal complaint is about the action of a school employee, the complaint should be directed to that school employee first. If the complaint is not satisfied with the employee's resolution of the complaint, he/she may submit a formal or informal complaint, as set out below. If the complaint is about something other than the action of an employee, the complaint will be directed to the appropriate building-level principal. Decisions regarding informal complaints are given orally.
2. Formal complaints are often more serious in nature and, quite often, the complainant lodges the complaint with the intention of exhausting all his/her options to obtain a favorable resolution to the problem. If the formal complaint is about the action of a school employee, the employee will be notified as soon as possible by the appropriate building-level principal and given a copy of the formal complaint. All formal complaints must be made in writing and follow the procedures outlined in this policy. Decisions regarding formal complaints will be made in writing and copies of the decision will be given to all parties involved.

Procedures

No reprisals of any kind will be taken by the board of education or by any member of the school staff against any complaint or person accompanying or representing a

complainant. All meetings and hearings at Levels One and Two under these procedures will be conducted in private and will include parties in interest and their designated or selected representatives.

All formal complaints must be initiated at Level One. All federal and state privacy laws will be followed.

Level One (Principal)

1. A formal or informal complaint may be lodged with the appropriate building principal with the objective of discussing and resolving the matter. The complaint must be submitted within ten working days after the incident that sparked the complaint.
2. At Level One, the complainant will present the complaint on his/her own behalf in a meeting with the principal. The complainant may submit any documents that he/she believes support the complaint. The principal may ask other persons to attend the meeting to discuss the issues raised in the complaint. The principal will conduct any further investigation he/she believes appropriate.
3. Within two school days after the meeting with the complainant, the principal will make his/her decision. Written decisions concerning formal complaints will include the reason supporting the decision.
4. If the Level One meeting involved an informal complaint, the decision of the building principal will be final.

If the Level One meeting involved a formal complaint, the building will, within two school days following the decision, forward to the superintendent copies of all documentation concerning the complaint and who registered the complaint, including his/her decision

Level Two (Superintendent)

1. If the complainant is not satisfied with the principal's decision concerning a formal complaint, he/she may, within five school days of receipt of the principal's decision, request a review of that decision by the superintendent (Level Two). A request for review, with the reason(s) for the request, must be made in writing.
2. The superintendent will schedule a meeting to hear the complainant's appeal within three school days after receiving the request.
3. At the Level Two meeting, the complainant will present the complaint on her/his own behalf. The purpose of the meeting is to allow the complainant an opportunity to explain why he/she believes the principal erred in his/her initial decision. The principal will also have the opportunity to explain his/her decision. The superintendent may ask other persons to attend the meeting to discuss the issues raised in the request for review. The superintendent will review the documentation submitted from the Level One Meeting and the complainant's request for review by the superintendent.
4. Within three school days of the meeting, the superintendent will make a written decision, which will include the reason(s) supporting the decision.

Level Three (Board of Education)

1. If the complainant is not satisfied with the superintendent's Level Two decision, she/he may, within five school days of receipt of the superintendent's decision, request a review of that decision by the Board of Education. A request for board

review must be made in writing to the superintendent or the clerk of the board of education. The review process will be included as an agenda item at the next regular school board meeting. The superintendent will provide the board with copies of all documentation concerning the complaint, including the decisions, at the board meeting.

2. The superintendent will notify everyone who participated in the Level One and Two meetings of the date, time, and place of the board hearing. The complainant may be represented at the Level Three meeting by anyone of his/her choosing, but the complainant must be present at the meeting.
3. The purpose of the review process before the board is to allow the complainant an opportunity to explain why he/she believes the principal and superintendent erred in their decisions. The principal and superintendent will also have the opportunity to explain their decisions. The superintendent may ask other persons to attend the meeting to discuss the issues raised in the request for review. The board will review the documentation submitted from the Level One and Two meetings.

After reviewing the documentation, the board will issue a decision to be recorded in the official minutes of the regular school board meeting. The decision by the board will be final and not subject to appeal.

ASBESTOS POLICY

In order to comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) of 1987, 40 CFR Part 763-Asbestos Containing Materials in Schools, Oologah-Talala Public Schools has been inspected and an Asbestos Management Plan was developed outlining sampling analyses and response actions if necessary. The Management Plan is available for viewing in the Administration Building from 8:00 am-3:00 pm during school days.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The Board of Education hereby directs that neither the district nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

- (7) Any individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any forum where instruction or activities tied to the instruction are provided, including training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Tony Sappington as the employee responsible for receiving complaints. Complaints may be provided via telephone at 918-443-6000 and via email to tony.sappington@oologah.k12.ok.us. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide whether a violation occurred. The school district shall receive, process, and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within ninety (90) days of receipt of a claim. Within thirty (30) days of the resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint, or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,

This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____ (Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant