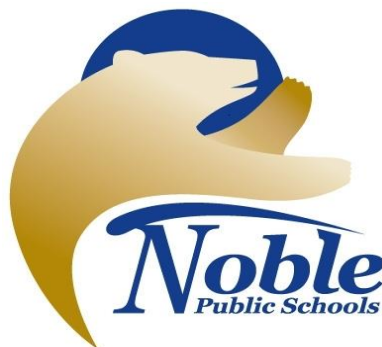


Katherine I. Daily Elementary Parent/Student Handbook

2023-2024



**Mr. Frank Solomon
Superintendent**

**Dr. Jon Myers
Assistant Superintendent**

**Executive Director
Mr. Nathan Gray**

**Principal
Mrs. Janice Busick**

**Katherine I. Daily Elementary
300 South Fifth Street
Noble, OK 73068**

405-872-3406

www.nobleps.com

Katherine I. Daily School Contact Information

Janice Busick, Principal.....872-3406
Christi Robberson, Counselor.....872-7641
Attendance Secretary..... 872-3406
Cafeteria.....872-5690
Transportation.....872-3455

Katherine I. Daily School Hours
7:25 a.m. to 2:30 p.m.
Office Hours
7:15 a.m. – 3:30 p.m.

Noble Public Schools contact Information:

John K. Hubbard.....872-9201
Pioneer Elementary.....872-3472
Curtis Inge Middle School.....872-3495
Noble High School.....872-3441
Noble Administration Office.....872-3452

Vision...

Not just what we think

How we think...*Excellence*

Not just what we do

How we do it... *Quality*



Our Mission...

We are... dedicated to providing our students with a positive learning climate, which encourages a passion for discovery and achievement. We feel students are entitled to learn in an orderly environment of mutual respect and concern among peers and teachers.

Each day our mission is to provide challenging and creative lessons through which our students have the opportunity to master academic as well as social and personal skills that will lead to healthy living, foster success, and inspire lifelong learning.

Each day our mission is to hold ourselves and our students accountable for positive actions, personal growth, and caring relationships, enhanced through a strong partnership between home and school.

We are...NOBLE PUBLIC SCHOOLS!

.....

ACCREDITATION

The Noble Public School district is accredited by the Oklahoma State Department of Education.

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Katherine I. Daily Elementary
300 South Fifth Street
Noble, OK 73068



Dear Parents,

Welcome to Katherine I. Daily Elementary School. We are looking forward to working with your family to ensure your child's first school years are successful. Our goal is to create a safe and child centered learning environment while building a strong foundation for academic success. We are excited to be a part of your child's educational journey.

The K.I.D. handbook is a way to familiarize yourself with the expectations for your child. Please take time to read this handbook. After you have read the handbook we ask that you sign and return both KID Student/Teacher/Parent Agreement (page 59) and the Parent/Student Handbook Agreement (page 60) and return the pages to your child's teacher.

Sincerely,
Mrs. Janice Busick
K.I.D. Principal



**Katherine I. Daily Elementary School Calendar
2023-2024**

Watch the KID Talk for Dates

**Classes are in session Monday-Friday, August 9th -January 19th
Monday- Thursday, January 22nd -May 21st**

1st Semester

Back to School Night- Pre-K, K, T1	August 7 th
First Day of School	August 9 th
Professional Day	August 25 th
Fall Pictures	August 29 th
Labor Day Holiday- No School	September 4 th
Professional Day	September 22 nd
Read A Thon	October 16 th
Parent/Teacher conferences	At the end of the 1 st 9 weeks and 3 rd nine weeks
Fall Break	October 12 th -13 th
Fall Picture Retakes	October 17 th
Halloween Party	October 31 st
Veteran Day Assembly	November 10 th
Thanksgiving Holiday- No School	November 20 th -24 th
KID Festival of Lights	December 1 st
Christmas Party	December 20 th
Christmas Break	December 20 th - January 3 rd

2nd Semester

Martin Luther King Day	January 15 th
Professional Day	February 12 th
Spring Pictures	February 13 th
Celebration of Dr. Seuss Week	February 26 th -February 29 th
Music in our Schools Month	March
Spring Break – No School	March 18 th -22 nd
Kindergarten Graduation Pictures	April 9 th
Kindergarten Graduation	May 16 th
Super KID's Day	May 21 st
Last Day of School	May 21 st

Dates are subject to change

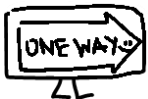


Attendance



All children should be in attendance daily. If your student is going to be absent, please notify the office at 405-872-3406. It is important that students attend class daily and arrive on time. Regular classroom participation is necessary to achieve the best possible learning situation for every student. Students who are consistently absent or tardy may have a difficult time being successful socially and academically.

Since daily attendance is expected of our students, parents of students who are chronically absent (10 days or more a semester) will be asked to attend an attendance review meeting. An attendance review meeting is completed with the administrator and parent to determine a plan to improve attendance. Pre-K is an optional program therefore, pre-k students can be dismissed from our program for chronic absences. **Continued absences or tardies will result in information regarding attendance being forwarded to the District Attorney for Cleveland County. This is required by Oklahoma State Law.**



Parents are advised that the North, East, and West sides of our school are all ONE-WAY streets. Please be aware that the block north of our school on 5th Street is one-way going south, and the block east of our school on Maple is one-way going east. Parents can request a school map listing the drop off / pick up points.

Our buses load and unload on Maple, which is one way going east.

PLEASE NOTE: Passing a bus in the process of loading or unloading children is against the law and is monitored by/reported to the Noble Police Department.



Morning Arrival



Katherine I. Daily Elementary is located on a one-block area with streets on three sides. Parking and travel around the school are always a problem. Please be courteous and follow the drop-off and pick-up procedures. Please have your child unbuckled and ready to exit the car before you reach the drop off zone.

At Katherine I. Daly we have 3 designated student drop-off areas.

Pre-K East- Mrs. Clements, Mrs. Huddleston, Mrs. Thompson, and Mrs. Scruggs are located on 5th at the south-east or second pull in area. Parents will pull up and a teacher will assist your child out of the car.

Pre-K West- Ms. John, Mrs. Green, Mrs. Lee, Mrs. Walters, and Mrs. Cunningham are located on 4th at the west side pull in area. Parents will pull up and a teacher will assist your child out of the car.

Kindergarten- All kindergarten students are dropped off at the front entrance located on 5th at the first pull in area. Parents will pull up and a teacher will assist your child out of the car.

PLEASE DO NOT leave children at school without teacher supervision. It is unsafe for children to be outside without supervision. The doors must be open and a teacher present before parents may leave their children. Please **only** let your child off at designated drop-off areas to ensure a safe arrival.

TARDY

Students who arrive after bell must be brought into the office by an adult to get a **TARDY SLIP** before going to class.



Afternoon Dismissal



Pre-K

Parents will remain in the car and display the student's pick-up card (which will be given to you by your child's teacher) in the window. Your child will be called, a teacher will escort your student to the car. Please note due to time and liability teachers cannot buckle students into the car seat. **Parent are asked not to park and come to the gate to pick up Pre-K students. Only parents that have made prior arrangement with the teachers are allowed to pick up students from the gate.** ***Students will not be released to parents without a parent pick up card.***

Kindergarten and T1

Our teachers will walk the students to the teacher's designated gate and parents will pick up students at the gate. Parents must present the designated parent pick-up card (given to you by your child's teacher) for the student to be released. ***Students will not be released to parents without a parent pick up card.***

Please note:

Children will be sent home as directed by PARENT NOTE or DIRECT COMMUNICATION with the teacher or the office. We **DO NOT** change children's regular going home plans without a note or a phone call from a parent. ***PARENTS MUST CALL THE SCHOOL OFFICE BY 1:30 p.m. TO MAKE CHANGES IN HOW CHILDREN ARE GOING HOME.***

All children leaving the building during the school day must be checked out through the office. ***Please have identification*** ready to be checked when picking children up at school. Only those listed on the enrollment form will be allowed to pick up your child. These measures are for the safety of your child.

Pre-K check-out: When checking out your Pre-K student early we ask that you come to the office first for check-out. The office will call your child's teacher to

let them know you are picking up your child. Once the office has contacted the teacher, we ask you to drive to the Pre-K building to pick up your child.



Building Access



For the safety of the children, the exterior doors to the school will remain locked throughout the school day. Children may exit these doors in case of an emergency, but no one can enter from the outside. Visitors and guests will be allowed in the building for programs, concerts, and other special events. All other visitors will require approval from the principal. Our schools will remain locked for the security of our staff and students. Parents are not allowed to walk a student to class, bring supplies to the classroom, birthday goodies, or lunches. If you have an item that needs to be given to a student we ask that you drop it off at the office. We will call the student to the office to pickup the item.



Report Cards

Report cards will be sent home at the end of each nine weeks for all grade levels.



Enrichment Programs



Library

At Katherine I. Daily Elementary School, we believe that being exposed to good books is vital to the success of every child. This includes looking at pictures, hearing a story read, making up their own stories, and eventually, reading it for themselves. One of our goals this year is to help each child become excited about books. Please support our school library program by encouraging your child to find a safe place at home to keep their books and reminding them to return their books on time. This is a great lifelong lesson in responsibility.

KID Read-at-Home Program

Students are encouraged to read at home. Our kickoff to reading will be in October with our Read A Thon fundraiser. Our recording for our Read-at-Home Program starts in January and ends in May. Parents are asked to read and record the books read to their student on a recording form. The recording form is returned to your child's teacher for a reward. Students are rewarded based on the number of books read. Our goal is for each child to listen to at least 100 books.



Book Fair

A school book fair is scheduled once a year. A traveling bookstore comes to the school library. Parents and children may select books to purchase. The money earned through this library fundraiser is used to purchase materials for our school library.



Guidance

Guidance classes are provided once a week. Stories, puppets, and songs are used to teach children skills for making friends and getting along with others. Children learn how to recognize emotions in themselves and others. They learn ways to appropriately express their feelings, use self-control, and make good choices. If parents believe that a child would benefit from a small group session or individual assistance, please feel free to contact our Counselor, Mrs. Robberson.

Physical Education



Physical Education classes are provided once a week. Students are provided a variety of activities to help build confidence and expand their interest/abilities. Each student will be expected to participate in all activities. Students learn cooperation, teamwork, and sportsmanship. To help prevent injury, all children will be required to wear tennis shoes during PE class.

Your child's teacher will let you know your class schedule. If your child has medical condition that limits physical activity, please contact the PE teacher and your child's teacher.

Music

In music class, pre-k and kindergarten students will be introduced to listening, moving to, feeling, and producing the beat in a variety of musical examples.

Students will expand this concept of beat into the use of basic rhythm instruments. They will also participate in using correct singing voices, listening for specific musical sounds/concepts, and to pre-read symbols that represent rhythms/patterns. They will also participate in an in-depth study of the instruments of the orchestra.

Transitional First students will review correct singing voices, instruments of the orchestra, the rhythmic concepts of beat, and patterns, using movement, with Orff as well as basic rhythm instruments. They will be introduced to appropriate vocabulary for musical terms, begin to read musical pitches using the Kodaly philosophy of solfage/hand signs. They will also read rhythmic symbols using the Orff philosophy of rhythmic syllables.



Title I School-Wide Program

Noble Public Schools has a Title I school wide program at all sites. This is a federal comprehensive reform strategy which emphasizes serving and improving all students by combining resources to achieve the goal of academic success. Each site has different programs to meet their students' needs. The involvement of parents is essential to the success of their students. Each parent/ guardian will be asked to sign a school compact which states the responsibilities of the student, parent, and school. The three core elements of a school wide program are comprehensive needs assessment, written school wide plan, and annual review and plan update.

Indian Education Program

Our students who are enrolled in a tribal membership may qualify for additional assistance through our Indian Education Program. Parents of students who qualify need to complete an eligibility certification form, which requires the tribal membership number along with registry information. Please contact the school office with your questions.

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Speech Screenings

Speech and language evaluations are conducted by the School Speech Pathologist. Pre-K, Kindergarten, and Transitional First students are screened by teacher request.

If you have a concern, please contact your child's teacher, our school counselor, Mrs. Robberson, or our school speech pathologist, Mrs. Sanders.



Parent /Teacher Conferences

Parent/Teacher Conference days are provided during the first and third nine weeks' periods to allow time for parents and teachers to meet to discuss your student's progress. These conferences are mandatory. **Please work with teachers to schedule conference times that you can attend.** If you have a need for more frequent visits, please contact your child's teacher during their planning period to schedule a meeting.



Cafeteria



Sending Lunch money

When sending lunch money to school please put it in a sealed envelope with your child's name, teacher's name, amount of money, and write lunch money on the front of the envelope. Lunches may also be paid by using My School Bucks online pay.

Lunch and Breakfast

Breakfast and lunch are served each school day. Students may pay for meals by the day or week. **Applications for free or reduced lunches are available from the school office.** The cafeteria supervisor maintains all student's cafeteria accounts. Questions about your child's account should be directed to the supervisor at 872-5690.

2023-2024 School Prices: This year lunches for students will be
\$3.25 Students
\$4.95 Adults

If your child brings a lunch, please be sure his or her name is on the lunch box or sack.



School/Home Communication

Communication between the home and school is a critical part of your child's success in school. Your child will bring a Wednesday Folder or School Planner home each week. This folder or planner contains all the important information you need to keep up to date about school activities. ***It is important that you look through your child's folder each week and return it to school.***

Katherine I. Daily Elementary sends our ***K.I.D. Newsletter*** every other Wednesday. This newsletter contains all information about upcoming events. ***It is important that you read this each week.*** We communicate with parents using this newsletter as well as a monthly calendar, classroom newsletters, our website, and school messenger (must sign up for this program). Our K.I.D. newsletter is also posted on our school website. **Our school website can be accessed at nobleps.com.**



Announcements



Announcements are made each morning. They provide a way to recognize birthdays, events of the day, word of the day, and quote of the week. Every morning we say the Pledge of Allegiance, the Oklahoma flag salute, and observe a moment of silence.

Assemblies at school will be announced in our KID Talk newsletter. The assemblies provide students and staff with a time to celebrate accomplishments and be together as a school family.



Closing School / Inclement Weather

An announcement will be made through local news stations, Noble school’s website, and social media should school have to be canceled due to inclement weather. The school makes every effort to make decisions concerning school closings based on the safety of students. The district boundaries cover 144 square miles and conditions in one part of the district may be very different from those in another area. Decisions concerning school closings are made as early as possible before buses begin their morning routes.



Fundraisers

Katherine I. Daily Elementary plans to conduct the following school-wide fundraisers this year. Priorities for school fundraisers are carefully planned with input from parents and teachers each summer. Fundraiser monies will be used to support the music program, field trips, the purchase of playground equipment, technology for classrooms, and various other special activities.



School Book Fair is scheduled once a year. The money earned through this library fundraiser is used to purchase materials for our school library and to fund our home reading program.

School T-Shirts can be ordered at the beginning of the year.

School Pictures are offered throughout the year. These are an optional purchase.

Read A Thon- Kick off in Oct on our Reading night.



Additional Fundraisers may be added with School Board approval.



School Pictures

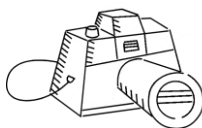
Katherine I. Daily Elementary School offers several opportunities for parents to have children's pictures taken during the school year:

Fall individual– August 29th

Retakes – October 17th

Spring Pictures- February 13th

Kindergarten graduation pictures – April 9th



Bringing “Treasures” to School

Children are expected to leave toys and other valuable items at home.

Oklahoma State Law prohibits the possession of any dangerous weapon on school property. For purposes of this policy, dangerous weapons include, but are not limited to, **firearms and knives of any kind, metal knuckles, fist packs and similar objects, blackjacks, billy clubs and similar objects, metal chains, mace or pepper spray or any manufactured or homemade objects designed or intended to cause bodily injury, intimidation, or threats.** Students in possession of dangerous weapons on school grounds may be suspended for as long as a year.

It is not uncommon for children to bring pocket knives to school without parent knowledge. Please talk to your child about the importance of leaving these at home.



Recess

Students will not be kept inside during recess unless we receive a note or call from their parent. Students who have a note to stay inside will be sent to the nurse's office until recess is over. Students may either continue schoolwork or may read/look at a book. Days that exceed two (2) will require a statement from a professional managing the diagnosis.



Head Lice

If the student is sent to the office with live lice or brown nits, the student will be removed from the classroom and the parent/guardian will be called to pick up their student. The student will not be allowed to return to school until the student has been cleared by the school nurse.



Illness or Injury at School

If your child becomes ill (high fever, vomiting, diarrhea, etc.), or is injured at school we will make him or her comfortable and call you immediately. If you cannot be reached, we will contact the emergency number that was provided to us. Your child must be picked up promptly. It is critical that emergency information be kept up to date. ***Phone numbers that change must be reported to the school office.***

Parents who do not carry insurance on their child are given the opportunity to purchase insurance through the school. School insurance packets are available in the first Wednesday Folder or School Planner. Purchase of this insurance by parents is optional.



Medication

If it is necessary for a child to take prescribed medication during school hours, it must be in the original prescription container and a medication form must be filled out and on file with the nurse.



Dress for School

The responsibility for proper dress and grooming is that of the students and parents. Students should wear clothing suited to the weather and in good taste. When cold weather approaches, please stress the importance of your child wearing a coat, hat, and mittens. In winter we will go outside as long as the wind chill and temperature are at or above 32 degrees. As the weather often changes during the day and we cannot predict when we will be outside, it is important that you dress your child as if we were going outside each day. We encourage our students to wear safe shoes for the playground and P.E. **Flip flops, open back sandals, and dress shoes with ½ inch heel or higher are not appropriate footwear for school for safety reasons.** Students who wear these to school maybe asked to call their parents to bring more appropriate footwear. Please help keep students safe! Students need to keep hats in their cubbies when they are inside, except on special hat days. **All Pre-K students are asked to keep a change of clothes in case of accidents in their back-pack at all times.** Kindergarteners and Transitional First are asked to keep a change of clothes in their back-pack if they are prone to accidents. Please refer to the District Student Dress Code.

Noble Public Schools Board Dress Code Policy

At Noble Public Schools, we believe that good grooming and dress promote pride and positive behavior. The way a student dresses is a very important part of the school culture and process. The intent of the student dress code policy is to provide adequate information to all stakeholders and to assist in preventing

extremes and indecency which would interfere with the District's educational mission and/or threaten the safety and welfare of our students. A dress code is to provide the appropriate standards for student appearance and to assist in maintaining student behavior which is conducive to the learning environment. Disciplinary actions will be taken to enforce the dress code and promote fairness.

Reference: 70 O.S. 6-114

NOBLE PUBLIC SCHOOLS DRESS CODE

(REGULATION)

In accordance with the policy of the board of education, the following regulation shall establish a dress and grooming code for the public school system. The building administrator shall have the authority to determine the appropriateness of any attire not specifically addressed below. In making a determination, the administrator shall consider whether the clothing and/or accessory presents a safety hazard, is revealing, or may be reasonably believed to disrupt the teaching or learning environment. Attire that disrupts the educational process is prohibited. The following dress code will be in effect for all students:

1. Skirts and Dresses: The skirt or dress must be a minimum of mid-thigh length while shoulders are relaxed and must not be revealing, disruptive or distracting to the educational process. Skirt openings must be a minimum of mid-thigh length. Dresses may be sleeveless if they have fitted armholes. Mini-skirts are not allowed.
2. Tops: Any shirt, blouse, sweater or top may be worn with the following conditions:
 - Sleeveless Tops must have fitted armholes and not be revealing or show undergarments. Spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops are not allowed.
 - Nothing translucent, sheer, of mesh, fishnet or revealing may be worn.
 - All tops must be properly buttoned and may not expose the midriff when arms are raised from the side. Tops that expose undergarments are not permitted.

- Tops, dress and sleeve openings, must not expose undergarments, chest, breast, cleavage or any part of the torso. Tops may not have any type of plunging neckline.

3. Pants: Pants, jeans or slacks that are neat and clean are acceptable.

- Pants that drag the floor are not allowed. Pants that are cut, slit, or have holes above mid-thigh are not allowed. Pants that have been patched are acceptable.
- Form fitting pants, skin tight jeans, leggings, and jeggings are allowed as an outer garment as long as the top outer garment reaches mid-thigh. Pajama pants are not allowed.
- Sagging is not permitted at any time. Pants may not be worn low exposing the torso, back or undergarments.

4. Shorts: Shorts that are mid-thigh length or longer are acceptable for school dress.

- Shorts that are cut, slit or have holes above mid-thigh are not allowed.
- Form fitting shorts, biker shorts, spandex and mini-shorts, such as Soffes, are not allowed.

5. Shoes: Shoes must be worn at all times. Different programs require different types of shoe types. Students will be informed by their teachers as to the requirements for the particular class or program they are in. House Shoes, Shoes with rollers, wheels, or skates are not allowed.

6. Accessories: Accessories which are not acceptable include the following:

- Hats, hoods, beanies, caps, bandanas and sunglasses are prohibited inside the buildings. Exceptions may be made by the principal for spirit days, religious purposes or special activities.
- Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang are prohibited.
- Chains, Wallet chains, Biker chains, Collars, Fish Hooks, and Jewelry such as earrings with loops that could pose a safety issue are prohibited.

- Trench coats and other full length coats are prohibited.

7. Insignias, Monograms, Prints or Patches: Lettering or any type of sew-on patch, decal, print, insignia or design that conveys crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or any advertising of tobacco, alcohol drugs or drug paraphernalia are specifically prohibited.

8. Makeup, Tattoos and Brands: Facial make-up, tattoos, brands or other body decorations whether temporary or permanent, that convey crude, vulgar, profane, violent, death-oriented, gang related, sexually explicit or sexually suggestive messages or advertise tobacco, alcohol, drugs or drug paraphernalia are specifically prohibited.

9. Clothing that is purposefully ripped, torn, and or cut in a manner that causes a distraction to the operation of the school and the educational process or is a safety risk is prohibited.

10. Activity/Spirit Days: Teams are allowed to wear uniforms as long as they are compliant with the dress code. Any uniform that in itself does not comply with the school dress code must be worn underneath proper outerwear. Exceptions to the dress code for special activities must be approved in advance by the school administration.

11. Exceptions to the dress code may be authorized by the building administrator or designee for a specific school-related activity on a case-by-case basis.

12. The dress code for Noble Public Schools is a minimum requirement dress code. Students are encouraged to dress in a professional manner above and beyond the dress code.

13. A Dress Code Log will be kept at each site documenting the name of the offender, the violation type and the date of the violation. All head principals will complete a year-end Dress Code Log Report showing total numbers only of singular and repeat student violators as well as the types of violations recorded in their site log. All year-end site reports will be submitted to the superintendent and the school board. Student names will not be listed or reviewed. In addition, the school board reserves the right to solicit year-to-date site Dress Code Log Reports at any time during the school year.

Any student found out of compliance with the Noble Public Schools Dress Code will be sent to an administrator for resolution. Students will be given the option to change to appropriate clothing or have parents bring acceptable clothing. The parent will have an acceptable amount of time to provide the change of clothes. If a parent is unable to do so, the student may be sent home. Students will be allowed to return to school/class after clothing has been changed and is compliant with the dress code.

Parents will be notified each time a student is in violation of the Dress Code if the issue is unable to be corrected on site. Parents will always be notified when repeat violations occur. Communication with parents will occur from the school office in these situations. Repeat offenses will result in the Disciplinary Process being followed according to the school site handbook. All disciplinary actions will be adjudicated in a private and confidential manner.

The Dress Code policy for Noble Public Schools will be reviewed on a regular basis and will be updated and modified at the discretion of the Noble Public Schools Board of Education.

(Noble Board of Education, Policy FNCA and FNCA-R)



☆☆☆ **Lost and Found**



Clothing and other personal items should be identified with your child's name. Many coats, hats, mittens, etc. are lost each year. We go through the lost and found on a regular basis and return items that are identified by name to their owners.

Parents and students should check the "lost and found" area for missing items. Unclaimed clothing is donated to a charity at the end of the school year.

☆☆☆
Parties



Class parties include Halloween, Christmas, and Valentine's Day. Classroom teachers will send out notice to give the time of the party.

☆☆☆
Field Trip



Class Trips are scheduled at various times during the school year. All grade levels will schedule a field trip during the school year. Students must ride the bus to a field trip. Permission is granted for the student to ride the bus on their enrollment form. We encourage students to return on the bus . **However, if you plan to stay longer or want your child to ride home with you please sign your child out with your teacher.**

☆☆☆
K.I.D. Expectations

Katherine I. Daily Elementary has set expectations for our students. Our goal is to ensure success for all learners, to build positive self-esteem, to develop a climate of mutual respect, to have high expectations for all learners, to believe in the ability of every individual to learn, and to provide a well-rounded education for every learner.

Our teachers and the administration understand the developmental level of our student population and work to meet individual needs of each student. Positive reinforcement of appropriate behavior is encouraged and practiced at the onset of negative behaviors.

Our teachers and the administration believe in a combined effort on the part of students, parents, teachers, and the administration to provide a safe, secure, orderly environment for successful learning.

Our teachers will spend a great deal of time during the first nine weeks of school teaching appropriate school behavior and procedures to children.

We ask each parent to read this information and share it with your child. We encourage you to contact us with questions and concerns you may have.

We want the relationship we establish with parents to be positive, productive, and in the best interest of each student at Katherine I. Daily Elementary School.

We strive to provide . . .

An atmosphere of order where many can function.

Experiences that enable students to make appropriate choices without infringing on the rights of others.

Clearly defined school procedures and classroom limits with incentives and consequences consistently carried out to reinforce desired behaviors.

Opportunities for students to accept responsibility for their own behavior and to manage their behavior in a variety of settings.

Ways for students to effectively communicate with each other in an appropriate manner.

At School, Students will learn to . . .

- Walk inside the school building.
- Use quiet voices inside the school building.
- Use appropriate language in all areas of the school.
- Keep their hands, feet, and objects to themselves.



- Respect the rights of others in the classroom and on the playground.
- Refrain from interrupting teaching and classmates learning.
- Show respect for others within the school.
- Take appropriate care of school materials and equipment.
- Follow directions.
- Use words, not inappropriate actions, to solve problems.

All children must be given the opportunity to learn in a pleasant, stress-free environment. We all belong to many kinds of communities. From our state, our town, our school, our classroom, to our family, there are laws in each community. When people live and work together, they need procedures to feel safe, to be fair to everyone, and to get their work done. The above procedures help to guide our school community.

In the Cafeteria, Students will learn to . . .

- Use quiet voices when eating.
- Eat healthy foods for their minds and bodies to grow.
- Try new foods but will not be forced to eat anything.
- Use good table manners when eating.
- Pick up their area of the table before leaving.
- Empty their tray.
- Walk quietly to the playground area.



Children who are hungry cannot learn. Schools must provide a time and place for children to eat lunch. This is a time for children to enjoy lunch while using

quiet voices to visit with friends. We have a lot of children eating lunch in a short period of time. The procedures given above helps everyone to have an enjoyable mealtime.

On the Playground, Students will Learn . . .

- To ask the playground teacher before leaving the playground.
- To settle differences without hurting one another.
- To leave dirt, sand, sticks, or rocks on the ground.
- To play without hurting, tackling, kicking, or wrestling.
- To play away from classroom doors and windows.
- To climb, slide, jump appropriately on playground equipment.
- To avoid playing in water, mud, ice, or snow.
- To bounce balls on the concrete slab.
- To take care of playground toys and equipment.
- **To leave own toys, etc. at home (this includes girls' make-up).**
- To leave classroom items in the classroom.



Recess is a privilege. It provides fresh air, exercise, and a break from classroom activities. It is a time to practice social interactions and develop friendships.

All children on the playground have the right to play in a safe environment. The procedures given above are provided to ensure the safety of all children on the playground.

Consequences used at Katherine I. Daily Elementary will be determined by the teacher and administration on an individual basis.



Withdrawal of Students

If you are moving and withdrawing your child from Katherine I. Daily Elementary, please call or come by the school a few days prior to the

withdrawal date. This will give the office time to complete the necessary paperwork. *Teachers will have school supplies ready to pick up after two days notice that your child is leaving.* Your cooperation with this is greatly appreciated. Please plan to pay all breakfast and lunch charges and remember to bring back all library book.

Noble Public Schools Board Policies

Accident Insurance: Student

It is the policy of the Noble Board of Education to select a reputable insurance company through which patrons may purchase accident insurance for their children. A packet will be available in the office for the first week of classes. The purchase of such insurance is entirely within the discretion of parents; however, students playing nine through twelve football must provide evidence of insurance coverage. Public schools may not legally pay insurance premiums or medical bills for students.

(Noble Board of Education, Policy FFD)

COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act:

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (Copy fees may apply.)

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from

locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The school administrator, or designee, may be present during the time the records are being reviewed.

The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.

If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. (Copy fees may apply.) When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

(Reference: Noble Board of Education, Policy FL-R)

DISTRICT ASBESTOS STATUS

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) all buildings located on the campus of Noble Public Schools have been re-inspected for Asbestos containing materials. This Re-inspection was done by accredited Department of Labor Inspectors. Based on the Re-inspection, Asbestos Containing Building Materials (ACBM) was found in a few locations. In its present condition, these ACBM's are nonfriable.

Noble Public School will continue to maintain this material as in the past and report any changes in the condition of this material to the Asbestos Coordinator. The management plan for Noble Public School District is available for review in the Office of the Superintendent.

DRUG-FREE SCHOOLS

It is the policy of the Noble Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to

promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs

and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities. Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

The standards of conduct and the disciplinary sanctions imposed by this policy includes the following: "The Drug Free Schools and Communities Act Amendments, P.L.

101-226 requires that State, as well as local educational agencies, must certify that it has Adopted and implemented a program to prevent the unlawful possession, use, or Distribution of illicit drugs and alcohol by students and employees." (Federal Regulations Can be examined through the school office.)

Parent/Guardian signature certifies receipt of a Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption and Implementation of a drug prevention program for students.

("Public Law 101-226; 70 Oklahoma Statute 1210.221, et sequence; Noble Board of

Education, Policy FNCF)

CROSS-REFERENCE: Policy DCC, Drug-Free Workplace; Police FFB, Teaching about Drugs, Alcohol, and Tobacco; Policy FFBA, Drug and Alcohol Use by Students; Policy FNCE, Reporting Students Under the Influence.

FIRST AID - STUDENTS

The Noble Board of Education recognizes the school's responsibility for emergency handling of accidents and sudden illnesses occurring at school or on school property. In order to obtain emergency medical care, a medical release

form signed by a parent/guardian must be on file. If a medical release is not on file, emergency medical care will be provided in life-threatening situations only.
(Noble Board of Education, Policy FFAC)

GRIEVANCE PROCEDURE: SEX DISCRIMINATION/HARASSMENT

It is the policy of the Noble Board of Education that the superintendent designee shall serve as Title IX coordinator for this school district. The superintendent shall direct the implementing of educational amendments and regulations as they pertain to prohibition of sex discrimination in education or sexual harassment, and shall prepare a regulation governing sex discrimination/harassment grievance procedures.

The board shall appoint on a periodic basis a sex discrimination/harassment grievance committee which shall consist of an administrator, a parent, and a member of the certified teaching staff.

(Noble Board of Education, Policy FBA)

GRIEVANCE PROCEDURES

SEX DISCRIMINATION/HARASSMENT

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. Any student of this school district who wishes to file a sexual harassment Grievance against another student or an employee of the district may file a Written or oral (recorded, if possible) complaint with the superintendent, Principal, or counselor. The administrator taking the complaint will document The time, place, complainant, and incident and immediately forward the Complaint to the grievance committee. The grievance committee will appoint a Senior administrator to investigate the grievance. The grievance shall set forth The circumstances of the incident and the identity of the student(s) or Employee involved.
2. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.
3. The investigation shall be completed within ten days of the filing of the Grievance. Results of the investigation, along with recommendations and Suggestions, shall be shared with the grievant, unless it violates another Student's confidentiality.
4. If the grievant believes the issues are not resolved after considering the Recommendations and suggestions of the superintendent or the investigating Administrator, the grievant may request a hearing by the grievance committee.

5. Upon receiving a request for a hearing, the grievance committee shall schedule

The hearing to occur within twenty days from the date of the request.

6. Both the grievant and the person against whom the complaint was made (Respondent) may be represented by legal counsel at the hearing.

7. Within ten days of the hearing, the grievance committee shall furnish a written

Report of its findings and recommendations to both the grievant and the Respondent while maintaining confidentiality.

8. The superintendent shall, within five days of the receipt of the grievance Committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

9. Upon receipt of the superintendent's report, the grievant may file a written Appeal with the board of education. The board of education shall, within thirty Days from the date the appeal was received, review the report and affirm, Overrule, or modify the decision of the grievance committee.

(Noble Board of Education, Policy FBA-R)

HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of

Students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening behavior, harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or

stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communication. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of 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.

1. Conference with student
2. Conference with parents
3. In-School suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency

13. Suspension

14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

REFERENCE: 21 O.S. §850.0

70 O.S. §24-100.2

CROSS-REFERENCE: Policy CK, Safety Program

Policy DAA-R, Racial Harassment

Policy FB, Sexual Harassment of Students

Policy FBA, Grievance Procedure, Sex Discrimination/Harassment

Policy FBB, Student Complaints and Grievances

Policy FNCC, Hazing

Policy FO-R4, Student Discipline, Threatening Behavior, Regulation

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education. "Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity. This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

(21 Oklahoma Statute 1190; Noble Board of Education, Policy FNCC)

CROSS-REFERENCE: Policy DAA-R, Racial Harassment; Policy FB, Sexual Harassment; Policy

FMCAA, Gang Activity; Policy FNCD, Harassment; Policy FO, Student Discipline

INTERNET AND OTHER COMPUTER NETWORKS

STUDENT ACCEPTABLE USE, INTERNET SAFETY,

and C.I.P.A. POLICY Noble Public Schools provides students access to information, instructional materials and educational opportunities via interconnected computer systems within the district and to the Internet. Students using electronic media including computers, electronic devices, software and the internet are responsible for appropriate and lawful use of these systems. Use of computers and other electronic devices as well as internet access is provided upon successful

completion of Internet Safety Instruction provided by the District and reviewing and signing The Acceptable Use and Internet Safety Policy of the school district. This policy is detailed below. Students under the age of 18 must have parental or guardian review and signature to use these systems.

Students found to have violated The Acceptable Use and Internet Safety Policy may forfeit the use of computer systems and internet access. Additional disciplinary action may be taken up to and including dismissal from school and notification of legal authorities.

Personal Responsibility

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

Acceptable Uses

1. Educational Purpose. The school district provides student access to its computer networks and the Internet for educational purposes.

2. Unacceptable Uses of Network.

Uses that violate the law or encourage others to violate the law.

Transmission of offensive or harassing messages.

Offering for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy.

Viewing, transmitting or downloading pornographic materials.

Downloading or transmitting confidential information regarding any person.

Violation of copyright.

Use, transmission or disclosure of another users username or password to the network.

Uses that cause harm to others or damage to their property.

Unauthorized attempts to access the network, computers or related systems including attempts to "hack" or sabotage the system by uploading harmful software such as viruses or trojans or attempting to acquire data in any form is prohibited.

Connecting or attempting to circumvent the CIPA compliant internet filter to access sites prohibited by the district including social networking sites.

Cyber Bullying and Social Networking.

When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others.

Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening or harassing anyone using computers, internet, and cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email or sounds intended to threaten, harass, intimidate damage or harm an individual, group or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

Responsible Use.

Students will receive instruction on the responsible and appropriate use of social networks including acceptable on-line conduct.

Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and avoid these sites. If a student has knowledge that other users are visiting offensive or harmful sites, he or she should report such use to an administrator at the school.

2. Social Networking and Personal Safety. When using the computer network and Internet, do not reveal personal information such as home address, telephone number or last name. Do not use any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, privacy, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet

without the permission of a parent or guardian or, if the student is 18 or older, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet including but not limited to credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. Monitoring/Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a district administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

6. Cyber Bullying and Social Networking. When using computers, the internet, cell phones or any other electronic device students are expected to conduct themselves safely and with respect for others. Failure to do so may impede a student's ability to learn and disrupt the teaching and learning environment for all students. Any such disruption is forbidden. Cyber Bullying is the act of intimidating, threatening, or harassing anyone using computers, internet, cell phones or any electronic device. Cyberbullying includes but is not limited to communications such as text, images, email, or sounds intended to threaten, harass, intimidate, damage or harm an individual, group, or entity or their property. This type of communication is prohibited regardless of medium or format including internet postings on websites, social networks, chat rooms or photo and video hosting sites.

7. Violation of Policy. Any student found to have violated any provision in this policy may be subject to disciplinary action up to and including dismissal from school and notification of legal authorities.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; - taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Privacy Network and Internet access is provided as a tool for your education.

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

Failure to Follow Policy

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

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the

user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

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

REFERENCE: 21 O.S. §1040.75, §1040.76

Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

Oklahoma School Security Act 2008

CROSS-REFERENCE: Policy DOBC, Disciplinary Procedures, Certified Employees Policy EFBC, Computer Use

Policy EFEA, Using Copyrighted Materials

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Noble Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,

E. date and name of pharmacy, and

F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

A. purpose of the medication,

B. time to be administered,

C. whether the medication must be retained by student for self-administration,

D. termination date for administering the medication, and

E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

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1. Prescription medication must be in a container that indicates the following:

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- B. name and strength of medication,
- C. dosage and directions for administration,
- D. name of physician or dentist,
- E. date and name of pharmacy, and
- F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
- B. time to be administered,
- C. whether the medication must be retained by student for self-administration,
- D. termination date for administering the medication, and
- E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a

result of any injury arising from the self-administration of medication by the student.

C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

(10 Oklahoma Statute 170.1; 59 Oklahoma Statute 353.1; 70 Oklahoma Statute 1-116, et sequence; Noble Board of Education, Policy FFACA)

MINUTE OF SILENCE

Per state law, public schools are to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

(70 Oklahoma Statute 11-101.2)

MULTIMEDIA RELEASE NOTIFICATION

During the course of the year a student's image, likeness, or voice recording may be acquired for use in news releases, district print, electronic publications, and the District's Web Site. However, if a parent, guardian or eligible student determines that they do not want to permit such uses, they must advise the school district in writing via letter to the head administrator at the appropriate school within two weeks of enrollment. The parent, guardian, or eligible student may consent to the use of such images in one form but decline said use in other forms. The advisement must detail in which forms such use is prohibited. All unlisted uses will be permitted. The district is released from any liability arising from such use and is not obligated to provide remuneration for such use.

NO CHILD LEFT BEHIND ACT OF 2001

At the beginning of each school year, federal law requires local educational agencies that receives federal funds to notify the parents of each student attending any school in the district that receive federal funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following: (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, the school shall provide to each parent;(i) information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and (ii) timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

NONDISCRIMINATION

It is the policy of the Noble Board of Education to provide equal opportunities without regard to race, color, national origin, gender, age, qualified handicap, or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment.

(Noble Board of Education, Policy DAA)

DISCRIMINATION COMPLAINTS PROCEDURES

Noble Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Noble School District also does not discriminate in its hiring or employment practices.

In an effort to ensure compliance with and coordination of all federal equity regulations, the district compliance coordinator is Mr. Frank Solomon, Superintendent, 405-872-3452.

Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice to discriminate on the basis of race, color, religion, national origin, sex, qualified handicap, veteran status, or other perceived discrimination.
2. **Student Grievant:** A student of the Noble Public School District who submits a complaint alleging discrimination based on race, color, religion, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Noble Public School District who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
4. **Public Grievant:** Any person other than a student or employee or employment applicant who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran status.
5. **Title IX, 504 and ADA Coordinator (Coordinator):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans With Disabilities Act of 1990, and other state and federal law addressing equal educational opportunity. The Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
6. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
7. **Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

Procedure

1. Prior to filing a written complaint, the person making the complaint should discuss the complaint with the compliance coordinator, and a reasonable effort should be made to resolve the matter.
2. If the matter is not resolved, a written complaint may be filed with the compliance coordinator. The complaint will state the nature and date of the alleged violation, the names of the persons responsible (if known), and the requested action. The complaint must be filed within 30 days of the alleged violation.
3. The compliance coordinator will contact the person(s) named as responsible for the violation within 10 days and inform them of the allegations, and ask them to:

- a. Confirm or deny the facts,
- b. Indicate acceptance or rejection of the grievant's requested action, or
- c. Outline alternatives.

Respondents will have 10 days to submit answers to the compliance coordinator.

4. If the complaint is not resolved, the compliance coordinator will have 10 days to refer the complaint to the employee's supervisor. If the complaint was made by a student, the referral will be made to the building principal. The compliance coordinator will schedule a hearing with the grievant, respondent, and supervisor(s) or building principal(s).

5. Following the hearing, the supervisor or principal will issue a decision to all parties within 10 days.

6. If either party is not satisfied with the decision, the compliance coordinator must be notified within 10 days and a hearing with the superintendent requested. The compliance coordinator will schedule such a hearing to take place with the grievant, respondent, and superintendent within 10 days of the request. The superintendent will issue a decision within 10 days following the hearing.

7. If the grievant or respondent is not satisfied with the decision of the superintendent, the compliance coordinator must be notified within 10 days and a hearing with the board of education requested.

8. The compliance coordinator will notify the board of education, via the superintendent, within 10 days of the request. The hearing will be conducted within 30 days from the date of notification of the board.

9. The Noble Board of Education will conduct the hearing and issue a decision within 10 days. The decision of the board is final.

Provisions

- 1. Time limits may be extended by mutual consent of the parties involved.
- 2. The district will provide copies of all discrimination regulations upon request.
- 3. Grievant records will remain confidential unless permission is given for release. Such records will not be entered into the grievant's personnel file, but will be kept for three years.

(Noble Board of Education, Policy DAA-P)

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Noble 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. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. 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.
- B. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct which effectively deprives a student of access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

A. Administrators and Supervisors

- 1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
- 2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
- 3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

A. 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. The Office of Civil Rights relies on school administrators' judgment and common sense in meeting the requirements of the federal law.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents 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.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns which arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

D. 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.

E. Special effort will be made to apprise district administrators, teachers, and counselors of their obligation to receive student complaints of sexual harassment, document such complaints, and forward them to the grievance committee.

(Title VII of the Civil Rights Act of 1964; 42 U.S.C. §2000e-2; 29 C.F.R. §1604.1, et sequence; Noble Board of Education, Policy FB)

STUDENT CLUBS AND ORGANIZATIONS

The Noble Board of Education believes that certain extracurricular and social activities can enhance the learning environment of our schools.

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child (ren) from attendance at a club or organization in which participation is withheld.

(70 Oklahoma Statute 24-105; Noble Board of Education, Policy FMC)

STUDENT DIRECTORY INFORMATION

Parents and eligible students have two weeks to advise the school district in writing via a letter to the school principal of any or all of the items they refuse to permit the district to designate as directory information about that student. At the end of the two weeks, the student's records will be appropriately marked to designate the items of directory information that may be released without prior written consent.

The following information is designated as "directory information": student's name; student's class designation (i.e., first grade, tenth grade, etc.); student's extracurricular participation; student's achievement awards or honors; student's weight and height if a member of an athletic team; student's photograph.

(51 Oklahoma Statute 24A.16-17; Noble Board of Education, Policy FLD)

STUDENT DISCIPLINE

The Noble Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. However, to avoid any appearance of impropriety, no teacher or administrator will be involved in the discipline of that teacher's or administrator's child except in cases of classroom supervision. Disciplinary matters concerning children of school employees will be handled by the superintendent or the

superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

The seriousness of the offense;

The effect of the offense on other students;

Whether the offense is physically or mentally

Injurious to other people;

Whether the incident is isolated or habitual behavior;

The manifestation of a disability;

Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property

16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor

17. Sexual Harassment

18. Gang related activity or action

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of 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.

1. Conference with student

2. Conference with parents

3. In-school suspension

4. Detention

5. Referral to counselor

6. Behavioral contract

7. Changing student's seat assignment or class assignment

8. Requiring a student to make financial restitution for damaged property

9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior

10. Restriction of privileges

11. Involvement of local authorities

12. Referring student to appropriate social agency

13. Suspension

14. Other appropriate disciplinary action as required and as indicated by the circumstances

15. Corporal Punishment may be used with prior consent of parents/guardians. Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property. School

personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. Student property may be searched with reasonable suspicion.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators' appropriate means of discipline for specific infractions.

(10 Oklahoma Statute 7115; 70 Oklahoma Statute 6-114; 70 Oklahoma Statute 24-101.3; Noble Board of Education, Policy FO)

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the same civil rights. These rights are limited by the capacity of each student to discharge the particular responsibilities necessarily linked to each right. The rights and responsibilities set forth in no way limit the legal authority of school officials to deal with disruptive students.

Rights

1. Students have the right to expect that attending school will be productive.
2. Rules and regulations should be developed as a cooperative venture on the part of all concerned and should be common knowledge to every student.
3. Students have the right to expect that materials presented in courses be relevant and appropriate to the maturity level and intellectual ability of the student and that the various views related to topics or materials will be presented or introduced.
4. Students will be permitted to use school facilities for approved extracurricular activities with proper faculty supervision and should be encouraged to participate in clubs, recreational events, and other related activities.
5. Students have a right to an education and to the equality of educational opportunity and the right to expect that punishments which deprive them of this right will be used only in extreme cases. Punishments should be reasonable, consistent, and fair, and resorted to only when students violate school rules.

Responsibilities

1. Students will attend school daily (except when ill), attend all classes and be on time.
2. Students will come to class prepared with proper materials, such as textbooks, pencils and/or pens, etc.
3. Students will be aware of all rules and regulations and/or changes in these rules and regulations defining proper student behavior. Students will conduct themselves according to these guidelines.

4. Students should be willing to volunteer information in disciplinary cases if they have knowledge.
5. Students should willingly and dutifully serve that segment of the student body which they represent.
6. Students will make sure that no individual or group of advocates are allowed to monopolize class time. Teachers will insist on courteous attention to unpopular views, including views contrary to the teacher's own personal opinions. The dignity of all should be respected and no one should be allowed to abuse others. This freedom can only be exercised as long as it does not interfere with the educational process.
7. Students will become involved actively in their own education after returning to school following absence for any reason. Students temporarily out of school should assume the responsibility for keeping up with work missed.
8. Students should develop the best school record of which they are capable.
9. Students will maintain a clean and pleasant atmosphere in the building and on the grounds.
10. Students will follow the directions of teachers, administrators and other responsible school officials.

A statement of student rights and responsibilities is contained in the student handbook distributed by each building principal. Each student is provided with a handbook and is held responsible for the information it contains. The information serves as a guideline for administrators, all school personnel, students, parents, and other citizens of the school district.

(Noble Board of Education, Policy FN 35)

SUPPLEMENTAL ONLINE LEARNING

Supplemental online learning is available for students wishing to supplement their education by enrolling part time in online courses. This learning opportunity must be supplemental in nature, deemed educationally appropriate by the school and district, and approved by the principal. Enrollment in supplemental online learning is available at the start of each semester. If you would like additional information regarding supplemental online learning, please visit with the school counselor.

WARNING SYSTEMS/INCLEMENT WEATHER

It is policy of the Noble Board of Education to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

Should the superintendent or, in the superintendent's absence, the next person in line on the organization flow chart decide to dismiss school because of weather conditions, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, NBC. Absent such announcements, students should assume that school will be in session. Should it become necessary to dismiss school during a school day, the following media sources will be requested to make appropriate announcements: local television affiliates ABC, CBS, and NBC.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. School will not be dismissed because of a tornado watch or warning. However, if a parent is concerned about the safety of a child, the child will be released to the parent's custody at the school. School will be dismissed if the administration feels that it is safe to do so. Otherwise, children shall remain at school and appropriate safety measures shall be taken. (Noble Board of Education, Policy CKBB)

NPS TRANSPORTATION

Bus Riders Rules and Regulations

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Bus safety rules shall include, but not be limited to, the following:

The bus driver is in charge of students on the bus. Students shall follow the driver's directions at all times.

Only authorized personnel and eligible bus students assigned to a specific bus are permitted to ride the bus.

Busses will stop at established stops only. Students will not be permitted to leave the bus until the bus arrives at an established bus stop or the appropriate school. Students shall load and unload at their designated bus stop only.

Students shall wait for a bus by remaining on the sidewalk. If there is no sidewalk, students will wait next to (but not in) the street. Students must wait until the bus comes to a full stop before boarding or leaving the bus.

Students will remain properly seated at all times and not block the center aisle.

Any or all students may be assigned seats.

Students must keep their hands, head, feet and personal objects inside the bus at all times.

Scuffling, shoving, or fighting is prohibited on the bus and at all established bus stops.

Littering or throwing items inside or from the bus is prohibited.

Students are not allowed to consume food or drink on the bus. The use of all tobacco products is prohibited.

Students shall not deface or vandalize the bus or related equipment. Students who violate this rule will be required to pay for damages.

Students are not to engage in loud talking, yelling, the use of profanity, and/or inappropriate language or gestures on the bus.

Students are not allowed to bring animals or harmful objects (i.e. weapons, drugs, alcohol, fireworks, etc.) on the bus.

Students, while on the bus and when exiting or entering the bus, are required to comply with and will be subject to the Student Code of Conduct/Discipline Rules established by the School District.

Students, while on the bus, while entering or exiting the bus, and while at or in the general area of the designated loading and unloading zone areas are required to comply with these rules.

Bus Disciplinary Actions

Violations of said rules as listed, but not limited to those shown above, will be handled according to the nature and degree of the infraction. Infractions will be classified as such:

Class I Minor Infraction

Class II Moderate Infraction

Class III Major Infraction

Classification of disciplinary infractions will be handled solely through the Noble Public Schools Transportation administration, as well as, site-specific administrators. The general guidelines used for classification are listed below.

The nature and context of all infractions will be assessed prior to disciplinary action being taken. All violations are subject to changes in classification based on the nature and severity of the occurrence to include: suspension from the bus, suspension from school, and/or other forms of punishment as determined by the administration. A point system is used to determine further disciplinary action based on each student's bus discipline history. Each year, all students' values are reset to zero with the exception of violations that have extended into the ensuing semester.

SCHOOLMESSENGER NOTIFICATION SYSTEM

Our school uses the School Messenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities and campus and district emergencies. In order to

enhance our ability to accurately deliver that information we kindly request that you create your own contact preference profile using School Messenger's Contact Manager web site. The Contact Manager feature allows you to control the ways in which you prefer to be contacted. It also works like a mailbox, giving you a place to review messages you may have missed. Please contact the school office for instructions on how to create an account through the secure Contact Manager web site provided by School Messenger.

After you have read the handbook, please sign and return pages 59 & 60 to your child's teacher. Please return by AUGUST 31, 2023.



Katherine I. Daily Elementary School

Student/Teacher/Parent Agreement

The Title I program is designed to develop each student's potential for intellectual, emotional and physical growth. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process. *As children advance each grade in school, their responsibilities will increase and the type of parent/school responsibilities will change.*

As a Student, it is important that I become the best I can be. Therefore, I will agree to

- Follow the school rules**
 - Do all my work to the best of my ability**
 - Use good manners**
 - Handle problems in a smart way**
-

As a Teacher, it is important that each of my students achieve. Therefore, I will agree to:

- Help each student grow to his or her fullest potential**
 - Provide meaningful learning activities for students**
 - Come to class prepared and ready to teach**
 - Encourage students and parents by providing clear evaluations of student progress and achievement.**
 - Provide information and opportunities for parents to assist their child (i.e., 100 Book Program, conferences, Title I Workshops, newsletters, Open House, activity nights)**
-

As a Parent, I want my child to succeed. Therefore, I will agree to:

See that my child attends school regularly and on time
Provide a home environment that encourages my child to learn
Work with the school on discipline issues related to my child
Provide needed materials for both homework and school
Help my child participate in the home reading program for his/her grade level
Establish a time for homework and review homework on a regular basis with my child
Attend scheduled teacher/parent conferences
Review my child's Wednesday Folder or School Planner and read the weekly KID Talk

As an Administrator, we are committed to the academic and social development of every child. Therefore, we will agree to . . .

Work with teachers to provide a safe school environment
Promote positive communication between the teacher, parent and student
Encourage teachers to regularly provide meaningful learning activities that
Reinforce classroom instruction
Assist teacher and parents with strategies for helping children choose appropriate behavior
Assist teachers and parents with strategies for helping children become the best they can be
Assist parents, teachers and students in learning about school resources and procedures
Provide information about the total school program to parents, teachers, students and the community



Student name:

Parent Signature of Agreement:

Teacher Signature of Agreement:



Parent/ Student Handbook Agreement

I understand the handbook is available online or a hardcopy is available upon a request in person, my child and I have read/reviewed/discussed the 2023-2024 Student Handbook. We understand and will abide by all items stated in the handbook.

Name of Student

Name of Parent

Signature of Parent

Teacher _____ Grade _____ Date _____