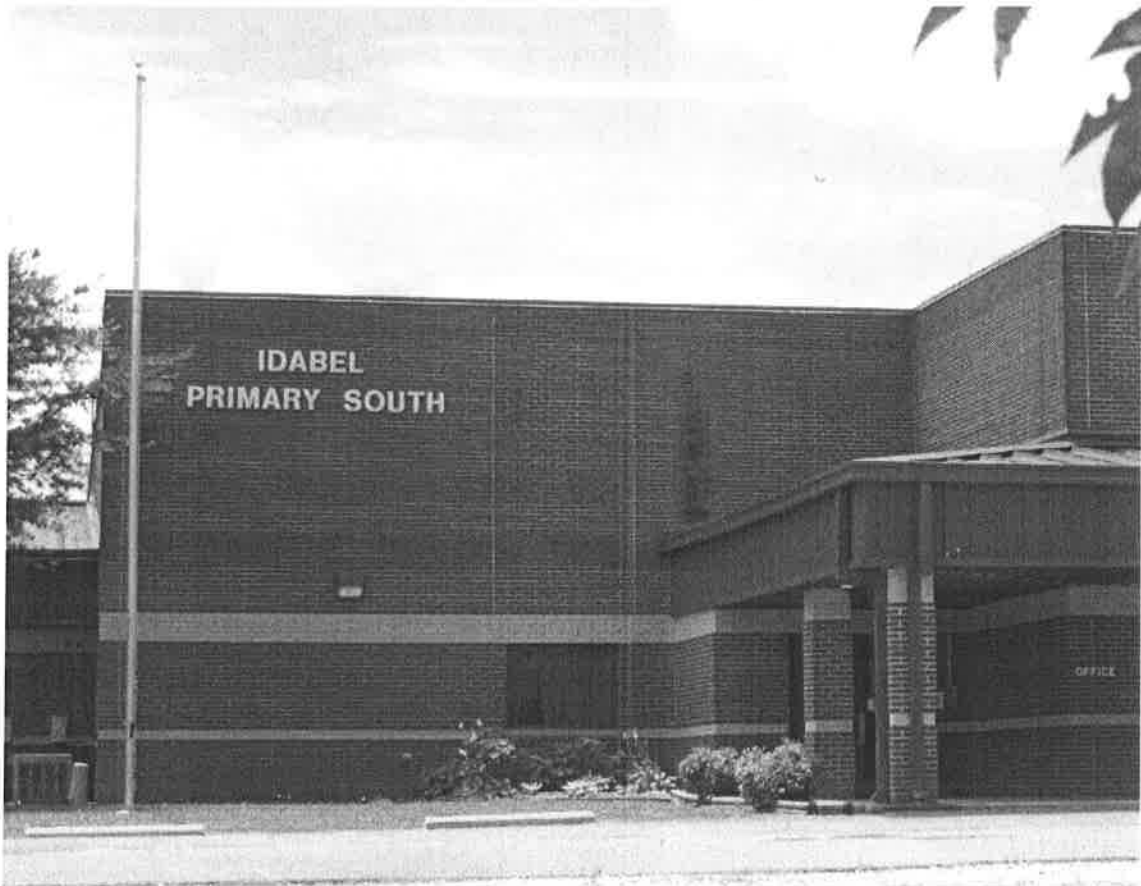


# Primary South Elementary

## PARENT/STUDENT HANDBOOK



**2023-2024**

**1212 SE TYLER  
IDABEL, OK 74745  
580-286-4400  
FAX # 580-286-4443**

# TABLE OF CONTENTS

Table Of Contents.....	1
Message From Administration.....	2
Student/Parent Policy.....	3
Teachers'/Student Creed.....	4
School Calendar.....	5
Daily Schedule.....	6
Traffic Procedure.....	7
Enrollment.....	8
Pre-K supply list.....	9
Kindergarten supply list.....	10
First Grade supply list.....	11
Notice of Non-Discrimination.....	12
Sexual Harassment/Board Policy.....	13, 14, 15, 16
Curriculum.....	17
Attendance.....	17
Leaving School during the day.....	17
Tardies & Absences.....	18
Records & Attendance.....	18
Truancy.....	19, 20, 21
Parental Involvement.....	22
School Policies.....	23
School Conduct.....	24
Discipline.....	24
School Wide Procedures.....	25
Playground Procedures.....	25
Cafeteria Procedures.....	25
Rewards.....	26
Consequences.....	26
Administrative Discipline Policy.....	27, 28, 29
Suspension Policy.....	30, 31, 32, 33
Anti-Bullying Policy.....	34, 35
Developmental Disability Student Discipline.....	36
Childrens' Internet Protection Act.....	37, 38
Elementary School Bus Policy.....	39
Bus Regulations/Passenger Responsibilities.....	40
Dress & Grooming.....	41
Illness, Accident & Emergency Procedures.....	41
Parent Providing Updated Numbers.....	41
Control Of Infections.....	42
Procedures For Head Lice.....	42
Vision Screening.....	43
Hearing Screening.....	43
Guide to Immunization Requirements.....	44
Medication- Administering.....	45
School Health Guide.....	46
About Meningococcal Disease/ Vaccines.....	47, 48
Cafeteria.....	49
Use Of Tobacco In Schools.....	49
Visitors To Building.....	49
Bringing Items To School.....	49
Textbook & Supplies.....	49
Homework.....	49
Telephone.....	50
Recess Snacks.....	50
Severe Weather Policy.....	50
Lost & Found.....	50
Proficiency Based Promotion.....	50
Reporting Student Progress.....	50
Library.....	51
Computer Lab.....	51
School Reach.....	51
Insurance.....	51
Asbestos.....	51
Special Services.....	51
Ferpa Rights.....	52, 53, 54
OK Child Abuse.....	55
Deliveries To School.....	55
No Child Left Behind.....	56
Capacity for Parental Involvement.....	57

## MESSAGE FROM ADMINISTRATION & STAFF

Welcome to Idabel Primary South, the Pre-K, Kindergarten and First Grade Center for Idabel Public Schools! The administration, faculty and staff have planned and prepared to make this school year a successful experience for your child. We welcome parent participation in the total school experience for all students.

This handbook is for parent use and provides information about our school. It contains policies, rules and regulations, goals, the school schedule, and the school year calendar. School policies and regulations are made for the safety of the children. Please review the handbook with your child and keep it for future reference. If you have any questions, please call the school office or your child's teacher.

Primary education is an exciting time. Every child comes to school wanting to learn to read and write. We provide an Early Childhood program and a comprehensive reading & math curriculum. Other areas of child development we address are: Physical Education and Health, Music, Computer Skills, Visual Arts, Science and Social Studies. Idabel Primary also provides special classes for Learning Disabilities and Speech and Language Development.

Idabel Primary South is a Great Expectations school. The teachers and Students are encouraged daily to live by their respective creeds. Our school is designed to implement the following Great Expectations Tenents:

- \*High Students Expectations    \*Positive Teacher Attitude    \*All Children Can Learn
- \*Teacher Knowledge and Skill    \*Building Self-Esteem
- \*Respect    \*Climate of Mutual Respect

We welcome you and your child. As we become acquainted, it is our hope we form a team that will work together for the educational success of all our children.



Sincerely,

Administration & Staff  
Idabel Primary South

# STUDENT/PARENT POLICY GUIDE

The Idabel Primary South Student/Parent Policy Guide has been published to inform students and parents about policies and procedures of the school. The Student/Parent Policy Guide is revised and published each summer. The policy guide is distributed to each students at Idabel Primary South at the beginning of the school year and is available on the Idabel Public School website: [www.idabelpublicschools.org](http://www.idabelpublicschools.org)

As state and federal statutes and regulations are changed, school policies will be changed to be in compliance. In addition, it is not possible for all policies and procedures to be included in this guide. All students are obligated to abide by all Idabel Public School policies and regulations.

## MISSION STATEMENT AND GOALS

The Idabel Public Schools will provide stimulating, quality education in a safe environment empowering all students to succeed in a changing world. We want all students to be effective communicators, cooperative and quality producers, complex and creative thinkers, and responsible citizens with respect for self and others, and positive self-directed, life long learners.

# TEACHER'S CREED

I am a teacher. I accept the challenge to be sagacious and tenacious in teaching every student, because I believe that every student can learn.

I accept the responsibility to create a learning environment conducive to optimum achievement, academically, socially, and emotionally.

I actively pursue excellence, for my students and myself.

I provide a model of decorum and respect that guides my students, as well as honors them.

I affirm superlative expectations for my students and myself.

I cherish every student.

I am a teacher. I change the world, one student at a time.



# IDABEL PRIMARY SOUTH STUDENT CREED

I am a student of Idabel Primary South

I am here to learn.

I will fill my brain with knowledge.

I have the desire to try,  
the courage to learn from failure,  
and the persistence to continue my efforts.

I want to be helpful, not harmful,  
to be safe,

to respect myself and others,

to take care of the school,

to participate and do my best

because I know there is room for me at the top!



# Idabel Public Schools

## 2023-2024

### School Year Calendar

Approved: \_\_\_\_\_ 6-Mar-23

July 23						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 24						
Su	M	Tu	W	Th	F	Sa
					4	5
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 24						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

October 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
8	9	10	11	12	13	14
15	16	17	18	H	H	21
22	23	24	25	26	27	28
29	30	31				

November 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	H	H	H	H	25
26	27	28	29	30		

February 24						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29		

June 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 23						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6					10	11
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 23						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	H	H	H	H	23
24	H	H	H	H	H	30
31						

March 24						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	H	H	H	H	23
24	25	26	27	28	29	30
31						

July 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 24						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 24						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4		6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 24						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

	Professional Development
	School Closed
	First Day of Class
	Last Day of Class
	Report Cards Issued
	Holiday - No Classes
	Holiday - No Classes
8/7	Professional Day - In service
8/8	Professional Day - In service
8/9	Professional Day - In service
8/10	First Day for Students
9/4	Labor Day - No school
9/18	Professional Day - In service
10/18	Parent/Teacher Conference
10/19 - 10/20	Fall Break - No School
11/20 - 11/24	Thanksgiving Break - No School
12/18 - 1/2	Christmas Break - No School
1/3	Professional Day (1/2 day) - In service
1/4	2nd Semester Begins - Students Return
1/15	Marlin Luther King Jr. Day - No School
2/16	Parent/Teacher Conference
2/19	President's Day - No School
3/18 - 3/22	Spring Break - No School
4/5	IEA Professional Day (1/2 day) - No School
4/8	ECLIPSE DAY - No School
4/9	Snow Day - No School
5/17	Last Day of School

Total PD Days: 5      Total Instructional Days: 170

# Idabel Primary South Elementary Daily Schedule

## Pre-K/Kindergarten

**STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 7:30 A.M.  
STAFF MEMBERS ARE NOT ON DUTY AND THERE IS NO SUPERVISION.**

### Arrival and Dismissal

7:25 a.m.	Staff to report for early duty as scheduled
7:30 a.m.	Doors open & breakfast begins (no time for breakfast if students arrive at or after 8:00)
8:00 a.m.	Classes begin (Students arriving later than 8:00 must get a <u>tardy slip</u> from the office before going to class)
11:30-1:15 a.m.	Pre-K lunch/rest
11:00-11:50 p.m.	Kindergarten lunch/noon play
1:25-1:45 p.m.	Afternoon Pre-K recess
2:40 p.m.	Prepare for dismissal
2:45 p.m.	School dismissed

### First Grade Schedule

7:25 a.m.	Early duty staff report to school
7:30-8:00 a.m.	Breakfast served
7:55-10:30 a.m.	First Grade morning instruction time
12:00-12:25 a.m.	First Grade lunch
12:30-12:50 a.m.	First Grade recess
12:50-1:45 p.m.	First Grade instructional time
1:50-2:05 p.m.	First grade afternoon recess
2:45 p.m.	Dismissed

**\*\*\*\*CAR RIDER MUST BE PICKED UP BY 3:00 P.M.**

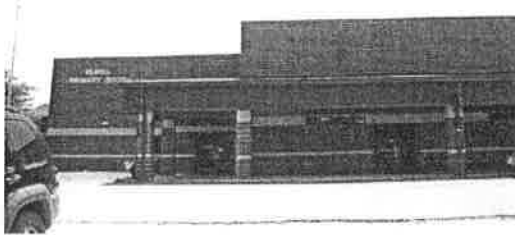
**\*\*\*According to school policy, notes are required for ANY changes in transportation. If a note is not sent, the child will be sent home by his/her usual bus or transportation procedure. If necessary, a telephone call to the office by 2:00 p.m. will be accepted to change transportation. ( 286-4400)**

**IDABEL PRIMARY SOUTH ELEMENTARY  
TRAFFIC PROCEDURE**

## **IDABEL PRIMARY SOUTH ELEMENTARY** **TRAFFIC PROCEDURE**

The following traffic procedures have been developed to insure the safety of the children and the efficient flow of traffic around the school. Your cooperation is appreciated.

**Car riders will be dropped off and picked up at the front of building only.** Car riders should be dropped off between 7:30-8:00 a.m. and picked up between 2:30-3:00 p.m. The bus area is **NOT** to be used to drop off or pick up students. Students arriving after 8:00 a.m. are to be dropped off at the office. Parents wishing to enter the building to deliver or receive a student or conduct other business must park in the parking lot and walk to the building door located by the office. No unattended vehicles should be left in the traffic lanes. Pre-K pick up begins at 2:15.



**Front of building**



**Bus riders only**

**STUDENTS CANNOT BE DISMISSED FROM CLASSES EARLY EXCEPT WITH APPROVAL FROM THE OFFICE.**



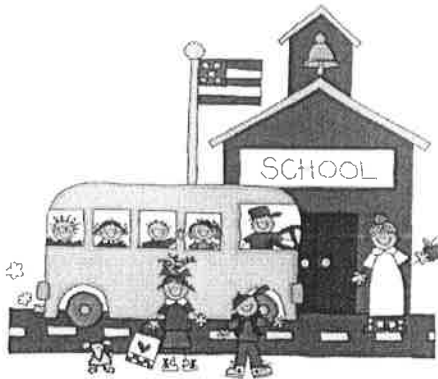
# ENROLLMENT

For admission to the Idabel Public Schools, a student must be a resident of this school district, or a legal transfer, and must be willing to abide by the rules and regulations set forth for our school.

New students may be enrolled when they arrive in the district. Pre-enrollment for students returning is held in May. Students may be enrolled during the summer in the school office.

THE FOLLOWING DOCUMENTS MUST BE PRESENTED BEFORE THE STUDENT IS PLACED IN A CLASSROOM AND ENROLLMENT FINALIZED:

- **State certified birth certificate (not a hospital birth certificate)**
- **Your child's up-to-date immunization record**
- **Emergency telephone number**
- **Utility bill showing physical address (i.e... gas, electric, water)**
- **Social Security number**
- **C.D.I.B Card (if applicable)**
- **New students in Kindergarten & 1<sup>st</sup> Grades should bring their most recent report cards**
- **Children placed through the Oklahoma State Department of Human services should provide a copy of the DCSF19 placement form.**



## OFFICE HOURS Idabel Primary South Elementary School

**Monday-Friday  
7:30 am-4:00 pm**

**Idabel Primary South  
Pre-K Supply List  
2023-2024**

- 1-Backpack (NO wheels or mesh) \*\*Label with name\*\***
- 1-Kinder Mat (Thin not thick) \*\*Label with name\*\***
- 1-Small blanket or beach towel for cover**
- 1-Small school box**
- 1-Pair of Fiskars student size scissors**
- 5-Large glue sticks (or 10 small size)**
- 4-Boxes of 16 or 24 count regular size Crayola brand crayons**
- 1-Pocket folder with 3 hole clasp**
- 1-Box of Crayola Magic Markers (Washable and Classic Colors)**
- 2-Boxes of Kleenex**
- 2-Rolls of Paper Towels**
- 1-Container of Clorox or Lysol Wipes**
- 1-Box of Band-aids**

**GIRLS: 1 Quart size Ziploc bags OR 1 bag of brown/white paper lunch sacks**

**BOYS: 1-Package of 8 paper plates, not styrofoam. (Example brands: great value, smart and simple, smartly, vintage, uncoated plates)**

**Please send a change of clothes in a zip-lock bag with their name on it (shirt, pants, underwear and socks)**

**We request a \$5.00 activity fee to help with fun day projects, special events and snacks for our nutrition units.**

**Idabel Primary South  
Kindergarten Supply List  
2023-2024**

- 1-Backpack (NO wheels or mesh) \*\*Label with name\*\***
- 1-Small school box**
- 1-Package of Expo Dry Erase Markers (For Whiteboard)**
- 1-Pair of Fiskars student size scissors**
- 8-Large glue sticks**
- 6-Boxes of 24 count regular size Crayola brand crayons**
- 2-Packages of #2 Pencils (Plain Yellow)**
- 3-Paper Mate Pink Erasers 3 Count**
- 2-Clorox Wipes**
- 4-Boxes of Kleenex**
- 1-Roll of Paper Towels**
- 1-Pack of Classic Color Crayola Markers**
- 1-Three Ring Binder 1 Inch Size**

**GIRLS: 1-Package of Quart Size Zip-Lock Bags**

**BOYS: 1-Package of Gallon Size Zip-Lock Bags**

**\*\*In addition to school supplies, we request a \$5.00 activity fee to help with fun day projects, special events, and snacks for our nutrition unit.\*\***

**Teacher Wish List (Not Required)**

**Play Dough, Mini Dry Erase Markers, Bottle of School Glue, Sharpie brand permanent markers, Sharpie brand highlighters, Construction Paper.**

**Idabel Primary South**  
**First Grade Supply List**  
**2023-2024**

**1-Backpack (NO wheels or mesh) \*\*Label with name\*\***

**2-Small Glue Sticks (NOT Hot Glue)**

**2-Block Erasers**

**20-#2 Pencils (NOT colored/decorated, NO Dixon) \*\*ONLY Ticonderoga or USA Gold Pencils\*\***

**1-Box of Band-aids**

**1-Small School Box (Large size will not fit in desks)**

**1-Pair of Pointed Scissors (Fiskars or Durasharp)**

**2-Boxes of Kleenex**

**1-Roll of Paper Towels**

**1-1: Viewfinder 3-Ring Binder (Avery Brand will last the longest)**

**4-Boxes of Crayola Crayons 24 ct. (Crayola brand only)**

**NO PENCIL SHARPENERS**

**GIRLS: 1-Lysol or Clorox Wipes**

**BOYS: 1-Package of Dry Erase Markers**

**We request a \$5.00 activity fee to help with fun day projects, supplies or special events.**

NOTICE OF NON-DISCRIMINATION

**The Idabel School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. This policy of nondiscrimination applies to all matters concerning staff, students, the public, employment, educational programs and services, events, and individuals, companies and firms with whom the board does business.**

The following person has been designated to handle general inquiries regarding the District's non-discrimination policies and procedures and compliance therewith:

Alan Bryant  
Superintendent of Schools  
200 Northeast Avenue C  
Idabel, OK 74745  
580.286.7639

The following person has been designated to handle specific inquiries regarding the District's Title IX non-discrimination policies and procedures and compliance therewith:

Chris Gammon  
Title IX Coordinator  
580.286.7693

The following person has been designated to handle specific inquiries regarding the District's disability non-discrimination policies and procedures and compliance therewith:

Sterrette Coffman  
Special Services Director  
580.286.2935

4. Sexual Harassment

- a. This school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment of or by any of its employees or students. This policy applies to all students and employees including non-employed volunteers whose work is subject to the control of school personnel. For purposes of this policy, sexual harassment includes, but is not limited to:
  - i. Unwanted 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.
  - ii. 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.
  - iii. The making of graffiti which names a student or otherwise identifies a student is potentially slanderous. 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.
- b. Specific Prohibitions for Administrators, Supervisors and Other Employees:
  - i. It is sexual harassment for an administrator, supervisor, support personnel, or teacher to use his/her authority to solicit sexual favors or attention from students.
  - ii. 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.
  - iii. 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), occurring 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.
- c. Grievance Procedure – Report, Investigation, and Sanctions
  - i. It is ~~the express~~ policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. The grievance procedure found at Policy Number 1100.3 in this manual provides guidelines and additional information for making such claims.

ii. With respect to sexual harassment grievances:

- **Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.**
- **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 Principal has the responsibility of investigating and resolving complaints of sexual harassment involving students.**
- **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.**
- **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.**

## INFRACTIONS SUBJECT TO DISCIPLINARY ACTION

600.01  
(5 OF 10 PAGES)

### 1. Sexual Harassment

- a. This school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment of or by any of its employees or students. This policy applies to all students and employees including non-employed volunteers whose work is subject to the control of school personnel. For purposes of this policy, sexual harassment includes, but is not limited to:
  - iii. Unwanted 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.

## INFRACTIONS SUBJECT TO DISCIPLINARY ACTION

600.01  
(6 OF 10 PAGES)

---

- iv. 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.
- v. The making of graffiti which names a student or otherwise identifies a student is potentially slanderous. 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.
- b. Specific Prohibitions for Administrators, Supervisors and Other Employees:
  - vi. It is sexual harassment for an administrator, supervisor, support personnel, or teacher to use his/her authority to solicit sexual favors or attention from students.
  - vii. 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.
  - viii. 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), occurring 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.
- c. Grievance Procedure – Report, Investigation, and Sanctions
  - ix. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. The grievance procedure found at Policy Number 1100.3 in this manual provides guidelines and additional information for making such claims.
  - x. With respect to sexual harassment grievances:



- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- 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 Principal has the responsibility of investigating and resolving complaints of sexual harassment involving students.
- Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to

## **INFRACTIONS SUBJECT TO DISCIPLINARY ACTION**

**600.01  
(7 OF 10 PAGES)**

---

- warning, suspension, or termination subject to applicable procedural and due process requirements.
- 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.

# CURRICULUM

The Idabel Elementary School Curriculum is developed and updated in compliance with the Oklahoma Academic Standards (OAS).

This curriculum is presented to the students through a variety of teaching methods including individualized learning, whole group instruction, small group instruction and cooperative learning. This curriculum is available for parent review upon request.

# ATTENDANCE

It is of utmost importance that students are in school every day. Irregularity in attendance is the most frequent cause of unsatisfactory work and school failures. There may be some occasions, when absence is necessary. When such is the case, the parent should notify the school office at: 286-4400. The following are acceptable reasons for absence:

1. Illness
2. Death in immediate family
3. Necessary medical attention. A note from the attending physician is required.

A note from the parent is required for re-admittance. If no note is sent, the teacher may consider absence unexcused and may not give credit for assignments.

When child is ill, assignments may be secured, upon request, through the office. Requests for assignments should be made before noon. All work missed is to be completed by the student. Students will have one day for each day missed to make up any work.

Attendance is important! Schools are required by state law to keep accurate record of attendance. A student must be in attendance 90% of the semester. A student may not miss more than 10 days per semester. The ten absences can be for any reason. Legitimate illness accompanied by a doctor's statement may be deducted from the ten, depending upon the decision of the attendance review council, made up of: the principal, teacher and truancy officer. Parent will be notified of excessive absences, and the parent must contact the principal or attendance clerk. Three tardies will equal one day absence. Parents should call the school prior to or on the day of the student's absence.

The parents/legal guardians of the student may also incur legal liability regarding their failure to compel the student to attend school. (70 O.S. 10-106) any parent or guardian who neglects or refuses to compel their child to attend school will be referred to the McCurtain County District Attorney. (70 O.S. 10-1-05).

# LEAVING SCHOOL DURING THE DAY

If a student finds it necessary to leave school during the day for a doctor's appointment or some other valid reason which is known by the student or parent, the parents should call and advise the front office before time for the student to check out. The student must then stop by the attendance office and sign out before leaving. If returning to school the same day, the student must sign in at the attendance office. Failure to comply with this procedure may result in an unexcused absence.

## TARDIES AND ABSENCES

When a student arrives after 8:00 a.m., they must come to the attendance office and get a tardy slip. Tardy will constitute the following: arrival between 8:00-9:00 a.m. Arriving after 9:00 a.m. will be counted as a ½ day absence. Leaving school before 2:00 p.m. will be counted as a ½ day absence. Leaving school after 1:45 p.m. will be counted as tardy. Failure to bring doctor's note will be counted as unexcused tardy or absence. (Standards for Accreditation of Oklahoma Schools)

When an absence occurs, an automatic phone message will go out to the phone number we have on file telling parents that their child is not at school. If you get this message and you believe your child is at school, please contact the office at 286-4400.

## RECORDS OF ATTENDANCE OF PUPIL

It shall be the duty of the principal or office staff of each public, private or other school in the State of Oklahoma to keep full and complete record of the attendance of all children at such school and to notify the attendance officer of the district in which such school is located of the absence of such children from the school with the causes thereof, if known; and it shall be the duty of the parent, guardian or other person having charge of any child or compulsory attendance age to notify the child's teacher concerning cause of any absences of such child.

It shall be the duty of the principal or office staff to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or teacher of such absence.

Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last known address of such person that the attendance of such child is required at some public, private or other school as herein provided.

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without a valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and may (if necessary) report such absences to the district attorney in county wherein the school is located for juvenile proceeding pursuant to Title 10 of the Oklahoma Statutes (70-10-106). Three (3) tardies are equal to one days absence.

## TRUANCY

Idabel Public Schools has updated its policy on truancy and all parents and students need to read and be aware of these changes.

To Idabel Public School children and their parents, guardians or custodians:

With the arrival of a new school year it is a good time to remind parents that Oklahoma has a compulsory school attendance law. It is a crime for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel the child to attend school and comply with the rules of a public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is otherwise excused under the law. McCurtain County has established a Truancy Court to expedite the cases of those prosecuted for violating Oklahoma's compulsory attendance laws.

The punishment range for a violation of the compulsory school attendance laws increase with each violation and include the possibility of both fines and imprisonment. Each day the child remains out of school may constitute a separate offense after a documented oral or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court. In addition to a possible fine and imprisonment, a parent found guilty of violating the law can also be placed on probation and, as a condition of that probation, be required to attend parenting classes, anger management classes or counseling; perform community service; submit to random drug tests; and/or any other type of services of the Court deems appropriate.

It is not the intention of anyone associated with the Truancy Court system or Idabel Public Schools to add to your problems or otherwise harass you. Truancy costs children more than their education, it costs them their future. Studies have shown that children who attend school regularly: a) make better grades, b) develop and maintain friendships, c) are more likely to make good choices, and most importantly, d) children are more likely to become responsible citizens by being in school. We want all students to excel and be successful with their education. Being in school helps make that happen!

A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. A full day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided by this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A kindergarten program shall be directed toward developmentally appropriate objectives for such children. The program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.

B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any such child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
2. If any such child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. If any such child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
  - a. the school administrator of the school district where the child attends school, and
  - b. the parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the
  - c. child has reached the age of eighteen (18) years; or
4. If any such child is excused pursuant to subsection C of this section.

C. A school district shall excuse a student from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days.

D. It shall be the duty of the attendance officer to enforce the provisions of this section. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished by a fine of not less than Five Dollars (\$5.00) nor more than Twenty-five Dollars (\$25.00) for the first offense, not less than Ten Dollars (\$10.00) nor more than Fifty Dollars (\$50.00) for the second offense, and not less than Twenty-five Dollars (\$25.00) nor more than One Hundred Dollars (\$100.00) for each subsequent offense. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian child or other person or the child has been ordered to school by the juvenile court may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

Oklahoma's Compulsory Attendance Education Law (70 O.S. §§ 10-105 and 10-106) requires that Oklahoma children, under most circumstances be in school. It is a crime for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel the child to attend school and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is otherwise excused under the law. Every child from the age of 5 to 18 is required to attend school although a 5 year old may be excused under some circumstances.

"Truancy" is an unexcused absence of the child for a school day or any part of a school day. In other words, a child who is late or tardy to any class is truant. The determination as to whether an absence is excused or unexcused is made by the school district. If you have any questions regarding your school's policy on what constitutes an excused or unexcused absence, ask your school. It is important to note that what is excused and unexcused may vary from school district to school district.

The District Judge and District Attorney have established "Truancy Court." If a Child is absent without a valid excuse four (4) or more days or parts of days within a semester, the school is required to notify the District Attorney. Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

At the trial of any person charged with violating the provisions of this section, the attendance records of the child or ward may be presented in court by any authorized employee of the school district.

The Court may order the parent, guardian or other person having custody of the child to perform community service in lieu of a fine. The Court may require that all or part of the community service be performed for a public school district.

The Court may order as a condition of a deferred sentence or as a condition of sentence upon conviction of the parent, guardian or other person having custody of the child any conditions as the Court considers necessary to obtain compliance with school attendance requirements. The conditions may include, but are not limited to, the following:

1. Verifying attendance of the child with the school;
2. Attending meetings with school officials;
3. Taking the child to school;
4. Taking the child to the bus stop;
5. Attending school with the child;
6. Undergoing an evaluation for drug, alcohol or other substance abuse and following the recommendations of the evaluator; and
7. Taking the child for drug, alcohol or other substance abuse evaluation and following the recommendations of the evaluator, unless excused by the Court.

# PARENTAL INVOLVEMENT POLICY

**It is the Parental Involvement Policy for all Idabel Public Schools to:**

- Involve parents in the planning and review process for all educational programs
- Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments and information related to the education of their children in a format and language that is understandable
- Provide information concerning adult literacy and parent training
- Educate teacher and other staff in the value of parental contributions and how to work with parents as equal partners
- Coordinate and integrate parental involvement programs with other programs when appropriate
- Work with community-based organizations and businesses in Parental Involvement activities
- Ensure that information concerning school programs is available in the language used in the home.
- Arrange meetings at a variety of times to maximize opportunities for parents
- Conduct with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement.

**The PARENTAL INVOLVEMENT POLICY shall be made a policy of the Idabel Board of Education and be included in Student Handbooks.**



# School Policies

## Control and Discipline of Child

- A. Each district board of education shall adopt a policy for the control and discipline of all children attending public school in that district. Such policy shall provide options for the methods of control and discipline of the students and shall define standards of conduct to which students are expected to conform. The policy shall specifically prohibit harassment, intimidation, and bullying by students at school and address prevention of and education about such behavior. In developing the policy, the district board of education shall make an effort to involve the teachers, parent and student affected. The students, teachers, and parents or guardian of every child residing within a school district shall be notified by the district board of education of its adoption of the policy and shall receive a copy upon request. **Provided, the teacher of a child attending a public school shall have the right as a parent or guardian to control the discipline of such child according to district policies during the time the child is in attendance or in transit to or from school or any other school function authorized by the school district or classroom presided over by the teacher.**
- B. Except concerning students on individualized educational plan (IEP) pursuant to the Individuals with Disabilities Education Act (IDEA), P. L. No. 101-476, The State Board of Education shall not have authority to prescribe student disciplinary policies for school district or to prescribe corporal punishment in the public schools. The State Board of Education shall not have authority to require school district to file student disciplinary action reports more often than once each year and shall not use disciplinary action reports in determining a school district's or school site's eligibility for program assistance including competitive grants.
- C. The board of education of each school district in this state shall have the option of adopting a dress code for students enrolled in the school district. The board of education of a school district shall also have the option of adopting a dress code which includes school uniforms. (70-6-114).



# SCHOOL CONDUCT

All student behavior in the Idabel Elementary Schools is based on respect and consideration for the rights of others.

Students have a responsibility to know and respect the rules and regulations of the school. The following are general rules of conduct.

1. Students have primary responsibility for their actions. We encourage self-control.
2. Students must observe playground safety rules of the school for their own security and that of others.
3. Students shall learn to get along with others. Fighting, disrupting or interfering with curricular or extra curricular activities (including playground activities) will not be tolerated.
4. Students shall be courteous to adults and to other children. Use of profanity including obscene gestures will not be tolerated. Abusive language involving student and any school personnel will not be tolerated.
5. Students shall take care of school property (including books). Any destruction of school property will not be tolerated.
6. Defiance of authority will not be accepted.
7. Threats, blackmail or extortion will not be accepted.
8. Students shall learn the value of the other people's property. Stealing will not be accepted.
9. Students shall learn the value of safety to themselves and others. Students shall not bring to school any dangerous, conceivably injurious or annoying instruments.
10. **BULLYING WILL NOT BE TOLERATED.** Bullying happens whenever someone used his/her power unfairly and repeatedly to hurt someone in any manner.
11. Students are to behave in a manner that allows other students to learn. Behavior that distracts students or other teachers is not appropriate.

These are general school rules. Individual teachers has established rules for their own classrooms aligned with the schools policy. Violations of rules will result in corrective measures.

## DISCIPLINE

**The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in the Idabel Public Schools or in transit to or from the school or while attending or participating in any school function authorized by the school district (70- O. S. 6-114, School Laws of Oklahoma).**

Pupils shall not have any reasonable expectation of privacy in the contents of school locker, desk or other school property. School personnel shall have access to school lockers, desks, and other school property, in order to properly supervise the welfare of students. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

Personal searches of a student's pockets, clothing, and/or backpacks will be performed with a witness present, if reasonable suspicion exists. (Oklahoma School Law Section 489).

## **SCHOOL WIDE PROCEDURES:**

1. Follow directions the first time they are given.
2. Be in class on time.
3. Bring paper, pencil, books and completed assignments daily.
4. Keep hands, feet and objects to yourself.
5. No cursing, or bad language, fighting, bullying or cruel teasing of others.
6. Walk while in the building and on the sidewalks.
7. Bathroom facilities should be taken care of.
8. Toys of all kinds should be left at home unless specifically requested by the teacher to enhance a lesson.
9. Eating candy and chewing gum will not be allowed in the classroom except for special occasions.
10. Students shall not bring to school any dangerous, conceivably injurious instruments or substances.
11. Students are not allowed to bring cell phones to school.

## **PLAYGROUND PROCEDURES:**

1. In the interest of safety, students will not be allowed to:
  - A. Play with rocks or sticks
  - B. Throw rocks or sticks
  - C. Play rough, fight, hit, trip, kick, bully, threaten, pinch or slap.
2. Students must go straight from the building to the play area.
3. Students may only leave the play area with permission from the duty teacher.
4. Students should use playground equipment safely.
5. Students should treat others the way they want to be treated.
6. When the bell rings, students must stop their play immediately and line up to enter building.
7. Students should always obey the playground duty teacher.

## **CAFETERIA PROCEDURES**

1. No cutting in line, running or pushing or shoving.  
Students line up by classroom in Teacher assigned order.
2. Take the next available seat at the assigned table.
3. Observe proper table manners.
4. Stay in seat until dismissed.
5. Keep your area neat and clean. Throwing food will not be tolerated.
6. Obey all cafeteria personnel.

## **REWARDS:**

Students will start each day with a clean slate. Corrective indicators do not carry over from the day before.

## **CONSEQUENCES:**

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, 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 for disciplinary actions, the faculty-administration of the school district will consider the alternatives listed below. However, the school is not limited to these alternative methods. The Idabel Board of Education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

If your child chooses by his/her behavior not to abide by these rules, the faculty-administrator of Primary South will consider the alternatives listed below as possible consequences:

1. Conference with student.
2. Conference with parents.
3. Changing student's seat assignments.
4. Requiring a student to make financial restitution for damaged property.
5. Requiring a student to clean or straighten items or facilities damaged by the student's behavior.
6. Restriction of privileges.
7. Involvement of local authorities.
8. Referring student to appropriate social agency.
9. Corporal Punishment (The Idabel Board of Education approves the use of Corporal punishment on a moderate and limited basis as an alternative disciplinary tool in the Idabel Public Schools. Corporal punishment may be used by an administrator, his or her designee or in the presence of either.
10. Removal from the regular classroom.
11. Suspension
12. Expulsion
13. Other appropriate disciplinary action as dictated by the circumstances.

Parents, or guardians, and the students residing in this district shall be notified at the beginning of each school year that such policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

# IDABEL PRIMARY SOUTH ADMINISTRATIVE DISCIPLINE POLICY

## Level 1 - (General misbehavior in classroom or on campus)

- \*Running in building
- \*Disrupting class (lunchroom routine)
- \*Chewing gum or eating candy
- \*Playing after bell rings (on playground)
- \*Pushing, shoving, kicking, tripping, hitting at, or pinching another student (not causing injury)
- \*Loud or boisterous conduct in hallway

## Consequences: (Parent contact on all above)

The above offenses may result in the loss of recess, pull-outs, extra activities, or corporal punishment as determined by the classroom or duty teacher.

## Level 11

- \* Use of profanity/vulgarity (written, verbal or physical)
- \* Use of obscene gestures
- \* Disrespectful/abusive language or profanity involving student or any school employee
- \* Destruction/defacing of school property or another person's property
- \* Defiance of authority/disobeying school personnel
- \* Disobeying cafeteria rules
- \* Sexual harassment/moral turpitude
- \* Abusive language between students (written or verbal)
- \* Gang language and or signs
- \* Lying/cheating
- \* Hurting another student (poking with pencil or other instrument, pushing another student down, hitting another student, etc...)
- \*Teasing or making fun or disrespect of another student

## **Consequences: (Parent contact on all above)**

- 1<sup>st</sup> offense - 1 day loss of recess or alternative discipline measures – Parent contact
- 2<sup>nd</sup> offense - 3-5 days loss of recess or corporal punishment  
Parent conference
- 3<sup>rd</sup> offense - 5-10 days loss of recess or corporal punishment  
Parent conference
- 4<sup>th</sup> offense - Mandatory parent conference and alternate consequences that may include: suspension or other consequences to be determined by parent, teacher and principal.

\*\*\*A student who is suspended from school will not be allowed to attend or participate in any school activity of the Idabel Public Schools, held before, during, or after school hours. These activities include those held in and on Idabel School property or the property of another school where Idabel students are participating (for example: football or basketball games, concerts, etc...).

## **Level 111**

- \*Fighting
- \*Extortion
- \*Bullying, Cyber bullying (verbal, written or physical)
- \*Stealing
- \*Food fights
- \*Throwing rocks or sticks or any object
- \*Profanity directed toward a staff member or a child  
(written, verbal or physical)
- \*Sexual explicit material (written, printed or drawn)

## **Consequences: (Parent will be contacted on all above)**

- 1st offense - 5 days loss of recess or corporal punishment and/or parent conference
- 2<sup>nd</sup> offense - 5-10 days loss of recess or corporal punishment or minimum 1-2 day school suspension/parent contact
- 3<sup>rd</sup> offense - 3-5 days suspension or corporal punishment/parent contact
- 4<sup>th</sup> offense - Mandatory parent conference. Up to 10 days suspension or alternative discipline measures as determined by principal, teacher and parent.

\*\*\*A student who is suspended from school will not be allowed to attend or participate in any school activity of the Idabel Public Schools, held before,

during, or after school hours. These activities include those held in or on Idabel School property of another school where Idabel students are participating (for example: football, basketball, concerts, etc...).

#### **Level IV**

- \*Theft of money or personal property from school personnel.
- \*Assault (one student attacks another student or faculty/staff member)
- \*Bringing dangerous, conceivably injurious instruments (i.e. guns, knives)
- \*Possession or distribution of drugs
- \*Willfully injuring another student or school personnel
- \*Threats, cyber bullying, threats of bodily injury to school personnel and/or students (written, verbal or otherwise implied)
- \*Sexual harassment towards any personnel, faculty or staff.

#### **Consequence:**

Immediate suspension. Local law enforcement will be called.

- \*\*\* A student who is suspended from school will not be allowed to attend or participate in any school activity of the Idabel Public Schools, held before, during, or after school hours. These activities include those held in on Idabel School property or the property of another school where Idabel students are participating (for example: football, basketball, concerts, etc...)

#### **Classroom Discipline:**

Each teacher will have classroom rules and consequences posted in the classroom. These rules and consequences will be explained to the students at the beginning of the year and will be taught on a continuous basis for the entire school year. When a student has committed the set number of infractions, they will be sent to the office for disciplinary action. The student then starts with a “clean” slate concerning classroom discipline.

**NOTE: Parents that do not want corporal punishment to be used as a method of discipline should submit this request in writing to the office. The letter will be filed in the student’s folder. The school must be able to contact the parents of the children. Suspension will be used in place of corporal punishment.**

### **SUSPENSION FROM SCHOOL**

Each principal is authorized to suspend students from school for disciplinary reasons. The principal or office staff will attempt to call the parent/guardian at home. A copy of the discipline report will be sent home with the student on the day of the suspension.

# SUSPENSION POLICY FOR IDABEL PRIMARY SOUTH

## 1. **Reasons for Out-of-School Suspension**

The principal, superintendent, or other designated member of the administration are all given the authority to suspend a student out-of-school for the violation of a school rule, policy or regulation as outlined in the district's policies and procedures, or student handbook, or for any other violation authorized pursuant to Title 70, Oklahoma Statutes, Section 24-101.3 or other state laws authorizing such suspension.

## 2. **Term of Out-of-School Suspension**

The principal, superintendent, or other designated member of administration are all given the authority to impose student suspensions for the maximum length of time as allowed by state or federal law.

## 3. **Consideration of Alternative Placement**

Before a student is suspended out-of-school the principal, superintendent, or other designated member of the administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (i.e. in-school detention).

## 4. **Education Plan for Student Suspended for Six (6) days or more.**

Students who are suspended out-of-school for more than five days shall be provided an education plan. The plan will provide instruction to the student in the core units (subjects) in which the student is enrolled. The plan shall set up a procedure for education to the student and will be designed for the eventual reintegration of the student into school. A copy of the plan will be provided to the student's parent or guardian.

## 5. **Education Plan for Student Suspended Five (5) days or less.**

No education plan will be provided to students who are suspended for less than five (5) days unless it is required under federal law.

## 6. **Academic Credit for Work Performed.**

Students with a suspension with five (5) days or less will have work sent home with the student. All work must be completed and returned on the day the student returns to school. Work not completed and/or returned will be counted as zeros.

## 7. **Extracurricular Activities**

Student who is suspended out-of-school will not be allowed to participate in any extracurricular activities.

## 8. **Appeals**

See Due Process in the student handbook.

## Plan for Student Suspension Out-of-School Suspension Plan

Student's Name \_\_\_\_\_

Student's Grade: \_\_\_\_\_

School: \_\_\_\_\_

Suspension date: \_\_\_\_\_ Return date: \_\_\_\_\_

### Suspension Information:

1. Length of out-of-school suspension: \_\_\_\_\_

2. Reason for Suspension: \_\_\_\_\_

---

---

3. What in-school or alternative placements were considered by the Principal?

---

---

4. Why were the above placements not determined to be appropriate for this student?

---

---

---

---



## Suspension Plan

1. How frequently will the student's daily work be provided to the Student's parent or guardian? (Daily, weekly, monthly, etc...)
  
2. How will the parent be given the daily work assignments for the students to complete?
  1. \_\_\_\_\_ The parent is expected to come to the school and pick up assignments.
  2. \_\_\_\_\_ The parent will telephone the school to receive the student's assignments.
  3. \_\_\_\_\_ The parent has access to a facsimile machine and the school will send the assignments to the parent by facsimile transmission.
  4. \_\_\_\_\_ The parent has access to the internet and the school will send the assignments to the parent by email.
  
3. How frequently will the student be expected to return work assignments to the school? (Daily, weekly, monthly, etc...)
  
4. How will the parent return the student's work assignments to the school?
  1. \_\_\_\_\_ The parent is expected to come to the school and return the assignments.
  2. \_\_\_\_\_ The parent has access to a facsimile machine and the parent will send the work assignments by facsimile transmission.
  
5. It is the parent's responsibility to implement this suspension plan. If the parent has any questions concerning the work assignments, they should contact the school office. The school office will forward any questions to the principal and classroom teacher.

---

Principal

---

Date

## Parent Acknowledgement of Receipt of Suspension Plan:

I am the parent or legal guardian of \_\_\_\_\_, the student who has been suspended out-of-school. I understand that I am responsible for providing a supervised, structured environment for my child. I am responsible for monitoring my child's assigned work under the Suspension plan, and I am responsible for implementing the plan. This includes obtaining the work from school, having my child complete the assignments, and returning the assigned and completed work to the school within the time frames checked above. I understand all work must be completed by the student and should be submitted in the student's handwriting. I have read the Suspension Plan in its entirety and I agree to abide by the terms and conditions of the plan.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

## SUSPENSION DUE PROCESS

At the request of the parent, the principal will review all suspensions. At such review, the student may make a statement in his own behalf and present any other available evidence in support of his position. The reviewing officer shall have the authority to revoke, terminate, or otherwise modify the suspension and will notify the parents of any action in this regard on the day the review is completed. A student may challenge any part of his/her disciplinary record maintained by the school district on the grounds that it is an accurate record of that his/her conduct did not warrant the discipline assessed. The principal will review any evidence rendered on behalf of the student on the issue and will make other investigation as deemed necessary. If the record is found to be inaccurate, it will be corrected.

If it is found that the student's conduct did not warrant the discipline assessed, the record will be amended to reflect the finding. Disciplinary record shall be treated as confidential and disclosed only to the public authorities requesting information in the course and scope of their legal duties.

The student suspended shall have the right to appeal the decision of such principal/teacher to the Board of Education of the district through the Superintendent, which shall, upon a full investigation of the matter determine the guilt or innocence of the student and its decision shall be final.

## **Idabel Primary South**

### **Anti-Bullying Policy**

**Idabel Primary South recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students for a safe and secure learning environment, Idabel Primary South prohibits acts of bullying, harassment, and other forms of aggression or violence. All administrators, faculty, staff, parents, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors in order to provide positive examples for student behavior.**

**“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts- i.e., cyberbullying, through the use of internet, cell phone, computer, wireless device currently used or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, or threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical impairment.**

**This policy includes the prohibition of every form of bullying, harassment, and cyberbullying, whether in the classroom, on school premises, when a student is traveling to or from school, or at a school-sponsored event.**

**Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.**

**The Idabel School District recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles, responsibilities and the necessary skills to fulfill them.**

**Idabel Primary South has developed and implemented procedures that ensure both the appropriate consequences and remedial responses to a student who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.**

## Factors for Determining Consequences

- . Age, development, and maturity levels of the parties involved
- . Degree of harm (physical and/or emotional distress)
- . Surrounding circumstances
- . Nature and severity of the behavior(s)
- . Incidences of past or continuing pattern(s) of behavior
- . Relationship between the parties involved
- . Context in which the alleged incident(s) occurred

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measure shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

### Examples of Consequences

- . Admonishment
- . Loss of privileges
- . Classroom detention
- . Conference with Parent / Teacher
- . Conference with Principal/Parent/Teacher
- . Corporal Punishment
- . Out of school suspension
- . Expulsion or termination
- . Legal Action

All school employees are required to report alleged violations of this policy to the principal. All other members of the school community, including students, parents, and visitors, are encouraged to report any act that may be a violation of this policy. The classroom teacher, duty teacher, and or principal shall conduct a prompt, thorough, and complete investigation of each alleged incident. The incident shall be documented on a student discipline report, along with the name of classroom teacher, reporting teacher, infraction, and consequences and appropriate remedial action taken. A copy will be send home to parents/guardians of the student.

Idabel Primary South prohibits any reprisal or retaliation against a student who reports an act of bullying or harassment that occurs on school property, school functions or the school bus.

## **DEVELOPMENTAL DISABILITY STUDENT DISCIPLINE**

When considering disciplinary measures for Development Disability students the following should be considered:

1. When suspension of less than ten (10) days from school is necessary, the due process procedures established for regular students shall be followed.
2. For suspension of over ten (10) days or an accumulation of ten(10) days, these additional procedures shall be followed:
  - a. Schedule an IEP meeting to determine if the student's behavior is the result of the handicapping condition.
  - b. When the behavior is related to the handicapping condition, and a change in program or removal from the current program is recommended, the IEP must be revised to reflect the change in placement.
  - c. The school must provide an alternative program (i.e. IEP revision home based, etc...)
  - d. When the behavior is not related to the handicapping condition, the procedures established for regular students shall be followed.
3. In any **EMERGENCY SITUATION WHERE THE STUDENT** is endangering himself or others, the school has the authority to remove the students from school immediately. However, the IEP/Placement team must convene as soon as possible after an emergency removal to determine further appropriate action. In any event, the district's disciplinary due process procedure must be followed.

In the event a student brings a firearm to school, suspension and/or alternative placement may be imposed. (See Policies and Procedures Manual).

## CHILDREN'S INTERNET PROTECTION ACT (CIPA) IDABEL PUBLIC SCHOOLS

Below is the Acceptable Use and Internet Safety Policy ("policy") that provides internet access to the school district students and staff. Upon reviewing, signing and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide network access to any user who, if 18 or older, fails to sign and submit the policy to the school as directed, or if under 18 does not return the policy as directed with the signatures of the student and his/her parent or guardian. Adherence to the following policy is necessary for continued access to the school's technology resources.

Idabel Public School's information technology resources, including email and internet access, are provided for educational purposes only. This is a privilege and should be treated as such. If the user has any doubt about whether a contemplated activity is educational, the user shall consult with a teacher, principal or network administrator to help decide if a use is appropriate. Teachers will NOT allow students to play non educational games during the regular school hours, unless there is a valid educational purpose and is related to current adopted curriculum for the State of Oklahoma.

### Students and Staff Shall

#### 1. Respect and protect the integrity, availability and security of all electronic resources

- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Do not destroy or damage data, networks, computers or other resources that do not belong to you

#### 2. Respect and protect the intellectual property of others

- Do not infringe copyrights (no making of illegal copies of music, games or movies).
- Do not plagiarize.

#### 3. Respect and practice the principles of community

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials or messages to a teacher or administrator.
- Do not intentionally access, transmit, copy or create materials that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
- Do not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
- Do not use resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters or other mass mailings.
- Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
- Do not violate any local, state or federal statute.

#### 4. Respect and protect the privacy of others

- Use only assigned accounts.
- Do not view, use, or copy passwords, data or networks to which you are not authorized.
- Do not distribute private information about others or yourself.

#### 5. Internet Safety of minor students

- Personal online safety: in using the computer network and internet, the user should not reveal personal information such as home address or telephone number. A student should not use his/her real last name or any other information which might allow a person to locate the student without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or internet without a parent's permission. Regardless of the user's age, the user should never agree to meet in a secluded place or in a private setting a person the user has only communicated with on the internet.

•The user should also recognize electronic threatening behavior as cyberbullying. The user should not become a victim or a perpetrator of cyberbullying. The user will report any threats made against them to a teacher or administrator. Users found to be perpetrating cyberbullying will be disciplined appropriately. Idabel Public Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and about cyberbullying awareness and response. To ascertain that each student understands proper online and electronic behavior, every teacher assisting students in network activities will implement lessons and/or dialogue which will demonstrate correct and safe online behavior and should be age appropriate.

**CIPA COMPLIANCE:** IPS District monitors network and provides a current subscription to the Next Generation Palo Alto firewall to enforce Internet safety for minors. It also protects users from Spyware, Malware, Vulnerabilities, Viruses, and other Internet borne attacks that can compromise users email and workstations.

•The elementary library media specialists and or computer class will address this topic during library orientation or classroom visits. Secondary library media specialists will address this topic as new classes change throughout the year. Principals, or their designee, will address this topic in an open group assembly. New students arriving during the year will be given a copy of this agreement in their enrollment packet. Staff members will receive instruction during professional development sessions required at the beginning of each year.

#### 6. Consequences for violation

•Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a user's privileges to use the school's information technology resources and/or suspension, with the exceptions of End Of Instruction testing and required classroom technology courses and activities.

#### 7. Supervision and monitoring

•School administrators and their authorized employees shall monitor the use of the information technology resources to ensure that their use is secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any user, or to protect the school district's property. They may also use this information in disciplinary actions and will furnish evidence of a possible crime to law enforcement.

#### 8. Personal Equipment (BYOD) used on School Internet (Domains)

•Use of personal property, such as computers, burned CDs, or flash drives is prohibited unless inspected and permitted by authorized school personnel.

•Any device being used on IPS School Network service must be registered with the domain and conform to appropriate domain guidelines.

•A User of the Idabel Public Schools Network and/or equipment is prohibited from making any alterations to hardware and/or software that is owned or licensed by IPS, that is unauthorized and/or results in damages. The user accepts both punitive and legal consequences.

• Any individual using the school domain, internet or equipment and services for illegal actions, shall not hold the Idabel Public School System accountable.

Parents, teachers and administrators will discuss these rules with all users to ensure he or she fully understands them. These rules also provide a good framework for a user's use of computers at home, at libraries, or anywhere.

For additional information see: [www.cybercrime.gov](http://www.cybercrime.gov)

Revised and approved by Idabel Board of Education in public meeting \_\_\_\_\_

# ELEMENTARY SCHOOL BUS POLICY

The provision of school bus transportation is not a right of student but is a privilege extended by the Board of Education. The student behavior code as approved by the Transportation Director is as follows:

\*1<sup>st</sup> Bus Incident Report - 5 school day suspension of bus riding privileges.

\*2<sup>nd</sup> Bus Incident Report - 10 school day suspension of bus riding privileges.

\*3<sup>rd</sup> Bus Incident Report - 15 school day suspension of bus riding privileges.

\*4<sup>th</sup> Bus Incident Report - 30 school day suspension of bus riding privileges.

\*5<sup>th</sup> Bus Incident Report - 60 school day suspension of bus riding privileges.

## FIGHTING ON THE BUS WILL RESULT IN THE FOLLOWING:

1<sup>ST</sup> FIGHT - automatic 30 day suspension of bus riding privileges

2<sup>nd</sup> FIGHT - automatic 60 day suspension of bus riding privileges

Any of the following will result in AUTOMATIC LOSS OF BUS RIDING PRIVILEGES for the semester or the entire year:

Bringing weapons of any kind on the bus.

Bringing drugs of any kind on the bus.

Verbal or physical abuse of the bus driver.

## REPORTS ARE CONTINUOUS AUGUST THROUGH MAY

A copy of the report and a copy of the bus rider policy will be sent to the parent by the school. All questions or concerns should be addressed to the Transportation Director Jean Warhop at 286-7248.



# BUS REGULATIONS/PASSENGER RESPONSIBILITIES

1. Walk in the bus loading area.
2. Enter the bus and be seated.
3. A student is not permitted to leave his /her seat until the bus has completely stopped.
4. Never stand near the door when the bus is in motion.
5. Be prepared in the event of a sudden stop.
6. Horseplay is not permitted in or around the bus.
7. Keep head and arms inside the bus. A sudden stop or tree branch could cause an injury.
8. Do not throw anything in or out of the bus.
9. No food or drink on the bus.
10. Keep the bus safe by keeping it clean-use the trash box.
11. Save snacks and homework until after departing the bus.
12. Avoid carrying big or heavy packages on the bus.
13. Don't leave books, lunches, or other articles on the bus.
14. Keep feet, books, backpacks, coats and all other objects out of the aisle.
15. Talk quietly to friends near you. Loud noises distract the driver's attention away from the road and could cause an accident.
16. Help look after the safety and comfort of smaller children.
17. Give the bus driver the same respect and courtesy given to your teachers.
18. A passenger is expected to be courteous to fellow students, bus driver, and patrol officer or driver assistant.
19. Keep quiet when approaching a railroad crossing.
20. A student should not talk to the bus driver while the bus is moving unless it is very Important, (ex: sickness or other emergency).
21. Treat the bus equipment as you would valuable furniture in your own home.
22. Damage to the bus should be reported to the driver.
23. Severe damage to the seats and other equipment must be paid for by the offender.
24. The passenger should never tamper with the emergency door, or any other equipment on the bus.
25. In the event of an emergency, students are to remain in their seats unless other instructions are given by the driver or responsible person.
26. A student should know and understand the bus evacuation plan.
27. Smoking is not permitted on the bus.
28. Anyone under the influence of drugs, or liquor is not allowed on the bus.
29. A driver will submit an Unsatisfactory Bus Conduct Form to the proper school building administrator, who in turn will inform the parent of misconduct on the bus.



## DRESS AND GROOMING

All students are to be groomed and dressed appropriately with respect to the following criteria:

- Cleanliness, clothing and grooming must be such that they do not constitute a health or safety hazard.
- Clothing-Attire must be adequate to insure a decent appearance. Footwear must be worn at all times.
- Educational consideration grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.
- Because of the age of our students, parents should check the child's dress before they are sent to school each day to be sure it is appropriate for school activities and weather.
- Avoid extreme fads or clothing that will cause distraction in the classroom. Students may not wear clothing advertising tobacco or alcohol products or have indecent pictures or logos.
- No bare midriffs.
- No hats or caps in the building (except on special school event days)
- No tank tops
- No low cut or see through blouses and/or shirts
- No clothing with vulgar language or obscene pictures
- Shoes must be worn at all times
- No unbuckled belts, bandannas or sagging pants (pants must be worn at waistline) **AT ALL TIMES**
- T-shirts must be worn under athletic jerseys or tank tops of similar make
- **IT IS RECOMMENDED THAT SHIRTS AND TOPS BE TUCKED IN AND COVER UPPER TORSO IN BACK AND FRONT**
- Any clothing article will be banned that is disruptive to the educational process or is worn in a manner to attract undue attention.
- In case of emergencies involving soiled clothing, school personnel may provide clean and/or dry clothing to the child if available. These items should be laundered and returned to the school.

## **ILLNESS, ACCIDENT AND EMERGENCY PROCEDURES**

It is the policy of Idabel Public Schools that in case of an emergency, every attempt will be made to notify the parent or guardian. In the unlikely event that the school cannot locate a parent or guardian, the administration will take such actions as deemed necessary for the health of the child.

Parents need to keep the school notified of changes in home or work telephone numbers and/or persons to contact other than a parent.

## **IT IS THE PARENT OR GUARDIAN'S RESPONSIBILITY TO PROVIDE THESE NUMBERS AND KEEP THEM UPDATED**

Accidents at school are to be reported immediately to the teacher on duty or in charge. The accident is then reported to the office. If the injury is of a serious nature, the parent will be contacted immediately and asked to come and get the child. If the injury is life threatening, the school will contact EMS Ambulance and the parent. All medical bills will be the responsibility of the parent. The nurse/office staff will treat minor injuries.

Emergency Procedures for Fire and Storm Drills are posted in each room. Each teacher reviews these procedures with the students. There are school wide drills held and documented according to State policies.

Detailed emergency plans and procedures are on file in the school office and available upon request.

## CONTROL OF INFECTIONS

Our school attempts to prevent the spread of infections. Therefore, it is our policy that:

1. Students with a temperature of 100 degrees or more will be removed from the classroom, and a parent will be notified that the child is too ill to remain at school.
2. Students with infectious conditions (such as impetigo, pinkeye, ringworm, scabies **WILL NOT** be allowed in school until clearance from the school nurse.

## Procedures for Treatment of head lice in Idabel Public Schools

Routine lice checks in the elementary schools will be three (3) times a year: beginning of school, after Christmas break, and after spring break.

Head checks at all schools will be performed at the request of staff throughout the year for signs of head lice. Signs of head lice may include excessive scratching of the head, and seeing live lice or nits in hair.

If live lice are found, the child is to remain in school the remainder of the day. Attempts will be made to contact parent by phone. If contact is not made, a letter will be sent home, along with educational material for treatment.

A student who has been excluded from attending school is required by law to present certification from a health care professional or county public health nurse that the child is no longer afflicted with head lice before re-entry. Title 70 O.S., Section 1210.194.

If student returns to school with improvement noted to hair, a follow up head check will be done in ten (10) days. If lice are found, process will start over.

*Head lice treatment is the responsibility of the parent or guardian.* Every effort will be made for parents to get proper education for treatment at home.

A student should not be absent from school for head lice. Excessive absents may result in notification of truancy officer. Please see policy on excessive absences in the hand book.

**IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO MAKE SURE STUDENT IS LICE FREE**

## VISION SCREENING

The school nurse and Prevent Blindness of Oklahoma will conduct vision screening during the spring semester of the 2019-2020 school year. All public school districts are required to report the results of the screening and referrals to the State Department of Education. No student shall be prohibited from attending for the lack of a vision screening certification or an eye examination report.

Vision screenings may be performed at anytime during school if concern is expressed regarding the vision of your child.

## HEARING SCREENINGS

The school nurse will conduct hearing screenings throughout the 2019-2020 school year. The recommendations for hearing screenings are as follows:

- Children ages three to grade three should be screened annually
- Children in grade four and above should be screened minimally at three year intervals (grade six, nine and twelve)
- Children may be screened any time that concern is expressed regarding ability to hear
- Students with previously documented hearing loss are not screened since they cannot pass a hearing screening. These individuals should be referred to an audiologist for assessment
- If you **DO NOT** want your child to receive the screening, please notify the school.

## Guide to Immunization Requirements in Oklahoma: 2019-20 School Year

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend childcare or school in Oklahoma. Please read the bullets below for essential information.

Age/Grade	Required immunizations with cumulative doses required	Recommended immunizations
Childcare <i>Up to date for age</i>	4 DTaP (diphtheria, tetanus, pertussis) ◆ 1-4 PCV (pneumococcal) ◆ 1-4 Hib ( <i>Haemophilus influenzae</i> type B) ◆ 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
Preschool/Pre-K	4 DTaP (diphtheria, tetanus, pertussis) 1 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	3 IPV (polio) 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
Kindergarten-6th	5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)
7 <sup>th</sup> -12 <sup>th</sup>	1 Tdap (tetanus, diphtheria, pertussis) 5 DTaP (diphtheria, tetanus, pertussis) ★ 2 MMR (measles, mumps rubella) 1 Varicella (chickenpox)	4 IPV (polio) ◀ 2 Hep A (hepatitis A) 3 Hep B (hepatitis B)

- The current childhood immunization schedule may be found at <https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>.
- Doses administered 4 days or less, before the minimum intervals or ages, are counted as valid doses. This does not apply to the 28 day minimum interval between doses of live vaccine not administered on the same day.
- If a parent reports that their child had chickenpox disease, the child is not required to receive varicella vaccine. Record that the child had the disease.
- The first doses of measles, mumps and rubella (MMR), varicella, and hepatitis A vaccines must be administered on or after the child's first birthday (or within 4 days before the birthday) or they must be repeated.
- It is not necessary to restart the series of any vaccine if a dose was given late or if a dose is past due. Longer than recommended intervals between doses do not affect final immunity.
- Children may be allowed to attend childcare and school if they have received at least one dose of all the required vaccines due for their age or grade and the next doses are not yet due, but they must complete the remaining doses of vaccine on schedule. These children are "in the process" of receiving immunizations.
- Children attending licensed childcare facilities must be up-to-date for their age for the vaccines listed in the "Childcare" column.
- Hib and PCV vaccines are not required for students in pre-school, pre-kindergarten, or kindergarten programs operated by schools unless the facility is a licensed child care facility. Hib and PCV vaccines are required for children attending licensed child care facilities.
- ★ If the 4th dose of DTaP is administered on or after the child's 4th birthday, then the 5th dose of DTaP is not required.
- ◆ The number of doses of PCV and/or Hib may range from 1 to 4 depending on the age of the child when the first dose was given and type of Hib vaccine used.
- ▶ If the 3rd dose of IPV is administered on or after the child's 4th birthday and at least six months from the previous dose, then the 4th dose of IPV is not required.
- Students 11 through 15 years of age who have not received Hep B vaccine may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger or older) must receive 3 doses of pediatric hepatitis B vaccine.

For more information call the Immunization Service at (405) 271-4073 or visit our website at: <http://imm.health.ok.gov>.

Revised 4-4-2019 IMM 400

## **MEDICATION: ADMINISTERING TO STUDENTS**

It is the policy of the Idabel Board of Education that if a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication or if circumstances exist that indicates it is in the best interest of the child that a non-prescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication.

1. Prescription medication must be in a container that indicates the following:
  - Student's name
  - Name of strength of medication
  - Dosage and directions for administration
  - Name of physician or dentist
  - Date and name of pharmacy
  - 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 student for immediate self-administration must retain the medication. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

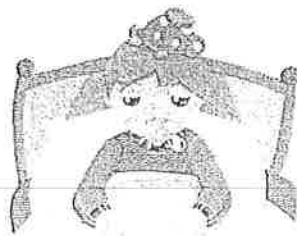
- Purpose of medication
- Time to be administered
- Whether the medication must be retained by student for self-administration
- Termination date for administering the medication
- Other appropriate information requested by the principal or the principal's designee

Self-administered of inhaled asthma medication by a student for treatment of asthma 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 and is capable of, and has been instructed in the proper method of self-administration of medication. Additionally:

- 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.
- 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.
- Permission for the self-administration of asthma 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.
- A student who is permitted to self-administer asthma medication shall be permitted to possess and use the prescribe inhaler at all times.

COMMUNICABLE DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	MAY RETURN TO SCHOOL WHEN...
CHICKENPOX	14-21 Days	1 day before rash and until lesions have crusted	All scabs should be dry and hard but not necessarily off
IMPETIGO	2-10 days	Until all lesions are healed. Should see doctor if lesions are on face.	When evidence of treatment (crusts washed off and antibiotic ointment applied) Cover if possible
LICE	Variable	Until lice and eggs are destroyed	After treatment and live lice are dead
MEASLES (Rubeola)	8-14 days	4 days before rash appears to 4 days after onset of rash	5 days after onset of symptoms with written permission from doctor or public health agency
MUMPS	14-21 Days	6 days before to 9 days after symptoms or swelling appear	10 days after onset of symptoms with written permission from doctor or public health agency
PINK EYE (bacterial conjunctivitis)	24-72 hours	During course of active infection	2-4 hours after treatment is begun
RINGWORM	Variable	As long as lesions are present and untreated	As long as lesion is being treated with antifungal. Cover if possible
RUBELLA	14-21 days	7 days before and 4 days after rash appears	5 days after onset of rash with written permission from doctor or public health agency
SCABIES	2-6 weeks – 1 <sup>st</sup> time 1-4 days subsequent time	Until mites and eggs are destroyed	Written recommended treatment is complete
STREP-THROAT SCARLET FEVER SCARLETINA	1-3 days	Variable	48 hours after treatment begins or with written permission from doctor

Any student running a temperature of 100 degrees or more may be excluded from school



# Meningococcal ACWY Vaccine: What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See [www.immunize.org/vis](http://www.immunize.org/vis)

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite [www.immunize.org/vis](http://www.immunize.org/vis)

## 1 Why get vaccinated?

**Meningococcal disease** is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Meningococcal disease often occurs without warning—even among people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *N. meningitidis*, called “serogroups.” Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*
- People at risk because of an outbreak in their community

Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, amputations, nervous system problems, or severe scars from skin grafts.

**Meningococcal ACWY vaccine** can help prevent meningococcal disease caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available to help protect against serogroup B.

## 2 Meningococcal ACWY Vaccine

Meningococcal conjugate vaccine (**MenACWY**) is licensed by the Food and Drug Administration (FDA) for protection against serogroups A, C, W, and Y.

Two doses of MenACWY are routinely recommended for adolescents 11 through 18 years old: the first dose at 11 or 12 years old, with a booster dose at age 16. Some adolescents, including those with HIV, should get additional doses. Ask your health care provider for more information.

In addition to routine vaccination for adolescents, MenACWY vaccine is also recommended for certain groups of people:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- People with HIV
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease
- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a drug called eculizumab (also called Soliris™)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in dormitories
- U.S. military recruits

Some people need multiple doses for adequate protection. Ask your health care provider about the number and timing of doses, and the need for booster doses.





People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting meningococcal ACWY vaccine.

Your health care provider can give you more information.

#### 4 Risks of a vaccine reaction

- Redness or soreness where the shot is given can happen after meningococcal ACWY vaccine.
- A small percentage of people who receive meningococcal ACWY vaccine experience muscle or joint pains.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

#### 5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov) or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff do not give medical advice.*

#### 6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Visit the VICP website at [www.hrsa.gov/vaccinecompensation](http://www.hrsa.gov/vaccinecompensation) or call **1-800-338-2382** to learn about the program and about filing a claim. There is a time limit to file a claim for compensation.

#### 7 How can I learn more?

- Ask your healthcare provider.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call **1-800-232-4636 (1-800-CDC-INFO)** or
  - Visit CDC's [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)



## CAFETERIA

By qualifying for a federal program related to child nutrition, all Idabel Public School students will eat free this year.

## USE OF TOBACCO IN SCHOOLS

Smoking is prohibited within any indoor facility used for pre-k, kindergarten, elementary or secondary education or library services to children. (PL 103-227 Sec. 1043).

## VISITORS TO THE BUILDING

**ALL** visitors are to identify themselves using the camera/Intercom system before being admitted into the building. Visitors are asked to report and **REGISTER** in the office located at the north side of the building when they arrive. All doors will be locked at all times for the safety of staff and children. Parents are always welcome at school. Teachers will be glad to discuss your child and his/her progress or any other parent concerns. The school office will help you schedule a conference time so as not to disturb student-learning time. Students from other schools or friends of the Idabel students are not allowed to visit during the day.

## BRINGING ITEMS TO SCHOOL

The only time students should bring toys, games, etc., to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for all items brought to school. Items specifically **not** to be brought to school include: cell phones, electronic games, radios, pagers, cameras, tape recorders, or other electronic equipment. Sports equipment should also be left at home. These items may be taken from the student and kept in the principals office until the end of the year or until a parent claims them.

## TEXTBOOK AND SUPPLIES

Textbooks are furnished to each student free of charge. However, if the textbook is lost or damaged, the student will be charged with the current replacement cost of the textbook. Students who do not pay for the repair or replacement of textbooks will not be able to participate in any extracurricular events until full payment is received.

Each student will be given a list of necessary supplies for his/her particular grade level upon enrollment. Pencils and erasers are available for purchase at school. Parents are required to replace supplies as needed.

## HOMEWORK

Homework will be given to students on an increasing basis as they progress in school. Parents may wish to set aside time each evening for children to read, practice spelling or math, or do assigned homework. Grades may be taken on returned assignments. It is important to establish a pattern of responsibility when children are young. Parents of very young children may use this time to read to their child.

## TELEPHONE

The school telephone is for business calls only. Necessary plans should be made with students before they leave home in the morning. Messages may be taken should these plans change if called by 2:00 p.m. **CHILDREN ARE NOT TO BE CALLED TO THE TELEPHONE EXCEPT IN THE CASE OF AN EMERGENCY. CELL PHONES ARE NOT ALLOWED TO BE CARRIED TO SCHOOL BY THE STUDENT. CELL PHONES THAT ARE CONFISCATED WILL BE TAKEN TO THE OFFICE AND PARENTS WILL BE NOTIFIED.**

If you wish to speak to a teacher, leave your name and phone number with the school office, and the teacher will return your call as soon as possible.

## RECESS SNACKS

Students will be allowed to purchase snacks during the afternoon recess. Snacks are \$.50 each. Profits will go into the Student Services Activity Fund.

## SEVERE WEATHER POLICY

School closing because of inclement weather will be announced on the local radio stations. Worsening weather conditions may force the early closing of schools. If this should happen, radio stations will carry this information.

## LOST AND FOUND

Clothing or other items found in the building or on the school grounds will be turned in to the Primary South office. **Please write your child's name in coats, sweaters and jackets.** These items will be kept until they are claimed or until the end of the school year. At this time anything left unclaimed will be donated to charitable organizations.

## PROFICIENCY BASED PROMOTION (PBP)

PBP test may be taken in December and May each year. The student must notify the principal at least 30 days in advance of the request to take the PBP Test. PBP test may be taken in Social Studies, Language Arts, the Art, Language, Mathematics, and Science. The student must score a minimum 90% on the test to receive credit. Limit 2 tests per semester. The student should contact the office for additional information.

## REPORTING STUDENT PROGRESS

Information on the educational progress of students will be reported to parents or guardians four times during the year. Parent/Teacher conferences will take place during each semester. Progress reports will be sent home every 6<sup>th</sup> week and report cards will be sent home every 9 weeks.

## LIBRARY

Our school's library media centers are well equipped and vital to the quality of our educational program. Students and parents are encouraged to utilize the media center. If you should have any questions, please call the library at 286-2557.

In order to maintain an adequate collection, students, teachers, and parents must cooperate to see that materials are returned in good condition. If they are not, a charge equal to the current replacement price will be made. Students who do not pay for the repair or replacement of library books will not be able to participate in any extracurricular events until full payment has been made.

## COMPUTER LAB

Parents will be required to sign CIPA agreement in order for their child to use the Internet at school. Cyber bullying will not be tolerated and could result in suspension and discontinued Internet privileges

## INTOUCH12

Idabel Public Schools automatic message system, School Reach, may be used to provide you with current events, notification of school cancellations, schedule changes or other important information. **It is important you keep the school updated with current telephone information for this to work properly.**

## INSURANCE

An accident insurance program is offered as a service for students in the district. At the beginning of each school year forms are sent home with the students explaining the cost to the parents and the benefits received in case of an accident. Parents are urged to purchase the insurance offered if they do not have family insurance plan that would cover an accident at school. The school district does not purchase insurance to cover personal injury to students or loss of student's property.

## ASBESTOS TESTING

All Idabel Schools have been checked for asbestos. The results are on file in the Superintendent's office.

## SPECIAL SERVICES

The Idabel Public School District is committed to locating and serving children, ages 3-21 with disabilities in the areas of sensory, perceptual, motor, intellectual, emotional, communication, or health. Services are provided in accordance with the procedures established by the Oklahoma State Department of Education and in compliance with the Individuals with Disabilities Act (IDEA) and other related legislative mandates. To make a referral for services or for further information, call 580-286-2935 or request assistance from the building administrator for your child.

## Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Idabel Public School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent.

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

disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## STUDENT RECORDS

### Family Education Rights & Privacy Act (FERPA)

Parents and students over 18 have the following rights under FERPA: (1) The right to inspect and review the student's educational records. (2) The right to exercise a limited control over other people's access to the student's educational record. (3) The right to seek to correct the student's record in a hearing if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights and procedures. The district will arrange to provide translations of the notice to non-English speaking parents/legal guardians in their native language. Copies of student's records are available to the parents/legal guardians or students over 18 at a cost per page.

Parents may be denied copies of a student's records after the student reaches 18 years of age:

- When the student is attending a institution of post-secondary education.
- If the parent fails to follow proper procedures and pay copying charges.

*Nondirectory Educational Records* are private or confidential records maintained by the school regarding a current or former student.

*Student Directory Information.* The following student directory information may be released by an school official without violating the FERPA or the Oklahoma Open Records Act (51 O.S.24A.16)

- Student name and address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of the athletic teams
- Dates of attendance
- Degrees and awards received
- The public or private school most recently attended by the student

**Parents or students who do not want this information released must submit a request in writing to the principal within 10 days of the time the handbook is issued to the student.**

## **OKLAHOMA CHILD ABUSE REPORTING LAW**

**Cite as 10 O.S. 7103**

If a person has reason to believe or suspect a child is the victim of abuse or neglect it must be reported. Abuse must be reported immediately to Child Protective Services or to the police. Any person knowingly and willfully fails to report any incident may be guilty of a misdemeanor.

Child Abuse Hot Line 1-800-522-3511

McCurtain County Child Protective Services 580-208-3400

Police 911 (imminent danger)

## **DELIVERIES TO SCHOOL**

**It is Idabel School Board policy that for the safety of our students and staff, the delivery of flowers, gifts, etc. is prohibited to any of the Idabel School sites and administration offices unless authorized by superintendent.**



# IDABEL PUBLIC SCHOOLS

200 NE AVENUE C  
IDABEL, OK 74745

PHONE: (580) 286-7639  
FAX: (580) 286-5585

---

OFFICE OF THE SUPERINTENDENT

## Dear Parents and Guardians:

In accordance with the *No Child Left Behind Act of 2001 (NCLB)*, Section 1111 (h) (6) PARENTS' RIGHT -TO-KNOW, this is notification from Idabel School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their Qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you have questions or concerns, please feel free to contact the principal at your child's school.

Sincerely,

Dr. Alan Bryant, Ed.D.  
Superintendent  
Idabel Public Schools

## IDABEL PRIMARY SOUTH CAPACITY FOR PARENTAL INVOLVEMENT

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

The school district will provide assistance to parents of children served by the school in understanding topics such as the following:

1. The state's academic content standards,
2. The state's student academic achievement standards,
3. The state and local academic assessments including alternate assessments,
4. The requirements of Part A,
5. How to monitor their child's progress, and
6. How to work with educators:

Parent conferences, family open house activities and the IPS message system will be used to provide parents this information and assistance.

1. The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by providing workshops on how to work with their children.
2. The school will reach out to, communicate with, and work with parents as equal partners in how to implement and coordinate parent programs and build ties between parents and the school.
3. The school will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
4. The school will ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Information will be posted on district website, sent home in letters, and sent in translations as practical.