

JUSTUS-TIAWAH STUDENT HANDBOOK



2020-2021

Justus-Tiawah School Creed

I am a Justus-Tiawah School Student. I have great expectations for myself. I accept the challenge to become the best that I can be.

Yesterday's failures are behind me. Today's successes are now before me. I will make today the very best day of all. For this day begins the rest of my life.

I accept the responsibility for my behavior and its results. I do not have the right to interfere with the learning and well being of others.

With my family and teachers, I will determine what I will become. For the education I receive today will make me a leader tomorrow.

**BE RESPECTFUL BE HELPFUL BE GRATEFUL BE
SMART BE KIND BE YOU!**

TABLE OF CONTENTS

[Justus-Tiawah School Creed](#)

[SCHOOL CALENDAR 2020-2021](#)

[JUSTUS-TIAWAH CONTACT INFO](#)

[PHILOSOPHY](#)

[BOARD OF EDUCATION](#)

[AGE REQUIREMENTS FOR ENROLLMENT](#)

[INFORMATION REQUIREMENTS FOR ENROLLMENT](#)

[WITHDRAWALS](#)

[IMMUNIZATIONS](#)

[ADMINISTERING MEDICATIONS](#)

[SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION](#)

[CONTAGIOUS CONDITIONS I HEAD LICE](#)

[ARRIVAL AND DISMISSAL](#)

[SCHOOL CANCELLATIONS](#)

[STUDENT CONDUCT AND RESPONSIBILITIES](#)

[HALL PROCEDURES](#)

[CAFETERIA PROCEDURES](#)

[BREAKFAST PROGRAM](#)

[SCHOOL LUNCH PROGRAM](#)

[CHARGING POLICY FOR STUDENT MEALS](#)

[RESTROOM PROCEDURES](#)

[PLAYGROUND PROCEDURES](#)

[DISCIPLINE](#)

[STUDENT ADJUSTMENT CENTER \(SAC\)](#)

[IN-HOUSE DETENTION](#)

[CORPORAL PUNISHMENT](#)

[HOME SUSPENSION](#)

[DRESS CODE](#)

[TARDIES -AM/ PM](#)

[ATTENDANCE POLICY](#)

[ABSENTEES](#)

[1. Absences cleared through the office for school-sponsored activities.](#)

[PERFECT ATTENDANCE](#)

[TRUANCY](#)

[MISSED ASSIGNMENTS](#)

[HOMEWORK](#)

[PHYSICAL EDUCATION \(5-8\)](#)

[ACTIVITY AND FIELD TRIPS](#)

[PARENTAL VISITORS](#)

[CONFERENCES](#)

[REPORT CARDS](#)

[GRADUATION REQUIREMENTS - JUNIOR HIGH SCHOOL](#)

[GRADING](#)

[SUPERINTENDENT AND PRINCIPAL'S HONOR ROLL CRITERIA](#)

[EXTRACURRICULAR/ATHLETIC ELIGIBILITY](#)

[STUDENT INSURANCE](#)

[CLASS PARTIES](#)

[LOST AND FOUND](#)

[TELEPHONE](#)

[WIRELESS COMMUNICATION DEVICES](#)

[INTERNET USAGE](#)

[PERSONAL GAMES AND EQUIPMENT](#)

[STUDENT LOCKERS](#)

[BOOK BAGS](#)

[TEXTBOOKS](#)

[LIBRARY](#)

[LIBRARY REGULATIONS](#)

[SCHOOL SPIRIT](#)

[FIGHTING \(3rd-8th grade\)](#)

[HARASSMENT](#)

[CHEATING](#)

[DISRESPECT TO SCHOOL EMPLOYEES](#)

[PROFANITY AND INAPPROPRIATE GESTURES](#)

[WEAPONS](#)

[LASERS](#)

[TOBACCO](#)

[DRUG POLICY FOR STUDENTS](#)

[TRANSPORTATION CHANGES](#)

[BUS SAFETY](#)

[BUS RIDER RULES](#)

[SPECIAL EDUCATION POLICY](#)

[JUSTUS-TIAWAH DISTRICT POLICY ON STUDENT BEHAVIOR](#)

[DISCIPLINE CODE](#)

[HOME SUSPENSION/APPEAL PROCESS AND PROCEDURES](#)

[PROFICIENCY BASED PROMOTIONS](#)

[GUIDELINES FOR PROFICIENCY BASED PROMOTIONS](#)

[NONDISCRIMINATION ON THE BASIS OF SEX](#)

[ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986](#)

[DEPARTMENT OF HUMAN SERVICES \(DHS\)](#)

[RIGHTS UNDER FERPA FOR ELEMENTARY SCHOOLS](#)

[RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT \(PPRA\)](#)

[Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health](#)

[TORNADO AND FIRE EVACUATION PLANS](#)

JUSTUS-TIAWAH CONTACT INFO

WWW.JUSTIAWAH.COM

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PHILOSOPHY

The philosophy of the Justus-Tiawah School is based upon the following general rules:

1. Justus-Tiawah citizens have rights and responsibilities.
2. The student does not divest himself of his constitutional rights on entering the schoolhouse.
3. So long as the student does not interrupt the educational process, impose upon, endanger or deprive others of their rights, the student will enjoy his freedoms of expression, orderly assembly, privacy of person and freedom from discrimination.
4. Fair and reasonable procedure will be followed to assure the student's rights.
5. The student, in turn, needs to recognize that to maintain an atmosphere conducive to learning, the reasonable exercise of authority by school officials is necessary.
6. All persons connected with our schools must demonstrate respect for the rights of the students and students must accept their responsibility toward others and toward the school system.
7. Rules of discipline are guidelines for behavior, so that all may know what is expected of them.

BOARD OF EDUCATION

The Board of Education is elected by the voters of the Justus-Tiawah Community. They are the governing body of the Justus-Tiawah School System. They are charged with the responsibility of determining school policies, hiring school personnel, approving all financial transactions and many other administrative duties. These general policies in this booklet become binding and a part of the Justus-Tiawah School Board policies to all students with their enrollment in said Justus-Tiawah School. It is the duty of students and all concerned to respect and obey school board policies.

AGE REQUIREMENTS FOR ENROLLMENT

The Oklahoma School Law stipulates the ages for pupils entering school as follows:

- A Pre-kindergarten child must be four years of age on or before September 1st.
- A kindergarten child must be five years of age on or before September 1st.
- A first grade child must be six years of age on or before September 1st.
- Justus-Tiawah policy for participation in our PK program, a student must be potty trained.

INFORMATION REQUIREMENTS FOR ENROLLMENT

The following information is required upon enrollment prior to child attending school:

1. Birth Certificate or hospital record of birth.
2. Updated shot records.
3. Social Security card, if applicable.
4. CDIB card and Citizenship card, if applicable.
5. Proof of residency in school district, ex: utility bill with current address.
6. All information on enrollment forms filled out with proper legal signatures.

* Please remember to keep all contact numbers updated and current.

WITHDRAWALS

1. Parents should inform the teacher at least one day prior to leaving.
2. Students should make sure all school property is returned and all charges are paid.
3. Pick up the withdrawal slip and report card from the teacher.
4. Have the principal/superintendent sign withdrawal slip.

IMMUNIZATIONS

1. The law requires a child entering school for the first time or students transferring from one school to another, to present a certification form signed by a physician or authorized representative of the State Department of Health showing the child is adequately protected.
2. For further information, contact your physician or county health department.

ADMINISTERING MEDICATIONS

It is the policy of the Justus-Tiawah Schools that medications, both prescription, and non-prescription, may be administered to a student by designated school employees. All medications (prescription and non-prescription) will be administered only when the school has a written authorization from the parent or the legal guardian. This authorization will be kept on file at the school. Prescription and non-prescription medication must be supplied by the parent or guardian. Medication must be in the original container with the child's name written on the container and directions for the administration of the medicine listed on the label or as otherwise authorized by a licensed physician. The label on prescription medication must have the most recent filled date for that particular prescription. Non-prescription medication will not be given for more than five days without a physician's written authorization. Medication must be transported to the school by an adult in the original container. Students are not to transport medications. Each school in which any medicine is administered shall keep a record of the name of the student to whom the medicine was administered, the date the medicine was administered, the name of the person who administered the medicine, and the type or name of the medicine

which was administered. Medicine shall be properly stored and not readily accessible to persons other than the persons who will administer it. If a teacher discovers unauthorized medication on a student, they are authorized to confiscate the medication and turn it in to the principal. Medication must be age-appropriate. An adult dosage cannot be given to a child. All medications not picked up at the end of the school year will be discarded one week after school is out.

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Justus-Tiawah Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian 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:

1. 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.
2. 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.
3. 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.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
 - A. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
 - B. Self-administration: a student's use of medication pursuant to prescription or written direction from a physician.

CONTAGIOUS CONDITIONS / HEAD LICE

The following policy has been set forth to safeguard students and school personnel from contagious diseases or from an outbreak of pediculosis (head lice).

Pediculosis (Head Lice) - Contagious Conditions

Any student with live head lice and/or nits 1/4 inch of the base of the hair shaft will be excluded from school. School personnel will contact parent and give parent information on

how to properly treat head lice. Before returning to school, all lice and nits will be removed and the parent is required to present a certificate from a health professional or an authorized representative of the Oklahoma State Health Department verifying that the student is no longer contagious. Students should be treated and return to school within two school days. After readmittance, the designated school personnel may periodically check the student. Should a reinfection occur, the student may again be excluded from school.

While inconvenient and a nuisance, head lice does not cause disease and can be effectively treated. According to the Oklahoma State Department of Health (OSDH), the ultimate responsibility of head lice checks, treatment and control lies with the parents. In cases where a student has had repeated or chronic infestation, designated school personnel will work with the parent to provide additional information to help remedy the reoccurrence. The designated school personnel will review treatment of home, car, daycare, bedding, clothing, backpack, etc. as well as nit removal in order to eradicate the infestation. Social Services may be called on cases of habitual infestations to help parent eradicate the problem.

It is always the goal of our school district to facilitate an accurate assessment of the problem, contain infestation, provide appropriate health information for treatment and prevention, prevent overexposure to potentially hazardous chemicals, and minimize school absence.

ARRIVAL AND DISMISSAL

1. Teachers go on duty at 8:00 a.m.; therefore, students other than bus riders, should not arrive before 8:00am and no later than 8:25 a.m.
2. Shuttle students are dismissed at 3:10 p.m. Other students are dismissed at 3:20.
3. Students wanting to ride the shuttle bus in the morning should arrive by 8:05. The buses will be leaving at 8:10am in order to arrive at the other campus at the appropriate time.
4. Sometimes it is necessary for school to be dismissed early without warning. Please make arrangements with your parents as to where you should go and what you should do at those times. Write information on the enrollment form.
5. If it becomes necessary for a student to be picked up before regular school dismissal, the parent must come by the office to sign the student out of class. The secretary will call the student out of class. No student will be released directly from the classroom. This is a safety measure both for your child and school personnel.
6. Bicycles and motorcycles are to be placed in the designated area on the playground and they should be left in that area until school is dismissed. Never ride bicycles, motorcycles, skateboards, or scooters on the playground. Motorcycles are not to be ridden without permission from the administration.
7. Except for meetings, games, or programs about which parents have been notified, children must not be kept or stay on their own after school. Keeping the student after school should occur only after communication between teacher and parent. The school will assume no responsibility for children left on the school grounds after school hours unless he/she is

participating in a school activity. The school also will not assume responsibility for students arriving at school before 8:00 a.m. unless attending the daycare at the North Campus.

SCHOOL CANCELLATIONS

1. At times it may be necessary to dismiss school due to inclement weather conditions.
2. For your convenience, these T.V. stations will announce when there is to be no school:
KTUL - KJRH - KOTV
3. If power is out, we will have cancellations announced on the radio at 740 KRMG.

STUDENT CONDUCT AND RESPONSIBILITIES

Appropriate student conduct is the expectation of parents, school board, administration, and teachers. To achieve this for all students, measures are in place for the few who choose to act inappropriately or disrupt the learning of others. The following regulations should be observed by all students:

1. Students should take advantage of the academic opportunities at school.
2. Students should be courteous, friendly, respectful, and considerate in relationships with others.
3. Students should be self-controlled, reasonably quiet, and non-disruptive in classrooms, hallways, library, cafeteria, and buses.
4. Students should keep all language and gestures respectful and free of profanity or obscenities.
5. Students should respect private, public, and school property.
6. Students are to remain in the building and in scheduled classes at all times, unless properly excused.
7. Students should identify themselves when asked by a school employee.
8. Students should know and obey the rules of our school.

HALL PROCEDURES

1. Always keep to the right when moving the halls.
2. Running in the halls is never allowed.
3. The leader of a line should open the door for the class.
4. Wait until that class has passed by. If there is a break, you may excuse yourself and pass on through.
5. Always use door handles when opening and closing doors.
6. Avoid crowding others in you own line.
7. No wrestling or horse playing in the buildings.
8. Keep your voice at a whisper.
9. Due to COVID19 precautions, face masks are required in the hallways.

CAFETERIA PROCEDURES

1. Stay in a single file serving line at all times.
2. Keep the noise level low. (Whisper or talk quietly)

3. Keep in a single file line around the fruit/vegetable bar.
4. Find a seat and keep feet under the table and out of the walking lanes.
5. Observe proper table manners while eating.
 - A. Keep the eating area clean.
 - B. Don't leave trash at the table or on the floor.
 - C. Empty your plate in the proper can and neatly place your plate and silverware in the proper place.
6. Don't play in the cafeteria.
7. Leave at the proper exit. (PK-3rd grades should sit quietly in the assigned location until told to go to the playground)
8. Don't take cafeteria food outside.
9. Leave the cafeteria properly, Don't run!
10. Microwave popcorn is not allowed in the cafeteria.
11. All food needing to be heated in the microwave must be in a microwaveable container.
12. Elementary students DO NOT have access to the microwave.

BREAKFAST PROGRAM

We currently offer a breakfast program for our students each morning at both campuses. We serve breakfast from 7:50AM to 8:15AM. We will not serve before or after these times. Cafeterias will not be open until 7:50. Your student may eat at either campus. The last shuttle bus will leave promptly at 8:05AM to go to the other campus. Buses must leave at 8:05AM for students to be in class on time.

The student breakfast price is \$1.40

SCHOOL LUNCH PROGRAM

The lunch program is for the benefit of all students who wish to participate in it. All parents are encouraged to apply for free and reduced lunches as the school benefits monetarily for each qualifying student.

CHARGING POLICY FOR STUDENT MEALS

Students will be allowed to charge meals and milk if they maintain a timely payment record. Charges shall not exceed 10 school days. If charges are not paid when requested by the office, the privilege to charge will be revoked at the end of 10 school days. The student will not be allowed to charge again until the lunch bill is paid in full. The student lunch price is \$2.75 for all students. Single milk purchase is \$.40.

RESTROOM PROCEDURES

1. Each student must help to keep the restroom clean.
2. After use of the toilet, be sure it is flushed.
3. After washing your hands, be sure your soiled towel is placed in the waste can.
4. The principal should be notified of any particular cleaning need.

PLAYGROUND PROCEDURES

Primary Playground:

1. Slide feet first-sitting position.
2. Sand/Woodchip throwing is prohibited
3. Under-dunders are prohibited.
4. One person in swing on the seat at a time.
5. Retrieve ball when granted permission to leave fenced area.
6. No jumping off jungle gym or swings.
7. No hanging by legs from monkey bars.
8. Keep soccer balls away from buildings.
9. No fighting anytime.
10. No one inside building on a designated outside day, w/out teacher pennission or a note from a parent.
11. No one is to be outside the fenced area without teacher approval.

Intermediate Playground:

1. Fighting is prohibited.
2. Camel fights, tackle football, and wrestling are prohibited.
3. No swinging on soccer goals.
4. No one inside the building on a designated outside day without teacher permission or parent request.
5. Students should stay either on the soccer field or fenced playground. The parking lot is off limits. The area behind the bus pen and around the lagoon is also off limits.
6. Safety precautions must be observed around all glider equipment.

DISCIPLINE

In keeping with the philosophy of J-T School to provide a proper learning environment, it may be necessary to discipline students outside of the classroom when other methods inside the classroom are not effective. We will use the following forms of discipline: Noon detention, morning detention, In-House Detention, corporal punishment, and home suspension.

It is the policy for teachers to handle classroom discipline problems when possible. However, if students demonstrate behavior that cannot be effectively handled in the classroom, they shall be written up on the Student Behavior Report and/ or referred to their principal. The administration reserves the right to move to any of the steps they deem appropriate. [Student Classroom Behavior Report](#)

All disciplinary action is up to the discretion of the administration. The administration will decide what action is deemed appropriate According to each individual disciplinary problem. Disciplinary problems deemed to be serious by the administration could receive immediate corporal punishment, suspension, or expulsion from school. Disciplinary problems deemed to be less serious by the administration may receive less serious punishment.

NOON DETENTION PROCEDURES

1. Detention will be served during the lunch period after the student has completed their lunch.
2. Students shall not leave the detention room until the bell rings to end the noon break.
3. Teacher assigning detention time is responsible for record keeping for the student's time served.
4. Detention rules will be posted in the detention room and must be strictly enforced by the duty personnel:
 - a. Students will come to detention with proper study materials and will be expected to stay busy working on these materials.
 - b. Students must maintain absolute silence at all times and remain seated.
 - c. There shall be no gum, drinks, or edible items in the detention room.
5. Failure to obey detention rules may result in more severe punishment.
6. Excessive detention time may result in more severe punishment.

STUDENT ADJUSTMENT CENTER (SAC)

SAC will be used as a method of discipline for students who break school rules. SAC will be held before school from 7:35 to 8:20 or after school from 3:15 to 4:00. If the student misses their assigned time for SAC, they will be assigned 1 day of In-House Detention. The student must come with school assignments, library book, or other appropriate reading material.

IN-HOUSE DETENTION

In keeping with philosophy of Justus-Tiawah School to provide a proper learning environment, it may be necessary to isolate students when other methods of discipline have failed. The following procedures will be followed:

1. The student will be placed in a room which is isolated from peer contact
2. Students are to arrive at IHD with pencils, paper, and appropriate books and materials.
3. The student will be provided with their class lessons each day they are placed in IHD.
4. All assigned work should be completed.
5. The student will be monitored by the proper personnel.
6. The student will be given adequate time for supervised restroom breaks.
7. Students are not allowed:
 - a. to talk to other students
 - b. to sleep or put head down on desk
 - c. to eat, drink, or chew gum
 - d. to leave their seats without permission
 - e. to have visitors or phone calls
8. If a student is absent the day IHD has been assigned, IHD will be served the day the student returns to school.
9. Students who comply with IHD rules and responsibilities will not be counted absent from their regular classes.
10. Students who comply with IHD rules and responsibilities will receive full credit for all work completed while there.
11. Students who violate the rules of the IHD Program may be suspended or assigned additional time in IHD.

CORPORAL PUNISHMENT

Corporal Punishment of students will be administered (at the discretion of the administration) and under the following policy adopted by the Board of Education for the Justus-Tiawah School, in accordance with the Oklahoma State Statutes.

1. Corporal punishment is used as a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.
2. Corporal punishment will be administered by certified personnel (principal or superintendent) and only in the presence of other certified personnel or individuals directly involved with the disciplinary procedure. It shall be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
3. A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. A copy of the report will be placed on file. A copy is to be signed by the certified person administering the punishment and the witness.
4. Corporal punishment may be administered in lieu of In-House Detention or home suspension at parent's request and at the discretion of the principal.

HOME SUSPENSION

1. Suspensions and expulsions of students from school shall be conducted according to the Oklahoma State Statutes.
2. This procedure shall be done only by the administration and reserved for what they consider SERIOUS or REPEATED offenses of the school rules and defiance of authority.
3. The principal who suspends a student must inform parents by phone and/or in writing of the behavior infraction and the specific days the student will be suspended from school.
4. Students suspended for 1-5 school days may receive their assignments and those assignments will be due on the day they return to school.
5. Students who are suspended from school for 6-10 days or more may receive assignments in their core curriculum classes only. The core areas are reading/language arts, mathematics, science, and social studies. The school will provide an educational plan for the student, which will include class work assignment, details, and interval dates for returning and receiving assignments. The parent is responsible for supervising the educational plan. Unfinished or incomplete assignments will be graded as they are, and no additional time will be allowed. The work must be turned in on the due date. No late work will be accepted for credit.

DRESS CODE

While the mission of Justus-Tiawah School is to educate its students, there is a close relationship between high standards of dignity, pride, and proper grooming. It is important that dress contributes to the atmosphere of a good educational environment. It is the responsibility of the student and parent to adhere to these guidelines. Thank you for your cooperation in these efforts.

1. Attire for all students should be reasonable, modest, and in such style as will not cause distraction.
2. Midriffs, halters, and other similar attire are not considered appropriate for school and will not be permitted. This also includes net tops and muscle shirts. Sleeveless shirts must be at least 2" across the shoulders.
3. Students in PK-2nd grade are allowed to wear shorts that are appropriate as determined by the principal.
4. Students in 3rd-8th grades must wear shorts, dresses, or skirts that are longer than two inches beyond the tip of the longest finger with arms fully extended against the leg (no tears, cuts, or holes in garments above this point are acceptable).
5. Students in 3rd-8th grade may wear soft jogging shorts (meeting requirement in 4 above) provided they are worn with tight/sliders underneath the shorts.
6. Dress properly for the weather. Listen to weather news to learn of clothing needs for the day.
7. School attire shall not consist of clothing with alcohol, tobacco, obscene, suggestive printing,
8. Wearing hat, caps, or head coverings inside the school building is not allowed.
9. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance or detrimental to the purpose or conduct of the school will not be permitted.
10. No bagging or sagging attire or chains.
11. No heeled shoes are allowed on campus.
12. No shorts or pants with hole above the knee.
13. Leggings are not considered pants but may be worn with a long shirt that covers the posterior.
14. Due to COVID19 precautions, Face masks are required in hallways and common areas.

Students in violation of the dress code will be sent to the principal. The following

procedures will be followed:

1st Violation - Student will be sent to principal and verbal warning will be issued unless violation is an extreme distraction. Principal has authority to send student home to change

2nd Violation - Principal will notify parents, and student will be assigned to a unit of SAC

3rd Violation - Principal will notify parents, and student will be assigned to one day of In-House Detention.

TARDIES -AM/ PM

Any student who arrives at school late/leaves early is a distraction from our learning environment and disrupts instructional time. We understand that sometimes this cannot be avoided, but we would ask all parents to make every effort to have their child at school on time and to not check them out early if at all possible. A (PK-3) student is tardy if they are not in their seat when the tardy bell rings or are checked-out early at the end of the school day (2:20-3 :20). Students (4-8) are considered tardy if they are gone from any class less than 20 minutes. If they are gone more than 20 minutes, they will be considered absent for that specific class period. Parents of students who are habitually tardy, will first be contacted by their child's teacher. If the tardiness continues, the student's principal will schedule a conference with the parents to discuss solutions to connect the disruptive behavior. Any 7th/8th grade student who is tardy at the beginning of 2nd through 6th period, will be assigned 1 unit of noon detention for each tardy. Three tardies in the same semester constitutes one absence.

NOTE: For any tardy to be considered excused, the excused absence policy will be followed for determination and documentation will be required.

ATTENDANCE POLICY

Schools are being held to the highest of standards. Educating students and testing students on the knowledge that they have gained is very important. Currently School Report Cards are supposed to show the progress that schools make, and in the 2015 school year, teacher and administration evaluations will reflect that. We understand that children get sick, have doctor and dental appointments, and they will miss some school. However, we want to make sure that you are aware of the state law regarding school attendance. Oklahoma State Law Statutes, Title 70, Section 10-106, states:

The law in the State of Oklahoma requires that the parents and/or guardian of any school aged children under the age of eighteen (18) compel their children to attend school. Failure on your part to require attendance in compliance with state law is a misdemeanor offense and may be punishable in criminal court . . . If the child is absent without valid excuse four

days or parts of days within a 4 week period or is absent without valid excuse for ten or more days or parts of days within a semester 1; the attendance officer shall notify the parent, guardian, or custodian of the child. Please note that the phrase " ... pruts of the day ... " refers to Title 21 Section 85 8 .1 of the law that chronic tardiness to be recorded, tallied and counted as contributing to a child's absences and the 10 day limit. Therefore, we are legally bound by law to report excessive tardies and absences to our local district attorney. It is imperative that you provide a note after any medical or dental appointment so that those appointments may be considered an excused absence. Our morning waning bell rings at 8:20AM and the second bell rings at 8:25AM. Any student is considered tardy if they are 11Q1 in their classroom at 8:25AM. Three tardies in one semester constitutes one absence. The classroom environment is interrupted for everyone in the class when students are late to class or are picked up early and called out of class. The school day ends at 3:20.

1. Parents should inform their child's respective office if a student will be absent for several days or has contagious illness.
2. When a child is absent, the parent should contact the attendance office between 8:00 a.m. and 10:00 a.m. on each absence of the student.
3. Chronic absences due to a medical condition will require a note from the doctor.
4. If an elementary student (PK-3) is gone more than one hour, it is considered a 1 /2 day absence.
5. If a student (4-8) is gone more than 20 minutes in a given period, it is an absence, not a tardy.

ABSENTEES

1. Teachers will report any serious attendance problems to the principal. The principal will then schedule a conference with the parents and any other personnel that he deems necessary.
2. Teachers will be notified of students that have unexcused absences. Teachers will not be required to allow make-up grades for these students.
3. The complete absence policy for Justus-Tiawah School is printed below.

A. excused absence:

1. Personal illness or serious illness in the immediate family.
2. Death or Funerals.
3. Court case involving student as witness.
4. Doctor or dental appointments.

Note: All above absences will require a doctor's note or proper documentation to be considered excused.

B. An unexcused absence:

1. Leaving school without checking out at the attendance office.
2. When no parent contact has been made.
3. Any reason other than excused absences.

All students with more than 10 explained or unexcused absences in any class during any given semester will fail all classes due to excessive absences.

Excused absences will not count against the 10 days. Failures due to excessive absences may be appealed to the board of education. All students who have more than 10% unexcused absences will be subject to retention. Any assignments or test missed because of an unexcused absence cannot be made up. A zero will be recorded for all assignments and test missed .

C. An explained absence:

1. Out-of-town trips considered necessary by the parent if arrangements have been made for class assignments and approved in advance by the student's Principal. All class assignments are to be completed prior to leaving or individual arrangements made and approved by the teachers involved.
2. Parental request for personal reasons.

D.. An unrecorded absence:

1. Absences cleared through the office for school-sponsored activities.

PERFECT ATTENDANCE

In order for a student to be considered for perfect attendance, they must attend every day of school for the entire school year. An absence of any kind is counted as an absence and will count against perfect attendance. If a student misses more than one hour of school (regardless of the reason), it counts as a 1/2 days absence, therefore making them ineligible for perfect attendance. If a student is tardy 3 or more times during the school year, they will be ineligible for perfect attendance. If students are gone, participating in any school function, it does not constitute an absence and are considered to be on school business.

TRUANCY

Truancy has occurred when a student is absent without parental consent or when a student leaves school grounds during the school day without proper checkout through the office. A truancy has occurred when a student is not in assigned place at the assigned time without parent/teacher consent.

1st Violation- 1 day of In-House Detention

2nd Violation- 2-3 days of In-House Detention

3rd Violation - 3 days of Home Suspension

Corporal punishment may be used for the above offense at parent's request. Any further offenses will result in a harsher penalty at the discretion of the administration.

MISSED ASSIGNMENTS

1. If a student has been absent, it is their responsibility to get make-up work from their teacher.
2. One day will be allowed for each day not in attendance to complete the make-up work, provided it was an explained or excused absence.
3. Students having to miss multiple days should request make-up work, as not to get too far behind.
4. Parents who wish to arrange to pick up missed homework for a student must call the school the day the homework is requested by 9:00 a.m. We recommend assignments to be picked up toward the end of the school day to give teachers ample planning time to complete homework assignments.

HOMEWORK

It is often necessary for our teachers to assign homework for students to do at home. It is important to have homework assignments completed and turned in on time. Students who do not do or complete their homework may be kept inside during recess to complete their assignments, or zeros may be given at teachers discretion. Students who habitually are not completing homework assignments will be disciplined at the discretion of their teacher and administration.

PHYSICAL EDUCATION (5-8)

1. Students will need gym shoes and gym clothes. The shoes are to be worn only in the gym.
2. Students not participating in physical education due to a short-term illness must have a note dated and signed by the parent. This note is to be given to the physical education teacher.
3. For proper care of clothing, P.E. clothes should be washed weekly.

ACTIVITY AND FIELD TRIPS

1. Students must dress in the same manner as required in school.
2. Students must conduct themselves in the same manner as required in school.
3. Students must ride the bus to all school activities but may ride with their parents only, with prior

approval by coach/sponsor.

4. Students must return on the bus in which they were transported to activities unless released to parents

and approved by the coach/sponsor.

5. Before a child is allowed to go on a field trip, he must have signed permission from his/her parents.

6. Since field trips are educational experiences, students not going on the trip will be expected to attend school and will be given assignments and supervision as felt appropriate by the teacher and principal.

PARENTAL VISITORS

~~Due to COVID19 precautions, No visitors are allowed at this time.~~

~~1. Parents are welcome to visit the school at any time, but must stop by the office to sign in and receive permission to visit.~~

~~2. Parents are required to sign in and wear a visitors badge at all times while visiting.~~

~~3. Parents are asked to sign out and return their badge to the office when leaving.~~

~~4. The above procedures are safety precautions for our students and staff and we sincerely appreciate your cooperation.~~

~~5. Lunches for all visitors are \$4.00 and may be paid in the office.~~

CONFERENCES

1. Parents are always welcome to schedule conferences.

2. All parent conferences should be arranged in advance with the teacher.

3. Conference sessions may only be scheduled during the teacher's planning period, before or after school.

REPORT CARDS

1. Report cards are sent out the week following each nine-week period.

2. The teacher will send out progress reports by the end of the fifth-week of each grading period on each of their students.

3. Parents may contact the office and request a grade and attitude check for their child. The form will be sent home during the 3rd and 7th week of each quarter. Parents may request additional behavior and grade checks from the teacher.

4. Parents may check their child's progress online at anytime. Please call the superintendent's office 918-341-3626 ext. 3000 for all pertinent information.

GRADUATION REQUIREMENTS - JUNIOR HIGH SCHOOL

Students must complete two years of English, Mathematics, Science & Social Studies for JH Graduation.

GRADING

The following is used as the grading scale for Justus-Tiawah School:

90-100	A - Superior
80-89	B -Above Average
70-79	C -Average
60-69	D -Below Average
Below 60	F - Unsatisfactory

SUPERINTENDENT AND PRINCIPAL'S HONOR ROLL CRITERIA

Students who have straight A's in all classes for a semester will qualify for the Superintendent's Honor Roll. Students who make all A's and B's in all classes for a semester will qualify for the Principal's Honor Roll. The above honor rolls also include 9 week grades from all 9 week classes.

EXTRACURRICULAR/ATHLETIC ELIGIBILITY

In order to establish and maintain a high level of academic standards in our extracurricular/athletic programs, each student competing or participating in extracurricular activities must:

1. Maintain no lower than a "D" in each class during the season in which they are participating. Weekly grade checks will be maintained during the season. Students who fall below the academic standards during a grade check shall be on probation that week and will be declared ineligible the following weeks until they bring all their grades to a passing level.
2. Each student should attend school the day of an athletic event in order to participate, and it is the option of the coach to refuse participation to students who do not abide by this rule. It is the general rule that anyone who is absent over 1/2 day on the day of an athletic event shall not be eligible to participate in that day's events. The final decision shall rest with the coach and administration.
3. All students are informed that if they wish insurance protection against injury to themselves or others, they secure insurance themselves. It is the responsibility of the parent of the student to provide whatever insurance protection is considered necessary without reference to the school. Students enrolled in physical education and competitive athletics should give serious consideration to their insurance needs at the time of

enrollment of these classes.

STUDENT INSURANCE

1. Funds have never been appropriated by the State of Oklahoma for the purpose of student insurance. Therefore, the Justus-Tiawah Board of Education does not carry medical insurance, or any type of insurance for the protection of the students in case of accident or injury.

STUDENT GIFT DELIVERIES

Any gifts delivered to students at school will be held in the office until the end of the day. Please make sure flower arrangements aren't in a glass container. Bus riders aren't allowed to have balloons on the bus. We ask that you be mindful of the items that the student is already transporting home such as a backpack, lunch box, etc... Young students have their hands full while walking to the bus line or car rider line. Gifts must fit inside the students backpack if they are riding the bus home.

CLASS PARTIES

Additional class parties must be approved by the principal, classes may have Christmas, Valentine's Day, and Easter parties. Parties can be an excellent motivational tool, but time spent needs to be held to a minimum as not to interfere with quality instruction time. Birthday celebrations must be scheduled in advance with the classroom teacher.

LOST AND FOUND

All articles found are turned into the office. Please ask the principal or secretary about them. Please use name labels or some form of identification on all personal items brought to school.

TELEPHONE

The telephone is to be used for business purposes only. Students will not be called from class to answer the telephone except in case of an emergency. Important messages will be delivered to the students. Students will be allowed to return the call when they have a break in their schedule.

WIRELESS COMMUNICATION DEVICES

Students are allowed to use cell phones before and after school. During the school day, students are to keep cell phones turned off and in their locker. Unless given permission by a teacher to use in class for educational purposes, students are not to have their cell phone on their person during the school day. The school day is defined as 8:25AM to 3:20 PM. Devices are not allowed during Breakfast or arrival/dismissal in the gym. Any cell phones/pagers/recorders/Ipods that are visible, heard, or being used during the school day will be confiscated and kept until the end of the day on the first offense. The second and subsequent offenses, their phone will be confiscated and kept until picked up by a parent or guardian. School district is not responsible for any damaged/lost/stolen devices. Violation of this policy will carry the following penalties:

1st Offense -Verbal Warning and recorded on discipline form
2nd Offense - One unit of before or after school Detention (SAC)
3rd Offense-One day of In-House Detention
4th Offense-Two days of In-House Detention

INTERNET USAGE

Any student in violation of the Internet Acceptable Use Policy will be subject to discipline at the discretion of their principal. The discipline may include detention, in-house detention, suspension, and or removal from the internet for a period of time depending on the severity of the offense. Students should closely follow instructions given to them by their teacher when using the internet at school. Students are not to use flash drives at school and their use is strictly prohibited.

PERSONAL GAMES AND EQUIPMENT

Students may not bring radios, Ipods, games, electronic games, trading cards, playing cards, or toys to school. Computer games and other similar equipment are prohibited unless given permission by the teacher on a field trip, or by their homeroom teacher. If permission is granted for these items they must not leave the homeroom class during school hours. School district is not responsible for any damaged/lost/stolen electronic devices.

STUDENT LOCKERS

1. Student lockers remain the property of the school and are only assigned to the student for storage of proper school materials. Students are held responsible for the content of their lockers. Students should use only the locker assigned to them. The school cannot be held liable for items missing from lockers.
2. All junior high students should have their lockers locked at all times.
3. The school shall endeavor to maintain the student's privacy, but retains the right to

inspect lockers upon suspension of an infraction of school rules. Inspections conducted by administration.

4. If anything illegal is found, the proper authorities and parents will be notified.
5. Lockers should not be written on or defaced.

BOOK BAGS

Book bags can only be used to transport your books and personal items to and from school. Students will need to place book bags in their lockers and hand carry their books to and from classes.

TEXTBOOKS

1. Parents should help their child by seeing that homework assignments are completed and all books and assignments are returned to school each day.
2. It is the responsibility of students to take good care of their textbooks. If the book assigned to a student is lost, destroyed, defaced, damaged, or stolen, the student to whom the book was issued will be held financially responsible for the replacement of the book.
3. The textbook must be paid for before a student can receive a report card. Most textbooks cost approximately \$60.00.

LIBRARY

In the library students should do their part to make the atmosphere in which study and recreational reading may be done in a pleasurable and enjoyable manner.

LIBRARY REGULATIONS

1. When a book is first checked out, the loan period is two weeks. If the student has not finished the book within two weeks, then the student will need to take it to the library for renewal. If someone else is on hold for the book then it will be up to the librarian as to whether the book will be renewed.
2. Students will be permitted to check out the following number of books according to their grade level.
 - PK-K will be allowed to check out 1 book per visit with a maximum of 2 books checked out.
 - 2nd-3rd grade will be allowed to check out 2 books at a time. (3rd grade will be able to check out 3 books starting in January.)
 - 4th-8th grade will be allowed to check out 3 books at a time.
 - Students will be allowed to check out additional books if needed for research and approved by the classroom teacher and librarian.

3. Students are responsible for books checked out and will be required to pay for lost or damaged books.
4. Habitual loss of books or overdue books may result in loss of library book check out privileges.

SCHOOL SPIRIT

School spirit is an intangible that makes the student try to excel in order to reflect credit upon his/her school. It is school spirit that makes a student work willingly with his fellow students and teachers. This spirit teaches the student to respect/honor the rights of others while taking pride in their school. School spirit is devotion to a school and its traditions; it is a steady and loyal force ruling the uncertain waves of victory and defeat; it is the principle hiding him who seeks through study and intelligent thinking and doing to benefit his school.

School spirit is the willingness to be true to high ideals, to be loyal, to cooperate, and to serve. It is the best evidence of inherent manhood or womanhood.

FIGHTING (Pre-K-2nd grade)

Scuffling and horseplay will be handled at the discretion of the teacher. When teacher feels intervention of the principal is necessary, the students will be sent to the principal. Harassment, bullying, or intimidation by students will not be tolerated. The principal will investigate and provide discipline at their discretion.

FIGHTING (3rd-8th grade)

1. Students involved in starting a fight or voluntarily participating in a fight will be home suspended for a minimum of two days for the first offense. Voluntarily participating is defined as not doing everything possible, including coming to the principal or other school officials, for their assistance. A parent conference will be required before the student is readmitted. A repeated offense of fighting may result in a long-term suspension.

2. Unprovoked hitting or striking another student may lead to a substantial penalty. The aggressor will receive a more severe penalty.

3. Vicarious liability-(indirect responsibility) Third parties that initiate, instigate, aggravate, promote

or otherwise cause or effect a fight by action or by word may be suspended.

4. Fighting by game participants during an athletic contest will also warrant a suspension for two games (OSSAA rule).

5. Fighting at school events, which are an extension of the school day, or other inappropriate behavior, will result in being banned from all school activities for a period of time. Disciplinary action shall be taken as if the fight occurred during the regular school day.

SCHOOL BULLYING

The Justus-Tiawah School District recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

Definition of bullying: bullying is a pattern of abuse over time and involves a student being "picked on". Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling, harassment; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

Bullying is prohibited. The Justus-Tiawah School District and staff shall not tolerate any bullying on district grounds, in or on any school property, or at any school activity on or off campus as described in the Bullying Protection Act, Okla. Stat. 24-100 .2

Staff Intervention: The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene - unless intervention would be a threat to staff members' physical safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

Students and parents shall report bullying: The district expects students and parents who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph six. Investigation procedures: Upon confirmation of a bullying incident, the principal or designee shall contact the parents of both the aggressor and the victim, interview both students, parents, and school staff; review of school records; and identification of parent and family issues.

Consequences/intervention: Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; In-house detention, suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents.

HARASSMENT

1. Building Principals will fully investigate all incidents regarding harassment, intimidation, bullying, or threatening behavior and will determine discipline based on the severity of the behavior. Continued inappropriate behavior will result in a more severe penalty.

2. Any threatening behavior by electronic communication is strictly prohibited. It does not matter whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying, it is strictly prohibited and will result in appropriate disciplinary action by the building administrator. (As defined in 70 O.S. 24-100.3)

CHEATING

Cheating is defined as dishonestly giving or receiving aid or information on any test or assignment. If a student is caught cheating on a test or other classroom work, zeros will be given to the students involved. No provisions are made to make-up or otherwise receive credit for the work or test in question. Discipline of the student will be at the discretion of the teacher and principal. The parents will be notified of the student's behavior.

DISRESPECT TO SCHOOL EMPLOYEES

Teachers and school administrators have the legal authority to control students the same as do the parents. Disrespect to school employees will result in disciplinary action and may include suspension or expulsion. Some examples of disrespect are, but not limited to, profanity, verbal abuse, inappropriate writings or pictures, rude or obscene gestures directed towards school personnel, or physical contact of any kind. Verbal abuse is defined as profanity and/or threats directed to a school employee.

PROFANITY AND INAPPROPRIATE GESTURES

Profanity, rudeness and inappropriate behavior, language or gestures will be considered disruptive to the learning environment and are subject to disciplinary action at the discretion of the principal/teaching staff/ school employees.

WEAPONS

It is the policy of Justus-Tiawah School district to comply fully with the Gun-Free Schools Act. Any student in this school district who brings a firearm or other weapon, as defined by Section 921 of Title 18 of the United States Code, to school, to any school-sponsored transportation, will be removed from school for not less than one calendar year. The firearms or other weapon will be confiscated and released only to the parent or to police authorities. Knives or anything else that may be considered a weapon other than a firearm may result in an out of school suspension for the current semester and the succeeding semester. The penalty will be at the discretion of the administrator.

Self-protecting devices shall not be brought to school. Disciplinary action will be taken. Any water/toy guns are not to be brought to school unless pre-approved by the student's principal and teacher. Students bringing water/toy guns to school without permission will be subject to disciplinary action by their principal. The penalty will be at the discretion of their principal.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

LASERS

Any student found in possession of a laser will put into In-House Detention and the laser will be confiscated.

TOBACCO

The Board of Education of Justus-Tiawah School, wishing to discourage the use of tobacco and tobacco products by young people, has adopted a policy prohibiting the use or possession of tobacco, tobacco products, e-cigarettes, or vapors by all people when on school district property during the normal school day, or when on school buses or when participating in or attending school sponsored activities.

If a student is found in possession of cigarettes, cigarette paper, snuff, chewing tobacco, e-cigarettes, vapors, or any other form of tobacco products, the student will be required to forfeit the tobacco product. Possession or use of tobacco products will be grounds for suspension. Any student in possession of lighters or matches will be placed in one day of In-House Detention and the item(s) will be confiscated.

DRUG POLICY FOR STUDENTS

It is the belief of Justus-Tiawah Public School that the participation in the use of illicit drugs and the unlawful possession and use of alcohol by our students is wrong and harmful.

1. Because of this belief, it shall be against the Justus-Tiawah School policies for any student to unlawfully possess, use or distribute illicit drugs and alcohol on school premises or at any school activity.
2. Therefore, any student caught possessing, using, or distributing illicit drugs or alcohol on school premises or at any school activity, shall be subject to suspension or expulsion for up to the remainder of the current semester and the succeeding semester and referred to the proper authorities for criminal prosecution.
3. Any student caught possessing, using, or distributing counterfeit drugs/alcohol on school premises or at any school activity, shall be subject to discipline at the discretion of the principal.
4. Information about drug and alcohol counseling and rehabilitation is in

the Superintendent and/or Principal 's office.

TRANSPORTATION CHANGES

Due to the volume of calls each office receives at the end of the school day, we would ask that if you have transportation changes to please call your child's respective office before 2:00 PM. This allows us time to locate your child and teacher and inform them of the change. Transportation that stays consistent is more beneficial to all staff and students.

BUS SAFETY

Every year throughout the United States a number of bus accidents are the direct result of misbehavior of the students riding on the school bus. Distraction of the driver's attention from the task of driving has been the cause of a number of accidents. Often misbehavior on the bus also results in one student injuring another student. The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by the school district but the district is not required to do so. Therefore, by law, it is a privilege to ride a school bus and not a right to such transportation. If a student chooses to disregard the bus safety rules, their privilege to ride can be revoked in addition to other disciplinary actions at the discretion of an administrator. The Superintendent is responsible for the establishment of bus routes and the designation of bus stops. Bus stops will be established during the first week of the school year.

BUS RIDER RULES

1. While loading the bus (on the road and at school)
 - a. Walk on the left side of the street facing traffic, between home and bus stop.
 - b. Be on time at the designated school bus stop. Plan to arrive 5 minutes early.
 - c. Stay out of the road at all times while waiting for the bus.
 - d. Wait until the bus comes to a complete stop before attempting to board.
 - e. Refrain from scuffling or throwing objects while waiting for the bus.
 - f. Refrain from wearing headsets or playing music/cell phone while loading the bus.

2. While on the bus
 - a. Keep hands and head inside the bus at all times.
 - b. Assist in keeping the bus safe and sanitary at all times.
 - c. Remember that loud noises attract the driver's attention and could result in an accident.
 - d. Treat bus equipment as you would valuable furniture in your home.
 - e. Bus riders should never tamper with the bus or its equipment.
 - f. Leave no books, lunches, or other articles on the bus.

- g. Keep books, instruments, and other objects out of the aisles.
- h. Do not throw anything out of the bus window or in the bus.
- I. Riders are not allowed to eat or drink on the bus.
- J. Profane or obscene language is not tolerated on the bus.
- k. Tobacco, alcohol, or any other illegal substances are not allowed on the bus. 1. Riders are expected to be respectful and obey instructions of the driver.
- m. Keep quiet when approaching a railroad crossing. Buses are to stop at crossings when transporting students.
- n. Buses are designed for three to a seat. Only drivers may assign or reserve seats. Bus driver may assign student(s) to a specific seat at any time they deem necessary.
- o. Help look after the safety and comfort of small children.
- P. **Due to COVID19 precautions, students are required to wear face masks while on the bus.**

3. While leaving the bus

- a. When crossing road, go at least 10 feet in front of bus, stop, check traffic, watch for driver's signal then cross road.
- b. Students living on the right side of the road, should immediately leave the bus and stay clear of traffic.
- c. Help look after the safety and comfort of small children.
- d. Drivers will not discharge a student at a place other than the regular bus stop, except by the proper authorization from the parent or school official.
- e. Students who are going home with another student, must bring a note from a parent or guardian and given to the principal 's office before approval will be given to the student. Bus driver will be notified of approval.
- f. Refrain from wearing headsets or playing music/cell phone while exiting the bus.

SPECIAL EDUCATION POLICY

Within the first three weeks of each school year, the Justus-Tiawah School District will publish in the Claremore Progress, a notice to parents and eligible students of their rights under the Family Education Rights and Privacy Act (FERPA) and this policy. A copy of this policy is available on the school website to parents and eligible students and is posted at each school site. Copies may be obtained at the Superintendent's office.

The notice will include the following:

1. The right of a student's parents and eligible students to inspect and review the student's education

records.

2. The intent of the Justus-Tiawah School District to limit the disclosure of information contained in student's education records except (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA.

3. The parents or an eligible student have a right to seek to correct parts of the student's education record he believes to be inaccurate, misleading, or in violation of student rights.

This includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. 4.

The right of any person to file a complaint with the Department of Health, Education, and

Welfare if the Justus-Tiawah School District violates the FERPA. 5. The procedure that a student's parent or an eligible student should follow to obtain copies

of this policy and the locations where copies may be obtained.

Child Find

Child Find-A Search For All Children with Disabilities, Ages Birth-21 Years of Age

What is Child Find? Child Find is a process of identifying, locating and evaluating children with disabilities who may be in need of special education and related services.

Why is there Child Find? Both states and local education agencies are given the responsibility by federal and state laws to conduct child find activities so that children who need special services have the opportunity to receive those services.

What is the purpose of Child Find?

1. To promote public awareness of disabilities.
2. To alert parents, professionals, and the public to children who may have special needs.
3. To assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention.
4. To enable children and families to receive the special education and related services needed.

What does a disability mean? For age Birth - 3 years, an established condition known to result in a delay, or a documented developmental delay. For ages 3-5, a documented deficit in one or more of the following developmental areas: communication, vision, hearing, motor skills, social emotional/behavioral functioning, self-help skills, and/or cognitive skills. For ages 5-21, identification of one or more of the following conditions: autism, deaf/blindness, hearing impairment including deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, and/or visual impairment including

blindness. If you know a child who may have special needs, help is available. Contact the following:

Justus-Tiawah Public School
Director of Special Services
Claremore, OK 74019
918-341-3626

Who can help? Parents, relatives, public and private agency employees, and concerned citizens are used to help Justus-Tiawah School find any child, age birth to 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify Justus-Tiawah Public School Director of Special Services at 918-341-3626.

What happens next? Justus-Tiawah Public School Director of Special Services will contact the parents of the child to find out if the child needs to be evaluated. Free testing is available to families to determine whether or not a special need exists. If a child is identified, the child can begin receiving the appropriate special education and related services.

JUSTUS-TIAWAH DISTRICT POLICY ON STUDENT BEHAVIOR

The Board of Education of the Justus-Tiawah District adopts the following policy and procedures dealing with student behavior:

General Expectations The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Justus-Tiawah Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

DISCIPLINE CODE

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of school suspension at the discretion of administration:

1. Arson
2. Cheating

3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval.
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazing in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Obscene language
19. Physical or verbal abuse
20. Plagiarism
21. Possession of a caustic substance
22. Possession of obscene materials
23. Possession, without prior authorization, of a wireless telecommunication device
24. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, knives, etc.)
25. Possession, use, distribution, conspiracy to sell or possess or being the chain of sale or distribution, or being under the influence at any level of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer) and/or controlled substances
26. Profanity
27. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
28. Theft
29. Threatening behavior (whether involving written, verbal, or physical actions.)
30. Truancy
31. Clothing or accessories with profane, vulgar or repulsive words or pictures, or unacceptable attire dealing with beer, alcohol, drugs or tobacco, tank tops, halter tops, half

shirts, shorts, see-through gannents or split skirts which do not touch the top of the knee

32. Use or possession of tobacco in any form

33. Use or possession of missing or stolen property is reasonably suspected to have been taken

from a student, a school employee, or the school.

34. Using racial, ethnic or sexual epithets

35. Vandalism

36. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations

37. Vulgarity

38. Willful damage to school property

39. Willful disobedience of a directive of any school official

40. Conduct occurring outside the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school.

41. Bullying or intimidation of individuals, but not limited to, students, school employees, & volunteers.

HOME SUSPENSION/APPEAL PROCESS AND PROCEDURES

1. Responsibilities of the principal

a. Principal must conduct an investigation and determine guilt or innocence of student considered for suspension.

b. Principal must determine the reasonableness of suspension.

c. Principal who suspends a student must inform parent and student of suspension in writing and inform them of the appeals process, educational plan, and dates of suspension and re-entry.

Parent/Student Appeal

Parents may appeal the suspension by informing the principal before the suspension begins.

a. After informing the principal, parents must submit in writing a statement to the effect they wish to appeal.

b. Parent must agree to meet with administrator and committee who will hear the appeal of the suspension.

- c. In short term suspensions (10 days or less) the decision of the committee is final.
- d. In long term suspensions (more than 10 days) parents have the right to appeal the decision of the administration to the school board and the decision of the board will be final.
- e. Parents choosing to appeal the administration's decision on a long-term suspension (more than 10 days) must do so in writing to the superintendent within 3 school days of the notification of the suspension by the principal.
- f. Students will be placed in In-House Detention during any appeals process, provided the student is not deemed a threat to the safety and well-being until process is complete.

Appeal to the Committee (short-term suspensions - 10 days or less)

1. The principal shall appoint a review committee consisting of not less than three school district employees who shall be certified administrators and/or teachers, and shall designate a chairman for the committee.
2. No teacher is eligible to serve on the committee who was a witness to the student's conduct or who currently has the student in class.
3. The principal will schedule the committee hearing as soon as possible during regular school hours to accommodate the work schedule of the parent or guardian.
4. Principal will notify the parent or guardian of the time and place of the hearing.
5. Either party choosing to have counsel at the committee hearing shall give the other party 24 hours in advance notice of that decision. Failure to give such notice will preclude the party's right to have counsel attend the hearing.
6. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/ her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
7. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
8. The decision of the committee shall be final and unappealable.
9. The committee may uphold, modify, or revoke the suspension.

Appeal to the Board (long-term suspensions - more than 10 days)

1. A parent may appeal the committee's decision to the Board of Education, provided the suspension was for more than 10 days.

2. The Board will hear the appeal at the next regularly scheduled board meeting.
3. The Board will follow the same procedures as is followed in the committee appeal where the Board will serve as the committee.
4. The Board President will serve as chairman of the committee.
5. When the Board President announces the agenda item(s) which is a suspension hearing, the board will hear all evidence in the executive session.
6. At the conclusion of the presentations of the evidence, the board may ask questions they feel are pertinent, and then the board will deliberate in private.
7. The Board will return to open session and adopt a motion to:
 - (1) affirm the suspension;
 - (2) modify the suspension (increase or decrease severity of suspension);
 - (3) revoke the suspension.
8. The decision of the Board shall be final and nonappealable.

PROFICIENCY BASED PROMOTIONS

It is mandated by Oklahoma law that each school district must have a policy that provides for a promotion system based on the attainment by students of specified levels of competencies in each area of the core curriculum. Below is a copy of these state guidelines. If you wish more information concerning the school policy on this subject please contact the school office.

GUIDELINES FOR PROFICIENCY BASED PROMOTIONS

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - a. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product, or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.
 - b. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S 11-103.6 Social Studies Language Arts The Arts Languages Mathematics Science
 - c. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
 - d. The opportunity for proficiency assessment will be provided at parental request.
 - e. Qualifying students are those who are legally enrolled in the school district.
 - f. The district may require registration for the proficiency assessment more than one month in advance of the assessment date.

- g. Students will be allowed to take proficiency assessments in multiple subject areas.
 - h. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
1. Exceptions to standard assessment may be approved by a local district for those students with disabling conditions.
 2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
 - a. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
 - b. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to the fact. This statement shall be included in the permanent record of the student.
 - c. Failure to demonstrate proficiency will not be noted on the transcript.
 - d. Students must progress through a curriculum area in a sequential manner. Elementary, or middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 - e. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed in the student's permanent record. The high school the student will be attending will determine if credit should be given toward graduation.
 - f. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
3. Proficiency assessments will measure mastery of the priority academic student skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessments will be aligned with curriculum and instruction.
 4. Options for accommodating student needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
 - a. Individual instruction
 - b. Correspondence courses
 - c. Independent study
 - d. Concurrent enrollment
 - e. Cross-grade grouping
 - f. Cluster grouping
 - g. Grade/course advancement
 - h. Individualized education programs

5. Each school district will disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year. Priority Academic Student Skills and type or assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level, or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion may be recorded with a grade or pass. This unit will count toward meeting the requirements for the high school diploma.

NONDISCRIMINATION ON THE BASIS OF SEX

The Justus-Tiawah School District does not discriminate on the basis of sex in the educational programs or activities it operates. It is required by Title IX of the Educational Amendment of 1972, as amended and Part 86 of Title 45, Subtitle A, Rules and Regulations of the United States Department of Human Services, not to discriminate in such a manner. The requirements to not discriminate in educational programs and activities extends to employment in the School District.

The superintendent is the Title IX Coordinator, and his contact information is as follows:
14902 East School Road • Claremore, OK 74019 • (918) 341-3626 •
ecrum@justustiawah.com

ASBESTOS HAZARD EMERGENCY RESPONSE ACT OF 1986

The Asbestos Hazard Emergency Response Act of 1986 requires all buildings in our school be inspected for asbestos and a management plan be written that documents findings. A copy of this plan is available in the superintendent's office. If you would like to review the plan, please call the superintendent's office for an appointment.

DEPARTMENT OF HUMAN SERVICES (DHS)

DHS has a legal right to visit with any student, when they deem it necessary. If DHS must conference with your child, Justus-Tiawah Schools will cooperate with DHS and comply with the law. We will make every effort to maintain the well-being of your child, while maintaining our legal responsibilities to the Department of Human Services.

RIGHTS UNDER FERPA FOR ELEMENTARY SCHOOLS

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

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (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) On January 14, 2013, the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. ss 132g; 34 CFR Part 99, was amended to pennit educational agencies and institutions to disclose a student's educational records, without parental consent, to a caseworker or other representative of a State or local child welfare agency or tribal organization authorized to access a student's case plan "when such an agency or organization is legally responsible, in accordance with the State or tribal law, for the care and protection of the child."

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605 (NOTE: In addition, a school may want to include its directory information public notice, as required by § 99 .3 7 of the regulations, with its annual notification of rights under FERPA.)

RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
 1. Political affiliations or beliefs of the student or student's parent;
 2. . Mental or psychological problems of the student or student's fainily;
 3. Sex behavior or attitudes;
 4. . Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;

and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use -

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Justus-Tiawah Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Justus-Tiawah Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Justus Tiawah Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Justus-Tiawah Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and/or surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
 - Administration of any protected information survey not funded in whole or in part by ED.
 - Any non-emergency, invasive physical examination or screening as described above.
- Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease caused either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common. **How is the disease spread?**

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm --anything an infected person touches with his or her mouth. **Is meningococcal disease dangerous?**

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms or meningococcal disease contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache • Fever • Chills
- Stiff neck • Extreme tiredness
- Vomiting • Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age)
- College freshmen who live in dormitories

• Other people at high risk 11 through 55 years of age There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers, but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children through 10 years old and adults over 55 who are at risk.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep

This information was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and the Children's Hospital of Philadelphia. August 2006.

and exercise, as well as avoiding cigarettes and alcohol.

Is the meningococcal vaccine safe?

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

A few cases of Guillain-Barre Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports. **Does the meningococcal vaccine work?**

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers. **Does the meningococcal vaccine prevent all cases of Meningitis?**

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association website listed in the box below.

Where can I get the vaccine for my son or daughter?

If your child has health insurance, you can obtain the meningococcal vaccine from your healthcare provider.

Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance
- Are Medicaid eligible
- Are Native American
- Or, whose health insurance does not pay for vaccines and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world. **Is this vaccine required to attend school in Oklahoma?**

This vaccine is not required to attend kindergarten through 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information, contact your healthcare provider or local county health department or visit these websites:

National Meningitis Association: www.nmaus.org **Immunization Action Coalition:** <http://www.vaccineinformation.org/meio/index.asp> **Institute for Vaccine Safety, Johns Hopkins Bloomberg School of Public Health:** <http://www.vaccinesafety.edu/cc-mening.htm> **National Network for Immunization Information:** <http://www.immunizationinfo.org/>

FIRE EVACUATION PLANS

[FIRE EVACUATION PLAN, Junior High, WPA & New Gym](#)

[FIRE EVACUATION PLAN Elementary](#)

[FIRE EVACUATION PLAN New Gym](#)

[FIRE EVACUATION PLAN South Campus](#)

TORNADO EVACUATION PLANS

[TORNADO EVACUATION PLAN Elementary](#)

[TORNADO EVACUATION PLAN Junior High, WPA, & New Gym](#)

[TORNADO EVACUATION PLAN South Campus](#)