

**2020-2021
Fairview Public Schools Calendar**

August 13	First day of School
September 7	Labor Day Holiday
September 4	Professional Day
October 15-16	Fall Break - No School
October 19	Professional Day
November 23-27	Thanksgiving Vacation
December 21 - January 1	Christmas Vacation
January 1	End of First Semester
January 4	School Resumes
January 18	Professional Day
February 15	No Classes
March 15-19	Spring Break
April 2	No School
May 13	Last Day of School

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GENERAL INFORMATION

BOARD OF EDUCATION

Eva Martens	President
Bobby Smith	Vice-President
Roger Fast	Clerk
Tracy Grove	Member
Travis Pembroke	Member

TO THE PARENTS

This handbook has been prepared for the parents of the Cornelsen Elementary School so you might better understand the various phases and activities of our schools.

It is obvious that the task of preparing children for the society in which they will be living cannot be handled by either the school or the home alone. With full effort by the school and the home, this task can be accomplished.

The faculty dedicates all of its efforts and energies to provide a quality program of education for your children. We invite you to visit the school often and to observe firsthand the educational program in which your child is participating.

To ensure all children an equal opportunity in your school, it is necessary to provide rules and regulations and ask that all children comply with them. This booklet summarizes those regulations, which directly affect the home, and it also has school information, which we hope will be helpful to you.

Education is a four-way proposition: the children, the parents, the teachers, and the administrators. We hope in the months ahead we shall be able to build a cooperative team spirit that will have a quality education for all children as its main objective.

School Hours

Grades 1-5	8:10 a.m.-3:25 p.m.
Kindergarten	8:00 a.m.-3:15 p.m.

Cornelsen Office Hours

8:00 a.m.-12:05 p.m. and 1:05 p.m.-3:45 p.m.

Lunch & Recess

Kindergarten	10:45 a.m.-11:35 a.m.
1st Grade	11:10 a.m.-11:55 a.m.
2nd Grade	11:30 a.m.-12:15 p.m.
3rd Grade	11:50 a.m.-12:35 p.m.
4th Grade	12:10 p.m. - 12:55 p.m.
5th Grade	12:30 p.m. - 1:10 p.m.

Office Telephone 227-2561

Kitchen Telephone 227-2563

WEATHER CLOSING INFORMATION

For school closing information tune to: K101 (101.1 FM) KFOR (CH 4) FOX 25 KOCO (CH 5) KWTV (CH 9)

For those who provide current phone numbers, you will be notified by the SchoolReach automated messaging system of weather closings, emergency situations or important announcements.

RIGHTS AND RESPONSIBILITIES OF STUDENTS AND PARENTS (NON-DISCRIMINATION POLICY)

No employee, prospective employee, or student shall, on the basis of sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity of the Fairview Public School system.

Should any employee, prospective employee, or student of the Fairview Public School system feel that they have been discriminated against in any of the above-mentioned areas, they have the right to file their grievance.

The person filing a grievance will be free from restraint, coercion, discrimination, or reprisal.

The aggrieved employee shall present the grievance, in writing, to his/her immediate supervisor within five working days.

After consultation with the superintendent, the principal or immediate supervisor should, within five working days of receipt of the grievance, arrange with the employee a meeting to discuss the grievance. A decision regarding the disposition of the grievance shall be conveyed, in writing, to the employee within one week following the conference.

If the grievance is not resolved, the employee should then contact Rocky Burchfield, Superintendent and Vicki Ewbank, Counselor, as the Title IX, Section 504, and ADA Compliance Coordinators for advice.

If necessary, the employee may subsequently appeal to the board of education, in writing, such appeal to be delivered within 30 days of the alleged discrimination.

At any time during this procedure, or even without recourse to the grievance procedures, an aggrieved employee may file a complaint to the Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302.

It is the policy of the district to provide equal opportunities for employment, retention, and advancement of all people, regardless of race, color, creed, national origin, or sex, disability, or age in its programs and activities and provides equal access to the boy Scouts and other designated youth groups

GRIEVANCE PROCEDURES FOR FILING, PROCESSING, AND RESOLVING ALLEGED DISCRIMINATION COMPLAINTS

A. Definitions

1. **Discrimination Complaint:** A written complaint alleging any policy, procedure, or practice, which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Fairview Public Schools who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Fairview Public Schools who submits a complaint alleging discrimination based on race, color, national origin, religion, sex, age, qualified handicap, or veteran.
4. **Title IX and 504 Coordinator:** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Day: Day means a working day. The calculation of days in complaint processing shall exclude Saturday, Sunday, and holidays.

B. Pre-Filing Procedures

Prior to the filing of a written complaint, the student or employee is encouraged to visit with the Grievance Officer, and reasonable effort should be made to resolve the problem or complaint.

C. Filing and Processing Discrimination Complaints

1. Grievant: Submits written complaint to Title IX/504 Coordinator stating name, nature, and date of alleged violation, names of persons responsible (where known), and requested action. Complaint must be submitted within 30 days of alleged violation. Complaint forms are available in the office of the high school principal.
2. Title IX/504 Coordinator: Notifies respondent within ten (10) days and asks respondent to:
 - a. Confirm or deny facts;
 - b. Indicate acceptance or rejection of student or employee's requested action, or;
 - c. Outline alternatives.
3. Respondent: Submits answer within ten (10) days to Title IX/504 Coordinator.
4. Title IX/504 Coordinator: Within ten (10) days after receiving respondent's answer, Title IX/504 Coordinator refers the written complaint and respondent's answer to the high school principal. The Title IX/504 Coordinator also schedules a hearing with the grievant, the respondent, and the high school principal.
5. Principal, Grievant Respondent, and Title IX/504 Coordinator: Hearing is conducted.
6. Principal: Issues within ten (10) days after the hearing a written decision to the student or employee, respondent, and Title IX/504 Coordinator.
7. Grievant or Respondent: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the superintendent.
8. Title IX/504 Coordinator: Schedule within ten (10) days of request a hearing with the grievant, respondent, and superintendent.
9. Superintendent, Grievant, Respondent, and Title IX/504 Coordinator: Hearing is conducted.
10. Superintendent: Issues a decision with ten (10) days following the hearing.
11. Grievant: If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within ten (10) days and request a hearing with the governing board.
12. Title IX/504 Coordinator: Notifies governing board within ten (10) days after receiving request. Title IX/504 Coordinator schedules hearing with the governing board. Hearing is to be conducted thirty (30) days from the date of notification to the governing board.
13. Governing Board or Hearing Panel Established by the Board, Grievant, and Title IX/504 Coordinator: Hearing is conducted.
14. Governing Board: Issues a final written decision within ten (10) days after the hearing regarding the validity of the grievance and any action to be taken.

D. General Provision

1. Extension of time: Any time limits set by these procedures may be extended by mutual consent of parties involved. The total number of days from date that complaint is filed until complaint is resolved shall be no more than 180 days.

2. Access to Regulations: Upon request, the Fairview Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age, qualified handicap, or veteran.
3. Confidentiality of Records: Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three (3) years after complaint resolution.

CHANGE OF ADDRESS AND PHONE NUMBER

At times during the school year, students move from one address to another in town. This information must be reported to the office where it will be entered on the office records so that we can get in touch with you in case of emergency.

ARRIVALS AND DEPARTURES

If a pupil arrives in their room after the 8:17 a.m. bell, he/she will be counted tardy.

After dismissal at 3:25 p.m., pupils are to go directly home. Exceptions to the rule are pupils staying after school for special help or for disciplinary action. Children are not to leave the school premises for any reason during the school day without teacher permission.

CALLING HOME

It is impossible to permit unlimited use of the school telephone because too many children place unnecessary calls. The most frequent are:

1. Mamma, may I go home with to play?
2. Mamma, come get me!

When we eliminate these two mentioned types of calls, the number of calls will be greatly reduced. It will then be possible for any necessary calls to be made with a minimum of confusion and leave the line open for incoming calls. **When you must call and leave a message, try to do so prior to 2:30 p.m., if at all possible. Also, please limit calls made to the school between 12:05 p.m.-12:50 p.m. The secretary and Principal are in the lunchroom during this time.**

Please communicate with your child before he/she leaves for school so that both will know what he/she is to do when school is out for the day. When a child feels it is necessary to use the phone, his/her teacher will decide if he/she has reason for making a call and will give him/her permission.

Teachers will not be called out of class to the phone. Calls will be taken at any time and referred to the teacher.

LUNCH MONEY

To avoid errors in accounting, it is to your advantage to pay for lunches by check. All monies, whether check or cash, should be sent in an envelope with your child's teacher's name written on it. When parents eat, they should pay at the front desk. It would be helpful if parents would call by 10 a.m. if they are going to eat a holiday meal with their child.

SCHOOL VISITATION

Every parent is encouraged to know about his/her child's room and to become acquainted with his/her teachers. Feel free to visit class during instruction times.

VISITATION OF FRIENDS

School visitation of one's friends from another school district is discouraged for obvious reasons. However, a friend may visit for forty minutes during the noon time and have lunch.

PARENT/TEACHER CONFERENCES

Individual conferences are scheduled at the end of the first nine-week period. Usually conferences are scheduled at the end of the first nine weeks for everyone. At the end of the third nine-week period, conferences are scheduled only for those who show a need. Teachers are available for unscheduled conferences any time a parent or teacher feels the need. Conferences can be scheduled to begin at 3:30 p.m. on most days.

REPORT CARDS

Report cards are sent home to parents on Wednesday following the end of the semester. To receive a grade on the report card a student must be enrolled at least one-half of the reporting period.

The grading scale at Cornelsen Elementary is as follows:

A =	(90-100)	Excellent	O =	(94-100)	Outstanding
B =	(80-89)	Above Average	S+ =	(90-93)	
C =	(70-79)	Average	S =	(80-89)	
D =	(60-69)	Below Average	S- =	(70-79)	
F =	(0-59)	Failing	NI =	(60-69)	Needs to Improve
			U =	(59-below)	Unsatisfactory

BAND

Band supplies (reeds, oils, books, etc.) are available for purchase at the band building. These supplies may be charged by the students. Band students are expected to pay all band charges at the end of each nine-week period. Students with outstanding band charges may be ineligible for band trips and band competitions unless their parents have made arrangements for payment with the band director(s).

ROOM PARTIES/TRIPS

Birthday parties are not allowed, but a parent may serve refreshments during a period of the day that is agreeable with the teacher.

Each room will have a Halloween, Christmas, and Valentine party. **No deliveries (pop, candy, flowers, balloons, etc.) will be allowed at school on Valentine's Day or on the day of the Valentine's party.**

Kindergarten may have an Easter egg hunt. The first grade will take a trip to Leonardo's Discovery Warehouse in Enid. The second grade will take a trip to the Skate Town in Enid. The third grade will go to the Alabaster Caverns. The fourth grade will travel to Norman, Oklahoma. The fifth grade will go to the Great Salt Plains.

ASBESTOS BUILDING INSPECTION

In compliance with the Asbestos Hazard Response Act and related Oklahoma and federal regulations, Fairview Public Schools have had our buildings inspected by licensed personnel for the presence of asbestos. Precision Testing Laboratories, Inc., was contracted to write a management plan that outlines the potential health hazards and methods of maintaining asbestos-containing materials. The current assessment of the health hazard is low. The condition of the material is good, and the potential for damage is low. We have been advised by Precision Testing Laboratories, with the special operation and maintenance procedures that Fairview Schools are doing, there is no need for worry. We realize this brief explanation concerning our plans and the results of the inspection may leave unanswered questions in your mind. For this reason, we will make available all documents for your review at the Board of Education Office at 408 East Broadway, Fairview, Oklahoma. Please contact the Administration office to schedule an appointment to review the management plan.

PLAYGROUND SUPERVISION

An employee is always on duty during any recess and during any school-sponsored activity. **There is no supervision on the playground before school in the morning.** You are encouraged not to send your child to school before 8:00 a.m. Students have been instructed concerning apparatus safety on the playground.

ACADEMICS

PHILOSOPHY OF EDUCATION

We believe that education is the foundation of our democratic society and should be designed to fit the needs of the people. We recognize that the individual necessities of individuals vary; regardless of any variable, each student should be given the opportunity to develop to the fullest extent those abilities and qualities which are essential to his/her becoming a worthy contributor to his/her fellow man.

We believe that education must be flexible to keep pace with an ever-changing society; that activities are necessary supplements to classroom participation and should aim toward:

- The enrichment of moral and social concepts, an appreciation of fair dealing,
- an awareness of human dignity,
- an introduction of living in a competitive society.

We believe that the personal goal of educators should be one of excellence in example, as well as high standards in performance.

STATEMENT OF RIGHTS

The Fairview School hereby notifies each student and their parents of their right to inspect and review student education records under the Federal Family Educational Rights to Privacy Act (FERPA).

1. Student's parents and eligible students have the right to inspect and review the student's education records.
2. It is the intent of the Fairview School District to limit the disclosure of information contained in a 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. Student's parents or eligible students have the right to seek to correct parts of the student's education record, which he or she believes to be inaccurate, misleading, or in violation of student rights. This right 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. Any person has the right to file a complaint with the Department of Health, Education, and Welfare if the Fairview School District violates the FERPA.
5. Parents and eligible students should come to the principal's office to obtain copies of the policy and information as to the correct procedure to follow in requesting action about a student's record. Copies of this policy are located in the elementary principal's office, middle school principal's office, high school principal's office, and the superintendent's office.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

PARENTS RIGHT TO KNOW POLICY

Since Fairview Public School District receives Title I funds, parents of each child in the Fairview School District will be notified annually that they have the right to request information about the qualifications of their children's teachers. The information available to parents upon request will include:

- Whether a teacher "has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;"
- Whether a teacher is "teaching under emergency or other provisional status through which State qualification and licensing criteria have been waived;"
- What major each teacher earned his or her bachelor's degree in;
- Whether the teacher holds any "graduate certification or degree" and in what "field of discipline;" and

- Whether a child is “provided services by para professionals and, if so, their qualifications;”

In addition, Fairview School District will provide each parent:

- Information on the child’s level of achievement on each required state assessment, and
- Timely notice if a child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not “highly qualified” as defined by law.

All information provided to parents will be in an understandable and uniform format and provided in a language parents can understand to the extent practicable.

Title I, Section 1111(b)(1)C – report cards

Title I, Section 1111(b)(6) – parents’ right to know

DIRECTORY INFORMATION

The Fairview School District proposes to designate the following personally identifiable information contained in a student’s education record, as “directory information,” and it will disclose that information without prior written consent:

1. The student’s name.
2. The names of the student’s parents.
3. The student’s date of birth.
4. The student’s class designation (i.e., first grade, tenth grade, etc.).
5. The student’s extra-curricular participation.
6. The student’s achievement awards, activities, and honors.
7. The student’s weight and height if a member of an athletic team.
8. The student’s photograph.
9. The school or school district the student attended before he or she enrolled in the Fairview School district.

THE OKLAHOMA SCHOOL TESTING PROGRAM (OSTP)

Oklahoma School Testing Program (OSTP) mandates that students in grade 3rd – 4th take criterion referenced test to measure student attainment of skills in Reading and Math.

The 5th grade students take the criterion-referenced tests (CRTs) which are designed to measure student attainment of skills established in Oklahoma’s core curriculum, the Priority Academic Student Skills (PASS). CRTs will be taken in ELA (English Language Arts), mathematics and science.

The purpose of OSTP is to evaluate the effectiveness of Oklahoma Public Schools. Educators use test scores – along with other appropriate student information to improve educational programs for students.

Tests are aids to better instruction. As with other such aids, the usefulness of tests will depend upon the extent to which the test results are interpreted with wisdom and caution. Test results should be used to supplement - not to replace - teacher judgment. Test scores should be used in conjunction with everything else the teacher knows about the student to meet individual instructional needs.

Some of the specific purposes and reasons for testing are listed as follows:

1. Tests are a way of finding out what kind of schoolwork a student is capable of and what he or she is presently achieving in the basic skills.

2. Combined with other information, such as course grades and teachers' comments, tests can help give a picture of the total child.
3. Tests can be useful in identifying students' specific needs and talents. Such information can help adults guide the best kind of programs that will utilize each student's specific strengths to assist in improving the areas in which students need help.
4. Tests - and the appropriate use of test results - can help parents gain a better understanding of their child's ability and performance in school.

The writing and achievement tests used in the OSTP are given annually from February through April. The weeks of testing in each school district are selected by the superintendent for his or her own district.

PARENTS, CHILDREN, and TEACHERS: WORKING TOGETHER TO IMPROVE TEST PERFORMANCE

Testing! When we just read or hear the word *testing* we can imagine all kinds of testing situations we have experienced. Some of the tests were at school, or maybe we remember the time we took the test to get our first driver's license - or we could have thought of simple tests that occur in our daily lives and on the job. Our lives are constantly filled with tests of some kind.

It will not be as difficult to convince the students that tests - even if difficult and distasteful - are for their own good. Students can be guided to understand the purpose of testing is not just to assign grades and check mastery, but also to help them profit by their own strengths and overcome their weaknesses.

Educators alone cannot insure students understand these purposes. They must work with and be helped by the most important person in that child's life - and that is **you - the parent**.

This information is designed to give students, parents, and the general public basic information about the meaning and use of tests. Additional information is included to assist parents and students with test preparation.

PROFICIENCY BASED PROMOTION POLICY

It is the policy of the Fairview Board of Education that students may be promoted upon the successful demonstration of proficiency in the appropriate academic outcomes. Elementary and secondary students may advance on one or more levels of the core curriculum if they perform at the 90% level on Fairview's designated assessments. Parents are encouraged to confer with the principal or counselor at the student's grade level and determine what is appropriate for their child.

REPORTING TO PARENTS

The schools provide a test score report to the parents or guardians of students in grades three to eleven for the Criterion Reference Tests.

The Oklahoma School Testing Program has provided your school with additional information about your child's achievement. If you have questions about this report and would like to review the complete results, please contact your child's teacher, counselor, or principal.

TEST PREPARATION

Students need to realize that preparation for any test, especially standardized tests, requires systematic study throughout the entire school year. Being academically prepared is ultimately the responsibility of the student. However, teachers and parents must share this responsibility. Teachers prepare the appropriate content and skills instruction; parents must provide support and encouragement to their children.

Parents need to show a non-threatening interest in their child's learning by demonstrating concern about what they are doing in school. It is important that students share their schoolwork with their parents whether it is good or bad.

Parents can influence their children to do better on tests. They can encourage children to be serious about the tests. Some children become nervous and anxious when told they will be taking a district-wide test. Parents should try to reduce this anxiety and help their child feel comfortable so a more accurate picture of your child's performance level can be obtained.

SUGGESTIONS FOR PARENTS

Concern for our children's achievement should be balanced by an equally strong concern for their feeling of self-worth. Here are some suggestions to assure your child that you value him or her as an individual:

- Communicate with your children. As you talk with them, you will be increasing their vocabularies, improving their speech patterns, and stimulating their thoughts. Most importantly, they will know that you value their company. As your children become older it is important to have a line of communication already established.
- Listen intently to your children.
- Praise your children for accomplishments.
- Show an interest in your children's schoolwork and homework. Have a special place and time for them to work at home.
- Take time to sit with your children each evening and go over the activities of the day and any papers they may have to share. Encourage their efforts to keep working hard at school.
- Be a positive influence in your children's reading habits. Read privately - as well as with and/or to your children as often as possible. Discuss the ideas you have read together.
- Support your children and the school by exhibiting a positive attitude.
- Let your children know that it is all right to make mistakes. Mistakes are a natural part of the learning process. However, encourage your children to learn from their mistakes so they can do better next time.
- Get to know your children's teachers and principals. Do not hesitate to ask questions and discuss your children's progress - or any other concerns you may have.
- Be an **active participant** in your child's education. The schools need your help. Parent volunteers are useful in many ways.

The information provided in this handbook will help you understand more fully why the testing program was adopted and how the tests can be used.

Although test results can be overemphasized, testing has become a part of school life. As a parent you can help keep testing in its proper perspective. Working with your children's teachers in a team effort, you can make test-taking a more comfortable, non-threatening experience and help ensure your children will perform to the best of their ability.

ENTRANCE REQUIREMENTS

A birth certificate and record of health immunizations are required for each kindergarten student or new student entering school. The minimum chronological age for children starting kindergarten is five years of age on or before September 1 of that year. The age for children starting first grade shall be six years of age on or before September 1 of that year.

RETENTION

The decision of whether to promote a student to the next grade or to retain him or her in the current grade is a decision that (This) Board of Education considers to be very important. Additionally, whether a student passes or fails an individual class is also important. Therefore, the process to make final determination of such situations shall be as follows:

Students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with students generally spending one school year in each grade. However, retention may be considered in the following situation:

1. The student is achieving significantly below expected grade-level performance.
2. The student has not been previously retained.

When retention is considered for any third-grade student due to a reading deficiency pursuant to the Reading Sufficiency Act (as referenced in SB 630 of the 2015 Legislative Session), the parent or guardian of the student shall be included in the retention consideration.

Teachers and administrators are expected to adhere to the district's retention procedural guidelines when considering retention as an educational recommendation. Procedural guidelines will be reviewed annually to ascertain efficiency and applicability.

Reading Deficiency Retentions

1. Any first, second, or third grade student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.
2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.
3. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.
4. Probationary Promotion
 - i. For the 2015-16 school year, a student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:
 1. the parent(s) and/or guardian(s) of the student,
 2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
 3. a teacher in reading who teaches in the subsequent grade level,
 4. a certified reading specialist.
 - ii. The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district principal and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

5. Beginning with the 2016-17 school year, students who score below proficient on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption, as provided in this section, shall be retained in the third grade and provided intensive instructional services and supports.

A third grade student may be promoted for “good cause” if the student meets one of the following statutory exemptions as provided in subsection K of the Reading Sufficiency Act.

- i. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
 - ii. Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
 - iii. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
 - iv. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
 - v. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and was previously retained in pre-kindergarten for academic reasons, kindergarten, first grade, second grade, or third grade; and
 - vi. Students who have received intensive remediation in reading through a program of reading instruction for two or more years but still demonstrate a deficiency in reading and who were previously retained in pre-kindergarten for academic reasons, kindergarten, first grade, second grade, or third grade for a total of two years.
 - vii. Students who have been granted an exemption for medical emergencies by the State Department of Education.
6. The school district shall annually report to the State Department of Education the number of students promoted to the fourth grade as required by law.
 7. Nothing shall prevent a school district from applying the principles of paragraphs 3 and 4 of this subsection in grades kindergarten through second grade.
 8. To determine the promotion and retention of third grade students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third grade criterion-referenced test and shall not use the other language arts scores portions of the test.

Requests to exempt students from the mandatory retention requirements based on one of the good-cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and promotion of the student is appropriate. Documentation shall be limited to the alternative assessment results or student portfolio work and the individual education plan (IEP), as applicable.
2. The principal of the school shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and
3. After review, the school district superintendent shall accept or reject the recommendation of the principal in writing.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student’s age.

Whenever a teacher or a placement committee recommends that student be retained at the present grade level or not passed in a course, the parent(s) and/or guardian(s), if dissatisfied with the recommendation, may appeal the decision by complying with

the district's appeal process. The decision of the board of education shall be final. The parent(s) and/or guardian(s) may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)' and/or guardian(s)' reason(s) for disagreeing with the decision of the board.

HOW WE TEACH READING

The Cornelsen Elementary School uses a basal reader approach to teaching reading. Basal materials represent the middle ground, the conservative approach. The teacher knows where the children and himself/herself are going. The authors of basal material have spelled out in their teachers' manuals what should be done, how to progress with one group versus another, and what materials to use when a child stumbles in a particular area. There is little guesswork.

Phonics is taught as an integral part of our basal program. Not only do children learn phonics in the programs used in kindergarten, but they also learn phonics in the first grade readiness programs and right on through third grade. In the fourth and fifth grades, we continue to emphasize comprehension and begin to place more emphasis on independent reading.

MATH - WHAT AND WHEN

Kindergarten - Numbers to 30. Geometric shapes (square, circle, triangle, sphere, cube, and cylinder). Readiness for addition and subtraction. Basic concepts of size, length, and position.

First Grade - Numbers to 122. Number order. Counting by 2s, 5s, 10s, and 100s. Place value to hundreds. Addition and subtraction facts to 12 with introduction to facts to 18. Two-place addition and subtraction without regrouping. Also first grade students will learn about basic graphs, word problems, identifying coins, basic probability, introduction to capacity and weight, patterning, time to the hour and half-hour, and seasons.

Second Grade - Numbers to 999. Addition and subtraction facts to 18. Two-place addition and subtraction with regrouping. Three-place addition and subtraction without regrouping. Fractions (one-half, one-third, and one-fourth). Measurement, time, counting money, and geometric shapes. Introduction to multiplication.

Third Grade - Numbers to 9999. Three-place addition and subtraction. Multiplication and division facts to 9×9 . Multiplication and division introduction. Fractions and decimals (introduction). Geometry and measurement (metric and U.S. units). Problem solving.

Fourth Grade - Numbers to 100,000,000 and expanded form. Six-place addition and subtraction. Multiplying a three-digit number by a two-digit number. Division with three-place quotients, two-place divisors (two and three-place dividends). Decimals to hundredths place. Mixed numbers as improper fractions and decimals. Adding and subtracting fractions and decimals. Distance, volume, and mass measurement (metric and U.S. units). Estimating and rounding. Geometry-area, perimeter, volume, polygons, geometric solids, circles (diameter and radius). Clocks (elapsed time). Graphing, number lines, and word problems. Exponents and square roots.

Fifth Grade - Numbers to 1,000,000,000. Six-place addition and subtraction. Three-place multiplication. Division by two-digit divisors. Multiplying and dividing fractions. Decimals to thousandths. Multiplying and dividing decimals. Measurement, graphing, problem-solving, and geometry.

ATTENDANCE

REGULAR ATTENDANCE IS A MUST

Regular attendance is extremely important to all students. No other single factor does more to aid student progress than regular attendance. However, children should not be sent to school when ill or have a temperature over 100 degrees, who are still broken out from infection, or for any other reason not proper to be in a public school.

Students are required to be in attendance at least 80 percent of the 175 school days to be eligible to pass a grade. Failure to do so may constitute failure.

A student must be in attendance for at least one and one-half hours in the morning or one and one-half hours in the afternoon to be recorded present for one-half day. The Principal may give exceptions in counting a student absent only on very rare & extreme occasions.

STUDENT ABSENCES

There is often confusion as to what constitutes an absence, what the "kinds" of absences are, and how they relate to perfect attendance. There are three kinds of absences from regular classes. The following terms and definitions will apply to these:

- **School Related Leave**---Student has prior permission to be absent from classes due to a school related activity, or the student is absent due to the bus not being able to reach the student because of bad weather. **A School Related Leave does not count against perfect attendance**. An absence will not be recorded.
- **Valid Absence**---An absence validated by doctors' notes, verified funerals or religious holidays (some restrictions apply) constitutes a valid absence. An absence will be recorded. **Valid absences do count against perfect attendance**.
- **Invalid Absence**---An absence (other than school related absence) not validated by doctors' notes, verified funerals or religious holidays (some restrictions apply) constitutes an invalid absence. An absence will be recorded. **Invalid absences do count against perfect attendance**.
- **Tardies**--- Three tardies per semester equal an unexcused absence. A child cannot receive the perfect attendance award with an unexcused absence.

WITHDRAWAL FROM SCHOOL

If you are moving, please let the school know as soon as possible so that we can get your withdrawal ready for you to take to your new school. This will facilitate enrollment at the new school. Also, we want to be sure all school records follow promptly. Laws require a child's school records cannot be sent to the receiving school without parents or guardians having given signed permission. Please come to the school to attend to these matters before removing your child from school.

HOMEWORK POLICY

A student will be given the number of days they were absent to make up missed work. Incomplete ("I") will be given instead of zeros. If work is not made up in the prescribed time, the "I" will be changed to a zero. However, the teacher will make every effort to get the work in by routinely and regularly following up with the student.

Students may be required to stay in at noon recess to make up work. Staying in after school may also be required if individualized help is needed.

Students should be reminded before they leave each day if they have work to complete at home. However, the student still has the final responsibility to get his/her work in, even if he/she is not reminded each day. Parents have a responsibility to check with their child before they leave for school each day to see their child gets his/her work to school.

TRUANCY & THE DISTRICT ATTORNEY

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without a valid absence, as indicated on page 20, for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes (**70-10-106**).

EXTRACURRICULAR ACTIVITIES POLICY

No student shall miss any one class period more than ten (10) times during the school year due to extracurricular activities, with the following exceptions:

Any state or national level of school-sponsored activities that a student must earn the right to compete.

CONDUCT

DUE-PROCESS PROCEDURE

All policies and procedures in this handbook are subject to due process. The first step in due process would be a meeting with the principal. If further steps are needed, the superintendent and/or other school personnel will be involved in any future due-process meetings. The first step of due process requires that the complaint be submitted to the principal within ten (10) days from the date of infraction.

SCHOOL DISCIPLINE PLAN

This set of rules for children governs behavior in common areas, halls, assemblies, playground, and places where children and teachers from many classrooms must live together. Each teacher will also have classroom rules. A copy of these rules will be given to parents.

1. Students may not engage in verbal or physical fights in school buildings, at school-sponsored activities, or on their way to and from school. Students are prohibited from hitting, striking, kicking, or in any other way harming another student or school personnel.
2. An activity that causes school personnel to fear for the safety of any child or adult or property will not be allowed.
3. Bikes should be parked as soon as they arrive at school. Bikes are to be treated as personal property, and students should not loiter on another student's bike. Bike riders are to observe the same traffic rules as an automobile. Bikes should be walked on the school sidewalks for the safety of those walking. Pedestrian traffic is heavy right after school.
4. Children may respond to presentations at appropriate times and in appropriate ways. Boos and whistles are not appropriate.
5. Profanity and obscene gestures are inappropriate and will be justification for placement on a school discipline plan step.

The policies and rules for the responsibilities of students found in this handbook have been established and clarified to assist students in conducting themselves in a responsible manner while participating in educational activities. Every student has a RIGHT to an appropriate education. Any student CHOOSING to interfere with that RIGHT by verbal or physical means will be disciplined. The discipline administered to any student is intended to improve the behavior of the student and to PROTECT THE RIGHTS OF OTHERS.

We do not want to inundate all students with all possible rules. This means that most students, most of the time, function without the threat of rules hanging over their heads. But for those who REPEATEDLY and WILLFULLY disrupt the learning environment and are not responding to the classroom discipline plan, the following plan will be utilized:

WHAT WILL HAPPEN IF YOU ARE SENT TO THE PRINCIPAL'S OFFICE

Choices are:

- Conference with the Principal.
- Noon recess detention.
- After school detention.
- In-school suspension.
- Parent sits all day in classroom with child, or may designate an alternate adult (grandparent.)
- Out-of-school suspension.
- Consent to a paddling.
- Any other steps deemed necessary.

No step may be erased for any period of good behavior. This rule will be enforced at the teachers' and principal's discretion. Students are subject to color changes not only in the classroom, but also on buses, in the lunchroom, music class, gym, and playground.

BULLYING PREVENTION POLICY

Oklahoma Senate Bill No. 992, the Bully Prevention Act, defines "harassment, intimidation, and bullying" as any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, or bullying include, but are not limited to, a gesture or written, verbal or physical act;" . . . on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

A. Kinds of bullying include but are not limited to:

Physical bullying: Harm to another's body or property (threatening physical harm or gestures, tripping, hitting, starting fights, destroying property, extortion, assaulting with a weapon/object).

Emotional bullying: Harm to another's self-worth (insulting remarks, insulting gestures, harassing and frightening phone calls, challenging in public).

Social bullying: Harm to another's group acceptance (gossiping, sassing/talking back to school employees, playing mean tricks, spreading rumors, insulting race, excluding from the group, arranging public humiliation, undermining other relationships, ruining a reputation).

Sexual bullying: Sexual harm to another (unwanted sexual comments and behaviors).

B. Reporting bullying incidents

All students have the responsibility of reporting all incidents of bullying behavior to a responsible adult whether or not the reporting student(s) are the target. Reporting is not tattling. Reporting is done when someone is doing something harmful or on purpose. It is done when someone needs help or is scared. Tattling is done by students trying to get someone else in trouble or by someone trying to get attention for themselves. Students, parents, and staff will be instructed how to define, confront appropriately and report these behaviors at the beginning of the school year.

C. Cornelsen Elementary School Bullying Consequence Plan

Cornelsen Elementary School students are expected to exhibit civility at all times. Bullying behaviors will not be tolerated without consequences at Cornelsen Elementary School. The following outlines those consequences but does not limit other options that may be necessary depending on frequency and/or severity of the nature of the incidents.

Step 1 Behavior addressed with promise not to repeat and/or apology. (Minimum punishment) Report is filed.

Step 2 Behavior addressed with one day in-school suspension. (Minimum punishment) Report is filed.

Step 3 Behavior addressed with three days in-school suspension and referral for counselling option. (Minimum punishment) Report is filed.

Step 4 Behavior addressed with 3 days out of school suspension. Report is filed.

Step 5 Behavior addressed with recommendation of long-term suspension. Report is filed.

In the event destruction of property is involved, restitution for damages will be necessary. Students that fight or are involved in severe/prolonged incidences of harassing, intimidating behavior may be reported to the Fairview Police Department and/or the Major County Juvenile Services Unit.

CLOTHING/GROOMING

Please do not dress your child in clothes that require them to be extra careful. Long dresses, hose, dress shoes, and Sunday-type dresses should be avoided by elementary-aged children. When they get this type of clothing dirty or accidentally get it torn in some way, it upsets them because they know they will get in trouble when they get home. It can also restrict certain activities in which they participate every day. Boys and girls are not permitted to wear caps or hats in the school building. If wearing tennis shoes or sneakers, students must wear socks. Out of the ordinary clothes and hairstyles will not be allowed. Extreme, unnatural haircuts and hair colors will not be allowed. Example: Mohawks. No tattoos are allowed. Temporary tattoos should not be visible during normal activities. Final authority of hair or dress code is at the discretion of the building principal.

DRESS CODE

Good standards of dress and appearance reflect good judgment, poise, increased maturity, helps develop a positive self-concept, and helps to create a business-like and purposeful atmosphere at a good school.

Students will only be allowed to wear shorts and capri pants from the beginning of the school year until October 15th. Students may wear shorts and capri pants again after Spring Break through the end of the school year. Invariably the weather turns bad while the students are dressed in shorts. Also, it is difficult to determine the proper temperature of the building if some students are wearing shorts and others are not.

Boys: Hair should be well groomed (**no spiked hair or shaved numbers or symbols in hair**). Boys are not allowed to wear earrings, any body piercings or tattoos of any kind. Shirts with offensive graphics or language, half-shirts, short shirts, flip-flops, or any shoe without a back, should not be worn.

Girls: Hair should be well groomed. Short shorts, half-shirts, shirts with spaghetti straps, halter-tops, flip-flops or any shoe without a back, should not be worn. Clothing with offensive graphics or language should not be worn. Girls are not allowed to wear tattoos or body piercings of any kind. Earrings are permitted, but discouraged for safety reasons.

OUTDOOR PLAY

Students will be going outside every day at the noon recess unless it is raining or the chill is below 15 degrees. Medical authorities have informed us there is little relationship between temperature and upper respiratory infections. The main reason doctors request students to stay in after an illness is because of the possibility of physical exertion or because of allergies. A child who needs their activity restricted for a period of time can easily have this done without staying in.

If your child has been ill and you feel he/she still needs to stay in, please send a note to this affect, and we will keep him/her in for two days. After this, we feel it is necessary to have a note or telephone call from your doctor.

PLEASE DRESS YOUR CHILD WITH WARM CLOTHING DURING THE COLD WINTER MONTHS and mark their clothing with some identification symbol. Proper clothing is necessary to prevent great fluctuations in temperature and humidity. Headgear is especially important. Fifty percent of all body heat can escape through an uncovered head.

SNOWBALLS

There is to be no snowball throwing within two blocks of school premises. Offenders will be subject to disciplinary action.

TOYS

Students should not bring CD's, radios, toys, inline skates, skateboards, scooters, frisbees, bats, batons, knives, sports cards, trading cards, dolls, candy, etc., to school. Purses with perfume and lipstick can also be a source of conflict.

BALLS

Only with permission from the classroom teacher can a student bring his/her own basketball, football, soccer ball, and softball to school. They are asked not to bring any kind of ball that is smaller than softball.

All balls should have the child's name clearly marked on it. The school does not accept responsibility for lost or stolen items.

SAFETY RULES AT CES

The building principal reviews the safety rules set forth in this handbook with all classroom teachers and assistants each school year to insure familiarity and enforcement of the rules.

While teachers review these rules with their students, parents are urged to be familiar with these safety rules and to discuss their importance with their children. Some think that rules take away their rights, but most of us know that rules allow us to enjoy equal rights. Our school rules are:

1. Fighting is not permitted.
2. Only walking is permitted in the building.—No shoes with rollers.
3. Toys will not be permitted at school and will be taken away from the student until the end of the day. Parents must come to the office to pick up toys after the second violation.
4. Lip-gloss, radios, CD players, trading cards, laser pointers, or Frisbees should not be brought to school. The consequence is the same as rule 3.
5. Candy should be brought to school only if a parent includes it in a lunch. Pop will not be allowed in the cafeteria.
6. The chewing of gum is not allowed.
7. Baseballs, bats, batons, skateboards, scooters, roller skates or in-line skates, super balls, golf balls, and tennis balls are not permitted on the playground and will be taken away until the end of the day. Parents must come to the office and pick them up after the second violation.
8. Football equipment should not be worn or brought to school.
9. Students will wear their shoes at all times in and out of the building. No slip-on shoes allowed. The shoe must have a back strap.
10. Students are not to wear caps inside the building.
11. No swinging of book bags.
12. Early morning arrivals should go to the south playground.

PLAYGROUND RULES AND REGULATIONS

BIG TOY

No running up the slides

No balls, ropes, or other equipment in or on the big toy areas

One person at a time on the slide
Slide forward on your bottom only
No pushing or shoving
No standing on the top of the monkey bars
No throwing rocks
No running in the big toy area

TEETER TOTTER

No standing
Limit of 9 persons on at a time

TETHER BALLS

No sitting on the balls
No kicking the balls
No hitting the balls after the bell to line-up has rung

FOOTBALL/SOCCER

No hitting, pushing, tackling, name-calling, or any other unsportsman-like behavior
Play in designated grass areas only--not on the concrete area

OTHER

No fighting
No snowball throwing
No playing in water puddles
No playing in the mud
No kicking or throwing footballs or soccer balls on the concrete playing area
Do not swing jump ropes
If you bring equipment out, bring it back in
Remember if you wear a coat, jacket, gloves, hat, scarf, etc., please bring it in after recess
No climbing or swinging on tree limbs
No climbing or walking in the flowerbeds
Get permission from a teacher before entering the building
Get permission from a teacher before retrieving a ball that has gone into the street
No rocks on the slides
No racing on the concrete areas

DOGS

Keeping your dog at home will be greatly appreciated. There is always a danger that a frightened dog may bite a child. All dogs will be reported to police.

GUM CHEWING

Gum chewing will not be allowed at school. Please dispose of your gum before entering the building.

TOBACCO

There is to be no use of or possession of tobacco by students within two blocks of any school premises.

WEAPONS/ GUN-FREE SCHOOLS

It is the policy of the Fairview 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 described by Section 921 of Title 18 of the United States Code, to school, to any school- sponsored event, or to or in or upon any school property, including school transportation

of school-sponsored transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities. School officials will immediately report discovery of unauthorized firearms on school property to a law enforcement authority.

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.

CELL PHONES

Students may not have cell phones, pagers, etc. at Cornelsen Elementary School.

ALCOHOLIC BEVERAGES AND DRUGS

Possession, consumption, or being under the influence of alcoholic beverages or controlled dangerous substances (controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student) is forbidden by state law and shall be enforced by members of the faculty and administration during the school day, at school functions, and when representing the school away from home as either a participant or spectator. Restrictive discipline and an immediate three-day to ten-day suspension will result if the student is guilty. A second offense may result in expulsion.

REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING NONINTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES

It shall be the policy of the Fairview Board of Education that any teacher who has reasonable cause to suspect a student may be under the influence of or said student has in his or her possession:

1. non-intoxicating beverages (i.e., beverages containing more than 1/2 of 1 percent of alcohol by volume, and not more than 3.2 percent alcohol by weight);
2. alcoholic beverages; or
3. controlled dangerous substance as the above are now defined by state law, shall immediately notify the principal or his or her designee of such suspicions. The principal shall immediately notify the superintendent of schools and a parent or legal guardian of said student of the matter.

Reference: *O.S. Title 70 Section 133*

Any suspension and/or expulsion of said student shall be subject to any applicable school policy, state law, or student handbook regulation.

PERSONAL PROPERTY

All students are to be responsible for their personal property. The school will not be responsible for lost or stolen property. Please label all clothing items, balls, etc.

BOARD-APPROVED

CORPORAL PUNISHMENT POLICY

1. Corporal punishment may be used by public schools as authorized by Oklahoma statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only by teachers and principals in the presence of another certified employee.
2. In the event that corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation, as well as the

administration, of corporal punishment should take place in front of a certified employee. In addition, a record of the administration of corporal punishment should be made and signed by the person administering the corporal punishment and the witness.

3. Any parent who does not wish corporal punishment administered to his/her child or children should notify the principal of that school in writing annually and that request will be considered. If parents do not wish corporal punishment, then the student may receive a three-day suspension. The student will receive a zero for each class missed. The student will be expected to make up the missed work with no grade credit, and may be tested with the rest of the class. One of the student's parents will be required to accompany the student when the student is readmitted in school.

SEXUAL HARASSMENT

The policy of the Fairview School District forbids discrimination against, or harassment of, any student on the basis of sex. The board of education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel.

A. Sexual Harassment

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented kidding, teasing, double meanings, jokes, and notes.
2. Demeaning comments about a girl's/boy's ability to excel in a class historically considered a "boy's"/"girl's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti, which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

B. Specific Prohibitions

1. Administrators and Supervisors

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

C. Report, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance policy.
 - a. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending

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

b. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

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

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

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

SUSPENSIONS

Out-of-School Suspension

Suspension will normally be for a period of three days, but the number of days may vary depending upon the seriousness of the offense or the number of previous suspensions. **A suspended student is suspended to the custody of the student's parents and is not allowed to be on or near school premises nor attend any school activity while the student is suspended. To do so will result in further suspension.**

While on school district property, while in attendance at any school-sponsored activity, or while under the general supervision of school officials, regardless of location, students may be suspended for any of the following:

1. Conduct, which jeopardizes the safety of others.
2. Possession, threat or use of a dangerous weapon.
3. Selling, passing, buying or in any way in possession or consumption of, or under the influence of any narcotic drug, stimulant, barbiturate, alcohol or controlled dangerous substances. (Controlled dangerous substance is any drug being consumed or in possession of a student not specifically prescribed by a physician for the said student.)
4. Fighting, assault and battery.
5. Immorality or profanity.
6. Theft or possession of stolen property.
7. Destroying or defacing school property.
8. Showing disrespect for faculty, staff or school employees.
9. Threatening faculty, staff or school employees.
10. Conduct, which disrupts the normal educational process.
11. Violation of school rules, regulation or policies.
12. Cheating or attempting to create classroom disturbance.
13. Disobeying a school employee willfully and openly.
14. Any participation in gang activities including the mode of dress, hand signs, meetings or any other gang-related practice.
15. Harassing any school employees away from school.
16. Continuing absenteeism or tardiness.
17. Pornography in any media.
18. Making obscene gestures.

The principal shall exercise his/her power as to the length of time of the suspension. Any serious disciplinary cases may result in a student being suspended from school for the remainder of the present semester plus the succeeding semester. In all cases of suspension from school, parents will be notified by telephone or letter. During the time a pupil is suspended, he/she is excluded from all school activities, including extracurricular activities. Anytime a student is suspended, they will have the opportunity to make up all zeros received as a result of the suspension. The student will be required to have all make-up work turned in the first day back from suspension.

All students will have 72 hours to appeal the suspension to the building principal. The pupil suspended shall have the right to administrative appeal and a hearing before the Board of Education. The decision of the Board of Education shall be final.

In-School Suspension

1. A minimum of one (1) day - up to 15 days.
2. 100% make-up of schoolwork required.
3. Student will have separate assignments each day.
4. If schoolwork is not completed or there are any problems with the students, extra days will be added or possibly swats.
5. Student must stay seated.
6. Restroom breaks- 10:15 a.m., at dinnertime and 2:00 p.m.
7. Student will be allowed to eat lunch during the regular lunch period.
8. Any markings on walls, desks etc. in the detention area will be reason for added punishment.
9. Student may not attend school activities during in-school suspension.
10. Students are to sit in a proper manner with their feet on the floor.

LIBRARY MEDIA

LIBRARY MEDIA CENTER

Cornelsen Elementary School's media center is organized and maintained:

- To provide students and teachers with a collection of books, magazines, and reference books that will be helpful in the preparation of class assignments.
- To furnish students with recreational reading material for leisure.
- To give students a quiet place where they may come to study or read.

A. Borrowing Privileges

1. The library media center will be open all official school days at 8:00 a.m. and will remain open until 3:30 p.m.
2. The library media center is fully automated, and each student is responsible for checking books out using their own identification number. Due dates will be recorded by the computer.
3. Regular library books may be checked out for a period of one week for all first, second and third graders. Fourth and fifth graders may have a period of two weeks unless the material is marked indicating certain restrictions.
4. The reference collection is not circulated out of the school, but may be used in the library or checked out by a teacher for classroom use.
5. Magazines may be checked out for the school day and returned before the library closes that same afternoon.
6. A first through fourth grade student may have no more than one book checked out. Fifth graders may have two books checked out at a time. All books must be checked in before Christmas Break and Spring Break for inventory purposes. Exceptions will be made by the library media specialist if additional books are needed for class work.

B. Overdue and Lost Books

1. There will be no fines assessed for overdue books. However, report cards will be held at the end of each nine-week period until past due books are returned.
2. Payment for a lost book is based on the replacement cost. An additional \$3 will be added to this replacement cost for processing fees. If a lost and paid for book is found within 30 days, the amount paid will be refunded.

3. If damage to a book is great enough to warrant replacing, the cost of the book plus an additional \$3 for processing will be charged.

INTERNET - TERMS AND CONDITIONS

1. **Acceptable Use** - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.
2. **Privileges** - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Local Education Agency (LEA) faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use, and their decision is final. The district may deny, revoke, or suspend specific user access.
3. **Netiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Your messages should not be abusive to others.
 - B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - C. Do not reveal your personal address or phone numbers of students or colleagues.
 - D. Illegal activities are strictly forbidden.
 - E. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - F. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - G. All communications and information accessible via the network should be assumed to be private property.
4. **Fairview Public Schools (Local Education Agency - LEA)** makes no warranties of any kind, whether expressed or implied, for the service it is providing. The LEA will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, error, or omissions. Use of any information obtained via the LEA is at the users own risk. The LEA is not responsible for the accuracy or quality of information obtained.
5. **Security** - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Internet you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account or password. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet and all school computers.
6. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Exception of Terms and Conditions** - All terms and conditions as stated in this document are applicable to Fairview Public Schools and to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

**STUDENT AGREEMENT TO THE TERMS AND CONDITIONS
OF THE INTERNET USED IN FAIRVIEW PUBLIC SCHOOLS**

STUDENT NAME (Please print) _____

COMPUTER USAGE

I understand that I will be using computers and computer software as a part of my classes during the school day. I understand that I and my parents/guardians are personally and financially responsible for an abuse/misuse of school property while in my possession or under my use or care.

Student Signature _____ Date _____

Parent Signature _____ Date _____

(Must be signed if the student is under the age of 18)

INTERNET USAGE

I understand and will abide by the Terms and Conditions for Internet Use Policy. I understand that abuse of chat rooms and any level of cyberbullying is a violation of school policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

Student Signature _____ Date _____

As the parent/guardian of this student, I have read the Terms and Conditions for Internet Use Policy. I understand that this access is designed for educational purposes and that the LEA has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the LEA to restrict access to all controversial material, and I will not hold the Fairview Public School District or OneNet responsible for materials acquired on the network. I hereby give my permission to grant Internet access to my child and certify that the information contained on this form is correct.

Parent Signature _____ Date _____

(Must be signed if the student is under the age of 18)

SAFETY/ILLNESS

SAFETY

The safety of children coming to school, while at school, and on the way home is always of great concern to us. You can help a great deal if you will point out to your child the danger spots and where to cross streets, teach your child the police telephone number, and inform your child not to accept rides with strangers.

BICYCLES

Any pupil who rides a bike must obey all traffic regulations required of a motorist. Also, the school is not responsible for the safekeeping of bicycles.

1. Ride with the traffic, not against it.
2. Use hand signals.
3. Ride straight. Don't zigzag.
4. Ride in single file.
5. Only one person on the bicycle at a time. No riders.
6. Leave parked bicycles alone. You are not to bother the other bicycles in any way.
7. Park your bicycle when you arrive, and leave it parked until leaving school.
8. Do not ride on school sidewalks. Walk the bike on the sidewalk.

BUS RIDER RULES

When the weather is bad, the bus may arrive at your residence earlier than normal.

Riding the bus is a privilege. Students can be refused the opportunity to ride the bus.

Previous to loading students should:

1. Be on time at the designated school bus stops—keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter. Stand back from the curb or edge of roadway.
4. Not move toward the bus at the school-loading zone until the bus has been brought to a complete stop.

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from eating or drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times. Place all trash in trashcan.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear. Sit facing forward and keep feet out of the aisle.
9. Help look after the safety and comfort of small children.
10. Never throw objects in or out of the bus.
11. Stay in the same seat until ready to leave the bus. Remain seated until the bus stops.
12. Refrain from horseplay. Violence or fighting, both verbal and physical, will result in immediate disciplinary action.
13. Be courteous to fellow pupils and the bus driver.
14. Remain quiet when approaching a railroad-crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, then cross the road.
2. Go home immediately, staying clear of traffic.

Extracurricular trips:

1. The above rules and regulations apply to all trips under school sponsorship.

TRANSPORTATION POLICY

1. If a bus or van is scheduled to transport students, students desiring to travel with their parents must have their alternate travel plans cleared through the principal's office. In some cases, parents will be allowed to transport only their own children to these events.
2. If a student travels to an event on a school bus, that student is expected to return on the school bus. The parent of the student may present themselves to the coach or sponsor and seek permission to check their son or daughter only off the bus to ride home with the parent. The decision will be made by the sponsor or coach.
3. A student who misses the bus, but arrives at the activity site, is not to be allowed to participate unless he/she has been transported by his/her parent or parents. In the event this happens, the sponsor certainly has the prerogative not to allow the student to participate under any circumstances.

BUS DISCIPLINE

Bus discipline referrals will not be a part of the building discipline plan. They will be treated separately as a bus discipline plan.

Students who receive a **TRANSPORTATION DISCIPLINARY REPORT** from the school transportation department will receive a warning for the first offense. The second offense will result in the student being banned from riding any bus at any time for a period of two weeks. In case of a third offense, the student will be banned for a time period up to a semester. If the first offense is severe enough, the student may be banned from any bus immediately following that first offense.

Bus drivers will turn in referrals when they determine a student has caused a significant disruption to create a safety problem for the driver. Referrals will continue to be mailed to parents as they are turned in. When two referrals have been turned in, the principal will call the parents informing them of the suspension.

If the driver and principal determine a discipline problem is serious enough, the first referral may constitute suspension.

Parents need to keep in mind a driver does not turn in referrals for every incident. By the time a referral has been turned in, there have been several warnings.

SAFETY DRILLS

The principal and faculty members of each school building will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the specific alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. These procedures will be developed to ensure the complete safety of children and other school personnel. An Emergency Procedures Guide is located in every building in designated locations. Ten drills must be conducted each year, as follows:

- Fire drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. All students and teachers shall participate.

- Intruder drills will be practiced at least once each semester of the school year. The drills shall be conducted within the first 15 days of each semester. Student involvement shall be determined by the superintendent in consultation with the building principal.
- A tornado drill will be conducted two times per year, one in September, and one in March.
- Lockdown drills will be conducted twice a year, once each semester, at different times of the day.
- Other safety drills, as determined by the principals of each building, shall be conducted twice during the school year.

ILLNESS AT SCHOOL

If you become ill during the day, you should go to the principal's office where your parents will be notified and your absence cleared.

If you should need special care at school due to some condition such as diabetes, epilepsy, asthma, rheumatic fever or a heart condition, we will be able to give you special attention if you will give the necessary information to the principal with a statement from your parents or your doctor concerning your difficulty and your care.

MEDICATION

ADMINISTERING TO STUDENTS

It is the policy of the Fairview Board of Education that if a student is required to take medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
 - A. student's name,
 - B. name and strength of medication,
 - C. dosage and directions for administration,
 - D. name of physician or dentist,
 - E. date and name of pharmacy, and
 - F. whether the child has asthma or other disability which may require immediate dispensation of medication.
2. The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:
 - A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
3. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
 - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.
- E. Definitions:
1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label.
 2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
 3. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription to the parent or guardian only.

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

The policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1
 59 O.S. §353.1
 70 O.S. §1-116, et seq.
 Adopted February 4, 2013

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICINE

CES must have written authorization from a parent or guardian; a physician's statement that the student is capable and trained to self-administer the prescribed medication, and a supply of prescribed medication to be provided to the school by the parent or guardian, a written disclaimer of liability by the school district to the parent or guardian, and a written acknowledgment by the parent or guardian of that disclaimer of liability. The permission is good for this school year and is renewable. (70 O.S. supp. 20021-116.3)

MEDICAL TREATMENT

Minor cuts and abrasions are cleaned with soap and water and covered with a bandage. In case of serious illness or injury to pupils while at school, we will attempt to contact the parents. If we are unable to locate the parents, we immediately refer the child to the family physician listed on the enrollment card.

IMMUNIZATIONS

The following immunizations are required by state law before a child may enter school, or the parent must show a record in which the child is in the process of updating their immunizations.

Kindergarten – 3rd Grade

- 5 doses DtaP
- 4 doses Polio
- 2 doses MMR
- 3 doses Hep-B
- 2 doses Hep-A
- 1 dose Varicella (Chicken Pox)

4th Grade – 5th Grade

- 5 doses DtaP
- 4 doses Polio
- 2 doses MMR

COMMUNICABLE DISEASE POLICY

The Board of Education has concern for the health of students and staff in the district. Any person with knowledge of suspected or confirmed cases of communicable diseases is responsible for reporting this information to the appropriate personnel. Exclusions from school may be required when it is deemed necessary to promote the safety and well being of all students and staff. The Board of Education recognizes the possibility of students and staff acquiring and/or transmitting a communicable disease, which may or may not be life-threatening. Communicable disease conditions shall be evaluated on an individual basis considering three prime factors:

1. Degree of life-threatening condition;
2. Degree of communicability; and
3. Whether or not the communicable disease has been or should be medically confirmed with laboratory documentation.

Responsibility for evaluating conditions of life-threatening communicable diseases shall rest with a designated team of appropriate persons. The superintendent of schools shall serve as chairperson for this team.

Responsibility for evaluating the condition of non-life threatening communicable diseases shall rest with the school nurse, if available, and if not, the county health nurse and/or doctor.

Fairview Public Schools will follow the Oklahoma State Department of Health guidelines for the control of communicable diseases.

Any child or employee with a communicable disease is to be excluded from school attendance until after the period of contagion has passed (established by law, legal reference *O.S.L. 1982, Section 708*).

COMMUNICABLE DISEASES PROCEDURES

Any student or employee who has any of the following communicable diseases must follow the procedure recommended by the State Health Department and approved by the health committee of the Major County Medical Association.

AIDS: The Fairview Public Schools will continue to monitor information available through the Center for Disease Control relative to children and adults diagnosed as having Acquired Immune Deficiency Syndrome (AIDS) or Aids Related Complex (ARC).

MENINGITIS: Meningococcal disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood.

Signs and symptoms of Meningitis

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

The Disease is spread by droplets in the air and direct contact with someone who is infected. If your child has symptoms of meningococcal disease contact your health-care provider immediately. Vaccines can prevent many types of meningococcal disease, but not all types. 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 travelling to certain parts of the world.

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

CHICKEN POX: Child may return to school one week (6 days) from day first eruption appeared (scabs may be present).

CONJUNCTIVITIS: (Red or inflamed eyes - "Pink Eye") All children are excluded from school and instructed to get medical care.

IMPETIGO: Child may return to school when skin has returned to normal smoothness (there may be still a slight redness).

HEAD LICE: Children with active infestation (crawling lice, nits within one-half inch of scalp, and treatment history) **must be sent home**. They must be treated with medicated shampoo. They should return to school the morning after he/she has been treated.

After the first infestation, the child must be checked and discharged in writing by the Major County Health Department. Parents are encouraged to check children's heads daily to see they are not reinfested. A child must return to school within 1 day after he/she has been sent home or case is turned over to juvenile department.

After the third infestation, a no nit policy will be enforced for the remainder of the school year.

HEPATITIS: Type A hepatitis is most common type in school-age children. It is only passed through oral-fecal route and unlikely to be communicable at school. No school exclusion is required. Encourage proper hand washing technique (before eating and after going to the bathroom).

RUBEOLA (Red Measles): Child may return to school when entirely recovered and skin is clear. This is a serious illness, and we suggest your physician make the decision regarding recovery.

RUBELLA (Three-Day Measles): Child may return to school when skin is clear.

MUMPS: Child may return to school when all swelling has subsided or 9 days has elapsed since first swelling.

RINGWORM: Each infected area must be covered while child is in school. If scalp ringworm, a washable cap must be worn.

SCARLET FEVER OR SCARLETINA: Child excluded from school until he/she has been on antibiotics for 48 hours. Contacts: child may attend school when a member of the family has scarlet fever or scarletina providing he/she has no symptoms, fever, or sore throat.

SCABIES: Excluded from school for 24 hours after treatment. Itching may persist for several weeks.

All exclusions and returns must be checked by the principal of the school or the employee's supervisor, in coordination with the superintendent of schools.

*Communicable Disease Evaluating Team:

1. Superintendent of Schools
2. School Nurse, if available; if not, the County Health Nurse and/or Doctor
3. Student or staff member's physician
4. Public Health Official
5. School Principal
6. School Attorney, when appropriate
7. Procedure: Any currently enrolled student infected with AIDS will be temporarily assigned class work to be worked on at home until the evaluating team determines the child's placement.

AND FINALLY . . .

Since public schools are a concern of practically every citizen, they are also a prime target for a great deal of criticism.

Undoubtedly some criticism is justified. However, most criticism stems from a lack of knowledge and understanding of the program of instruction in schools. It is the responsibility of parents who have children in school to understand the programs and policies so they may help to eliminate misunderstandings.

If you have a concern that your child is not being dealt with in a fair and/or appropriate manner, you are asked to observe the following procedures that are standard in any school district.

1. Check with the teacher in an effort to find out what is going on and to resolve the conflict.
2. If you feel you have not gotten any satisfaction from the teacher, you should immediately contact the principal for his help in the matter.
3. If you get no help from the principal, you should contact the superintendent.
4. If you have gone through the above three steps and have not been able to resolve your problem, then it is appropriate to take your concern to the school board.

If you have questions in regard to some phase of school operations, please check with the school. We shall be pleased to discuss any concern or question with you.

SUMMARY OF CHANGES

