

TUTTLE INTERMEDIATE



STUDENT HANDBOOK 2018-2019

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**STUDENTS:
IF YOU ARE CONCERNED ABOUT YOUR SAFETY OR
THAT OF YOUR FRIENDS, OR KNOW OF A THREAT TO
YOUR SCHOOL:**

PLEASE CALL TOLL FREE 1-877-SAFE-CAL(L) OR

1-877-723-3225, A FREE CALL IN ALL 77 COUNTIES

**ANONYMOUS AND CONFIDENTIAL
THIS CONFIDENTIAL SCHOOL SAFETY HOTLINE IS A SERVICE OF THE
OKLAHOMA STATE DEPARTMENT OF EDUCATION – JANET BARRESI,
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION IN COOPERATION
WITH COMMISSIONER OF PUBLIC SAFETY BOB RICKS.**

TUTTLE INTERMEDIATE POLICY HANDBOOK

INTRODUCTION

You are sending us your most precious possession, your child, for a meaningful learning experience. The administration, teachers, and support personnel have spent many hours in preparation and are excited about the coming year.

SCHOOL MISSION STATEMENT

With a goal of developing a foundation for lifelong learning, The Tuttle Public Schools provides the competencies for all students through encouragement, opportunities, and resources to acquire those attitudes and skills necessary for a productive future for: learning, and working in the twenty-first century.

ARRIVAL AT SCHOOL

School will start at 8:00am and dismiss at 3:10pm. Students should not arrive at school before 7:40 as staff members are not on duty and there is no supervision. Upon arrival students should go to the north doors to enter the building. If you bring your child to school, please drop them off at the sidewalks between the north and south doors in order to stay clear of buses unloading.

MINUTE OF SILENCE

At the beginning of each school day in which students are present at school, the District shall observe one minute of silence for the purpose of allowing each student, in the exercise of his or her choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. After a minute of silence, the administrative staff shall indicate over the intercom that the minute of silence is concluded.

ATTENDANCE

It is of utmost importance that students be in school every day. Irregularity in attendance is the most frequent cause of unsatisfactory work and school failures. There may be some occasions when absence is necessary. When such is the case, the parent should notify the school office. It is the students responsibility to confer with teachers regarding makeup work. Following are acceptable reasons for absence:

1. Illness
2. Death in the immediate family
3. Necessary medical attention. A note from the attending physician is helpful.
4. Unusual opportunity for travel. Parents should make arrangements in advance with the teacher.

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

Attendance is important! Schools are required by state law to keep an accurate record of attendance. A student may not miss more than 10 days per semester. The ten absences can be for any reason. Legitimate illness accompanied by a doctor's statement may be deducted from the ten, depending upon the decision of the attendance review council, made up of : the principal, teacher and counselor. A student and their parents will be notified at the 5th, 7th, and on the 9th absence, and the person must meet with the attendance review council. In order to remain in school and receive credit, a student must make up, hour for hour, each absence over the ten. Parents should call the school prior to or on the day of the student's absence.

TARDIES

Tardiness interferes with your child's instructional and learning process. Intermediate school begins at 8:00AM. If you bring your child to school please drop them off by 7:55AM so they can participate with the morning flag salute and school creed. Tardies will be dealt with in the following manner.

- 3 tardies - letter sent to parents from office
 - 4 tardies - 20 minutes before/after school detention
 - 5 tardies - 40 minutes before/after school detention
 - 6 tardies - one day in-school suspension (ISS)
- (Tardies start over every nine week period)

EARLY DEPARTURE

If it becomes necessary for you to pick up your child anytime before regular school dismissal, go to the office and sign your child out. This is a protective measure both for your child and school personnel.

WITHDRAWALS

Parents who wish to withdraw their child from school must follow these steps:

1. Inform the teacher at least one day prior to leaving.
2. Make sure all charges are paid to the cafeteria and school property is returned.
3. Pick up withdrawal slip from the office.
4. Leave the forwarding mailing address.

EMERGENCY INFORMATION: EARLY DISMISSAL, DELAYED START, SCHOOL CLOSING

The Tuttle Public School Board of Education is concerned with the safety of students first and the non-interruption of their education second. Since the general winter weather conditions may require either that school be canceled at times or that students be dismissed early, the following information is being provided for parents: In the event school is closed because of inclement weather, parents are asked to listen to local radio and television stations. We list our school as Tuttle Schools. As soon as the decision to close school has been made, the Superintendent will notify the radio and television stations. Occasionally school is dismissed early. Make arrangements with your child so that he/she will know what to do in this case.

DELAYED START

Rather than closing for an entire day, there are times when weather conditions are such that it becomes necessary to delay the opening of school. This will be announced by the regular TV and radio announcements, after 6:00AM on the day affected. Please consider the following:

1. Plan for appropriate delays in school bus transportation pickups.
2. Assume a normal dismissal time at the end of the day.
3. Arrange for a neighbor to watch the children if no adults remain in the home. Early arrivals are discouraged. It is possible that no staff members would be in the building.

SCHOOL CLOSING

Factors used in deciding to close schools are current weather conditions, weather predictions, wind speed, and road conditions. If possible, a decision is made prior to 10:00PM news. Otherwise, a decision will be made by 6:00AM.

EMERGENCY CARDS

Please be sure to inform the school of any changes needed on a child's enrollment form during the school year. One of the most important uses of this form is to contact a parent when a child is injured or ill at school. If a parent changes employment, telephone numbers, doctor and emergency contacts, please keep the school informed.

DISCIPLINE

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

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With the understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person. Each classroom teacher has aligned his/her classroom rules and expected behaviors with those of the School's Discipline Plan. We expect all students to exhibit behavior that is befitting and proper for the school setting.

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school.

In order that you might have a optimum learning atmosphere, we ask that a few basic rules be impressed upon you and these rules be followed:

SCHOOLWIDE RULES

1. Follow directions the first time they are given.
2. Be in class on time.
3. Bring paper, pencil, books, and completed assignments daily.
4. Keep hands, feet, and objects to yourself.
5. No cursing, or bad language, fighting, or cruel teasing of others.
6. Walk while in the building and on the sidewalks.
7. Bathroom facilities should be taken care of as those at home.
8. Toys of all kinds should be kept at home unless otherwise specified by the teacher.
9. Eating candy and chewing gum will not be allowed in the classroom except for special occasions.
10. Beauty products do not need to be brought to school.
11. Music players of any kind are not allowed.

PLAYGROUND RULES:

1. Obey the playground teacher.
2. No fighting, karate kicking, cursing, or teasing.
3. No throwing of objects, only balls are to be thrown.
4. Follow safety rules for equipment.
5. Play in assigned areas only.
6. Go immediately to your line when the whistle is blown or the bell rings.

CAFETERIA RULES:

1. No cutting in line, running, pushing, or shoving.
2. Obey all cafeteria personnel.
3. Stay in seat until finished. Go through the line one time only.
4. Keep your area neat and clean. Throwing food will not be tolerated.

REWARDS:

When a child chooses to follow the rules and shows appropriate behavior, he/she will receive rewards to be decided by each individual classroom teacher.

CONSEQUENCES:

If your child chooses by his/her behavior not to abide by the school/classroom rules, the consequences may be as follows:

1. **Counseling** - May involve the classroom teacher, counselor, or administrator.
2. **Classroom Management** - Teachers may give/or take away assignments or activities for behavior modification.
3. **Detention** - Student will be required to make up time after school. Detention is a supervised 40 min. period of time to be spent in a designated area. Parents will be responsible for seeing that the student is picked up at the stated dismissal time. After the first two weeks of school, detention will be assigned for disruptive behavior. If a child chooses to waste time during the school day by displaying disruptive behavior, he/she must give that time back to the school. After school detention days are Tuesday and Wednesday.
4. **In-School Suspension**- The student will be allowed to come to school but will be isolated or restricted from the main flow of daily routine. The student will be required to complete all classroom assignments.
5. **Home Suspension** - The student will not be allowed to come to school or make up classroom assignments.

If the student has not served the assigned detention within three school days, a disciplinary referral will be written and he/she will receive **ONE DAY IN-SCHOOL SUSPENSION**.

REPEAT OFFENDERS: Those students serving detention for disruptive behavior more than twice in one week may receive **ONE DAY IN-SCHOOL SUSPENSION**.

SEVERE CLAUSE: The following offenses are considered severe and will be dealt with individually.

1. **Fighting**
2. **Bullying**
3. **Stealing**
4. **Defiance of Authority**
5. **Willful and malicious intent to harm another or school property**
6. **Repeated offenders (Detention more than twice in one week)**
7. **Possession of, or under the influence of drugs, inhalants, alcohol, or any other controlled substance and/or possession of a dangerous weapon will result in a recommendation for expulsion.**

Discipline for fighting will result in the following:

- 1st Offense - 1 to 2 days In-School Suspension
- 2nd Offense - 2 to 4 days In-School Suspension or 3 days home suspension
- 3rd Offense - 3 to 5 days In-School Suspension or 3 to 5 days Home School Suspension

Students suspended out-of-school for (10) days or less shall have the right to appeal the decision of the administration to a local committee. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.

The authority of administrators to suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out-of-school or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school

BUS REGULATIONS AND DISCIPLINE

Free transportation in district-owned buses is furnished to students who reside one and one-half miles or farther from school. All buses used by the Tuttle Public Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help the driver maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his/her care; any student may be removed from the bus who persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver.

When a student is referred to the principal's office for a bus discipline problem, the following steps are taken unless the safety of the other students is in jeopardy:

- 1st: Student will be taken to the office, his/her parents will be contacted and he/she will have detention.
- 2nd: Student will be taken to the office and will have 3 days off the bus.
- 3rd: Student will be taken to the office and will have 2 weeks off the bus.
- 4th: The student will be required to stay off the bus for the rest of the semester.

SPECIAL EDUCATION DISCIPLINE

When considering disciplinary measures for special education students the following should be considered:

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

DUE PROCESS

Long Term Suspension

A student suspended from Tuttle Schools will be allowed an informal hearing in which the student and parents are told the nature of the accusation. Once a principal has met with the student, the principal can decide the length of the suspension. Students are ineligible to participate in or attend extracurricular activities during a suspension. Students may be suspended for more than ten days (long term) or less. Students suspended for less than ten days may request their case be brought before a suspension committee.

If the student is suspended for more than ten days, he/she will be allowed a formal hearing.

STEP: 1 If the student or parent wishes to appeal the long-term suspension, they must notify the principal within forty-eight hours that they intend to appeal. After the student serves five school days suspension, and before he/she is readmitted to school, the principal will provide a hearing on or before the fourth school day after being notified in which the student and parents may participate. The hearing will be conducted by the principal.

STEP 2: If the student and parents involved are not satisfied with the ruling of the principal, an appeal may then be made with the superintendent for an evidentiary hearing to be conducted by a designated hearing officer. This appeal shall be made in writing within forty-eight hours of the principal's decision. The hearing officer will hear the appeal within five days after proper notification.

STEP 3: If the student and parents are not satisfied with the decision of the hearing officers, an appeal may be made to the Board of Education in the following manner:

1. The notification of appeal must be made in writing to the Board of Education through the Superintendent's office within forty-eight hours after the hearing officer's decision is rendered. The Board of Education will hear the appeal as soon as possible.

2. The student will be advised that he/she may be present at the Board hearing accompanied by a representative to act on his/her behalf, as well as the school official.
3. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.
4. During the hearing the student or his/her legal counsel shall have the right to examine evidence, examine and cross-examine witnesses, and present evidence and testimony on behalf of the student. The school official shall have the same stated right.
5. The decision of the Board of Education will be final (School Laws of Oklahoma, 1982, Chapter I, Article XXIV, Section 393)

SHORT TERM SUSPENSION

A student suspended from Tuttle Schools will be allowed an informal hearing in which the student and parents are told the nature of the accusation.

If the student is suspended for 10 days or less, he/she will be allowed a formal hearing with a suspension committee made up of principal, counselors, and teachers.

Procedure:

If the student or parent wishes to appeal the decision, they should request a hearing in writing within 24 hours. The hearing would then take place 24 hours of notification. The decision of the committee is final.

Students may have the opportunity to present their case before the committee, as will the administration. Student formal statements and appropriate documentation will be provided in writing when feasible.

The committee has the right to decide who to question and the procedures for the hearing.

Students on suspension for non-violent or non-drug related offenses may continue their education according to Tuttle Elementary/Intermediate School Educational Plan. This plan allows parents of suspended students to pick up the student's work after 3 days of a 5 day suspension or after 5 days of a longer suspension. The student shall complete all work and will receive credit for work completed after the 3rd day of a 5 day suspension or after the 5th day of a longer suspension.

It is the parent's statutory responsibility to provide a "supervised, structured environment" and assume "responsibility for monitoring the students educational progress" (HB2130).

RETENTION OF STUDENT APPEALS PROCESS

If a parent or guardian disagrees with the decision of the teacher or teachers to retain a student the following process will be used.

The parent or guardian, if dissatisfied with the recommendation, may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the recommendation. The parent or guardian may appeal the decision by complying with the district's appeal process which starts with a meeting of the student's parent or guardian, student's teacher(s) and the building principal.

If a disagreement still exists, the next step for the parent or guardian is to request an appointment, in writing, with the Tuttle Superintendent of Schools to discuss the recommended student placement.

If the parent or guardian does not agree with the finding of the Superintendent, the parent or guardian may request in writing to appeal before the Board of Education. The appeal will be heard at the earliest possible convenience. The decision of the Board of Education will be final.

SCHOOL DRESS

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

- Shirts advertising alcoholic beverages, or those with obscene or questionable printing on them will not be permitted.
- Because of their destructive nature, no metal cleats or taps will be permitted on boots or shoes.
- Students will be advised to use a Dollar Bill (which is six(6) inches) length wise from the bottom of knee cap to their thigh. Any shorts/skirts/dresses that are inside or touching this range will be acceptable. Students are asked to check this before they wear any shorts/skirts/dresses to school. If length of the clothing is in question the student will be sent to the office where they may then change or be sent home to change.
- Any skin exposed including holes must be at or below short length requirement.
- No saggy fitting jeans or shorts will be allowed. Underwear must not show above the shorts or pants. The waist band of the article of clothing is to be worn around the waist.
- Long, heavy chains, similar to those attached to some wallets, which can be slung or wrapped around the hand will not be allowed at school or school activities.
- No bare midriffs. All shirts should be tucked in or should be long enough that when the students puts their hands on top of their heads, no skin shows.
- Tube tops or halter tops are never to be worn. Straight back tank tops are allowed if shoulder straps are AT LEAST 1 INCHES WIDE. No off-the-shoulder tops, racerbacks, or backless garments are allowed.
- Hats, caps, stocking caps, and sunglasses will not be worn inside the school building or carried to classes.
- Any clothing that inappropriately exposes the body is not permitted.
- Hair Color: Natural hair colors are the only colors of hair accepted.

LOST ARTICLES

Articles found in and around the school should be turned into the main office where the owners may claim their property by identifying it.

CAFETERIA AND LUNCH PERIOD

Breakfast is served in the cafeteria each morning between 7:40-8:00 and only those eating breakfast are allowed in the cafeteria before school. Free and reduced lunch prices also apply to breakfast. Free and reduced lunch applications are available at the principal's office.

Parents who come eat with and bring their child's lunch are asked not to share or provide lunch for other students. All classroom treats will be eaten in the classroom and not in the cafeteria.

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch period.

CAFETERIA COLLECTION PROCEDURES

Lunch money can be brought Monday through Friday. It will be the student's responsibility to turn in his or her lunch money, in a sealed lunch envelope, to the school office.

TELEPHONE USAGE

The office phones are not available for student's personal use. Emergency calls will be made through the office. Please resolve after-school plans before your child leaves for school. We gladly accept emergency changes in transportation.

CELL PHONES and SMART WATCHES

The Intermediate School is having an increasing number of school disruptions created by students' cell phones/Smart Watches. This involves phones ringing, students text messaging, and students talking on their cell phones/Smart Watches during school hours. Therefore, new rules have been established.

Cell phone/Smart Watch on during school hours This will result in one day of after school detention. (All phones must be off from the time the student arrives at school until school is dismissed.)

Cell phone/Smart Watch being used for text messaging, talking, videoing, etc. This will result in one day of ISS.

Repeated use of phone/Smart Watch will result in 3-5 days of ISS. In addition, the phone/Smart Watch will be taken up and a parent will need to call the school and come to pick up the phone.

VISITATION PROCEDURES

All parents and other adult visitors are invited to come to Tuttle Public Schools at any time. Please inform the office upon arrival at the building. This ensures the safety of our children from strangers wandering through the building.

Classroom teachers welcome parent visitors into the classroom. Prior arrangements with the classroom teacher for specific visiting time should be made. This enables the parents to visit a specific activity, rather than lunch and/or recess.

Please make an appointment if you wish to have a parent/teacher conference.

STAYING INSIDE

All Students are expected to go outside for recess when weather permits. We make every effort to assure that the climate and grounds are conducive for play.

IF YOUR CHILD IS WELL ENOUGH TO COME TO SCHOOL PLEASE DRESS THEM ACCORDINGLY (i.e. during winter months, they need to bring hats, gloves, coats/jackets daily, please have these articles LABELED) FOR OUTSIDE PLAY.

SCHOOL INSURANCE

School insurance is available for each student. Purchase of this program is optional. Claims must be handled through the Activity Director's office.

GRADING SYSTEM AND REPORT CARDS

Level of Achievement

Rating Key

A - 90-100

B - 80-89

C - 70-79

D - 65-69

F - Below 65

S - Satisfactory

U - Unsatisfactory

I - Incomplete

MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Tuttle Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a 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.

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

- A. purpose of the medication,
 - B. time to be administered,
 - C. whether the medication must be retained by student for self-administration,
 - D. termination date for administering the medication, and
 - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
 - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
 - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
 - C. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
 - D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

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 medication 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.

This 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.

SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

In compliance with state law, the Tuttle Public Schools permits the self-administration of inhaled asthma medication by a student for treatment of asthma. The parent or guardian of the student must provide the district with written authorization for the student to self-administer the medication. The parent or guardian must also provide a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

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

REFERENCE: 70 O.S. §1-116.3

MEDICATIONS GIVEN AT SCHOOL (REGULATION)

Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.
2. The school nurse:
 - A. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
 - B. Communicates between the physician, parent, student, and school personnel concerning medications;
 - C. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
 - D. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.
3. Designated school employees:
 - A. Are responsible for knowing and following the policy and correct procedures outlined for administering medications at school and
 - B. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

FLOWERS AND BOUQUETS

Flowers or balloon bouquets will not be delivered to students in class because it is a distraction and disrupts learning. A message will be given to that student instructing them to pick-up the bouquet in the office after school. Home delivery would be more desirable.

SCHOOL GROUNDS

It is the responsibility of the students to keep our facilities and grounds clean and attractive. Treat them as you would your own home.

PARENTS

These are a few things that will make for a better school year for your child and for our faculty.

1. Label all items such as coats, jackets, lunch pails, etc. with your child's name.
2. Make certain he/she knows what to do should they arrive home before you do, particularly in the event of inclement weather.
3. The school cannot be responsible for toys or other non school items.
4. Do not let your child bring to school larger sums of money than needed.

HEAD LICE

If a student is found to have live lice or nits (lice eggs) present in their hair at school, the parent will be called and asked to pick up their child and begin treatment. School Laws of Oklahoma require that a student who has head lice must have a note signed by a health professional (physician, health nurse, or health department) in order to return to school. The student must have a note signed by a health professional and be completely nit free to return to school.

ANNUAL NOTICE OF FERPA RIGHTS

On February 8, 1988 the School Board of the Tuttle Public Schools, adopted a student records policies and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of this policy will be kept in the superintendent's office, each principal's office and the special education coordinator's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Tuttle School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform your child's principal of that concern.

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides

not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the

School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of records request unless it states in its annual notification that it intends to forward records on request).

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

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

The Tuttle 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, etc.)**
- 5. The student's extra-curricular participation**
- 6. The student's achievement awards or honors**
- 7. The student's weight and height if a member of an athletic team**
- 8. The student's photograph**
- 9. The school district the student attended before he or she enrolled in the school district.**

The above director information will not be released if the parent, guardian or student himself, if he is eighteen (18) years or older, notifies Tuttle Public Schools that any or all of the designated information is not to be released. Tuttle Schools should be notified within a reasonable amount of time (3-5 days) after this public notice has been given.

A translation will be provided for anyone not able to read and understand the policy or for anyone not able to read and understand English.

If you are found to be enrolled under false pretense then your enrollment will be Terminated.

TUTTLE PUBLIC SCHOOLS SCHOOL BOARD POLICY

CIVIL RIGHTS POLICY

The Tuttle Board of Education complies with the Civil Rights Laws (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990) in assuring the students, parents, and employees of District I-97 that the district does not discriminate on the basis of race, color, national origin, sex/gender, age, religion, veteran status, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of the operations. The Tuttle District also does not discriminate in its hiring or employment practices. The Superintendent is designated by the Board of Education to coordinate the school district's efforts to comply with this assurance.

It is the intent of the Tuttle Board of Education to review and update its compliance and assurance statement yearly and to publish said statement in the local newspaper each year upon the Board's review.

Grievance Procedure:

DEFINITIONS

CIVIL RIGHTS ACT: (Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990): Laws passed by the U.S. Congress to eliminate discrimination and denial of services on the basis of race, color, national origin, sex/gender, age, religion, veteran status, or disability.

GRIEVANCE: A complaint by an individual (student, employee or patron) in the school district whereby the person alleges a violation, misinterpretation of inequitable application of the civil rights acts.

STUDENT: Any person enrolled as a student in any school and/or education program authorized by the Tuttle Board of Education.

EMPLOYEE: Any full-time or part-time teacher, secretary, clerk, custodian, cleaner, administrator or other person receiving compensation for service rendered to the Tuttle Board of Education.

CIVIL RIGHTS COMPLIANCE OFFICER: That person designated by the Tuttle Board of Education to coordinate compliance efforts with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 and to investigate complaints. The Civil Rights Compliance Officer for Tuttle Public Schools is the Director of Federal Programs

General Provisions:

A grievance must be filed in writing with the Civil Rights Compliance Officer within 10 days (2 working weeks) of the date of the alleged civil rights violation. *In the event the discrimination complaint alleges discrimination by the Civil Rights Compliance Officer, then the Superintendent of Schools will appoint a district administrator to serve as an impartial investigator in the case.*

No person shall suffer recrimination or retaliation because of participation in this grievance procedure.

Whenever possible, any hearings held pursuant to these procedures will be scheduled during a mutually convenient time that does not conflict with the regularly scheduled school programs.

Confidentiality will be observed, if desired, pending resolution of the grievance.

Nothing contained herein shall be construed to limit in any way the option of the Tuttle Public School District and the grievant to resolve any grievance mutually and informally.

These grievance procedures will not be required to be followed if other procedures for resolution are available (i.e., teacher contracts).

Procedure:

1. Once the grievance has been filed, the Civil Rights Compliance Officer, *or appointed impartial designee of the Superintendent*, shall investigate the complaint with the parties concerned and issue a written report of findings and recommendations to the parties and the superintendent within one week (5 working days) of receipt of the grievance complaint. *All parties of the grievance complaint will have the right to present witnesses and other evidence during the investigation process of the Civil Rights Compliance Officer, or appointed impartial designee, if the allegation of discrimination complaint is against the Civil Rights Compliance Officer. If the parties of the grievance is/are not satisfied with the findings of the Civil Rights Compliance Officer investigation, they will be allowed to present witnesses and other evidence in an appeal to the Superintendent of Schools. This appeal must be made in writing to the Civil Rights Compliance Officer during the one week (5 working days) response period of the superintendent to the parties of the grievance complaint.*
2. Response by the superintendent *to the parties of the grievance complaint* shall be given in writing within one week (5 working days) *from the date of the Civil Rights Compliance Officer's written report of findings and recommendations to the Superintendent. In the event the grievant/s file a written appeal of the Civil Rights Compliance Officer's findings, the Superintendent will have one week (5 working days) of written receipt of the grievant/s appeal request to complete a written response. The grievant/s will have the opportunity to present witnesses and other evidence to the Superintendent during the appeal process.*

3. If the grievant is not satisfied with the results of the superintendent's recommendations, a written appeal may be made to the Tuttle Board of Education within two weeks (10 working days) *from the date the written receipt of appeal is received by the Superintendent*. The board will hear the appeal at the next regular *Tuttle Board of Education* meeting or within thirty (30) calendar days *of written receipt of appeal to the Superintendent by the grievant/s*. Local board hearings shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates and specific charge, right to counsel, right to present witnesses, right to cross examine and to present written statements. The decision of the board shall be by majority of the members at the meetings, which shall be public.
4. The Tuttle Board of Education will then issue its finding and recommendations in writing to the grievant within thirty (30) days.

Assurances:

Tuttle Public Schools will take steps, as appropriate, to remedy the effects of and prevent the recurrence of discrimination of which it has notice.

TUTTLE PUBLIC SCHOOLS SCHOOL BOARD POLICY

Grievance Form

1. Name and Address of Charging Party (Grievant):

2. Date: _____

3. Phone numbers where I may be reached: Home: _____

Office or Cell: _____

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

5. Please identify any documents or other materials which support your grievance. If documents or materials are in your possession; please attach copies to this grievance:

6. Please identify what action or relief you are seeking as a result of this grievance:

Signature of Grievant

IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM, PLEASE CONTACT THE DISTRICT COMPLIANCE OFFICE FOR ASSISTANCE OR ACCOMMODATION.

Jeff DeWitt
District Compliance Officer
Tuttle School District
515 E. Main St.
Tuttle, OK 73089

ASBESTOS DISCLOSURE

Inspection of district facilities for asbestos has been conducted and Asbestos Management Plans have been developed in accordance with state and federal regulations. There is no need for removal of the asbestos at this time.

Every six months the buildings will be surveyed to see if the condition of the asbestos has changed. If there is a change in the condition, proper steps will be taken to ensure the safety of all students, employees, and other occupants of the buildings.

Asbestos Management Plans are available for review in the administration office.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Tuttle Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

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

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

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

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:
 - A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
 - B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 - C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
 - D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.
3. **Netiquette.** All users must abide by rules of network etiquette, which include the following:
 - A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.
 - D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

4. **Cyber Bullying** - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:
- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
 - Spreading rumors about others through email, IM, or text messages.
 - Creating a Web site or MySpace (or other social-networking) account that targets another student or other person(s).
 - Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
 - Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Tuttle Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
3. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using FortiGuard for our technology protection measure to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

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

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

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

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

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

Failure To Follow Policy

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

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

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

**REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [l])
Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)**

THIS POLICY REQUIRED BY LAW.

HARASSMENT

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

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

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

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;

HARASSMENT (Cont.)

3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

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

A copy of this policy will be furnished to each student and teacher in this school district.

**REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2**

THIS POLICY REQUIRED BY LAW. **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING** **(REGULATION)**

The Tuttle Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication, directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student's property;
- C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or
- D. 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.

2. The "Reasonable Person" Standard

In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

- A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.
- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Tuttle Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Tuttle Public Schools is committed to providing appropriate and relevant training to staff regarding

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers. _

B. Tuttle Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal..

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop ~~intimidation, harassment, and bullying~~. An administrative response to a ~~reported act of intimidation, harassment, or bullying~~ may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

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

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

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.tuttleschools.info and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

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

“Electronic communication” means the communication of any written, verbal, pictorial information, or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of

INVESTIGATION PROCEDURES (Cont.)

students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 3 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Meningococcal Disease

Public Health Fact Sheet Public Health Fact Sheet

What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There were an average of 18 cases of meningococcal disease each year in Oklahoma between 2005 and 2009.

How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

Who is at risk of getting this disease?

10% or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called "asymptomatic carriage". Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococemia. Some groups of people have a higher risk of meningococcal diseases, such as first year college students living in dormitories or new military recruits living in

barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease.

What are the symptoms?

As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone are used to treat meningococcal disease.

Should people who have been around a person infected with meningococcal disease receive treatment?

When meningococcal disease occurs in one person, only the people who have had recent close contact with that

person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate

contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such

people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or

azithromycin) from their physician. The health department will contact the individuals who are recommended to

receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, coworkers,

or those in a factory setting are not at increased risk of disease when a single person has meningococcal

illness. When clusters or outbreaks occur, the health department may expand the recommendations for which

groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure

to *Neisseria meningitidis*.

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Is there a vaccine to prevent meningococcal disease?

Three types of meningococcal vaccines are available in the US. They are protective effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y,

and W-135. The vaccines do not protect against type B which accounts for about 1/3 of the meningococcal

illness that occurs in adolescents in the US. Consult with your primary care physician or the local health department about receiving the vaccine.