

# BILLINGS PUBLIC SCHOOLS

311 North Central – Billings, Oklahoma 74630

Phone 580-725-3271

Fax 580-725-3278

Legal Last Name		First Name		Middle Name	
SS Number (optional)	Date of Birth	Sex	Home Phone	Cell Phone	
Last School Attended	Physical Address				
Mailing Address (if different)				Grade Level	
Ethnicity (mark one): <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic		Race (mark one): <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Native Amer <input type="checkbox"/> Pacific Island <input type="checkbox"/> Asian <input type="checkbox"/> Multi-Racial			
Transportation	<input type="checkbox"/> Bus <input type="checkbox"/> Car <input type="checkbox"/> Walker		Birth Place: City _____, State _____		
Primary Household Information: Name of person(s) with whom student is living					
Living with (check one)	<input type="checkbox"/> Both parents <input type="checkbox"/> Father only <input type="checkbox"/> Mother only				
	<input type="checkbox"/> Foster parent <input type="checkbox"/> Guardian <input type="checkbox"/> Mother/Stepfather <input type="checkbox"/> Father/Stepmother				
	<input type="checkbox"/> Relative <input type="checkbox"/> Other _____				
Father or Male Guardian Name		Place Employed	Work Phone	Cell Phone	
Mother or Female Guardian Name		Place Employed	Work Phone	Cell Phone	
List All Other Students That Live in the Home					
	Name	Birthdate	Relationship to Student	School Attending	Grade
1					
2					
3					
4					
Emergency Contact Information: List two persons (other than yourself) usually available during the school day who have agreed to care for and pick up your student if he/she becomes ill and you cannot be reached. We will attempt to contact parents first.					
Name:		Relationship to Student	Daytime Phone Number		
Name:		Relationship to Student	Daytime Phone Number		
Are there circumstances about the custody of your child that we should know about, which limit the sharing of records, picking up of your child, etc?					<input type="checkbox"/> yes <input type="checkbox"/> no
Is there anyone that CANNOT pick up your child? Please list name and explain.					
(It is the parent's/guardian responsibility to keep the school informed of changes in custody by providing the office current and complete legal documents.)					
Parent/Guardian Signature _____				Date _____	

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STUDENT: \_\_\_\_\_

Please list below any medical conditions, allergies, etc.

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Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**MEDICAL CONSENT FORM**

STUDENT \_\_\_\_\_

Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray examinations and immunizations for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given.

In the event that any emergency arises during school activities/practices etc., an effort will be made to contact the parents or guardians as soon as possible. Permission is granted to the sponsor/teacher/coach to provide the needed emergency treatment to the student prior to his or her admission to the medical facility. (One signature is required.)

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**MEDICATION PERMISSION**

If students need to take medication on a daily basis, parents need to fill out a Medication Permission Form from the office.

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## BILLINGS STUDENT/PARENT HANDBOOK

I understand that it is my responsibility to read the handbook and to be knowledgeable with the contents of the handbook. By having access to the handbook, I am responsible for all the rules and regulations pertaining to me as a student of Billings School.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

I am aware that I and my child have access to the Billings Student/Parent Handbook. I am also aware that it is my child's responsibility to read this handbook and be knowledgeable of the contents in the handbook.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

### FERPA

Dear Parent,

You have the right to restrict what information the school releases to the public concerning your child. In order to provide information on honor roll, coronations, athletic teams, etc. to the newspaper we need your permission to release the following information which the government refers to as directory information.

1. The student's name
2. The name of the parents and other relatives
3. Student's date of birth
4. The student's grade
5. The student's extracurricular activities
6. The student's honors and awards
7. The student's height and weight
8. The student's photograph
9. The student's transcript, class rank, ACT scores to colleges and the military

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

I give you permission to release the following information. ☐ Yes ☐ No

I give permission to release my student's name and/or photo for media purposes.

☐ Yes ☐ No

Student pictures and references to student recognition and achievements may be used on Billings Website.

☐ Yes ☐ No

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### **ACCEPTABLE USE POLICY (AUP) FOR THE DISTRICT NETWORK AND INTERNET**

#### **Reasons for policy**

Billings Public Schools provides computer network and Internet access for its students and employees. This service allows employees and students to communicate information, to learn new concepts, to do research, and to create and maintain data bases and the schools' web pages.

This Acceptable Use Policy is to set guidelines for accessing the computer network and/or the Internet provided by the school district. Users of the district network and Internet access are responsible for their activity on the network.

#### **Acceptable Uses of the Computer Network or the Internet**

The network account provided by Billings Public Schools should be used only for educational opportunities, professional services and/or limited personal use.

If user is uncertain about whether a particular use of the computer network or the Internet is appropriate he or she should consult a teacher or an administrator.

#### **Unacceptable Uses of the Computer Network or the Internet Include, But Are Not Limited To:**

- Installing, using, copying, storing, forwarding or distributing copyrighted software or other copyright protected or trademarked material;
- Uploading programs to the district system without appropriate authorization;
- Sharing of files or downloading file sharing programs;
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs or in any way degrading or disrupting the district computer network system performance;
- Using any district computer to pursue "hacking" internal or external to the district, or attempting to access information that is protected by privacy laws;
- Accessing, deleting, copying, modifying, or forging other users' email, files, or data;
- Damaging computer equipment, files, data, or the network;
- Using, accessing, transmitting, or downloading inappropriate material, messages, or images such as pornography, obscene depictions, and profanity;
- Accessing, transmitting, or downloading offensive, harassing, disparaging, threatening, or defamatory or false statements about others and/or materials;
- Using profane, abusive, or inappropriate language;
- Using a district account by anyone, but the authorized owner of the account;
- Disclosing one's account information to other users or allowing other users to use one's account;
- Taking any actions that affect the ability of other users' to access their accounts;
- Accessing, transmitting, or downloading chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
- Using the network for financial gain or any commercial or illegal activity;
- Using the network for political advertisement, political activity, or solicitation for religious purposes.

#### **Internet Policy**

In compliance with the Children's Internet Protection Act ("CIPA"), Billings Public Schools has implemented filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software used by the district blocks web sites by name.

No software is foolproof and there is still a risk an Internet user may be exposed to a site containing inappropriate materials. An account user who accidentally connects to such a site must immediately disconnect from the site and notify a teacher or administrator. If an account user sees another user accessing inappropriate sites, he or she should notify a teacher or administrator immediately.

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### **Internet Policy (cont.)**

In compliance with the Children's Internet Protection Act ("CIPA"), Billings Public Schools has implemented a mechanism to monitor all on-line activities, including website browsing, and other forms of electronic communications. This mechanism may lead to discovery that a user has violated or may be violating the AUP and the law. The school reserves the right to monitor users' online activities, and to access, review, copy, store, or delete any electronic communications or files and disclose them to others as it deems necessary.

Account users shall not reveal on the Internet personal information about themselves or about other persons.

Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's parent or guardian has granted permission.

### **Privacy Policy**

The Network Administrator has the authority to monitor all accounts, including email and other materials transmitted or received via the accounts for legitimate reasons such as, but not limited, to ensuring the integrity of the system, complying with investigation of wrongful acts, or recovering from a system failure. All such materials are the property of Billings Public Schools.

**Account users do not have any right to or expectation of privacy regarding such materials.**

### **Passwords**

Passwords set for the network are confidential, and in order to maintain security, district users shall:

- Use passwords that contain letters and numbers and are difficult to guess;
- Type-in passwords at each log-in (do not set to an automatic log-in-mode)
- Change passwords whenever password may have been compromised.

### **Storage Capacity**

To help use disk space efficiently, users should check their email frequently and delete unwanted messages and other files or data that take up excessive storage space.

### **Penalties for Improper Use**

The use of an account is a privilege, not a right. Inappropriate use may result in suspending or revoking the user's account and other disciplinary action up to and including expulsion in the case of a student and termination of an employee. The school will attempt to have any disciplinary action meet the specific concerns related to each violation. Some violations may result in criminal prosecutions.

### **Disclaimers**

Billings Public Schools makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of accounts. The school is not responsible for the accuracy or quality of information obtained through an account.

Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Billings Public Schools.

Account users are responsible for any losses sustained by the school as a result of intentional misuse of the accounts.

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### **INTERNET ACCESS CONDUCT AGREEMENT**

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I have read, understand, and agree to abide by the terms of foregoing acceptable use and internet safety policy. Should I commit any violation or in any way misuse my access to the school district's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand I have no expectation of privacy with regard to my use of the school district's technology.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or Legal Guardian.** (If applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named-student, I have read, understand and agree that my child shall comply with the terms of the District's policy regarding District-Provided Access to Electronic Information, Services and Networks for the student's access to the District's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet.

Parent/Legal Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### ***BUS RIDER RULES***

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

#### **I. Previous to loading (on the road and at school):**

- A. Be on time at the designated school bus stops – keep the bus on schedule.
- B. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
- C. Wait until the bus comes to a complete stop before attempting to enter.
- D. Be careful in approaching bus stops.
- E. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

#### **II. While on the bus:**

- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. Please visit in a quiet and orderly manner.
- D. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Leave no books, lunches, or other articles on the bus.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Help look after the safety and comfort of small children.
- I. Do not throw anything out of the bus window.
- J. Bus riders are not permitted to leave their seats while the bus is in motion.
- K. Bus riders must wear their seat belts (if available) at all times while on the bus.
- L. Horse-play is not permitted around or on the school bus.
- M. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- N. Keep absolutely quiet when approaching a railroad crossing stop.
- O. In case of a road emergency, children are to remain in the bus.
- P. The use of any tobacco, alcohol, or drugs is strictly prohibited.

#### **III. After leaving the bus:**

- A. When crossing the road, go at least ten feet in front of the bus, stop, check traffic, watch for the bus driver's signal, then proceed.
- B. Students living on the right side of the road should immediately leave the bus and stay clear of traffic.
- C. Help look after the safety and comfort of small children.
- D. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.
- E. If you drop anything near the bus at a bus stop, do not try to pick it up. Wait until the bus has left the area and traffic is clear.

#### **IV. Extra-curricular trips:**

- A. The above rules and regulations will apply to any trip under school sponsored supervision.
- B. Pupils shall respect the wishes of a competent chaperon appointed by the school officials.

**NO FOOD OR DRINKS ARE ALLOWED ON THE BUS**

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***BUS RIDER PERMISSION FORM***

I have read the bus rider rules for students. I understand each student, whether riding the bus daily or on field trips, is required to obey all rules.

\_\_\_\_\_  
Student Name\_\_\_\_\_  
Date\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Parent/Guardian Signature

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***FIELD TRIP PERMISSION FORM***

I give my child permission to go on all local (i.e. not overnight) field trips for the school year.

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

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_



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### PARENTAL INVOLVEMENT POLICY

#### Part I. General Expectations

**Billings Public Schools** agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those program, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- If the LEA plan for Title I Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will be governed by the following definition of parental involvement, and expects that its Title I school will carry out program, activities, and procedures in accordance with this definition:  
Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring –
  - A. That parents play an integral role in assisting their child's learning;
  - B. That parents are encouraged to actively involved in their child's education at school;
  - C. That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
  - D. The carrying out of other activities, such as those described in section 1118 of the ESEA.

#### Part II.

1. **Billings Public Schools** will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:
  - A. At least two parents will be included in the Title I planning committee.
  - B. A Title I Public Hearing will be held annually to receive input on parental involvement issues.
2. **Billings Public Schools** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
  - A. A Title I Public Hearing will be held annually to receive input and review school programs.
3. **Billings Public Schools** will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
  - A. Enrollment
  - B. Parent Night
  - C. Rise-and-Shine
  - D. Student Recognition Assemblies
  - E. Parent-Teacher Conferences
  - F. Progress Reports
4. **Billings Public Schools** will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the Head Start Program.
  - A. Coordination of professional development activities.
5. **Billings Public Schools** will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantages, or disables, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary its parental involvement policies.

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### **SCHOOL-PARENT COMPACT**

Billings Public Schools and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how parents and the entire school staff will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

#### **School Responsibilities**

Billings Public Schools will

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Oklahoma's student academic achievement standards as follows:
  - a. Provide an orderly classroom and safe school environment.
  - b. Develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student;
  - c. Provide an environment that allows for positive communication between the parent, teacher, and student.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
  - a. Before the end of the first quarter
  - b. 2<sup>nd</sup> Semester
  - c. Any time during the school year as requested by the teacher and/or parent, as many times as needed.
3. Provide parents with frequent reports on their children's progress.
  - a. Graded class work
  - b. Report cards-quarterly
  - c. Standardized testing scores
4. Provide parents reasonable access to staff.

Staff will be available for consultation with parents as follows.

  - a. If a parent wishes to discuss their child's progress at length, scheduled appointments or phone calls are most appreciated.
  - b. While brief discussions may take place during the school day, parents are asked to refrain from trying to discuss their child at the beginning of class or at any time other children or parents are present.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities:
  - a. Parents are invited to attend all assemblies and recognition programs.
  - b. Parents are encouraged to volunteer in the classroom.

#### **Parent/Guardian Responsibilities**

We, as parents/guardians, will support our children's learning in the following ways:

1. Monitor attendance and send my child to school each day on time and prepared with all materials.
2. Check my child's work and homework on a regular basis.
3. Provide my child with suitable study conditions and support at home.
4. Promoted positive use of my child's extracurricular time.
5. Communicate with my child's teachers when I am concerned about my child's work or health.
6. Stay informed about my child's education and communicate with the school by promptly reading all notices from the school either received by my child or by mail and responding, as appropriate.

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

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

\_\_\_\_\_  
Billings Public School Teacher

\_\_\_\_\_  
Date

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### **BILLINGS STUDENT DISCIPLINE**

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

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

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

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

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Smoking

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### **CORPORAL PUNISHMENT PERMISSION**

Student Name: \_\_\_\_\_

I **GIVE** school administration permission to use corporal punishment as a means of discipline for my child. I understand swats will be administered in the office with a witness present.

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

I **DO NOT** give school administration permission to use corporal punishment as a means of discipline for my child.

Parent/Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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### ***PARENTS RIGHT-TO-KNOW***

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

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

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

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### ***HEAD LICE CHECKS***

The school will be doing head checks in the first few weeks of school on all students at Billings Public Schools. Please take the time to check your child's hair, even if they have no signs of having head lice. During the summer kids' stay with their friends, who have stayed with other friends who may be infested.

State law prohibits children with head lice from attending school until they can present certification from a health official stating that they are free from infestation. Head lice is not transferred by just being in the same room as someone who has lice, but it can crawl from one person's head to another or by using things that have lice on them (comb, hair ties, hats, brush, etc...). Your child will be sent home if they have live head lice or nits (lice eggs), to avoid embarrassment for your child please take care of this before we do head checks.