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### **ACTIVITY ELIGIBILITY**

Students in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades must be passing in all subjects in which he/she is enrolled. If a student is failing any subject at the end of a week, he/she will be placed on probation for the next one week period. If that student is failing during the next week, he/she will not participate in athletic events, academic meet, band/music competitions, or field trips. (Ineligibility periods will begin on Monday and end on Sunday.) At the beginning of the Semester students will be given 1 free week, 1 week probation, the next week (if still failing) will reflect ineligible. This does not include new 9 week periods. Students may not be able to participate in field trips or extra-curricular activities if they have received three or more discipline notices in the three weeks prior to the activity. If a student has missed 5 days or more in a 9 week period they may not be eligible to participate in activities such as field trips, movie trips, fun day etc. This will be determined on a case by case basis and long term illness will be taken into consideration.

### **ANNOUNCEMENTS**

All materials for distribution or display on Talihina Public School property must be approved by the principal or the principal's designee. Petitions may not be circulated without the approval of the superintendent. All messages to students must be delivered to the office.

### **ASSEMBLIES**

At all times, the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during the program. Teachers are seated with their class during all assemblies to help with student behavior. Students are expected to file in and out of the auditorium in a quiet and orderly fashion.

### **ATHLETIC EVENTS**

The students have safety guidelines that must be followed for their own safety as well as the safety of others. We request that parents/guardian assist the school in seeing that the students follow these guidelines. These rules apply to both home and away games.

Student cannot stay after school to wait on an event without an adult.

- Students may not bring balls or water balloons to the game
- Students may not play behind the bleachers
- Students may not play in the end-zone or the grassy areas of the field
- Students may not climb on the chain link fence
- Students may not run in front of the stands.

We recommend that parents do not leave students unattended at these events. Failure to comply may result in student not being allowed to attend future events.

### **ATTENDANCE POLICY**

Regular school attendance is necessary for success in any school, and the faculty of the Talihina Public Schools is committed to maintaining daily attendance by all students. Oklahoma state law states that, "It will be unlawful for a parent, guardian, custodian, or other person having control of a minor child to neglect or refuse to cause or compel such child to attend and comply with the rules of a public, private, or other school unless other means of education are provided for the full term the schools of the district are in session." The law further states that, "It is the duty of the parent or guardian of a school-aged child to notify the school concerning the cause of any absence of such child. It is the responsibility of the school principal or attendance officer to report violations of the school attendance laws to the district attorney in the county wherein the school is located for juvenile proceeding pursuant to the Title 70 of the Oklahoma Statutes."

Oklahoma law is very clear concerning the legal obligations of parents and school officials regarding school attendance. It is the policy of Talihina Public Schools to notify the County District Attorney's office in cases of student absenteeism. Notification will be sent to the District Attorney after the 9<sup>th</sup> absence of any student.

There will be no excused or unexcused absences; an absence is an absence. If a student is absent from school due to a school-sponsored activity, the sponsor will report the intended absence to the principal's office prior to leaving, and immediately before leaving the school for the prearranged trip, will verify the names of persons actually accompanying the activity. Any other absence must be preceded or followed immediately by a phone call or personal visit to the principal's office by the parent/guardian.

When it is necessary for a student to be absent, a parent/guardian must call the school office as soon as possible the day of the absence and give a specific reason for the absence.

The student will be given one day for each day missed to make up work. It is the responsibility of the student to make arrangements for make-up work. Work is to be made up before or after school.

After receiving nine absences in any one class during the semester, the student will not receive credit for that course. Parents/guardians will be mailed a letter stating that the student will not receive credit for the course. When a student receives nine absences in any one class during a nine week period, the teacher will report to the principal and attendance clerk and an attendance notice will be mailed to the parent/guardian and to the truancy officer of the Districts Attorney's office. This procedure will be followed again after the eighth absence. Students are allowed ten activity absences per year to attend school sponsored events during the school day. Students who are absent because of school activities will not have the first ten activity absences counted against the total number of absences; once a student uses ten activity absences any other activity absence will count as a regular absence. Non-attendance of 15 minutes will be considered an absence in any instructional session, morning and/or afternoon. Checking out of school to get haircut, run personal errands, etc. will be counted as an absence.

#### Attendance Committee

The attendance committee will meet each semester to review each student's attendance. Students who fail to meet the 90% attendance rule will be reviewed. The attendance committee will make one of the following decisions;

- Waive absences due to extenuating circumstances.
- Student may be placed on probation for the following semester.
- Deny credit and student will be retained in the current grade.

### **BAND AND MUSIC**

In order to develop a well-rounded program, it is important that band and music enrollment remain consistent. A student may not switch from band to music or music to band after the first week of the semester. If a student wants to switch they need to bring a note from their parent during the first week. Fifth & Sixth grade students must choose between Vocal Music and Band. Vocal Music is a comprehensive course including: voice training, music theory, appreciation, composition, and history. Band is a comprehensive course including: instrument assembly, daily care of an instrument, music theory, appreciation, composition, and history. Band and Vocal instruction include advanced theory and more individual instruction. According to the Oklahoma State Department of Education, all students 3rd - 6th grade must score proficient at the 70th percentile on an Arts Assessment administered during the spring semester.

### **BICYCLES**

Bicycles may be ridden to school and parked in the bike parking area at the south entrance of the elementary playground. Bicycles may not be ridden during the school day and all students should keep away from parked bicycles. Students are encouraged to apply locks to bicycles. The school is not responsible for stolen or damaged bicycles. Bicycling, skateboarding, roller skating, or roller blading are not permitted on school grounds.

### **BULLYING PREVENTION ACT**

It is the intention of the Talihina School system to create a safe climate in which all students can learn. No person will be permitted to intimidate students, teachers, support personnel, or the school itself in any way. Harassment includes, but is not limited to: Offensive teasing, un-consented communications with another student, taunting, slanderous remarks regarding another student or verbal intimidation which includes threats of physical harm, name-calling, or instigating trouble among fellow students. In accordance with district policy, students are reminded that aggravated assault and/or battery of a school employee is a felony and will be dealt with severely (HB 1765 enacted 2001).

### **BUS CONDUCT**

See disciplinary Guidelines.

### **BUS TRANSPORTATION**

Students participating in a school sponsored activity off-campus must ride to and from the activity on transportation provided by the school. Exceptions may be made for students between the designated school officials in charge, and the parents/guardians.

### **CAMERA SURVEILLANCE VIDEOS**

Talihina School utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other area except locker rooms and bathrooms.

Surveillance videos are not considered to be educational records of students. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings. Videos will not be retained unless the District determines that a video is needed. Any requests from the media for copies of videos are to be handled by the Building Principal or Superintendent. The District shall have discretion as to the release of surveillance videos.

### **CARE OF SCHOOL PROPERTY**

Students who deface school property or equipment will be required to pay the amount necessary to replace or restore the damaged property and face disciplinary action.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

It is the responsibility of the parent/guardian to inform the office if you have a change of address or phone number in order to help in addressing mailings and in case of emergency.

### **CLOTHING/COATS/HATS/CAPS**

Parents are asked to label coats, sweaters, etc. with the student's first and last name. The school is not responsible for lost coats, hats, caps, or clothing. However, there is a lost and found box, located outside the Elementary office for any articles found by students.

### **CLOSED CAMPUS**

All students will observe the following rules concerning closed campus:

- Remain on campus from arrival to dismissal of school.
- Eat in the cafeteria. Students may bring lunch from home, but it cannot be brought in from a restaurant.
- Check out through the office when leaving school for any reason.
- Never walk off the grounds during the school day.
- Students will not be released to underage family members or friends.
- A parent or parent designee whose name is on the student enrollment card must come into the office to check any student out during the school day.

Talihina Public Schools are "closed campus". Students are not to leave school during class time without the approval of an administrator. A student leaving school without clearance from an administrator will be considered truant and subject to disciplinary action, which may include suspension from school. Students going to/from field house and/or new gym are cautioned that any stop, in transit, (such as at a public pop machine, snow cone stand, or public eating place) is considered an "off campus" violation and is considered a disciplinary offense (corporal punishment/suspension).

### **CLOSING SCHOOL**

The superintendent will make the decision if school is to be closed due to bad weather or other emergencies. Listen to your local radio and television stations for these types of announcements and we will also use the School Reach telephone messaging system. If it becomes necessary to close school due to bad weather, or other reasons, it will be announced on local TV channels, 2, 5, and 8 by 6:30 a.m. Parents may phone the school at 567-2259 for a recorded message of school closing.

### **COMPLAINT/INCIDENT REPORT**

It is the policy of the Talihina School Board that all students and patrons have a method for voicing concerns and for reporting incidents at Talihina Public School. The forms for this procedure may be found in the back of this handbook or in the principal's, counselor's or superintendent's offices. These forms, when completed, should be turned in at the principal's office if concerning a student, a teacher, or a support person. If the form concerns an administrative complaint, it should be taken to the superintendent's office. These forms should be completed in a timely manner, hopefully within a week. The administration and school board feel that incidents should be addressed as soon as possible in order to hold disruption in the learning environment to a minimum.

### **CONTAGIOUS AND LIFE THREATENING DISEASE POLICY**

The Talihina Board of Education is concerned for the health and well-being of students and staff of the public schools, while the general health and physical well-being of a student is the responsibility of the parent, the Board believes that teachers and administrators should promote and encourage the maintenance of a healthy body and mind.

Oklahoma law prohibits any child afflicted with a contagious disease from attending a public, private, or parochial school until such time as the child is free from such contagious disease. Children may be excluded from school when it is believed necessary to promote the safety and well-being of all students and staff. The Board of Education recognizes the possibility of students and staff acquiring and/or transmitting a contagious disease which may or may not be life threatening. The determination of whether or not an infected student should be permitted to remain in school shall be made on an individual basis. The decision will be made by a committee consisting of the student's parent or guardian, physician, a public health person, and appropriate school personnel. The committee will be selected by the superintendent. In making a determination, the committee will consider the impact on both the infected individual, and others within the school system. The policy will include, but not be limited to Chicken Pox, Hepatitis, HIV/AIDS, STD's, Measles, TB, and Influenza. On the basis of present medical information, the term infected would apply to both carriers and those diagnosed with infection. If there is a reasonable cause to believe that a student or school employee is an infected individual, an appropriate medical examination may be required.

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe. The newest vaccine, called Menactra, or MCV4, is recommended for: All adolescents 11-18 years of age, College freshmen living in dormitories if not vaccinated previously, and other

people at high risk 2 through 55 years of age. Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma.

For more information: <http://sde.state.ok.us/Schools/SafeHealthy/pdf/Meningitis.pdf>

### **CORPORAL PUNISHMENT**

Corporal punishment may only be given to a student who has a "Parental Consent to Administer Corporal Punishment" form signed by the student's parent/guardian on file in the principal's office. Swats will be given and witnessed by certified personnel in a school office, room, or other place out of the presence of other persons. No more than 3 swats will be given in a school day. If you, the parent/guardian disagree with this type of punishment for your child, let it be fully understood that in this instance, the Principal will have no recourse except to use suspension as a means of discipline.

### **COUNSELING SERVICES**

Students are urged to discuss any problems with the counselor. These problems may include but are not limited to social, personal, or academic issues. The staff at Talihina Elementary School is always on duty to make school life interesting and educational for all young people. Talihina Elementary students have access to a Counselor and may visit concerning problems that affect academic performance as well as personal and emotional issues. Students are encouraged to use the service and may set an appointment time through the counselor. Counselor referrals may also be made by parents/guardians, teachers, or school administration. Counselor records are confidential and are kept separate from the student's educational record. According to ACA Ethical guidelines in instances where the Court subpoenas a counselor's records, once shared, may become a part of the student's educational record. In such cases, for a parent/guardian to have counselor records removed from a student's educational record, the guidelines set forth by the Family Educational Rights and Privacy Act (FERPA) must be followed. Talihina Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operation.

### **CUSTODY CHANGE**

In the event that there are court ordered changes in a student's living arrangements, the custodial parent must provide "legal documentation" of any changes to the Talihina Elementary Office, to be placed in student's folder.

### **CYBER BULLYING**

Cyber bullying is sending or posting harmful or cruel texts or images using the Internet or any other digital communication device. Any form of cyberbullying is prohibited at Talihina Elementary School. Any student participating in this action will be subject to disciplinary action. (See disciplinary guidelines)

### **DELIVERIES**

In order to provide a full day of instruction, flowers, gifts, balloons, etc. may not be delivered to the school for any occasion.. This applies for staff and/or students.

### **DEPARTURES**

In order to minimize interruption to classes, students who are picked up by their parents after school on a regular basis will NOT be allowed to leave class until 3:27 p.m. when the final bell rings.

Parents who have need to take their child from class are required to come to the office and make arrangements to have the student called from class and must sign them out. All students leaving the school grounds for any reason must be signed out at the office by a parent/guardian. Elementary students are not allowed to sign themselves out. An adult must come in to the office and sign the student out. Students cannot be checked out by a minor sibling during the school day for an event, even if the event is on school campus. Repeated early departures can hamper a student's grades. Some classes that occur last hour consist of Spelling, Penmanship, Social Studies, Science, Phonics.

If students return to school on the same day they left they must visit the office before returning to class.

Students not riding a bus or walking must be picked up between 3:27 and 3:45 p.m. (using the Loading and Unloading Rules). Students who are not picked up by 3:45 p.m. without prior arrangement, or who returns to school undeliverable by a bus driver (no one at home), will be returned to the Principal's office or designee and attempts will be made for someone to pick up student. Any changes in daily transportation should be sent to the classroom teacher in the form of a note. If no note is sent, or if contact with the parent is not made concerning the change, the student will adhere to their daily transportation schedule. Phone call changes should be in emergency situations ONLY! Any changes should be made to the office prior to 3:00 p.m. in order to have enough time to notify the student. Once students are loaded on the bus at the end of the day, students will not be pulled from the school bus.

### **DETENTION**

Detention will be held during lunch period or after school.

- Detention will be assigned for the following day or at the principal's discretion.

- Students will arrive on time with paper, pencil and assignments.
- Tardiness and misbehavior in detention will result in extra detention.

**DIRECTORY INFORMATION/MEDIA RELEASE**

Throughout a student’s academic career, he or she will participate in a variety of events and activities. In the course of these events, a student may be photographed by school district personnel or print and broadcast media. Information about a student may appear in newspaper articles, on television, in radio broadcasts, on displays, on the World Wide Web (a part of the Internet) or in district or school informational pieces (school annuals, brochures, flyers, honor roll lists, newsletters, programs for sports or cultural events, television shows, videotapes, etc.). All news media have been instructed to contact the school district’s Communications Department for approval before entering a school.

The Family Educational and Privacy Act (FERPA) authorizes Talihina Public Schools to designate certain information as directory information, and allow it to be released, i.e., student’s name, address, telephone number, date and place of birth, weight and height, courses taken, major field of study, dates of attendance, degrees and awards received, most recent previous school attended, student statements, photographs, audio or videotapes which identify the student’s participation in and/or achievements earned in enrolled courses, or officially recognized activities and sports.

\*\*The district will be free to release or use such information as appropriate without prior consent, unless notified in writing within 10 days of the date of receiving this handbook that any or all of the above information should not be released without consent. Directory information may be disclosed without prior consent in accordance with the provisions of FERPA and when requested by military recruiters in accordance with 10 U.S.C. §503(b).

**Directory Information (School Extensions)**

TELEPHONE NUMBERS

Talihina Public Schools.....	567-2259
Alternative School .....	567-2236
Headstart .....	567-2082
Field House .....	567-2044
Tech Ed .....	567-2261

LOCAL AREA TOLL FREE

1-888-567-4721

FAX NUMBERS

Administration.....	567-3507
Elementary.....	567-5344
Jr./Sr. High Principal and Counselor .....	567-2241
Jr./Sr. High Secretary .....	567-3952

WEBSITE

<http://www.talihina.k12.ok.us/>

EXTENSION NUMBERS

<b>Ag Room.....</b>	<b>118</b>
<b>BandRoom .....</b>	<b>117</b>
<b>Bus Barn .....</b>	<b>127</b>
<b>Cafeteria.....</b>	<b>114</b>
<b>Elementary Secretary .....</b>	<b>115</b>
<b>Elementary Counselor .....</b>	<b>132</b>
<b>Elementary Library .....</b>	<b>133</b>
<b>Elementary Principal .....</b>	<b>116</b>
<b>Elementary Special Education.....</b>	<b>163</b>
<b>Federal Programs .....</b>	<b>170</b>
<b>High School Secretary.....</b>	<b>124</b>
<b>Jr. High Secretary.....</b>	<b>122</b>
<b>Jr./Sr. High Library .....</b>	<b>123</b>
<b>Jr./Sr. High Counselor.....</b>	<b>113</b>
<b>Kindergarten .....</b>	<b>173</b>
<b>Nurses Office .....</b>	<b>150</b>
<b>Special Education Director.....</b>	<b>167</b>
<b>Speech Pathologist .....</b>	<b>160</b>
<b>Superintendent.....</b>	<b>112</b>

**DISASTER PLAN**

Talihina Public Schools strives to ensure the safest possible environment for student learning. A disaster plan is in place for each site and staff members have received training on dealing with possible crisis situations. Drills will be conducted to provide both students and staff with needed information. A toll free anonymous hotline is available to anyone who has information suspected of endangering the safety of the school. The number is 1-877-SAFECALL ext. OK1.

**DISCIPLINE REPORTS**

Teachers will file a discipline report with their signature before sending a student to the office and have made contact with the parent unless it is a severe situation. This report will become a permanent record of the student’s behavior in their discipline file which will be destroyed upon graduation.

## DISCIPLINARY GUIDELINES

**Detention** –Lunch Period and/or After School 3:30 p.m. - 4:15 p.m.

**Suspension** Short Term Suspension (1 day to 10 days), Long Term Suspension (11 days to current semester plus the next semester)

**ATD** - Alternative Discipline (corporal punishment)

These are guidelines **only**, and at the discretion of administration disciplinary action may be revised. Students engaging in offenses that are criminal in nature or that violate local, state, or federal laws may be subject to citations, fines and or prosecution.

For more than 3 related violations within 4 weeks subsequent discipline will be administered.

5 days detention within 4 weeks earns 1 day in ISP/5 days of ISP earns 3 days of suspension.

Rule Violation	1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation
Inappropriate Language	1-3 days detention	3-5 days detention	1-2 suspension or ATD
Activating an alarm	1-5 Days suspension	5 Days suspension	9 Weeks suspension
Arson	1 day-L.T. suspension	L.T. suspension	
Bullying of Student	3 days detention	3-5 days suspension	5-10 days suspension
Bullying of a student to the point of a fight	3 days suspension and possible referral to law enforcement	4-10 days suspension and possible referral to law enforcement	L.T. suspension and possible referral law enforcement
Bus Misconduct	1-3 days detention or ATD	3-5 days det. or ATD	L.T.-S.T. suspension
Caps, hats or any headgear may not be worn or carried in the building.	Warning	Cap will be confiscated till the end of the day	Cap will be kept for 5 days.
Cheating	1-2 days Detention	3-5 days det. or ATD	1-5 days suspension
De-pantsing a student	1-5 Days suspension	1-5 Days suspension	5-10 Days suspension
Disrespect	1-5 days Detention	3-5 days det. or ATD	1-5 days suspension to L.T. Suspension
Disruptive Conduct	1-3 days detention or ATD	3-5 days det. or ATD	3-5 days suspension
Dress Code Violation	Written Warning & Correct the Violation	1-3 days Detention	3-5 days det. or ATD
Drug & Alcohol-Under the Influence or possession	L.T. suspension and may be referred to law enforcement	L.T. suspension and may be referred to law enforcement	L.T. suspension to expulsion and may be referred to law enforcement
Failure to Attend Detention	Double Detention days	Double Detention day for day or ATD	Day for Day Suspension
Fighting	3 days or ATD suspension and possible referral to law enforcement	3 - 10 days suspension and possible referral to law enforcement	L.T. suspension and possible referral law enforcement
Firearm or destructive Device-Possession	1 Calendar Year suspension		
Gambling	3 days detention – 5 days suspension	6-10 days suspension	L.T. suspension
Hazardous Items	3 days detention – 5 days suspension	5 days suspension – L.T. suspension	L.T. suspension
Internet Misconduct (pornography, threats, etc.)	1 day detention – 3 days suspension and/or loss of privileges or ATD	1-5 days detention or suspension and loss of privileges	5 days to L.T. suspension and loss of privileges
Not prepared for class/Failure to do homework	1-3 days detention	2-5 days detention	3-5 days detention afterschool
Refuse to obey rules/Not Following Directions	1-3 days detention or ATD	3-5 days detention or ATD	1-3 days suspension
Possession of another student's phone	Warning	1-3 Days detention	3-5 Days detention
Profanity, Pornography, Vulgar Gestures	1 day detention-3 days suspension or ATD	3-5 days det.- 5 days suspension or ATD	5 days suspension-L.T. suspension
Profanity to Teacher or Staff	1-3 days detention	3-5 days suspension	5 days suspension - L.T. suspension
Stealing or Possession of Stolen Property	1 -- 5 days det. or suspension	1-5 days - L.T. suspension	L.T, suspension
Tardy	warning	warning	Detention after school
Threats to School	5 days – L.T. suspension	L.T. suspension	
Threat to Staff-Verbal or Written	3 days suspension-L.T. suspension	6-10 days Suspension-L.T Suspension	L.T. suspension
Threat to Student-Verbal or Written	3-5 days Suspension-L.T suspension	6-10 days Suspension-L.T Suspension	L.T. Suspension
Tobacco-Possession /Use	3 days det. or ATD	1-3 day suspension	3-5 days suspension
Unsafe Behavior	1-3 days detention or ATD	3-5 days det. or ATD	1-3 days suspension
Vandalism	1 day detention-5 days suspension + cost	3 days - L.T. suspension + cost	
Vandalism-Electronic	5 days-L.T. suspension + Cost	L. T. suspension + cost	
Verbal Abuse of Staff	5 day s- L.T. suspension	L.T. suspension	
Videotaping at school	3-5 days Suspension	6-10 days Suspension	L.T. Suspension
Videotaping or photographing at school and placing it on the internet	5 days suspension	10 days suspension	L.T. suspension
Weapons Possession	Current Semester or Current Semester and next		
Electronics, Cell Phones and/or Wireless Devices	Confiscation with parent pickup and 1 day afterschool detention	Kept for 3 days and 3 days detention. Each offense after the second will be an extra day up to 6 days.	

## **DISCIPLINE RESPONSIBILITIES**

All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the teacher. Students are required to be courteous and polite and contribute to a good school climate.

Discipline is the primary responsibility of the parents. It is the parents' obligation to develop in the student good behavior habits as well as proper attitudes toward the school. To ensure student success, parents should visit the school and check with school officials concerning their child's progress.

It is the school's responsibility to provide learning experiences free from distractions and misbehavior. Administrators, teachers, and others connected with Talihina Schools shall provide positive models that are observable as good examples for students to follow.

## **DISTRIBUTION OF PRINTED MATERIALS**

No Printed material or literature may be distributed on school property without prior approval and consent of the building principal.

## **DRESS CODE FOR SCHOOL AND SCHOOL ACTIVITIES (70-8-114)**

In accordance with the policy of the Board of Education, the following regulations shall establish a dress and grooming code for Talihina Elementary School. Generally, students should regard neatness and cleanliness in grooming and clothing important. Dress and grooming which is in any way disruptive in the operation of the school will not be permitted. Final authority on any dress code matter of policy will be at the discretion of the building principal or the superintendent. To maintain a setting that is most conducive to the educational process, it is necessary to establish minimal standards for dress. Students are expected to dress in a manner that is appropriate for school and school activities.

The following is appropriate attire for both male and female students:

- No sunglasses shall be worn in the building, unless prescription with a copy of the doctor's prescription for that eyewear located in the student's permanent file.
- Plastic hair bags, headscarves, sweat bands, hair rollers, combs, bandanas, skull caps, doo-rags are not allowed in any building on campus during school hours. Sweat bands may be worn in the gym after school hours while attending athletic events; (exceptions may be made for students with religious beliefs requiring a head covering or for medical reasons).
- Caps, hats or any headgear may not be worn at any time in the building and cannot be carried to class. Hats must be stored in a locker or backpack. See disciplinary guide.
- Bare feet and house shoes are not allowed. Shoes are required at all times.
- Clothing designed to be worn as undergarments and pajamas will not be allowed (this includes athletic practices and/or other school sponsored events).
- No leggings or jeggings unless worn under another garment.
- Shirts must have a neckline that shows no cleavage or higher and must have sleeves. Button-down shirts will be allowed as long as they are buttoned up to an acceptable point (no cleavage showing). No see-through clothing will be allowed. Athletic jerseys may be worn with a t-shirt underneath.
- Shirts must cover the top of the student's pants, shorts, or skirt when their hands are extended in the air.
- Any apparel worn by students that directly or indirectly pictures, names, mentions, or insinuates alcohol, tobacco, drugs, sex, profanity, gang symbols, or any inappropriate expressions will not be allowed.
- Pants, jeans, shorts, skirts, and dresses may be worn year round. Shorts, skirts, and dresses must touch the top of the knee even if the student is wearing legging or tights the garment must touch the top of the knee.. Pajama pants, boxers, and spandex shorts will not be allowed. If pants have holes above the knees, they must be patched or have an outer garment underneath the holes. Pants with print on the bottom cannot be worn. Skin tight pants or pants made out of spandex cannot be worn.
- All clothing will be worn in an appropriate manner at a level that does not expose undergarments; the practice of "sagging" will not be allowed. If pants are too loose, a belt should be worn.
- Necklaces or bracelets with spikes will not be allowed.
- School uniforms (cheerleading, softball, track, etc.) must meet dress code policy during the school day.

If a student doesn't come dressed appropriately they will be required to put something on provided by the school or have someone bring them something. They will have to take an unexcused absence to leave campus and change into appropriate clothing. (see discipline chart) Any attire or personal appearance that draws undue attention to the students or in any way interferes with the educational process or is considered inappropriate will not be allowed. Specific "dress up" days will be allowed in order to promote school spirit. Dress code guidelines will apply.

**Final authority on any dress code matter or policy will be at the discretion of the building principal or the superintendent.**

### **DRUGS/ALCOHOL**

It is the policy of the Talihina Public Schools that the use of alcohol or illicit drugs is illegal and harmful to high school students. Students will be given appropriate information concerning the legal, social, and health consequences of drug and alcohol use. Rules for Students Regarding Drugs and Alcohol Under the Drug-Free Schools and Communities Act Amendments of 1989. A. Controlled Dangerous Substances, Illicit Drugs, Mood-Altering Substances, Alcoholic Beverages and Low-Point Beer. Use of illicit drugs and mood-altering substances and unlawful possession and use of alcoholic beverages, low-point beer and controlled dangerous substances is wrong and harmful. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (i.e., 3.2 beer), controlled dangerous substances, illicit drugs, or other mood-altering substances at school, while in school vehicles, or at any school-sponsored event, including school-sponsored trips from the time the student leaves campus until he or she returns with the sponsor. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" includes paint, glue, aerosol sprays, and similar substances. For purposes of this rule, the School District adopts the state law definitions of "controlled dangerous substance," "alcoholic beverages," and "low-point beer." Violation of this rule will result in imposition of disciplinary measures, which may include suspension out of school for the remainder of the current semester and the following semester. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

### **DRUG FREE SCHOOL**

In recognition of the clear danger resulting from illicit drug and alcohol abuse and in a good faith effort to promote the health, safety, and welfare of students, employees and the community as a whole, the Talihina Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades K-12. ***Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful.*** Standards of conduct that are applicable to all Talihina Students prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph "2" above, and will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug & alcohol counseling and rehabilitation and re-entry programs will be made available through the school office. Standards of conduct as outlined in paragraph "2" and disciplinary sanctions in paragraph "3", will be part of notification to parents and students. "The Drug Free Schools and Communities Act Amendment P.L. 101-226, require that state, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the lawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined in the Talihina School Office). A student found possessing, distributing, or using alcohol, tobacco, or drugs or other contraband at school or at school sponsored activities will receive:

### **DRUG/ALCOHOL REPORTING OF STUDENTS**

It is the policy of the Talihina Board of Education that whenever it appears to any teacher that a student may be under the influence of low-point beer, alcoholic beverages, non-intoxicating beverages or a controlled dangerous substance, the teacher shall report the matter, upon recognition, to the school Principal or Principal Designee and a parent or legal guardian of the student of the matter. No officer or employee of the school district or member of the school board shall be subject to any civil liability for any statement, report or action taken in assisting or referring for assistance to any medical treatment, social service agency or facility or any substance abuse prevention and treatment program any student reasonably believed to be abusing or incapacitated by the use of alcoholic beverages, non-intoxicating beverages, or a controlled dangerous substance unless such assistance or referral was made in bad faith or with malicious purpose. No such officer or employee of the school district shall be responsible for any treatment cost incurred by a student as a result of any such assistance or referral to any medical treatment, social services agency or facility or substance abuse and prevention and treatment program.

### **DRUG/ALCOHOL USE AT SCHOOL ACTIVITIES**

Drug and Alcohol use at school sanctioned activities is strictly prohibited either by students or adults attending the event. Any violation may result in an expulsion from the activity and notification to the proper legal authorities.

### **EARLY DEPARTURES**

Repeated early departures can hamper a student's grades. Some classes that occur last hour consist of Spelling, Penmanship, Social Studies, Science, and Phonics. Students that are being picked up early are not allowed to be called out of class before parent's arrival. Students will only be called out of class when parent arrives to pick student up.

### **EARLY DISMISSAL**

Students not staying the entire half day are not allowed on school grounds.

### **ENROLLMENT REQUIREMENTS**

To gain admission to Talihina Public Schools, a student must be a legal resident of this district or a legal transfer. The student must provide an up to date immunization record and birth certificate. The student must be residing with the student's parent(s) or legal guardian and be willing to abide by the rules and guidelines of the school as maintained by the Talihina Board of Education.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Parents/legal guardians & students 18 years of age have the following rights under FERPA: (1) the right to inspect and review the student's educational record. (2) The right to exercise a limited control over other people's access to the student's educational record. (3) The right to seek to correct the student's record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Dept. of Education. (5) The right to be informed about FERPA rights and procedures. The district will arrange to provide a translation of this notice to non-English speaking parents/legal guardians in their native language. Upon written request, copies of student records are available within 10 business days and may be subject to research and copy fees. All rights and protections given parents under the FERPA and Talihina Public School Policy transfer to the student when they reach age 18 or enrolls in a post-secondary school. At that time, the student becomes an "eligible student", except in the case of a severely or profoundly handicapped child who is legally determined to be incompetent to make such decisions for themselves.

**FERPA Directory Information:** Directory information for Talihina Public Schools for the 2006-2007 school year includes the following: Name, participation in activities and sports, awards (etc.). If the parent/legal guardian or student does not want directory information released regarding the student, notification must be given to the principal's office by last week of August for the current school year by the parent/legal guardian or student making the request. (51- 24A.16; S.L.O. 553)

### **FIELD TRIPS**

Students will be allowed to go on school-sponsored trips with a written permission slip signed by the parent or guardian. Out of state trips with a destination of over 100 miles, are required to use transportation other than school buses. Students may not miss more than one day of school per trip. If student has 5 or more disciplinary offenses during the four weeks prior to the field trip the student will not be able to attend. If a student cannot represent themselves in a trustworthy manor at school we cannot expect them to represent themselves or our school in an appropriate manner.

### **FIRE AND TORNADO DRILLS**

Students will proceed to the predetermined places at the direction of their teacher immediately following the fire/tornado alarm. Fire and tornado plans are posted in each classroom and throughout the building. Fire and Tornado Drills are conducted at regular intervals, two in the fall, and two in the spring as required by law. A fire drill is signaled by a continuous ringing of the bell, whereas a Tornado drill is signaled by an intermittent ringing bell. In each drill, students are instructed by teachers on proper evacuation procedures. A comprehensive check of the building is conducted by school officials to ensure student safety. After either drill, when all is a clear a brief intermittent ringing of the bell signals that students may safely re-enter the classrooms. Teachers carry record books during drills to account for all students.

### **FIRST AID**

All students will report to the Nurses office for emergency medical care. A parent will be called for severe medical emergencies. No prescription medication will be given by the office unless a doctor's prescription bottle is provided with the prescription number, doctor's name, drugstore where filled, dated and dosage. The parent must sign a form provided in the enrollment packet. The form will be kept on file in the office.

### **FOODS OF MINIMAL NUTRITIONAL VALUE**

Foods of minimal nutritional value are not allowed in the classroom unless it is for an approved party/observation (Halloween, Christmas, Valentine's Day, and Easter) Please note that at the approved parties all snacks need to be store bought and prepackaged. Gummy candies (Gummy worms, bears, etc.) are prohibited.

### **GIFTED AND TALENTED**

Talihina Public School will provide a differentiated educational program for those students having demonstrated potential abilities of high performance capability, having been properly screened and placed as indicated in the following criteria: Identification/Screening. Rank at 97% or higher on the total score in any academic area on the standardized achievement test. Placement testing \*Riverside Testing, Naglieri\* Must score 90% or above in the subject area testing in order to be considered gifted and talented in that area. Each student who meets the above criteria will be individually examined by a placement team consisting of a principal, counselor, regular classroom teacher, and the Gifted/Talented Coordinator. The Gifted Coordinator will schedule placement team meetings. The team's first task is to determine if the screened student is eligible to be a part of the Gifted Program. It may examine and discuss all available data to arrive at that decision. Parents and/or the student may be consulted. **OPTIONS** for Differentiated Education:

- Enrichment of content.
- Advanced placement.
- Guided research.
- Individualization of instruction.
- Independent study.
- Continuous progress.
- Proficiency based promotion

**PROCEDURAL SAFEGUARDS:** Written parental consent for individual evaluation. All relevant records shall be kept confidential. Parents can request additional evaluation by sending a written request to the student's principal. Arrangements will be made for additional evaluation based on parent's request and recommendation by the principal and teacher.

### **GRADING AND HONOR ROLL**

The Superintendent's Honor Roll is awarded to students who make no grade lower than an "A" for a nine week grading period. The Principal's Honor Roll is awarded to students who make no grade lower than a "B" for a nine week grading period. Grades are computed by the following scale.

90-100 A	80-89 B	70-79 C	60-69 D	Below 60 F
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### **GUM**

There is No Gum Chewing allowed in the Elementary, except upon discretion of classroom teachers who may use it as a reward. However, if the privilege is abused it will be restricted by Building Principal.

### **HARASSMENT**

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. The policy is in effect while the students are on school grounds, in school transportation, or attending school sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence, the creation by whatever means of a climate of hostility or intimidation; or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's persons or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational process. Bullying includes, but is not limited to a gesture, a written act, a verbal act, or a physical act. Such behavior is specifically prohibited.

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

**The Superintendent shall develop procedures provided for:**

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

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

REFERENCE: 21D.S./850.D

CROSS REFERENCE: Policy CK, Safety Program  
Policy DAA-R, Racial Harassment  
Policy FB, Sexual Harassment of Students  
Policy FBA, Grievance Procedure/Sex Discriminations/Harassments  
Policy FBB, Student Complaints and Grievances Policy FNCC, Hazing  
Policy FD-R4, Student Discipline, Threatening Behavior, Regulation

### **HEALTH CARE PLANS**

Talihina Public School recognizes the need to institute Health Care Plans for students with medical needs. Students with medical needs should have on file an Individual Health Care Plan indicating the medical condition of the student, and medical accommodations/services to be provided by the school. Any identified medical condition of the student should be supported by documentation from a physician for the school to keep on file. Health conditions the school should be aware of include but are not limited to: asthma, allergies (especially food related allergies), seizures, medical conditions requiring the administration of medication at school, and diabetes. In the event a student has asthma, the school district requests that parents provide two inhalers, one for the student to keep on his person, or in the classroom, and one inhaler to be kept in the office for emergencies. Prescriptions on the inhalers must be kept up to date to be stored at school. Also, parents must provide documentation from a physician, that the student has been instructed in how to use their inhaler medication. The same type of documentation should be provided for all other medical conditions. The parent/guardian is responsible for informing the designated official (nurse, administrator, administrator's designee) of any change in the student's health or change in medication. If a change is indicated by a parent, a review of the Health Care Plan may be in order, and can be requested by the parent. Each Health Care Plan is current only for the school year indicated by the beginning and ending dates. A new plan will need to be established at the beginning of a new school year, or when a medical condition arises and/or changes. Medical information of students will be shared with all staff that may have contact or need to administer medical services to the student.

### **HEALTH POLICIES**

Keeping the school environment a safe place for students is a great concern for school officials. It becomes necessary to call parents to come pick up a child suspected of being ill with a communicable disease, or infestation of head lice/nits, or an injury. \*Parents are requested to cooperate with school officials in leaving contact numbers for such emergencies. Children who have been determined to have a communicable disease or an infestation of head lice /nits must have a note from the doctor or health department stating that they are healthy and/or non contagious BEFORE coming back to school. \*Medical forms completed during enrollment (and updated as necessary) should indicate medical problems students have and what medication, if any, a student is taking. Any student who remains under a Physician's care with a debilitating, or identifiable disease or diagnosis MUST provide the school district with specific medical care instructions, a health care plan must be completed. The school will not administer medication without permission and request from parents. Prescription medications may only be given as the prescription label indicates. (See "Medications at School").

### **HEAD/NIT LICE POLICY**

When a student is found to have head lice/nits, he/she must provide proof of treatment from a medical clinic, doctor's office, or health department. When the student returns to school they must be cleared by the school nurse or designee. \*The student MUST be NIT/lice free to be allowed back at school. Parents must assume responsibility of monitoring the student regularly and treating them as necessary to avoid unnecessary absences from school. Students sent home for head lice will be allowed 1 excused absence. This will allow for initial treatment. Any absences accumulated after the first day will be considered unexcused.

### **HEALTH RECORDS**

All students must furnish appropriate health records in order to be admitted to Talihina Public School. These records must be in compliance with current state laws. If student is taking a prescription, including inhalers, a health plan will need to be completed by the parent/guardian.

### **HEELIES (SHOES)**

Heelies are prohibited due to safety concerns

### **HOMESCHOOL**

Talihina Public Schools will require examinations as it deems appropriate for placement of said student enrolling in the school district that have been homeschooled. Students who enroll after they have been homeschooled will not be eligible for special services, or to be placed on an I.E.P for one school year.

### **HONORS REWARD**

Superintendent's Honor Roll students must make and maintain straight A's in classes that give letter grades and a S in classes that do not use letter grades for 4 consecutive nine weeks (the 4th nine weeks of the previous year and the 1st, 2nd and 3rd nine weeks of the current school year.). Principal's Honor Roll students must make and maintain B's and S's or above in all classes for 4 nine weeks (the 4th nine weeks of the previous year and the 1st, 2nd and 3rd nine weeks of the current school year).

**Criteria for Honor Reward:**

- Must make the Superintendent's or Principal's Honor Roll
- Must not have 10 or more unexcused absences per semester. This includes 1<sup>st</sup> & 2<sup>nd</sup> Semester of the current school year.
- Student must be on the honor roll for the fourth nine weeks of the previous school year (except 1st grade due to being in kindergarten) and the 1st, 2nd and 3rd nine weeks of the current school year.
- Students on the honor roll will be rewarded in May at the Principal's discretion.

**INCLEMENT WEATHER**

The superintendent will make the decision if school is to be closed due to bad weather or other emergencies. Listen to your local radio and television stations for these types of announcements and we will also use the School Reach telephone messaging system. If it becomes necessary to close school due to bad weather, or other reasons, it will be announced on local TV channels, 2, 5, and 8 by 6:30 a.m. Parents may phone the school at 567-2259 for a recorded message of school closing.

**ILLNESS & INJURY**

If your child becomes ill or is injured at school, we will administer first aid and call the parents. If parents cannot be reached, we will take whatever measures are needed to care for the ill or injured students. Parents are asked to fill out a medical form giving the name of the doctor used and instructions for medical emergencies. These forms will be kept on file in the Principal's office.

**IMMUNIZATION**

No student shall be allowed to enter Talihina Public Schools until certification is presented to the principal or designee that the student has received or is in the process of receiving immunizations against diphtheria, pertussis, tetanus, Hep B, measles (rubeola), rubella, poliomyelitis, varicella, and hepatitis A or is likely to be immune as a result of the disease. If a student cannot be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong contraindication. If the student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member.

**IN SCHOOL PLACEMENT**

Students who are placed in ISP (In School Placement) will use the time to complete class work, it is the responsibility of the student to make sure all work is received and completed for the time spent in ISP. If a student finishes their regular class work then they will be given work in the core subjects to work on and or they will write character education traits and/or work through a booklet stressing the importance of abiding by rules, regulations, and the responsibilities of individual students.

Misbehavior in ISP may result in the lengthening of the In School Placement or suspension.

**INSURANCE**

Accident Insurance is not provided by the school; however, student insurance is available at a minimum cost through an insurance company approved by the school district. Parents or guardians are encouraged to obtain adequate coverage either through the school approved policy or their own insurance company.

**INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY**

The Talihina School District is pleased to make available to students access to interconnected computer systems within the district and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy 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 to 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 the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. The school district cannot 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 signature of the student and his/her parents or guardians. Listed below are the

provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your has designated as the one to whom you can direct your question. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn, and he or she may be subject to additional disciplinary action.

### **PARENT RESPONSIBILITY**

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing 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 that is not included in the policy but has the effect of harming another or his or her property.

### **TERM OF PERMITTED USE**

A person who submits to the school 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 will be asked to sign a new policy each year, in which they are students in the district, before they are given an access account.

### **ACCEPTABLE USES**

#### **Educational Purpose Only**

The school district is providing access to its computer network and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate. Unacceptable Use of Network

Among uses that are considered unacceptable and which constitute a violation of this policy are the following:

- 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 network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property for example, do not engage in defamation (harming another's reputation by IBS); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you 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 if programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- Uses that jeopardize the security of student access and of the computer network or networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- Uses that are commercial transactions. Students and other users may not sell or buy anything over the internet. You should not give other private information about you or others, including credit card numbers and social security numbers.

#### **Netiquette**

All users must abide by rules of network etiquette, which includes the following:

- A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- B. Avoid language and users which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which 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 you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done with permission or when you know 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 accompanied by the recipient's system and is in a format which the recipient can open.

### **INTERNET SAFETY**

#### **General Warning: Individual Responsibility of Parents and Users**

All 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 inform them as to which materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

#### **Personal Safety**

Be safe in using the computer network and Internet. Do not reveal personal information such as your home address or telephone number. Do not use your real name or any information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you

“meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or private setting.

### **“Hacking” and 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 computer systems, or 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.

### **Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of a parent or guardian, or if the student is 18 or over, the permission of the student himself/herself. 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 supervising teacher or administrator may authorize the release of directory information, as defined by law, for international administrative purposes or approved educational projects and activities.

### **Active Restriction Measures**

The school either by itself or combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which 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 purpose of bona fide research or other educational projects being conducted by students 17 or older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47USC 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 safe for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual act, or lewd exhibition of the genitals; taken as a whole, lacks serious literary, political, or scientific value as to minors.

### **Privacy**

Network and Internet access is provided as a tool for your 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 in the school district. A user violates this policy by their action 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 may also take other disciplinary action in such circumstances.

### **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 parent(s) or guardian(s) 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 his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) 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 other administrators, teachers, and staff harmless from any and all loss, costs, claims, or damage 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, if the user’s parent(s) or guardian(s) 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 outside the school’s network.

### **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology.

Such information must be provided by the user (or his or her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

REFERENCES: 210.S (1040.7G

Children's Internet Protection of 2000 (HR 4577, PI 106-554)

Communications Act of 1334, as amended (47 U>S>C> 254 {h}, {l})

Elementary and Secondary Education Act as amended (20 O.S.C.B801 et. Seq. Part F

## **CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS**

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by the district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. All internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

1. Be polite. Messages should not be abusive to others
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited.
9. The district technology is not to be used for playing multi-user or network intensive games, commercial ventures, Internet Relay, chat-lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without the appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by others.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

## **INTRUDER IN THE BUILDING**

In the event there is an intruder in the building, an announcement will be made that the building is in lock down. No one will be permitted to enter or leave the building. The appropriate security personnel will handle the situation.

## **LIBRARY**

Library procedures and policy are under the direction of the librarian. Fees or fines will be assessed for damaged, lost, and overdue books and materials. Students may be liable for destroying or failure to return library materials. (21 O.S. 1739).

## **LOCKED DOOR POLICY**

All visitors are required to come to the office to make arrangements for visits to classrooms. All Visitors must sign in and out as this ensures the overall safety of the building. All exterior doors, with exception of the front entrance and the entrance at the opposite side of the hall remain locked at all times. The main two doors are unlocked at 7:30 a.m. and locked at 3:50 p.m. No Visitor is allowed to enter through any other doors other than the two main doors in the center of the building.

## **LOCKDOWN DRILL**

There will be one lockdown drill scheduled for each semester

## **LOCKERS & SCHOOL PROPERTY**

Lockers are the property of the school and are assigned to the students for use. Any student, who wishes to place a lock on their locker, must register the combination or leave an extra key with the elementary office. Students hold

neither expectation of privacy in their lockers nor any other school property. Students are to use their assigned locker only. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy.

### **MAKE-UP WORK**

Students who have been absent have the privilege of doing make-up work, but it is their responsibility to make an appointment to see the teacher about this work. Time given for this make-up work should correspond to time of the absences; i.e., if absent two days, the student should be given two days beginning the day of return to make up the work. Students are responsible for getting make up work on the day of their return. **If a parent request the work to be collected for them while the student is absent it will be due when the student returns.** Missed work can be very damaging to a student's progress. Students will be given one day for each day missed to make-up work. It is the responsibility of the student, not the teacher, to make arrangements for make-up work. Should the parents desire to make arrangements to pick up homework, they will need to notify the teacher prior to their planning period. Please note that late work may not be accepted.

### **MANDATORY REPORTING OF CHILD ABUSE OR NEGLECT**

School officials must report incidents of child abuse or neglect to the proper legal authorities. (25 O.S. 846 A (1)(c).

### **MEALS**

All students are required to go to the cafeteria and are required to get a lunch tray and milk unless they brought their lunch from home. Students will be supervised by teachers through the lunch period in order to help students develop and practice good table manners and to keep down excess noise. Students are not to take food or drink from the cafeteria. Abusing the use of salt and pepper, catsup bottles, mustard bottles, or other foods on the table is not allowed. No beverage can or bottles will be allowed in the cafeteria. Other simple rules of courteous behavior that would make the breakfast and lunch period pleasant and relaxed are as follows:

- Observing good dining room standards at the table.
- Leaving the table and the surrounding area clean and orderly.
- Replacing chairs and putting trash in proper containers.

### **MEDICAID ANNUAL NOTIFICATION REGARDING PARENTAL CONSENT**

#### ***Background:***

The Oklahoma Health Care Authority is the primary entity in the state of Oklahoma charged with controlling costs of state-purchased health care. The agency must balance this fiscal responsibility with two, equally important goals: Assuring that state-purchased health care meets acceptable standards of care; Ensuring that citizens of Oklahoma who rely on state-purchased health care are served in a progressive and positive system.

This program assists school districts by providing partial reimbursement for medically related services listed on a student's Individualized Education Plan (IEP) or Individualized Family Services Plan (IFSP). Although this partial reimbursement is available only for students who are Medicaid eligible, services are provided to ALL students with disabilities regardless of their Medicaid eligibility status. The Oklahoma School-Based Services program is under the direction of the Oklahoma Healthcare Authority. In 2013, the regulations regarding Medicaid parental consent for School-Based Services changed. Prior to accessing a child's public benefits or insurance for the first time, and annually thereafter, school districts must provide parents/guardians written notification. So, what does all this mean?

#### ***Is there a cost to you?***

NO- IEP/IFSP services are provided to students while they are at school at NO cost to the parent/guardian.

#### ***Will School-Based Medicaid claiming impact your family's Medicaid benefits?***

The School-Based Services program does NOT impact a family's Medicaid services, funds, or limits. The School-Based Services program does not affect your family's Medicaid benefits in any way.

#### ***What type of services does the School-Based Services program cover?***

- |                              |                            |
|------------------------------|----------------------------|
| -Evaluations                 | -Psychological/Social Work |
| -Speech & Language/Audiology | -Personal Care             |
| -Occupational Therapy        | -Physical Therapy          |
| -Nursing                     | -Personal Care             |

#### ***What type of information about your child will be shared?***

In order to submit claims for School-Based Services reimbursement, the following types of records may be required: first name, last name, middle name, address, date of birth, student ID, Medicaid ID, disability, service dates and type of services delivered.

#### ***Who will see this information?***

Information about your child's School-Based Services may be shared with the Oklahoma Healthcare Authority agency and it's affiliated for the purpose of verifying Medicaid eligibility and submitting claims.

#### ***What does this mean?***

If your child receives any of the services listed above and qualifies for Medicaid benefits at any time during the school year, we request your permission to release information to enable your school district to access School-Based Medicaid Reimbursement. If you do not provide consent, the district will still provide the services.

***What if you change your mind?***

You have the right to withdraw consent to disclose your child's personally identifiable information to the Oklahoma Healthcare Authority and its affiliates at any time.

***Will your consent or refusal affect your child's services?***

NO. Regardless of whether you have Medicaid coverage or not (and whether you provide consent or not) the school district will still provide services to your child pursuant to their IEP or IFSP.

***What if you have questions?***

Please call the school district's Special Education department with questions or concerns, or to obtain a copy of the parental consent form.

\*By signing the Talihina Public Schools Handbook review form, you acknowledge that you have received notification regarding Medicaid Annual Parental Consent Notification and agree that Talihina Public Schools may access your child's public benefits or information to seek reimbursement for services rendered.

**MEDICATION AT SCHOOL**

If a student is required by a physician 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 non-prescribed medication be dispensed to that student, only the school nurse, and administrator or administrator's designee may administer the medication in compliance with the regulations that follow. Prescription medication must be in a prescription bottle that indicates the following:

- Student's name/Name and strength of medication/Dosage and directions of administration/Name of physician or dentist/Date and name of pharmacy.

Such medication should be accompanied by a written authorization from the parent, guardian, physician, or dentist that indicates the following:

- Purpose of medication/ Time to be administered/Termination date for administering the medication.

Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives are inappropriate or ineffective. The parent/guardian may give a blanket permission or conditional permission for the student to receive nonprescription medication during the school day and may give permission for prescription medication to be given. A permission form will be sent to the parents at the beginning of the school year. The nurse, administrator, or administrator's designee should:

- Inform appropriate school personnel of medication being administered/Keep an accurate record of the administered medication/Keep all medication locked in a cabinet/Return any unused prescription to the parent/guardian only.

The parent/guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication. Talihina Public School retains the discretion to reject requests for administration of medication. This policy statement will be provided to the parent/guardian upon receipt of a request for long-term administration of medication.

**MENINGITIS**

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe. The newest vaccine, called Menactra, or MCV4, is recommended for: All adolescents 11-18 years of age, College freshmen living in dormitories if not vaccinated previously, and other people at high risk 2 through 55 years of age. Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma.

For more information: <http://sde.state.ok.us/Schools/SafeHealthy/pdf/Meningitis.pdf>

**MINUTE/MOMENT OF SILENCE (Section 238.1 O.S.)**

The board of education of each school district shall ensure that the public schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his/her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere, distract, or impede other students in the exercise of their individual choices. The Attorney General of the State of Oklahoma is hereby authorized to intervene in any legal proceeding to enforce the provisions of this act and shall represent any school district or employee named as a defendant therein. Any school district or employee named as a defendant in any proceeding to enforce the provisions of this act shall within five (5) days of receiving service of summons notify the Attorney General of the State of Oklahoma of the pendency of the action. (70-11-101.2)

**MONEY/VALUABLES**

Please do not allow a student to bring large amounts of money, or any other valuable items to school. Students should bring only what is needed for that day. The school is not responsible for lost money/valuables.

### **OBSCENITY/PROFANITY**

Obscene materials including, but not limited to: illustrations (drawings, paintings, photographs, etc) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc) which are commercially or student produced are prohibited. Profanity, including but not limited to gestures, symbols, verbal, written, etc. are prohibited.

### **OPEN RECORDS ACT**

The Oklahoma Legislature passed S.B. 276 and is commonly referred to as the "Open Records Act". This act requires that schools must make available to anyone, on request, "Directory Information". Directory information for Talihina Public School year includes the following: Name, participation in activities and sports, awards (etc.). If the parent/legal guardian or student does not want directory information released regarding the student, notification must be given to the principal's office 10 days after receiving student handbook, by the parent/legal guardian or student making the request. (51- 24A.16; S.L.O. 553)

### **PARENT TEACHER CONFERENCES**

Parent Teacher Conferences are held four times a year, two during the fall semester and two during the spring semester. Notices will be sent with dates and times of these conferences. Parents may request a conference with their child's teacher during the teacher's planning period. However, this request should be made with enough time to allow the teacher to gather that student's information. Teachers send out notices to parents when grades are failing and request the parents to set a conference time to discuss what the student needs to improve their grades.

### **PARTIES AND OBSERVANCES**

Class parties are approved for K-2<sup>nd</sup> for Easter and Valentine's Day. Third-6<sup>th</sup> Grade may exchange valentine's Day cards. The Principal must approve all other observances. Birthday parties at school are not allowed. Foods of minimal nutritional value are not allowed in the classroom unless it is for an approved party/observation. Please note that at the approved parties all snacks need to be store bought and prepackaged. Distribution of student Birthday Party invitations are not allowed. No costumes on Halloween. Easter egg hunts for grades K-2<sup>nd</sup> (No fake grass). All parties will be during the last 45 minutes of the day.

### **PEP RALLIES**

Pep Rallies will be held periodically, as needed, and determined by student participation and behavior. Students will show proper respects and good school spirit or will not be allowed to attend.

### **PERFECT ATTENDANCE**

Perfect Attendance consists of no absences throughout the school year. Students missing 15 minutes or more of one class period will not qualify for perfect attendance.

### **PHONES/ELECTRONIC DEVICES**

In response to parental safety concerns, Talihina Elementary School will allow students to possess wireless communication devices with certain restrictions. While most students are respectful of the rules related to cell phones in the school setting, teachers still report many problems associated with the misuse of cell phones. These problems continue to rise as technology advances and the devices get smaller. Teachers report that cell phones ring during classes causing disruptions; students are distracted from instruction because they are sending and receiving text messages, and the devices are used to cheat on tests and other classroom work. Students are also using cell phone technology to take inappropriate photos/videos, scan tests, etc. In order to allow cell phones on campus during the school day, the following guidelines will be required of students who choose to bring these devices to school:

- **Cell phones must be turned off and must not be visible after entering the building.** A cell phone that rings or vibrates IS NOT turned off. If a parent needs to get a message to their child, a cell phone turned off can still receive voicemail messages that can be retrieved after school hours.
- **Using a cell phone as a clock is not a valid excuse.** Cell phones should not be used to keep track of the time because cell phones must be off and not visible (i.e. cell phones become visible when pulled out of a purse or backpack). Cell phones should be completely out of sight (including cell phone holders).
- **Saying that a cell phone fell out of a pocket is not a valid excuse.** Students must keep cell phones in a purse, backpack, or locker—the cell phones may not be on a student's person.
- **Other times cell phones may not be used.** In a before or after school classroom activity such as the after school programs, detention, extended day, tutoring, fine arts rehearsals, athletic practices/competitions, club meetings, etc.) These timeframe restrictions apply to school-related meetings/practices before and after school.
- **Responsibility.** If a student brings a cell phone to school, it is the student's responsibility to keep the item secure. The school will not be responsible for cell phones that are damaged, lost or stolen. **Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. Their security is the sole responsibility of the student.**
- **School Emergencies and Safety Restrictions.** Ensuring that school officials, law enforcement officers and other emergency agencies will have adequate means of communication during an emergency is of utmost importance to the safety of all students. Therefore, students are asked to not turn cell phones on to make

phone calls or send/receive text messages during an emergency situation that occurs at school until the crisis stage is over unless they are instructed to do so by a staff member or emergency responder. Parents are also asked to refrain from making calls to the school since there are only a few phone lines into the school, and these phone lines are strategic in communicating with emergency responders. In addition, parents are asked to refrain from calling cell phones or sending text messages to keep the airwave frequencies open for emergency responders. As soon as feasible, school personnel will allow students to make phone calls to parents.

### **THERE WILL BE NO EXCEPTIONS TO THIS POLICY**

**Under no circumstances should cell phones be used to take pictures or video in any school facility. (See discipline chart)** This is especially important because of privacy issues related to the Family Educational Rights and Privacy Act (FERPA), the federal law that protects student privacy. Confiscated cell phones that have the capacity to take photographs will have photos reviewed in the presence of the student prior to being claimed by a parent/guardian to ensure that no photos were taken during the school day that violate FERPA laws or school rules. Students will be required to delete school-related photos that were not taken at an event open to the public. Additionally, police will be contacted if an administrator has reason to believe that a photo might be a violation of law.

### **PHYSICAL EDUCATION**

Students enrolled in physical education are required to participate in the physical education program unless a doctor verifies a physical disability in writing. The doctor's statement will be kept on file with the physical education instructor. Any student with such a statement will not be allowed to participate in the athletic program. Other students, such as cheerleaders or special designated groups enrolled through physical education, will be required to participate in the regular physical education class if not participating when the activity ends. All students must dress out and participate or do alternate class work as assigned.

### **PLAYGROUND RULES**

In order to maintain a safe playground environment, students must follow these rules:

No tackle football, wrestling or other play that will tear clothing, or cause injury to a student. No hard balls or bats allowed. No throwing rocks, glass, snowballs or other hard objects. Use slides and swings correctly. No climbing on fences or building. No visiting with anyone over the fenced area (Visitors must check in at the office.) The playground is split into two areas when all groups are present (K-3) in a specified area and (4-6) in a specified area. Do not leave the playground for any reason without permission from the adult on duty. Students may not come back into the building until recess is over unless the adult on duty gives permission. May not jump (or ride) on the backs of other students. Shoes must be worn on playground. \*Inappropriate conduct will result in punishment

### **PROGRESS REPORTS**

Progress Reports will be sent home with students midway between each 9 week grading session and/or as warranted by the Principal. They will also be sent at any time the teacher needs to notify a parent of a student's progress. This will inform the parents of the child's grades and allow the parent time to encourage their child to bring their grades up before the end of the nine-week period.

### **PROMOTION AND RETENTION OF STUDENTS**

Promotion is a highlight of a school year and affects the teacher, pupil and parent. Serious consideration will be given in the following order for promotion: Successful achievement of the "Essential Skills" for that grade level, Scholastic achievement and ability, Attendance, Number of years in present grade, and Chronological Age. A promotion ceremony is held each spring for Kindergarten and 6th grade students being promoted to the next grade. Parents are urged to attend these ceremonies in support of the students. The Kindergarten promotion is held during a school day and the 6th grade promotion is in the evening. Parents will be notified of ceremonies. Parents will be kept aware of their student's progress through the year by means of Parent/Teacher Conferences, letters, and phone calls; Yet, whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent/guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process.

- Meet with Teacher.
- Meet with Principal
- Meet with Superintendent.
- Meet with the Board of Education.

The decision of the Talihina Board of Education shall be final. The parent 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 decision of the board (70-24-114.1). A child may not be retained more than one time in grades K-6. If a teacher is considering recommending a child have a second chance in that grade, they will notify the Principal no later than the last scheduled Parent/Teacher Conference. A Principal-Teacher Conference shall be held before a final recommendation is made on whether to retain a student or not. The teacher shall notify the parents when a recommendation is agreed upon between them and the principal. If a child is failing, the parents should be notified by the middle of the nine-week period.

## **READING SUFFICIENCY**

Students enrolled K-3rd grade will be assessed by multiple, on-going assessments for the acquisition of reading skills. Students not reading at the appropriate grade level will be provided a Reading Assessment Plan, which will include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills. Reading Sufficiency Act (70 O.S. 1210.508 B & 508 E). Currently Talihina Elementary utilizes the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) as a set of standardized, individually administered measures of early literacy development. According to HB 1621, section C.2, if a student is unable to meet competencies required for the completion of third grade and promotion to fourth grade, a school district may have the authority, after consultation with the parent or guardian of the student, to recommend that the promotion of the student to the fourth grade is contingent upon the successful completion of the required competencies for reading by the student at a summer academy or other program. If the student does not successfully complete the competencies in the summer academy or other program, they may be retained in the third grade.

## **REFUSAL OF ENROLLMENT OF STUDENTS**

SB 720 allows public schools to refuse enrollment to a student suspended from public/private school for commission of violent acts or showing deliberate or reckless disregard for the health or safety of faculty or students until the school in which the student subsequently enrolls or re-enrolls in determines that student no longer poses a threat.

## **SCHOOL BOARD OF EDUCATION**

Talihina School Board Policies and regulations will supersede and take precedence over any policy listed in this handbook. Any person disagreeing with any policy in this booklet may request, through the Superintendent, an opportunity to state their objections to the Board of Education.

## **SCHOOL DAY**

Classes are in session from 7:50 a.m. to 3:30 p.m. Monday thru Friday. Students who are eating breakfast at school should arrive no later than 7:50 a.m. Students will be allowed to enter the building through the two main doors after 7:30 a.m. Repeated early departures can hamper a student's grades. Some classes that occur last hour consist of Spelling, Penmanship, Social Studies, Science, Phonics

Students who are not picked up by 3:45 p.m. without prior arrangement, or returns to school undeliverable by a bus driver (no one at home), will be turned over to the Principal or the Principal's designee and all attempts will be made to contact the parents. Once students are loaded on the bus at the end of the day, students will not be pulled from the school bus.

## **SCHOOL MESSENGER**

We have partnered with School Messenger Instant Parent Contact. This system allows us to contact parents quickly and easily about information from school closings to emergency communications to meeting reminders and more. School Messenger will make your life easier. All you have to do is provide the school with the phone numbers and e-mail addresses you want contacted. School Messenger can call as many and any kind of phones that you have. School Messenger supports: home phones, cell phone and or work phones.

Here's a quick rundown of what will happen and what you can do to make sure you receive all of your important school-related communications:

- Caller ID will display the main number for the school.
- When receiving a School Messenger call, answer your phone as you normally would. Say "hello" once, saying multiple "hellos" may delay the start of the message. Please note that there is a short pause in the beginning of the call.
- **IMPORTANT:** Set your answering machine to answer in four rings or less to ensure best message delivery. Note: Short, succinct answering machine greetings are best for our machine detection and delivery process. Long answering machine greetings, or greetings with pauses or gaps, may cause the School Messenger message to begin too soon.
- To listen to a message again, wait for the 'press any key' prompt at the end of the message and after pressing a key you'll hear the message again in its entirety.
- A live or machine answer will complete the notification cycle and cease any future calls for a particular message broadcast. If the School Messenger system encounters a busy, no answer or failed (bad number or line) condition, the system will typically retry that number(s) twice more in 15 minute increments.
- Depending on how your school has structured their calling lists, you may receive simultaneous calls on your home, cell and/or work numbers.

To check past messages, or if you feel a message has been missed, simply dial 855-955-8500 to hear up to 30-days past message history. **\*\*Note:** Your call must originate from a phone number to which a message was originally sent. There is also a School Messenger App available for iPhones and Androids.

## **SEARCH OF STUDENTS**

State law ensures the right of the principal or his/her designee the authority to search a student when there is reasonable suspicion and that such a search is needed.

## SPECIAL EDUCATION SERVICES

Notice to Parent Regarding Child Identification, Location, Screening & Evaluation. This notice is to inform parent of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Area wide Service Information System (OASIS), through a toll free number (1-800-42-0ASIS), also provides statewide information and referrals to local schools and other service providers.

**Screening:** Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations; and specially developed readiness or educational screenings instruments.

**Readiness Screening:** Personally identifiable information is collected on all kindergarten students participating in school wide screening to assess readiness prior to entry into first grade. Results of the screening are made available to parents or legal guardians, teachers, and school administrators.

**Educational Screening:** Educational screening includes accepted procedures for the identification of children who may have special learning needs and may be eligible for special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA). Each school district in the State provides educational screening. No child shall be educationally screened without prior notice to the child's parent or legal guardian or whose parent or legal guardian has filed written objection with the local school district. Educational screening is implemented for all first grade students each school year. Second through twelfth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher. Students enter the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

**Evaluation:** Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

**Collection of Personally Identifiable Information:** Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School district develops and implements a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy form the local school district's administrator.

The 2004 Amendments to IDEA are less prescriptive about the timing of such reports than the 1997 Amendments. Final Part B regulations have been modified to track the language used in the statute as passed by Congress in December 2004 [specifically, section 614(d)(1)(A)(i)(III)].

It is important to note that the statute does not require report cards or quarterly report cards. When IDEA mentions them in §300.320(a)(ii), they "are used as examples...of when periodic reports on the child's progress toward meeting the annual goals might be provided" (71 Fed. Reg. at 46664, emphasis added). As the Department of Education clarifies: The specific times that progress reports are provided to parents and the specific manner and format in which a child's progress toward meeting the annual goals is reported is best left to State and local officials to determine. (Id.) In addition, under section 614(d)(1)(A)(ii)(I) of the Act we cannot interpret section 614 of the Act to require additional information in a child's IEP that is not specifically required by the Act.

Talihina Public School Special Education Department procedures for reporting the child's IEP (Individual Education Program) Goal progress to parents:

\*Periodic reports on the progress the child is making toward IEP goals must be provided to parents at least annually and more frequently if a child's IEP. (Individual Education Program) team determines more frequently reporting is necessary

\*More frequent reporting would be up to the IEP (Individual Education Program) team based on the child's individual circumstances.

## STUDENTS DISCIPLINARY RECORDS

A student's cumulative discipline record for the previous year will be placed in his/her permanent file. His/her prior conduct and discipline including punishment, detention served, and suspension or expulsion will be reviewed. Decisions on the type of discipline students will receive will be based on past conduct if such conduct shows a persistent violation of school rules or a display of inappropriate student behavior.

## STUDENT PRIVACY RIGHTS POLICY

Students have no reasonable expectations of privacy rights toward school officials in regards to school lockers, desks, or other school property.

## STUDENT PROGRESS REPORTS

Progress reports will be issued to all students every three to four weeks. Students involved in extracurricular activities may continue to check each week thereafter until all extracurricular activities end. This report is available to students on Friday of each week. **Parents may check their child's academic progress on a regular basis from any computer that has internet. Please contact the elementary secretary to get your log on information and website information.**

## STUDENT RECORDS

Student records shall be defined as any material concerning individual students maintained in any form by the school or its employees except personal notes and work products maintained by teachers and other school personnel solely for their own individual use and not communicated to any other person.

All records on a student with the exception of personal evaluations submitted in confidentiality before January 1, 1975, shall be open to that student's parent or guardian and to the student if he/she is over 18 years of age. The consent of the student over 18 or parent or guardian shall be required each time an item in the student's record is divulged to any person except:

1. School officials, including teachers, who have a legitimate educational interest in the student.
2. Officials of schools in which a student wants to enroll provided that parent told in advance what information is sent, receive a copy if they wish, and are given an opportunity to challenge the information in a hearing.
3. Officials of the U.S. General Accounting Office, HEW, and State Department of Education personnel who need specific data to evaluate federal aid programs or enforce federal laws.
4. Anyone to whom the student has made application for or receipt for financial aid.
5. Accrediting institutions.
6. Testing and research organizations such as Educational Testing Service, as long as confidentiality is maintained and records are destroyed after they are no longer needed.

In instances where there is no legal guardian or the parents of the child are not available, the term shall mean that person who appears to be performing the functions and duties to the child.

The building principal or his/her designated representative is the person authorized to control and release information at the individual school. The parent should contact the principal or his/her designated representative for release of or review of records.

## STUDENT CHECK OUT PROCEDURES

If you want your child to go home a different way than usual, you must contact the school by sending a note or calling the school before 2:00 p.m. In the event of illness, injury, dental, or medical appointments, all students must be checked out through the office. **Parents or guardians are not allowed to go to the classroom to get students; they will be called to the office.** A student should not be checked out by anyone other than a parent/guardian unless special arrangements have been made through the office. **All students must be checked out by a parent/guardian. No phone check outs will be allowed.**

## TALIHINA CITY SCHOOL'S HEALTH PROGRAM INFORMATION

### Policies (FFACA-R, FFAC,FFAB, FFAABR, FFAC E-1, FFB)

There is recognition that the healthy child tends to have better school attendance and to learn more when he/she is in school. While parents are primarily responsible for their children's health, in order to help provide the maximum educational opportunity possible for our students, Talihina Schools provide a health program with the school system. It is not the purpose of the program to provide medical care, but only to take care of health situations as they arise at school. Minor wounds are cleaned and bandages applied to the wounded area. Cold packs are applied to bruises and sprains. Parents are notified of more serious wounds and asked to come for the student. Parents are notified of students believed to be too ill to remain at school and are asked to come for them. An attempt is made to prevent spread of infections to other students by excluding from school children who have a temperature of 100 degrees or more or who have infectious type drainage from their eyes. Guidelines recommended by the State Health Department are followed in excluding students with communicable diseases. All open or draining wounds and those containing pus must be medicated and covered with a bandage in order for the student to attend school. This must be done at home before the student comes to school since we do not stock medicines and stock only enough bandages for

emergencies. Clean cloths may be used for bandages if gauze is not available. Medicine will be given to a student by school personnel only if it is necessary for him/her to take the medicine during school hours and only if guidelines required by state laws are followed. These guidelines are:

1. All medicine must be brought from home. It is preferred that a parent brings the medicine to school rather than send it by the student.
2. Over the counter medicines must be in the original container with the label intact and the name legible.
3. Prescription drugs must have a pharmacy label that includes the name of the pharmacy, the name of the medicine, the prescription number, and directions for giving the medicine.
4. Prescription medicines that do not have a pharmacy label must be accompanied by a note from the doctor with the student's name and the doctor's signature.
5. All medicines, prescription and non prescription, must be accompanied by a note from the student's parent or guardian requesting that medicine be given by school personnel. The note must include:
  - a. The date
  - b. The first and last name of the student
  - c. The name and dosage of the medicine and how it is to be given
  - d. Signature of parent or guardian

**Note: The medicine and the note are to be kept at the office. Medicine is not to be kept on a student's person or in his/her desk or locker.**

Our policy concerning head lice is that no student attends school with lice or nits (eggs) in their hair, since nits are a source of re-infestation. Attempts will not be made to distinguish between hatched and un-hatched nits. Any student found with lice and/or nits will be excluded from school with a letter of instruction for treatment and the procedure for being readmitted to school. Vision, hearing, and dental screening will be done on all students. The same screening is done every other year on students in grades four through six. Attempt is made to do vision and hearing screening on students at least once in middle school. Parents will be notified by note of any suspected problems in these areas. Our health services are looking forward to serving your child and hope he/she has a healthy, happy, and productive year.

#### **TELEPHONE**

The telephone in the principal's office is for school business. Do not ask to use the telephone in the office during school hours except in cases of emergency. Make arrangements before you leave home concerning where you are to go after school, etc. The secretary will take calls for students, and you will be notified when and where to call. In cases of sickness or injury, students are to let school personnel make these calls for you.

In the case of an **EMERGENCY** the office will deliver messages to students. It is important that students be informed of after-school activities and transportation arrangements **BEFORE** they leave home. A parent **MUST** send a note to the teacher for a change in after school plans. If an emergency occurs, and plans change after the student has come to school, please call the Elementary Office **BEFORE** 2:00 p.m. The Elementary office cannot guarantee delivery of a message, but will do the best possible to ensure a student is made aware of any changes. A student will not be allowed to call home to make plans for after school parties, sleepovers, etc. This interferes with the business operation of the school district in maintaining its telephone lines. Students shall not be called out of class to be picked up until a parent/guardian arrives. Students are not allowed to be called out of class to take phone calls. There is no assurance that we can identify the person on the phone is their parent/legal guardian. Students will not be allowed to use faculty/staff personal cell phones.

#### **TEXTBOOKS**

Textbooks are furnished by the Talihina Public Schools. It will be the responsibility of the student to keep up with his/her books. The student will pay for damaged or lost books.

#### **TOBACCO ON SCHOOL PREMISES**

The Talihina Board of Education recognizes that tobacco smoking has been shown to be linked to illnesses and disability and that federal law prohibits smoking in any indoor facility used to provide educational services to children. Therefore, smoking, chewing, or any other use of tobacco by staff, students, and members of the public is prohibited on, in, or upon any school property.

1. "School property" is defined as all property owned, leased, rented, or otherwise used by any school in this district.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds of tobacco prepared in
3. such manner to be suitable for chewing, smoking or both, and includes cloves or any other product packaged for smoking.
4. "Use" is defined as lighting, chewing, inhaling, or smoking any tobacco as defined in this policy.
5. Students violating this policy will be disciplined. All tobacco products confiscated will not be returned.

#### **TOYS**

Students in K-3 are allowed to bring toys to school if the toys do not interfere with class work. Teachers have the right to ban toys if they become a problem either on the playground or in the classroom. (See Electronic Devices)4th – 6th

grades are not allowed to bring toys to school except playground use items, which they will be asked to share. Again, should they become a problem on the playground, teachers, or the principal may ban the toys from the playground. The school will not be responsible for the loss or destruction of student owned play items.

### **TRADING CARDS**

Students may not bring trading cards or any type of collectible items to school or school activities at any time.

### **TRAFFIC FLOW**

No child may be dropped off or picked up anywhere on campus EXCEPT the "loading and unloading" area at the south end of the building (Hwy 271/1st). When loading and unloading children at the South end of building: Pull into the loading and unloading area to the right curb. Do not allow a child to exit/enter the vehicle on the driver side of the car. The student must exit/enter the vehicle on the right curb only. The left lane of the loading and unloading area is for moving traffic....DO NOT park in the left lane (also, please do not double park).NEVER park on the highway side of the left curb. If you are going to walk your child into the school between 7:30 am to 8:15 am and leave your vehicle unattended, you must park in the parking lot across the street.

First vehicles to arrive will pull up to the farthest end of the loading zone so other cars can enter behind. When there is no space available on the right curb, parents will need to wait on one of the side streets until they can safely enter the zone without congesting traffic. After school, no student will be allowed to leave the school yard until the person on duty sees that the vehicle is parked appropriately for the safety of the child. The student will then be allowed to go straight to the vehicle, entering only on the right side where the school official can see them enter the vehicle.

Students riding bicycles home will be required to stay on the school grounds until the school official allows them to leave, at which time, they will go down the side yard, inside the fence, out the gate, and to the crosswalk, to be directed by the crosswalk guard. Students and adults who cross the street MUST use the crosswalk. NO STUDENT MAY BE LEFT OR PICKED UP AT THE REAR OF THE ELEMENTARY BUILDING THIS AREA IS DESIGNATED FOR BUS LOADING AND UNLOADING ONLY! NO STUDENT MAY BE LEFT OR PICKED UP ON THE HIGHWAY!

### **TRANSFERS**

Transfer students must request an Open transfer by May 31<sup>st</sup> for the following school year. Transfers must be in place BEFORE the student enrolls.

### **TRANSPORTATION**

Bus transportation is provided for all eligible students of the Talihina Public Schools. Bus riders are expected to show the same standards of conduct and citizenship as required on school campus to ride their assigned bus unless given special permission by the transportation director to do otherwise. No motor scooters, motorbikes, or other motor propelled vehicles may be ridden to or from school without a written request for permission being on file in the principal's office. Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals With Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

### **VISTORS AT SCHOOL**

All visitors are required to come to the office to make arrangements for visits to classrooms. All Visitors must sign in and out as this ensures the overall safety of the building. All exterior doors, with exception of the front entrance and the entrance at the opposite side of the hall remain locked at all times. The main two doors are unlocked at 7:30 a.m. and locked at 3:00 p.m. No Visitor is allowed to enter through any other doors other than the two main doors in the center of the building.

Students will not be allowed to bring visitors with them or invite them to school. If a parent needs to visit with a teacher, the parents should call the Principal's office to make arrangements for a proper time. If a parent should need to see their child at school, they should first come to the Elementary Office to sign in and make arrangements for the student to exit the premises. All visitors, students and parents must come in through the main entrance door and check in at the office. Any person that is not a student or faculty member of Talihina Elementary is considered a visitor, and must check in at the office.

### **WEAPONS FREE SCHOOL**

It is the policy of the Talihina School District to comply with fully with the Gun-Free Schools Act.

1. Any student in the Talihina School District who uses or possesses a firearm at school, at any school sponsored event, or in or upon any school property including school transportation or school sponsored transportation will be removed from school for not less than one full calendar year. Firearms are defined in the Title 18 of the United States Code, Section 921, a (A) any weapon (including a starter gun) which will or is designated to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame of receiver or any such weapon; (C) any

firearm muffler or firearm silencer, or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive incendiary charge of more than one-quarter ounce, mine, or any device similar to the above.

Such a firearm or weapon will be confiscated and released to proper legal authorities.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the District, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other weapon."

### **WITHDRAWAL FROM SCHOOL**

A student withdrawing from school is to notify the principal, the local school secretary, the attendance clerk, and the teachers in advance if possible. A withdrawal form will be given to the student in the office. This form must be signed by each teacher, the librarian, and the lunchroom clerk to certify that the student's school record is clear. Grades in each subject will be recorded on this slip. A copy of this withdrawal slip is given to the student after the form is completed.

Complaint Form  
Talihina Public School

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of subject you are complaining about: \_\_\_\_\_

Where did incident occur? \_\_\_\_\_

Description of complaint or problem:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conclusion:

\_\_\_\_\_  
\_\_\_\_\_

Additional remarks or suggestions:

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

PHONE:  
918-567-2259

Talihina Elementary School  
P.O. BOX 38  
TALIHINA, OK 74571

FAX:  
918-567-5344