

## CACHE PRIMARY SCHOOL HANDBOOK

At Cache Primary we believe in providing a solid foundation for our students. Over the years, outstanding curriculum, committed educators and exceptional parent involvement have proved to be the major strengths of the school.

Strong values are emphasized within the school's small, family atmosphere. Prior to the first day of school, teachers contact each student to welcome them to Cache Primary. Parent meetings are scheduled for every grade level to acquaint parents with the teacher and the class expectations for the year. Assemblies recognize students, classrooms, and staff for accomplishments and positive attitudes. Parents and friends are encouraged to attend the gatherings to promote a stronger relationship with the community.

Cache Primary has a variety of programs to meet the needs of its students. Full day pre-kindergarten sessions are available for four-year olds. A full day kindergarten was begun in 1999 and continues to provide students with a rich curriculum in math, reading and social skills. All students in pre-kindergarten through first grade have physical education, music, and computer lab classes.

Parent Meetings, report cards, online access, and conferences inform parents about their children's progress. Additional communication is accomplished through monthly newsletters, notes sent home, phone calls, post cards, and the local newspaper, *The County Times*.

The teachers and I are available for conferences upon request. Please call the Primary office (429-3542) to arrange a time.

Sincerely,

Jackie Green, Principal

**Note:** Any situation not covered in this handbook is left to the discretion of the principal.

## **SCHOOL FACTS**

\*Grade Levels - Pre-Kindergarten through First Grade

\*Mascot: Bulldog

\*School Colors: Red & White

\*Website: [www.cacheps.org](http://www.cacheps.org)

## **MOTTO**

*"I'll dream. I'll try. I'll do."*

## **MISSION STATEMENT**

To provide all students with the knowledge, competencies, and orientations needed for future success.

## **PHILOSOPHY**

We believe education is a shared responsibility of parents, students, educators and the community. The most effective school is one that best projects the values and expectations of the total community.

We believe the Primary years are concerned with the development of positive attitudes and values which contribute to a satisfying self-concept and lead to an appreciation of cultural heritage.

We believe, as instructional leaders, it is our responsibility to provide an atmosphere and opportunity for all children to achieve their highest learning potential.

We believe that education at the Primary level is expected to help develop individuals who are physically strong, socially acceptable, intellectually capable, morally responsible, emotionally stable and prepared for worthy home and community life.

## **STUDENT CREED**

I am a student.

I am responsible for my choices and actions.

I will treat others the way I want to be treated. I am a Cache Bulldog.

I control my future. I'll dream.

I'll try. I'll do.

## **OBJECTIVES**

1. To provide strong instructional leadership in order to promote continuous growth in both academic and social areas of development.
2. To develop skills to facilitate mastery in all areas of learning. To promote sound study skills, decision making, critical-thinking skills, and problem-solving skills.
3. To develop a student that is well-rounded in all areas taught within our system
4. To foster development of each individual to their highest intellectual capabilities.
5. To develop a positive self-image, good attitudes and a feeling of self-worth.
6. To cultivate a moral and ethical sense in each child that will encourage self-control, honesty, fairness, justice, tolerance, courtesy, and kindness to others.
7. To provide special programs throughout the school year to meet social and emotional needs.
8. To provide a safe and secure environment in which students can learn.
9. To provide physical education and health services so that every student, according to their physical limitations, will experience good health and the knowledge and desire to safeguard it.
10. Students will gain an understanding of proper hygiene.
11. Students will be made aware of the effects of drugs.

## **EXIT OUTCOMES**

We will know that we have accomplished our mission when our students demonstrate that they are:

1. Self-directed learners who are goal-setting, responsible, task-oriented individuals.
2. Proficient in problem solving and critical thinking skills.
3. Effective communicators who are capable of expressing themselves orally and in writing.
4. Committed to producing quality work which reflects high standards and meets present and future needs.
5. Able to demonstrate skills in working cooperatively with others in a culturally diverse society.

## GENERAL SUGGESTIONS TO PARENTS

1. Encourage your child to come home immediately after school is dismissed. Loitering children are likely to get into unsafe situations.
2. Please do not telephone your child during school hours, unless there is an emergency. We, too, will discourage your child from telephoning you at home for trivial reasons.
3. Your child is not to bring dangerous or distracting articles to school.
4. Please sew or otherwise affix name slips on all articles of outer clothing.
5. We maintain a "lost and found". Please feel free to investigate if your child loses or misplaces something.
6. INSTRUCT YOUR CHILD TO NEVER CONVERSE WITH A STRANGER, never to accept a gift from a stranger, and never get into a car with a stranger.
7. A child must have a note from his parents and permission from his parents and permission from the principal to leave the school grounds during school hours. FOLLOWING THIS PROCEDURE WILL HELP US PROVIDE FOR HIS/HER SAFETY.
8. Your child must have plenty of sleep each night.
9. Your child is ready to learn if he comes to school each morning in a happy frame of mind. Nothing is better than a warm, leisurely eaten breakfast for a calm and happy beginning for the day.
10. All pupils should be taught their address and telephone number.
11. If there is something you want to know about school; if something has happened at school that worries you or your child; if there is a misunderstanding; if you need more information for any reason - SEE YOUR CHILD'S TEACHER OR PRINCIPAL!
12. Since school is a place of learning, appropriate dress should be worn by all boys and girls.
13. Drive safely at all times around the school. Our children are our main concern and their safety is uppermost in our minds.
14. Parents should send a note to the teacher if their child is to stay in at recess (injury, illness) and/or not to participate in PE. A doctor's note will be required for extended or frequent requests of non-participation.

## ADMISSION

### ENROLLMENT:

Certain requirements for enrollment into schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code." Those requirements are as follows:

1. A child must be at least 4 years of age but not more than 5 years of age on or before September 1st to attend the early childhood program for 4 year olds.
2. A Kindergarten child must have attained the age of 5 years on or before September 1st.
3. A First grade child must have attained the age of 6 years on or before September 1st.
4. A birth certificate or hospital record must be presented at the time of enrollment.

A child entering school for the first time or students transferring from one school to another must present a certification form signed by a physician or authorized representative of the State Department of Health that the child is adequately protected against pertussis, whooping cough, tetanus, rubeola, rubella, mumps, chicken pox, polio, and hepatitis A & B.

## ARRIVAL AND DISMISSAL

1. Teachers are scheduled to arrive at 7:50 a.m.; therefore, students should not arrive before 7:55 a.m., and no later than 8:20 a.m. when classes begin. Front west doors will be locked when school begins. Tardy students must be accompanied by a parent to the office to receive an admit slip.
2. Students will be dismissed at 3:20 pm.
3. Students are strongly encouraged to ride the bus. Student walkers must be accompanied by an adult or a student approved by the parent and the principal. Student walkers will not be dismissed until the buses have run and the driveway is clear.
4. Primary students may not ride their bikes to school.
5. KEEPING A CHILD'S DISMISSAL PROCEDURES THE SAME EVERYDAY IS VERY COMFORTING FOR THE YOUNG CHILD. IF YOU MUST CHANGE YOUR CHILD'S DISMISSAL WRITE, SIGN AND DATE A NOTE TO YOUR CHILD'S TEACHER. **DO NOT CALL, TEXT, FAX OR EMAIL THE INFORMATION.**
6. At times it becomes necessary to cancel school due to adverse weather conditions. To make calling unnecessary and for your convenience, listed below are radio and TV stations that will announce when there is to be no school:  
KLAW RADIO - 101.3 AND KSWO TV - CHANNEL 7
7. If it becomes necessary for you to pick up your child before regular school dismissal, you will have to go to the office to sign your child out. No student will be called to the office or dismissed from the classroom until the parent has signed the child out, at which time the office will notify the teacher to send the student to the office. This will protect your child as well as the school personnel. If your child will be leaving early for an appointment, please send a note to the teacher to expedite dismissal. **DO NOT PICK UP YOUR CHILD EARLY FROM SCHOOL TO AVOID PARENT PICK-UP LINE.**
8. If you bring your child to school after class has begun, you must come by the office to sign your child in and an admit slip will be given to the child to take to their teacher.
9. Small children need consistency. **PLEASE FOLLOW THE SAME DEPARTURE PROCEDURE EVERY DAY.**

## ASSEMBLIES

Assemblies are held on the first Friday of every month, at 10:00 a.m. in the Cafetorium.

## ATTENDANCE

1. It is important that children attend school regularly. Of course, if your child is ill, it is best for him/her to stay at home.
2. If your child is absent from school, please call the school to report the absence between 8 and 9 a.m.
3. When a child returns to school after an extended absence, a note must be sent to the office stating the reason for the absence.
4. Students will be given sufficient time to make up any work that may be missed because of absences.
5. If a child comes in after 10:30 a.m., he/she will be absent 1/2 day. If a child is checked out before 1:30 p.m., he/she will be absent 1/2 day.
6. Starting the day on time is important to academic success. School begins at 8:20 a.m. TARDINESS IS FROWNED UPON. Tardy students must be accompanied by a parent to the office to receive an admit slip
7. Students will be allowed only ten (10) absences (excused or unexcused) per semester in order to pass in said semester. Any exceptions will be at the discretion of the principal after a parent/principal conference and/or verification from a doctor.
8. The counselor and/or principal will make a home visit if a student has excessive absences.
9. Proper authorities will be contacted after a child has been absent 10 days.

10. Any situation not covered in this policy will be left up to the discretion of the building principal.

### **BACKPACKS**

Student's backpacks should be no larger than 12 inches wide with no wheels.

### **CAFETERIA**

1. A hot lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their lunch, but they will be required to eat in the cafeteria. Sodas or fast food are not permitted in the cafeteria.
3. Students will not be allowed to leave the school premises during the lunch hour without written permission from parents.
4. A nutritious breakfast will be served daily. Breakfast line will open at 7:55 a.m. and close at 8:20 a.m. every day.
5. **PREPAYMENT OF MEALS IS REQUIRED.** A payment calendar will be made available to you through the monthly newsletter. All parents are expected to complete a Federal Lunch Form and return it to school as soon as possible. The student is accountable for all charges prior to qualifying for free or reduced meals. A Federal Lunch form may be submitted during the year if family income changes.
6. Cafeteria statements (positive or negative) will be sent home at the end of each month, this will help to keep you informed as to the balance of your child's account, **NEGATIVE BALANCES ARE NOT ALLOWED.**
7. Parents wishing to eat lunch or breakfast with their child must come by the office and purchase a lunch or breakfast ticket. Do not bring fast food or sodas into the cafeteria.

### **CHILD FIND**

CACHE PUBLIC SCHOOL is continuing its search for handicapped persons, age 21 and younger, who are not presently being served by the Cache School, but who are living in the Cache School District. This search is part of the Child Find Project that finds children with mental and physical handicaps, visual and hearing impairments, learning disabilities, multiple handicaps, and serious emotional disturbances. Anyone who knows of a handicapped child, age 21 or younger, who is not currently receiving district services, is encouraged to call 429-3266 for more information.

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. 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, contact Sooner Start 585-6610. For special education and related services beginning at 3 years of age, contact your local school district. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local schools and other service providers.

### **CONFERENCES**

Please make arrangements in advance for conferences by contacting your child's teacher. Time will be set up when the teacher isn't on duty, at recess, or in the classroom. Parent-Teacher conference days are scheduled throughout the year.

## COUNSELING

The Counselor visits classrooms throughout the year. During this class- room guidance session issues such as drug awareness, friendship skills, nonviolent ways to deal with conflict, social skills, safety, personal body safety, etc. are just a few of the topics discussed with the students.

Individual sessions with the Counselor are also available. A student may be referred to the Counselor by their parent, teacher, principal or themselves. The reasons may vary from problems with peers, behavior problems at school, or just needing to visit with someone who will listen about the problems that student is dealing with at home and school. Information shared with the Counselor is kept confidential. However, the Counselor is obligated by Law to report the suspicion of child abuse or neglect to the Department of Human Services (DHS). The Ryan Luke Bill specifies that schools are not responsible for notifying parents that a child was interviewed at the school regarding a child abuse report. The task for notifying parents is the responsibility of DHS.

The Counselor is available for parent consultations. Parents need to call to schedule a time with the Counselor.

## DISCIPLINE

### STUDENT EXPECTATIONS

1. We take responsibility for learning.
2. We try to settle our differences in a peaceful manner.
3. We follow the directions of adults in charge, the first time given.
4. We are sensitive to the needs and feelings of others.
5. We are expected to move safely through the school, and on the playground.
6. We use good manners in the cafeteria.

### EIGHT EXPECTATIONS FOR LIVING

1. We will value one another as unique and special individuals.
2. We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
3. We will use good manners, saying "please", "thank you", and "excuse me" and allow other to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

*Great Expectations Methodology*

### CONSEQUENCES

Every effort will be made to give logical consequences to fit each situation.

Possible consequences for negative behavior include:

1. Detention at noon
2. Temporarily removed from class
3. Verbal or documented warning to student
4. Faculty consultation concerning student

5. Transportation suspension
6. Advise parents/Conference
7. School community service
8. Confiscation or temporary holding of personal items
9. Parent shadowing
10. Financial restitution
11. Refer to other social or educational agencies
12. Suspension
13. Expulsion
14. Involve law enforcement
15. Corporal punishment (last resort)
16. Any other disciplinary action deemed appropriate under the circumstances.

### **DRESS CODE**

The student policies are determined by the Administration. It is understandable that a criteria be established to prohibit extreme styles and designs in clothing or hair color which might disrupt the educational process or endanger the health and safety of pupils. All policies pertain to school hours or activities and apply to all students in Cache Primary School.

1. T-Shirts designed for street wear, and school sponsored organization shirts may be worn. Shirts with advertisements of alcoholic beverages or objectionable slogans may not be worn. Midriffs will be covered at all times. No tank tops, spaghetti strap or halter tops. Dress must be appropriate at all times.
2. No short shorts. Skirts and shorts must be within 6 inches of the knee.
3. All students are required to wear shoes. Primary students participate in movement activities in the classroom, gym and playground. Flip flops, open-toed, and high-soled shoes are unsafe. Tennis shoes must be worn during these activities. Exceptions may be made by the principal for special circumstances. Students may not wear tennis shoes with rollers.
4. Students will not wear hats, caps, or headbands in the building. Administrator may make exceptions for medical reasons or special occasions.
5. Students will only be allowed to display rings in the ear and no more than three (3) earrings shall be worn in each ear at any time. In interpretation of the dress code to all students, the principal will have total authority. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.
6. Any known gang/cult related attire or personal grooming including headgear, colors, "sagging", "Dickies, or "Dickey" look-alike, etc. is prohibited. Students may not wear colors, clothing or identified articles denoting gang/cult membership.



## DRUGS

In recognition of the schools' obligation to our students and community, we stand ready to assist in dealing with drug related problems.

Any student found possessing, using, or under the influence of drugs, or possessing drug paraphernalia, may be suspended for the current semester and possibly the next semester.

The door of the principal and counselor is open to anyone wishing to seek help and every effort will be made to keep this information confidential.

## EMERGENCY CARE PROCEDURE

In the event an accident occurs in which the principal, school nurse or teacher in charge deems immediate care necessary, the following steps will be taken:

1. Parent or individuals designated on the student emergency section of the enrollment card will be contacted.
2. In the event no one can be located, the principal, school nurse or teacher in charge will seek emergency care for the student as indicated by the parent or guardian on the emergency medical form.
3. The school assumes no liability for expenses incurred for the treatment of the student. These expenses will be the responsibility of the parent. Students with the following symptoms should not be sent to school:
  - a. fever of 100 degrees or more (Students should be free of fever, vomiting and diarrhea for 24 hours before returning to school.)
  - b. any inflammation of the eye or lids (known allergies accepted)
  - c. any eruption of the skin or rash (known allergies accepted)
  - d. any nasal discharge accompanied by fever or cough
  - e. severe cough
  - f. sore throat or tonsillitis
  - g. vomiting or diarrhea
  - h. head lice
  - i. students with ringworm may come to school if the ringworm is covered.

Insurance packets are available if a parent wishes to participate in this program.

## GIFTED & TALENTED PROGRAM

The district's G/T program will: (1) identify, place, and serve all gifted and talented students in the district; (2) provide programming options at as many levels as possible; (3) help develop self-esteem, skills in independent study, research, creative thinking, and critical thinking in the G/T student.

These students may be referred by: (1) Teachers, parents, themselves, peers, counselors, administrators, professionals, and others who have relevant data to contribute on a particular student. (2) Measures of ability: All those who score at the 97% on a standardized intellectual ability test will be served in the program options that meet their needs. (3) Measures of performance: Standardized achievement test instruments: classroom performance and/or work samples; scholastic awards; participation in academic, creative, and talent competitions and leadership awards. (4) Interest in and/or commitment to the program: Interest inventories evidence of interest outside school time, and demonstrate task commitment.

## **HEAD LICE**

The building principal and/or designated building personnel will assume the responsibility for enforcing the following steps:

1. Identify and temporarily exclude only those students with live lice and/or nits.
2. Contact student's parents with letter and explain the recommended treatment guidelines.
3. Student must be adequately treated and re-admittance to school requires a clearance slip from the County Health Department or a physician stating "the student has been adequately treated and appears to be free of all live lice and nits".
4. Seven calendar days after the initial exclusion, a second clearance must be obtained.
5. If a second clearance is not received by the eighth day of the initial exclusion, the student must be temporarily excluded until this clearance is obtained.

## **HEALTH & WELLNESS**

Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. In compliance with Cache Public School Wellness Policy Cache Primary will implement the following:

Foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the cafeteria.

Students will not have access to FMNV except on special occasions.

Snacks in the classroom will be limited to healthy food choices. Sodas, cupcakes and candy will not be served except on special occasions and with permission.

Fast food and sodas are not permitted in the cafeteria.

## **LIBRARY**

The school library will be open from 9:00 a.m. to 3:00 p.m. for the benefit of the students and faculty. Books in the regular collection are checked out except for the older encyclopedias and dictionaries which may be checked out on an overnight basis. Students must pay for lost or damaged library materials. Once library materials are overdue the student will be given 15 school days to locate and return the material. If not returned the material will be considered lost and should be paid for on the 16th day. At that time the student will be notified that they have an additional 10 days in which to locate the book and receive a refund or partial refund of fees paid. If the library material is located after the 10th day, students have the choice of keeping the material or donating it to the library.

All rules set by the librarian must be obeyed.

**CONDUCT:** It is the job of the librarian or assistant to monitor and instruct the students in the library. Visiting, misbehavior, and rudeness will not be allowed. Remember, the librarian is the teacher and the library is her classroom.  
**NO FOOD, DRINK OR GUM ALLOWED IN THE LIBRARY.**

## **LOST AND FOUND**

1. All found articles are placed in a designated area. Many articles are not claimed and will be given to a charitable organization. Please check periodically if your child has lost something.
2. Please use name labels or some form of identification on items of clothing so that the child will recognize it.

## MEDICATION

IF YOUR CHILD IS ON ANY KIND OF PRESCRIPTION MEDICATION AT ANY TIME, YOU MUST COME BY THE OFFICE AND SIGN A CONSENT FORM FOR US TO ADMINISTER THE MEDICATION. NO MEDICATION (INCLUDING TYLENOL) WILL BE GIVEN WITHOUT A DOCTOR'S PRESCRIPTION. All medication must be brought to the office by an adult. **Do not** send medication with your child. This policy is for the safety of your child and others.

### SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

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

Additionally:

1. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirement.
4. A student who is permitted to self-administer asthma medication shall be permitted to possess and use a prescribed inhaler at all times.
5. Definitions:
  - A. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
  - B. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

REFERENCE: 70 O.S. §1-116.3

## MONEY

When it is necessary to send money to school with your child for payments or other expenses, please send correct change, a check if possible, in an envelope marked where money is to be applied.

## NEWSLETTER

Cache Primary distributes a newsletter at the end of each month. One side of the newsletter will give important information. The other side will have the school cafeteria menu and upcoming events. The newsletter is also posted on the school website, [www.cacheps.org](http://www.cacheps.org).

## **NON-DISCRIMINATION DISCLOSURE**

The Cache Public School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Chad Hance, Superintendent  
102 East H Avenue, Cache, OK 73527  
(580) 429-2499

Corey Holland, Asst. Superintendent  
102 East H Avenue, Cache, OK 73527  
(580) 429-3266

## **NON-SCHOOL ACTIVITIES**

The school assumes no responsibility for information or management of non-school activities, such as scouts, soccer, baseball, and other such activities.

## **NOTIFICATION OF AHERA**

This is to inform you that Cache Public Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure.

Tests conducted in 1988 by a licensed laboratory revealed asbestos material in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will insure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all that use this facility.

If you have questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office, and may be reviewed during normal business hours at no cost.

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

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

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further

- disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
  - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
  - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
  - Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

### **PARENT MEETINGS**

Parent meetings are held at the beginning of every year to distribute information and classroom rules. If a parent is unable to attend the scheduled meeting a conference may be set to meet with the teacher.

### **PARTIES**

There will be two parties during the year (Christmas and Valentine Parties.)

**Children are recognized during their birth month. Therefore, do not celebrate your child's birthday at school. Birthday invitations will not be distributed unless everyone in the class is invited.**

Balloons/flowers will not be delivered to students until the end of the school day. For bus safety, parents will be asked to pick up any balloon/ flower deliveries or large gift items.

### **PHYSICAL EDUCATION**

1. There will be no competitive athletics in the primary school.
2. Shorts need to be worn under dresses on P.E. day.
3. Tennis shoes must be worn during P.E.
4. Students not participating in gym due to a short term illness or injury must have a note dated and signed by a parent. This note is to be given to the P.E. teacher. A doctor's note will be required for extended or frequent requests of non-participation.

### **PRIVACY RIGHTS**

School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. SECTION 24-102 TITLE 70.

## **READING SUFFICIENCY ACT**

The purpose of the Reading Sufficiency Act is to ensure that each child attains the necessary reading skills by completion of the third grade which will enable that student to continue development of reading skills and to succeed throughout school and life.

Students enrolled in kindergarten, first and second grades of the public schools of this state are assessed by multiple on-going assessments for the acquisition of reading skills for the grade level in which that student is enrolled. Before the close of the current school year, any student found not to be reading at the appropriate grade level shall be provided a reading assessment plan which shall include a program of instruction in reading designed to enable the student to acquire the appropriate grade level of reading skills.

## **REPORT CARDS**

1. Report cards are sent out at the end of each semester. .
2. A progress report will be sent at the end of the first four weeks of each quarter.
3. Reports are sent at the end of each semester for Pre-K.

## **REQUESTING OF TEACHERS**

The placement of children in classes for the next school year is a matter that we do not take lightly. The staff and principal spend countless hours in forming well-balanced classes in which all children will have an opportunity to learn and to grow in their academic and social skills. While we welcome a parent's input about their child's individual learning needs, the parent's comments constitute just one of the many factors that are considered in forming classes. The final decision on class placement resides with the school.

## **RETENTION**

A student may be retained if there is an indication on the report card that the student is functioning below level or failing in reading and/or math.

Teacher assessment of student performance will be very important and retention will be based upon growth of each individual child rather than mental growth alone. Social, emotional, physical, and mental growth will be considered.

The classroom teacher or principal will discuss the possibility of retention with the student's parents at the appropriate time. Parental acceptance is helpful in retention. However, the final decision will remain with the classroom teacher and must be approved by the principal.

A placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is assigned to the next higher grade. The committee shall consider standardized test scores, classroom progress, and the student's age.

## **REGULATION OR STATE LAW ON RETENTION**

### Section 504. Promotion - Retention of Student.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final.

The parent 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)

## **SEXUAL HARASSMENT**

The policy of the Cache School District forbids discrimination against or harassment of any student on the basis of gender. The Cache Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. More information can be found in the Cache School Policy handbook housed at any library or school office.

## **SUSPENSION**

Any pupil who is guilty of immorality or violation of the regulations of a public school may be suspended by: The principal of such school, which suspension shall not extend beyond the current school semester and the succeeding semester, provided, the pupil suspended shall have the right to appeal from the decision of such principal to the board of education of the district, which shall, upon a full investigation of the matter, determine the guilt or innocence of the pupil and its decision shall be final. SECTION 389 SCHOOL LAWS OF OKLAHOMA

## **TELEPHONE**

1. Students must have permission from the teacher and the office personnel to use the school phone.
2. Outgoing calls are to be made only in cases of emergency; such as illness or inclement weather. PERMISSION TO VISIT A FRIEND DOES NOT CONSTITUTE AN EMERGENCY.
3. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some phone calls.
4. Students will be called to the telephone only in cases of emergency (deemed by Principal or Secretary).

## **TITLE I - READING**

Title I is a federally funded program for students who are working below grade level in reading. Students are referred to the program using test scores, low grades on report cards, progress notes, teacher referrals and parent referrals. Qualified students are pulled out of their classroom each day to work with a resource teacher. Parents are notified of their child's eligibility before placement.



## TITLE IX, SECTION 504

The Cache Public School System intends to fully comply with the Title IX of the Education Amendments of 1972 which prohibit discrimination on the basis of sex in the education programs and activities also extend to employment therein and admission thereto.

Superintendent of Cache Public School has been designated to coordinate the District Title IX efforts. His office is located in the Administration Building, 102 East "H", Telephone 429-3266. He will be responsible for the investigation of any complaint brought to the attention of the district under Title IX.

Anyone who has a complaint concerning discrimination by sex should make such a complaint in writing. This complaint should be mailed to the coordinator of Title IX at the above address. The coordinator will conduct an investigation of the complaint, then will refer the complaint to the Grievance Committee. This committee will be composed of six members from the certified staff of the Cache Public School. If a person is dissatisfied with the decision of the committee, that person will have the right to appeal to the board of education.

## TEXTBOOKS

1. Parents, help your child by seeing that he/she does his/her homework and takes his/her books back to school the next day.
2. Books that are lost or destroyed will need to be paid for before students receive their final report card.

## TOYS

Students should not bring toys, purses, electronic games, trading cards, etc. to school unless given permission by the classroom teacher (show and tell). Toy weapons are prohibited. The school is not responsible for stolen or broken items.

## TRANSPORTATION

All buses used by the Cache Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are urged to regard the bus as a classroom as far as conduct is concerned. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. Once a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him/her maintain discipline in order to prevent serious accidents. The driver has absolute authority and is expected to look after the welfare of all students under his/her care; any student may be removed from the bus who persists in disobeying regulations. Students may not ride another bus home with another student unless a note has been sent by the parents and approved by the school principal.

### FOLLOW THESE BUS RULES:

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No tobacco.
8. Keep your hands and head inside the bus.

9. Do not destroy property.
10. For your own safety, do not distract the driver.
11. For bus safety, parents will be asked to pick up any balloon/flower deliveries or large gift items.

### **SCHOOL BUS REGULATIONS**

In accordance with the policy of the board of education, the following rules and regulations shall govern the conduct of school bus passengers:

1. Students and other school bus passengers shall conduct themselves in a manner consistent with good classroom behavior while waiting for and traveling on school buses. The school bus driver will bring misconduct to the attention of the principal.
2. The noise level on school buses must remain at a low level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing, or otherwise cause any disturbance that may distract the driver.
3. Smoking or the consumption of food or beverage is not permitted on school buses.
4. School bus windows must remain closed unless the driver permits them to be opened. When windows are open, passengers must not throw object from windows or extend any part of the body through a window.
5. Any passenger who defaces a school bus shall be reported to his/ her principals and shall be immediately suspended from riding the bus until arrangements have been made to pay for repairs. For a second offense, the student shall be suspended from the bus for 5 days. On the third offense the student shall be suspended for the remainder of the semester.
6. For misconduct other than vandalism, the student will have a conference with the principal, and the parent will be notified. The second misconduct will be a 3-day suspension from riding the bus. Any other incident will result in the student being suspended for the remainder of the semester or year.
7. Students must board the school bus at designated bus stops, if any, and at school bus boarding areas on school premises. Students must remain orderly until the bus comes to a complete stop and the driver gives boarding permission. Seats may be assigned at the driver's discretion. Passengers must be seated immediately. Seats may not be held for later passengers and must be shared when necessary.
8. After the bus is in route, passengers must remain seated until the bus is stopped. Upon exiting the bus, passengers must move away from the bus. The school bus will not move until the driver can observe the passenger. If a passenger must cross the street to reach the residence, the passenger will advise the driver.
9. If a student is denied transportation for any reason, the parent will be notified as soon as possible. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.

### **VISITORS**

1. Parents are welcome to visit the school, but must stop by the office for permission first and a visitors pass.
2. Students are not allowed to bring other children as visitors to the school room.
3. Bringing animals to the school must be approved by the Principal.

## **VOLUNTEERS**

Volunteers are parents, grandparents, or concerned citizens who are brought into the school to assist teachers and principal in educating children.

The Goals of the volunteer program is to:

1. Involve our parents, community and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home.
2. To improve school-home relationships by enabling parents and school personnel to:
  - a. define their relationship to each other
  - b. define their roles as they pertain to the children in the project
  - c. identify family needs and resources; including those of the community as well as school needs and resources

The Duties and Responsibilities of the volunteer are:

1. Assist teachers in promoting individualized instruction.
2. Be prepared for the learning activities that you will be responsible for.
3. To keep school business within the school itself.
4. To call upon the teacher or principal when pupil behavior requires strong action.
5. To abide by the rules, regulations and policies of the Cache School Board of education.
6. To develop human relations skills in establishing relationships with other parents and community leaders toward the school program.

## **WALKERS**

1. Students are strongly encouraged to ride the bus. Student walkers must be accompanied by an adult or a student approved by the parent and the principal. Student walkers will not be dismissed until the buses have run and the driveway is clear.
2. Those not riding a bus should not arrive before 8:00 a.m.

## **WEAPONS-FREE SCHOOL**

Firearms, weapons (including pocket knives) are prohibited. Violation may result in suspension up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or principal. *Cache Public Schools Policy Book*.

## **WIRELESS TELECOMMUNICATIONS DEVICES**

Cell phones or electronic devices may NOT be used during school time without express permission of the principal or designee. Cell phone use is a distraction...When students are sending or receiving texts, taking pictures, making or receiving phone calls, classroom instruction is compromised. Personal safety, mandated testing, and student privacy are also at risk. (There are also various legal issues affecting both students and parents as a result of advanced technology, i.e. inappropriate pictures, text and videos).

Note: Failure to follow these guidelines of responsibility and self-control may result in loss of privileges, confiscation of the device, and/ or other disciplinary action.

Cache School is not responsible for lost, stolen, or damaged cell phones.

Cache Primary strongly discourages students from bringing cell phones to school.

## **WITHDRAWALS**

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

1. Inform the office at least three days prior to leaving.
2. Make sure all charges are paid to the cafeteria and all school property is returned (i.e. library books, textbooks, etc.)
3. Pick up withdrawal form and all personal belongings in the office.
4. Leave a forwarding mailing address.

## **THANK YOU**

We want to thank you for the privilege of having a part in your child's education. We will do our best to make school a happy place where he/ she can supplement what he/she has already learned.

Many of the problems that arise throughout a child's school life are often caused by a lack of communication and understanding. If at any time you feel, or your child tells you, he has a problem at school, please try to reserve judgment until you have a chance to discuss the problem with his/her teacher.