

**PLEASANT GROVE SCHOOL
PARENT/STUDENT HANDBOOK
2021-2022**



GENERAL INFORMATION

For announcements and school information please refer to the school website at www.pleasantgroveschools.com

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OFFICE

- 4 P's
405-275-6092
- School Creed
Fax: 405-275-6094
- Teacher's Creed
Mail: 1927 E. Walnut St. Shawnee Ok 78401

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ADMINSITRATION

- Make- Up Work
Superintendent: Scott C. Roper
- Absentee Appeals Committee
E-Mail: sroper@pgs.k12.ok.us

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Phone: 405-275-6092 ext. 102

- Honor Rolls
- 8th Grade Valedictorian/Salutatorian
Dean Of Students: Deborah Templeman
- Parent Conference
E-Mail: dtempleman@pgs.k12.ok.us

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MESSAGE TO STUDENTS

This student handbook is published so that all students at Pleasant Grove School may have a ready reference to information which is necessary to the understanding of the daily operation of our school. It is essential that all students become familiar with the information contained in this handbook so that there may be as few misunderstandings as possible. When this handbook does not give you the information you need, you should contact the office staff, teachers, or an administrator for help. A copy of the school policies is available for review in the office of the superintendent or the principal.

ALL STUDENTS CAN LEARN! Excellence is our goal, and striving to reach that goal requires a cooperative effort on the part of the students, teachers, administrators, parents and the community. We seek your cooperation and assure you that the result will be worth your effort. We urge you to become actively involved in your studies and in the extracurricular activities at your school.

SCHOOL RULES

THE 4 P'S

Prompt: Be on time in all matters

Prepared: Have all necessary items when you arrive, ready to learn.

Polite: Treat others with respect, use kind words and be considerate of others.

Productive: Complete all tasks effectively.

PLEASANT GROVE SCHOOL CREED

I am a Pleasant Grove student, and I want to be here, I am proud of our school, its surroundings, and what it stands for, and I will do my part to maintain its excellence. Things I do and say will show respect toward others my school and myself. I pledge to obey the rules of my school for they ask of me only what is honest and just. I accept the responsibility for the choices I make. When I attain one goal, I will set for myself an even higher one because I have Great Expectations for myself; and with this attitude I WILL CHANGE MY WORLD!

TEACHER CREED

I am proud to be a teacher, your teacher. I am dedicated to my profession. I have Great Expectations for my students and myself. Therefore, I challenge you to dream, to grow, to learn, and to excel in your endeavors, for only then will I exceed in mine. I am your teacher, you are my students. Together we face the challenges before us. Together we are a team. Together we will succeed!

GENERAL RULES AND PROCEDURES

General rules of conduct and procedures are necessary for all students to follow, regardless of grade. These rules exist for the general operation of the school and for the safety of all concerned.

1. The teacher of the child attending a public school has the same right as parent or guardian to control and discipline a child during the time the child is in attendance or in transit to or from the school function authorized by the school district.
2. Students should not arrive at school before 7:35 a.m. Students may enter the building at 7:35 a.m. daily. Supervision is **NOT** provided until this time.
3. Breakfast is served from 7:35 a.m. to 8:10 a.m. After the 8:10 a.m. bell rings, students will report to their homeroom to begin class.
4. Any student leaving the school before the end of the school day (3:15 p.m.) must be signed out in the office by his/her parent, guardian, or custodian. If the student needs to be dismissed early, he/she should bring a note to his/her teacher stating the time and reason for dismissal.
5. Students who ride to school with parents should wait at the appropriate pick-up area to catch their ride as soon as the bell rings at the end of the day at 3:15 p.m. Students who walk or ride bikes to school must leave the building and the school campus immediately after the last bell rings for the day. Doors to the school will be locked at 3:45 p.m. and no student will be allowed inside unless they are participating in a teacher-supervised activity.
6. Students are responsible for their books, desks, lockers, chairs, Chromebooks and/or iPads, Hotspots or any other equipment or supplies assigned to the student. Writing on, or defacing school property will result in punishment that may include suspension from school.
7. Any personal property brought to school by a student may be subject to being confiscated by the teacher or principal. Such items interfere with the educational process. Items that are confiscated will be returned to the student or student's parent/guardian. Items would include toys, skate shoes, playing cards, dice, games, pets, etc.
8. All food and drinks are to be consumed in the cafeteria, with the exception of that served during class parties. Good manners are to be observed in the line and at the table. Always leave the table and surrounding areas clean and orderly.
9. No soda pop is to be brought from home or purchased at school.
10. There will be no running in the classroom or hallways.
11. Gum is not permitted while at school.

INCLEMENT WEATHER NOTIFICATION

In the event of inclement weather in our area, families of Pleasant Grove School will be notified in the following ways:

1. School Messenger: A mass message will be sent to families by automated message.
2. Local Media: An announcement will be sent to all local channels.
3. Website: www.pleasantgroveschools.com
4. Facebook: Pleasant Grove School

PROCEDURE FOR STUDENT ABSENCE

Parents are expected to call the school on or before the day that a student is absent. Notes must be signed by a parent/guardian or licensed physician. Students who are absent without consent and/or knowledge of the parent will be considered unexcused and truant. Repeated truancy will be just cause for legal action to be taken against the parent.

ABSENCES

Regular attendance is a contributing factor to success in school. Irregular attendance is the chief cause for failure and subsequent withdrawal from school. NO student at Pleasant Grove School is to be given a grade unless he/she has been in attendance at least ninety percent (90%) of the days school is in session each nine weeks. IF he/she has been absent more than ten percent (10 %) of the time each nine weeks he/she will only be given an "N/C" (No Credit) or an "F", whichever is appropriate, regardless of the amount or quality of work. The only exception will be severe illness which will be investigated and require a physicians note. Home-bound will be used if it applies. School sponsored activities, illness, funerals, or medical appointments confirmed by parents will be considered excused to makeup daily work. Other absences may be excused to make up work only at the discretion of the administration. After an absence, a student must present to the office a written excuse, signed by his/her parent/guardian, stating the cause and date of absence or parents may telephone the secretary or principal. When a student reaches the five (5) absence mark, the office will attempt to send out a letter notifying the parent/legal guardian of the situation.

MAKE –UP WORK

The student will be given one (1) day's absentee assignments and an additional day for each additional consecutive excused absence. Students are responsible for obtaining work missed from their teachers and arranging for a time to make up tests. Assignments missed during an unexcused absence may not be made up. (Refer to Attendance Policy)

ABSENTEE APPEALS COMMITTEE

If a student misses more than ten (10%) percent of school days due to extenuating circumstances, the parent and student may present their case to the Attendance Appeals Committee who will have the power to grant exceptions. The committee will be established by the school. A written request to be heard must be submitted to the building principal within ten (10) days of exceeding the absentee limit.

STUDENT AWARDS

Honor Rolls

To make the Superintendent's Honor Roll, a student must maintain a 4.0 GPA per semester. To be on the Principal's Honor Roll, a student must maintain a 3.0 GPA per semester.

8th Grade Valedictorian

This award is presented to the 8th grade student who ranks first scholastically during the 6th, 7th and 8th grades. A student must have attended Pleasant Grove School at least four (4) semesters to be eligible to receive the Valedictorian Award.

8th Grade Salutatorian

This award is presented to the 8th grade student who ranks second scholastically during the 6th, 7th and 8th grades. A student must have attended Pleasant Grove School for at least four (4) semesters to be eligible to receive the Salutatorian Award.

PARENT CONFERNECES

Parents are invited to confer with teachers or administrators on matters relating to the student's educational efficiency. Because of the extent of teacher's duties and their class responsibilities, it is important that conferences be scheduled through the office.

STUDENT EXPECTATIONS

THE CLASSROOM: Students will not leave the classroom during class time to go to their lockers, make phone calls, take bathroom breaks etc. All personal business will be conducted between classes. Only classroom teachers may make exceptions for reasons they deem acceptable. Each student is responsible for providing and bringing all necessary supplies to each class. Any student unprepared for class and unable to complete daily work will not be allowed to make up said work.

Drinks & Snacks: Administration will advise when permitted.

CELL PHONES/OTHER ELECTRONIC DEVICES: Cell phones and other electronic devices will be turned off during the school day. Any student utilizing a cell phone or other electronic devices will/may have the device confiscated and turned into administration. Students may use electronic devices before and after school. Student will meet with administration to have said device returned. **PG is not responsible for lost/stolen items.**

Public Display of Affection: Public displays of affection are not permitted on school grounds, i.e. kissing, hugging, hand holding, etc.; also physical play (horsing around) is not permitted on school grounds.

School Visitors: PGS believes that parent/guardian involvement is one of the key ingredients of a successful school. Parent/guardians are welcome to visit the school; however they must check in at the office to get a visitor's badge, which must be displayed at all times.

Leaving School Grounds/Skipping: Skipping is defined as not being in the class assigned at any given time of the day (not absent) without permission of the classroom teachers and/or the principal. Infraction of this rule may result in consequences.

School Property: Destruction and/or damage to school property is not permitted. Do not write, carve on or otherwise deface classroom tables. Do not lean back or sit on the backs of classroom chairs. Do not deface walls or doors. Do not damage iPads/Chromebooks and/or Hotspots. Restitution may be required for damages.

CODE OF CONDUCT

Pleasant Grove School is committed to following the district wide Student Code of Conduct to ensure and maintain appropriate student behavior. We understand that student learning is our priority and strive to maintain conditions to promote learning. We hold our students to high behavioral standards We help them represent themselves, their families, community, and their school positively.

Teachers have a 2-step process for classroom discipline before referring a student to the Dean Of Students.

1. Verbal Warning
2. Student Conference/Parent contact
3. Referral to Dean Of Students

The referral is to be sent to the office of the Dean of Students. The Dean of Students then follows the Student Code of Conduct for the particular infraction.

We also believe in progressive discipline, therefore on the third referral the student may be suspended from school. Upon receiving the 6th , or 2nd in a 9 week period, the student will be placed on a behavior contract stating that continued discipline issues may result in a hearing to determine if the student will continue to attend Pleasant Grove School or have an alternative educational plan.

SEVERE CLAUSE: Problems of a severe nature will be immediately referred to the office of the Dean of Students. Severe violations include, but are not limited to:

- Possession of a gun or other weapon
- Possession of drugs, alcohol, tobacco
- Fighting at school, the bus stop, or in route to or from school
- Defying the authority of school staff
- Threatening or verbally abusing a staff member
- Assault and/or battery of a staff member
- Theft and/or vandalism
- Gang activity (Federal Law requires a one (1) year suspension)

STUDENT EXPECTATIONS

The following are some examples of student behavior that violate school policy when they occur at school sponsored activities. The list is not intended to be all-inclusive. Students may be disciplined and/suspended from school for any of the following:

1. Fighting
2. Use of vulgar language, signs, or clothing
3. Disrespectful to any employee
4. Excessive absences or excessive tardiness
5. Being disruptive in class
6. Causing or threatening to cause physical harm to others
7. Possessing any dangerous weapons or objects: including pocket knives at school
8. Possessing any controlled substances, illegal drug, alcohol, or tobacco
9. Being intoxicated or under the influence of alcohol or drugs
10. Vandalizing or defacing public property or the property of others
11. Stealing
12. Truancy
13. Setting off emergency fire alarms capriciously
14. Persistent Violation of Class Rules or Policies

DRESS CODE

Attire and grooming sets a tone for the entire educational setting. Students are expected to take pride in their personal appearance. Students are to dress in proper clothing to conform to acceptable standards. The school administration will make the final decision as to what constitutes proper attire. Student attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his/her peers.

The following items do **NOT** constitute proper attire and are **NOT** allowed:

- Tube tops. Spaghetti strap tops, tank tops (straps must be three (3) finger widths, open back tops, mesh tops, any tops that are less than sleeveless.
- Shirts and tops will be no lower than two (2) inches below the collarbone and must be long enough to tuck in (sitting and standing). Layering of tops to meet standard is permitted.
- Clothing that is torn, bagging, sagging or see through which inappropriately exposes skin/flesh or underwear due to style or condition is not permitted. No underwear or lingerie should be visible. NO pajama type bottoms are permitted.
- Leggings, Yoga pants are allowed **WHEN** a shirt/blouse is worn that is it at least to the fingertip length as the arms are extended.
- Clothing articles that display indecent writing (double meaning), pictures, slogans, or advertises or promotes drugs, alcohol, tobacco is not permitted.

- Headwear such as hats, bandanas or caps may not be worn during the instructional day in the building unless as a designated day. Do not carry them around with you. Infraction will result in the confiscation of the articles for the remainder of the school day.
- Any article that could cause damage to school property or that may be used as a weapon, i.e. chains, cleats, etc. are not permitted in the building.
- NO house shoe style or bare feet; shoes are to be worn at all times.
- Sunglasses/sun shade contacts are not to be worn during the instructional day in the building. The school dress code will be effective during school hours and at all school functions unless administration gives alternative permission (i.e., dances, outside activities). On violation of school dress code, a student may call home for proper apparel. If clothing cannot be brought to school alternative clothing may be provided or administration may choose an alternate solution.

Zero Tolerance for Fighting

Fighting will not be tolerated at Pleasant Grove Schools. Neither verbal abuse nor any other nonphysical provocation shall be an excuse for physical violence. Any student who strikes another person, regardless of whom strikes first, on Pleasant Grove School grounds or during any school sanctioned activity, may be subject to the following:

- 1st Offense –Three (3) days in-school or out-of-school suspension
- 2nd Offense – Five (5) days out of –school suspension
- 3rd Offense- Long term out-of-school suspension

BULLYING

For the purpose of this policy, Pleasant Grove School will consider “Bullying” to be comprised of direct behaviors such as teasing, taunting, threatening and hitting that are initiated by one or more students against a victim. In addition to direct attacks, bullying may also be more indirect by causing a student to be socially isolated through intentional exclusion and spreading rumors. Whether the bullying is direct or indirect, the component of bullying is that of physical or psychological intimidation occurs repeatedly over time to create an ongoing pattern of harassment and abuse. It is the express policy of the board of education to encourage student victims of bullying to come forward with such claims. Any student found to have engaged in bullying of other students shall be subject to sanctions including, but not limited to warning, suspension, or other punishment subject to applicable procedural and due process requirements.

Drugs/Alcohol

Any student found to be in possession of, under the influence of, distributing or offering to distribute non intoxicating beverages (3.2 beer) or intoxicating beverages; controlled dangerous substances, counterfeit drugs, or any other chemical substances that could be abused, including nonprescription or prescription medication, may be suspended up to the rest of the current semester and all of the succeeding semester. A report and/or notification may be provided to the proper legal authorities.

This regulation shall also apply to students who possess or distribute or offer substances, of whatever composition, that are represented by the seller or distributor to be narcotics or behavioral or mood changing substances.

Therefore, students may be disciplined for distributing nonprescription or prescription medications or look alike, fake counterfeit, or "turkey" drugs or any other chemical substance to other students, even though such medications or fake drugs are not illegal drugs. Such distribution is prohibited in school buildings, on school property, or at any school sponsored event. Discipline may include suspension up to the rest of the current semester and all the succeeding semester.

Use of Trained Drug Dog Search

To enforce the Pleasant Grove School student drug dog abuse policy, the administration may arrange for periodic unannounced searches of the school grounds by a trained dog.

Weapons in School

It is the policy of Pleasant Grove School to fully comply with the Gun Free Schools Act. **Any student who possesses a firearm at school, any school sponsored event, or in or upon any school property including school transportation may be removed from school for up to one calendar year.** Title 18 of the United States Code, Section 921, as any weapon (including starter gun) which will or is designed or may readily be converted to expel a projectile by the action of explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or any other device similar to the above. Oklahoma Statutes, Title 21, Section 1280.01 prohibits any person, except a peace officer or other person authorized by the board of education of the district to have in a 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 defined as "Any firearm, knife, club, or any other offensive weapon."

Student Suspensions-Procedural Rules and Regulations

The principal shall have the authority to suspend any pupil who is guilty of any conduct disruptive to school while in attendance at such school or in transit by school transportation or under school supervision to or from school or any school function authorized by the school district or when present on any facility under the control of the school district. Pleasant Grove School will provide out of school education plans to students suspended five (5) days or less and must provide education plans for students suspended out of school more than five (5) days. Students on an out of school education plan will not be allowed to participate in extracurricular activities or attend school functions. Students and parents are reminded that any student suspended for a violent act against a classroom teacher is not allowed to return to that teacher's classroom without the approval of the teacher. (Policy FOR1)

In-House Detention

In-house detention (IHD) will be assigned by an administrator or his/her designee and may be viewed as an acceptable alternative to out-of-school suspension. A student assigned to in-school placement must serve from 8:15 a.m. to 3:15 p.m. In order for the day to count. An additional day will be required for any incomplete days during IHD regardless of the reason. If placed into IHD, the student will be isolated from other students and will be required to complete the day's work given by the student's teachers. All work must be complete and acceptable quality before the student can re-enter the classroom. Any misbehavior or refusal to work while serving in-house detention will be immediate grounds for out of school suspension.

DUE PROCESS RIGHTS

The student has the right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education. **The appeal process is as follows: If the out-of-school suspension is for ten (10) days or less (short-term)**

- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's may request, in writing a review by the building SRC. The SRC is composed of teachers and/or administrators.
- The SRC will meet to review the out-of-school suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours in advance of the hearing.
- The student and the student's parent/guardian will have the right to be present at the hearing and to present evidence and willingness to support their position. Either party wishing to have legal counsel present must give the other party 24 hours advance notice or he/she may not have counsel present. The SRC will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.
- The SRC will sustain, rescind, or modify the out-of-school suspension action. **THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.**

If the out-of-school suspension is for more than ten (10) days (long term)

- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent.
- The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing at least 24 hours prior to the hearing and notify the parent/guardian that they and the student have the right to be present at the hearing.
- The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the out-of-school suspension and decide to sustain, rescind or modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision the conclusion of the hearing.
- If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal the decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the receipt of the Superintendent's decision. The student and/or guardian will be notified in writing of the date, time, and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have the right to present evidence and witnesses to support their position and the reasonableness of the term of the out-of-school suspension. THE DECISION OF THE BOARD WILL BE FINAL AND NON APPEALABLE.

All appeal hearings are based on 1) Is the student guilty or innocent of a violation of a school rule, policy, or regulation? 2) Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

ACTIVITIES/ATHLETICS

Extra-Curricular Privilege

By law, participation in the extra-curricular activities is a privilege and not a right. Therefore, the administration may choose to remove any student from extra-curricular activities as deemed necessary for the safety and functionality of the school and its students.

Eligibility

Only those students who are scholastically eligible as defined by the following rules, and who are not under any restrictive discipline action, will be permitted to represent the school in any extra-curricular capacity.

- 1) In the preceding semester the student must have passed five (5) classes. Students not passing five (5) classes will not be eligible for the first six (6) weeks of the next semester.
- 2) Eligibility will be determined after two (2) weeks (during the third week of the first and third blocks and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter).

- 3) A student must have a passing grade in all subjects enrolled in during the semester. Students not passing all subjects at the end of the week will be placed on probation for the next week period. Students failing one or more classes at the end of the probationary one-week period will be ineligible to participate during the next one-week period, The period of probation and ineligibility will always begin on Monday and end on Sunday.
- 4) Incomplete grades will be considered to be the same as failing grades in determining eligibility.
- 5) A student who has not attended classes 90% of the time for the semester may become ineligible. The principal may make exceptions for valid reasons due to illness, injury or death in the immediate family.
- 6) Any other special provisions will be determined by following the eligibility guidelines put forth by the Oklahoma Secondary Schools Activity Association (OSSAA).

Extra-Curricular Expectations

Students are expected to conduct themselves during activities in the same manner as they are expected to conduct themselves at school. It is a privilege, not a right, to participate in school activities. Sportsmanship and behavior that is embarrassing to the school, coach, sponsor, team, and our community is prohibited, and conduct rules will be guidelines for punishment along with possible expulsion from the activity.

- Students are to adhere to any dress code that is enforced by the coaches or school. Demonstrating school pride and appearance is very important and will be expected.
- Parent /Administration or Parent/Coaches meeting(s) may be required before or during a season for any reason; lack of participation by a parent can result in removal of their child from the activity.
- Students who are absent during any part of the school day of an activity must have approval of the principal before he/she can participate in any activity that day or night.
- Students riding buses will return on the same bus, unless they ride home with their parents. Parents will be required to personally sign out the student through the sponsor of the activity. The Athletic Director, or his or her designee, on a case-by-case basis, will deal with emergency situations.
- All participating students will ride the bus to school activities unless prior approval is obtained from the Administration.

GENERAL PROCEDURES

Alternative Education

Pleasant Grove Schools and North Rock Creek Public School have formed an Alternative Education Co-op to bring an alternative education program to those in need. For more information, see the counselor or school administrator.

Intranet/Internet Access Policy

Internet access is available to all students and teachers in Pleasant Grove Schools. Accessing the internet via our Intranet will allow students and teachers to utilize vast resources of information. Access to internet in Pleasant Grove Schools by staff, faculty, or students is subject to the following policies:

Acceptable Use: School use must be in support of education and research and consistent with educational and curriculum related objectives. Use of the organizations' networks or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U. S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

Privileges: The use of the network is a privilege, not a right, and inappropriate use will result in a cancelation of those privileges. The District will deem what is inappropriate use and their decision is final. The District may deny, revoke or suspend specific user access at any time.

Vandalism: Vandalism will result in cancelation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data, another user, or the network. This includes, but is not limited to, the uploading or creation of compute viruses.

Disruption of Instructional Time: Use of the internet, Internet or email shall not disrupt or any way interfere with instructional times. Violation of this policy will result in cancellation of login privileges.

Lab Usage: Students are not to occupy a computer lab unless accompanied by a faculty member. Violation of any rule as set by an instructor will result in a cancellation of login privileges.

Law on Privacy Rights

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. 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.

House Bill 1765

House Bill 1765 increased the penalty for aggravated battery or aggravated assault and battery upon school employees to a felony. "Felony charges may be filed against any person(s) committing an aggravated assault or battery upon a school employee.

Non-Discrimination Statement

Pleasant Grove School prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, familial status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact Pleasant Grove School. Pleasant Grove School is an equal opportunity provider and employer.

Asbestos

Pleasant Grove School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA). A complete Asbestos Inspection Report and management plan is on file in the Superintendent's office for public review.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g. 34CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still does not want to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent to the following parties or under the following conditions (34 CFR 99.31):
School officials with legitimate educational interest;

Other school to which a student is transferring;
Non-custodial parents;
Specified officials for audit or evaluation purposes;
Organizations conducting certain studies for or on behalf of the school
Appropriate parties in connection with financial aid to a student
Accrediting organizations
To comply with judicial order of lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTS bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Immunization

As required by state law, no student will be allowed to attend school at Pleasant Grove without providing proof of proper immunization as prescribed by the State Department of Public Health. Preschool student must have: 4 DTP, 3 Polio, 1 MMR, 3Hep B, 2 Hep A and 1 Varicella. Students in Kindergarten grade and older must have: 5 DTP, 4 Polio, 2MMR, 3 Hep B, 2 Hep A and Varicella.

Meningitis

At the beginning of each school year when the board of education of a school district provides information on immunizations, infectious disease, medications, or other school health issues to parents and guardians of students in grades six through twelve, the board of education shall include information about meningococcal meningitis.

What is meningitis? Meningitis is an inflammation of the tissues that cover the brain and spinal cord. Bacteria, viruses, or fungal may cause meningitis. Viral meningitis is the most common form of meningitis and is caused by an infection with one of several types of viruses. Meningococcal meningitis is caused by bacteria *Nelsseria meningitides* and causes a more severe disease that requires prompt treatment of the patient with antibiotics. For bacterial meningitis, it is also important to know which type of bacteria is causing the meningitis because the antibiotics can prevent some types from spreading and infecting other people.

What are the symptoms of meningitis? Symptoms of meningitis may include fever, rash, Headache, stiff neck, nausea, vomiting and fatigue. These symptoms are often difficult to identify in infants, who, when suffering from viral meningitis may become irritable, lethargic, inconsolable or refuse to eat. Since viral and bacterial meningitis often have similar symptoms it is important to see a healthcare provider immediately if you or your child has these symptoms.

What causes meningitis and how is it spread? Approximately 90% of viral meningitis cases are due to a group of common intestinal viruses called enteroviruses. These viruses are typically spread from person-to-person through direct or indirect contact with fecal material, usually on unclean hands or contaminated environmental surfaces until about 10 days after symptoms occur, although very few exposed persons develop meningitis. Bacterial meningitis can be caused by such as *Streptococcus* species or *Nelsseria meningitis*, which are spread by direct contact with saliva or respiratory droplets from the nose and throat of an infected person.

How is meningitis diagnosed and treated? In cases of severe illness, meningitis can be confirmed through laboratory tests performed on spinal fluid. There is no specific treatment for viral meningitis: most patients will completely recover on their own with bed rest and plenty of fluids; however, health care providers often will recommend medicine to relieve fever and headache. Antibiotics specific for the bacterial cause are used to treat bacterial meningitis. There is a vaccine to prevent the infection of meningitis.

For further information, call or visit:

Acute Disease Service

Oklahoma State Department of Health

Phone (405) 271-4060 <http://ads.health.ok.gov>

Head Lice Policy

Any child afflicted with a contagious disease or head lice/nits may be prohibited from attending Pleasant Grove School until such time as he/she is free from the contagious disease or head lice/nits. Any child prohibited from attending school due to head lice/nits shall present to the appropriate school authorities, before the child may enter the school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice. A copy of the complete policy can be obtained through our main office or nurse.

Fever Free Policy

Any child afflicted with a fever of 100 degrees or higher will be prohibited from attending Pleasant Grove School until such time as he/she is fever free. Students may return to school only after they have been fever free (without the use of fever reducing medicine, such as Tylenol or Motrin) for 24 hours.

Administering Medication to Students

Medication, both prescription and/or non-prescription given at school, will be dispensed by an administrator or administrator's designee in compliance with the regulation that follow:

- I. Prescription medication must be in the original container that indicates the following:
 - a. Student's name
 - b. Name and strength of medication
 - c. Dosage and directions for administration
 - d. Name of physician or dentist
 - e. Date and name of pharmacy. Such medication should be accompanied by a written authorization from the parent, Guardian, physician, or dentist that includes the following:
 - A) Purpose of medication
 - B) Time to be administered
 - C) Termination date for administering medication
- II. Non-prescription medication may be administered only with the written permission of a parent or guardian when other alternatives, such as resting or changing activities, are inappropriate or ineffective. Over the counter medications must be in the original manufacturers container and be age appropriate for the child it is intended. Parents/guardians may give permission for prescription medication to be given. A permission form may be obtained at the school.
- III. Students may administer their own medication if they use an asthma inhaler provided a parent/guardian and physician has signed a waiver in the office. The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change of medication.

ILLNESS OR INJURY

If a student is injured or becomes ill at school, he/she is to report to a teacher or school nurse. If necessary, we will try to contact his/her parents. All students who are injured or become ill must check out through the front office before leaving school. Teachers or staff are not allowed to issue any medication. Any and all medication must be administered by the school nurse or by other school officials designated by the superintendent. All medications must be in original manufacturers packaging. Students needing medication while at school must have a permission statement signed by their parent/guardian. A labeled bottle with the student's name and dosage is required.

TRUANCY

Students who are absent without parental or school consent will be considered truant. Truancy violates state law and will be considered a serious offense. Continued truancy will result in legal action and may involve expulsion from school.

STUDENT WITHDRAWAL

Students withdrawing from Pleasant Grove School to attend another school must complete withdrawal procedures in the office. All books and electronic devices must be returned and lockers cleaned. Any lunch or breakfast charges, library fees and book or electronic device damages should be paid at that time.