

TWIN HILLS
SCHOOL
HANDBOOK
2018-2019



On behalf of the Twin Hills School administration, teachers, and staff, we welcome each of you to Twin Hills School. We are proud of our facilities and expect you to enjoy your stay with us in our school.

This handbook should help you understand the rules, regulations, and schedules necessary for the smooth operation of our school.

We continually seek ways of improving our teaching methods, meeting the needs of students, and giving them the motivation needed to be successful in their education experience. We encourage students and patrons to call our office about any questions or problems that may arise during the year.

Rules cannot be written that would cover every imaginable situation. We would appreciate your cooperation in reading the rules of the handbook with your child. In those specific instances where the written rules do not exactly fit, we will make judgments to the best of our ability, based on reasonable and common sense. As always, with cooperation and support of the Twin Hills School families and community, we will have an outstanding year.

Gary McElroy, Superintendent
Twin Hills School
7225 Twin Hills Road
Okmulgee, OK 74447
(918) 733-2531

picking students up un-necessarily early as they will miss valuable instruction time which can affect grades and also disrupts class. School is dismissed at 3:20pm.

We politely request students arrive on time as class instruction begins promptly at 8:25am. In addition, please refrain from

2018-2019 School Calendar

August 13, 14, & 15.....Teacher Workshop
August 14.....4:00pm-6:30pm Meet the
Teacher
August 16.....First Day of School
Aug. 31.....Professional Development, No
School
Sept. 3.....Labor Day, No School
TBA.....Science Fair
Oct. 16.....P/T Conferences 4:00pm-
7:00pm
Oct. 17.....P/T Conferences 8:00am-10:00am, No
School
Oct. 18.....Fall Break, No School
Oct. 19.....End of 1st 9 weeks, Fall Break,
No School
Oct. 23.....Fall Carnival
Nov. 9.....Veteran's Day Program
Nov. 19-23.....Thanksgiving Break, No
School
Dec. 19.....Christmas Program
Dec. 19.....End of 2nd 9 weeks
Dec. 20-Jan. 2.....Winter Break, No
School
Jan. 3.....School resumes, start of 3rd
9 weeks
Jan.21.....Martin Luther King Day, No
School
Feb. 14.....P/T Conferences 4:00pm-
7:00pm

Feb. 15.....P/T Conferences 8:00am-10:00am, No School
 March 8.....End of 3rd 9 weeks
 March 18-22.....Spring Break, No School
 April 19.....Good Friday, No School
 April 30.....Kindergarten Graduation, 7:00pm
 TBA.....7th & 8th Frontier City Trip
 May 9.....8th Grade Graduation, 7:00pm
 May 16.....End of 2nd Semester (4th 9 weeks)
 May 17.....Professional Development

Jami Gibbens.....5th, 6th, 7th, & 8th Science, Gifted & Talented
 Marion Tucker.....7th & 8th Reading, Spelling, 7th Geography, & P.E.
 Bobbie Bonebrake.....7th & 8th English, Spelling, & Writing, Reading
 Patrick Taylor.....Social Studies & Boys Athletics
 John Neal.....Social Studies & P.E.
 Joy Bennett.....Special Education
 Amanda Rideout.....Teacher's Aide, Special Ed.
 Tonya Bradford.....Speech Therapist
 Rebecca Allen.....School Nurse
 Cheryl Story.....Title I, JOM, & Library
 Susan Ratcliff.....Maintenance Staff
 Roy Cornwell.....Transportation & Campus Maintenance
 Felicia Cornwell.....Maintenance Staff
 Clifford Cornwell.....Maintenance Staff

Teacher's Aides: Debbie OnTheHill, Tammy Holderness, Kim Maly, Sara Sumner, & Carol Hull
Cafeteria Staff: Janelle Blevins, Crystal Blevins, Shelly Wahnee, & Amber Lipe
Bus Drivers: Patrick Taylor, Robert Pinkston Jr., John Miller, Roy Cornwell, Sherri Brown, Cindy Taylor, Terri Criner, Sherri McElroy

Twin Hills Faculty and Staff

Gary McElroy.....Superintendent
 Russell Criner.....Principal, 8th Math
 Gary Hudgens.....Chairman, Board of Education
 Chuck Lewis.....Clerk, Board of Education
 Brian Costanza.....Member, Board of Education
 Pam Coale.....Administrative Assistant
 Sandy Rucquoy.....Child Nutrition/Athletic Fund Custodian
 Amy Price.....Pre K Teacher
 Jennifer Hilbern.....Pre K Teacher
 Terri Jenkins.....Kindergarten
 Sherri McElroy.....Kindergarten
 Carrie Kemp.....First Grade
 Rachel Dickens.....First Grade
 Sherri Brown.....Second Grade
 Tara Hinson.....Second Grade
 Percillia McCrary.....Third Grade
 Vikki Goodwin.....Third Grade
 Stacy Miller.....Fourth Grade
 Jana Clarkson.....Fourth Grade
 Quenetta Cox.....6th English, Spelling, Reading, Writing
 Cindy Taylor.....5th Reading, Writing, Spelling, & Girls Athletics
 Casey Miller.....5th Social Studies, Science, English, & Spelling
 Terri Criner.....Computer Resource Lab
 Danelle Cox.....5th, 6th, & 7th Math

Twin Hills

Contact Information:

Address: 7225 Twin Hills Road, Okmulgee, OK 74447

Phone: 918-733-2531, Fax: 918-733-2861

Before school study: 918-733-2424

After school study: 918-733-9115

Website: www.twinhills.k12.ok.us

2017-2018

BELL SCHEDULE

Teachers Report 7:50am

Breakfast served 8:00am

Bell to start the day: 8:25

1st Period 8:25 – 9:20

2nd Period 9:25 – 10:15

3rd Period 10:20 – 11:10

4th Period 11:15 – 12:10

Lunch 12:10 – 12:35

5th Period 12:40 – 1:30

6th Period 1:35 – 2:25

7th Period 2:30 – 3:20
(5 Minute passing periods)

LUNCH SCHEDULE

Pre K - 10:55

Kindergarten- 11:00

1st Grade - 11:25

2nd Grade - 11:30

3rd Grade - 11:40

4th Grade - 11:45

5th Grade 1st9wks/11:55 2nd 9wks/12:05 3rd 9wks/12:00 4th 9wks/12:05

6th Grade 1st9wks/12:00 2nd 9wks/11:55 3rd 9wks/12:05 4th 9wks/12:10

7th& 8th Boys 1st9wks/12:05 2nd 9wks/12:00 3rd 9wks/11:55 4th 9wks/12:00

7th& 8th Girls 1st 9wks/12:10 2nd 9wks/12:10 3rd 9wks/12:10 4th 9wks/11:55

Visitors, Sign In/Sign Out Log/Visitor Pass

PLEASE MAKE SURE STUDENTS ARRIVE ON TIME AND THE ADMINISTRATION ASKS THAT PARENTS/GUARDIANS PLEASE LEAVE THE CAMPUS BY 8:25AM WHEN THE 1ST BELL RINGS TO ALLOW INSTRUCTION TO BEGIN PROMPTLY AS WELL AS FOR CAMPUS SAFETY

Young friends or relatives will NOT be allowed to visit school during regular school hours. Parents are required to report to the office upon entering the building and obtain a visitor pass. Please, DO NOT ENTER the instructional area.

For the safety of the children, we ask parents to drop off and pick up your child through the office. If you pick your child up early, please go to the office to do so. Our safe school committee has implemented a sign in /sign out sheet. It is at the main office and we ask that you sign this each time you bring your child late or pick your child up early.

Early Arrivals

The school doors will be open at 6:30am for early arrivals. Students should be checked in at the before school program located in the library building computer lab.

Before School Daycare

We offer a free before school study program. It begins at 6:30am in the computer lab. Please contact the office if you are interested in this program.

After School Study

We offer a free after school study program every day after school from 3:30pm-5:00pm. Each day from 5:00pm-6:00pm, there will be daycare service provided for a minimum fee. **Children must be picked up by 6:00pm otherwise an additional fee will be charged.** Please contact the office if you would like your student(s) to participate in this program.

Lunches

All student lunches must be eaten in the cafeteria, no food is to be carried out—specifically including but not limited to crackers, due to wrappers being discarded on the school yard.

Food Items

Please do not allow children to bring candy, gum or pop to school. These items are not permitted in the cafeteria or in the classroom unless cleared by the teacher.

Class Parties

There are four scheduled classroom parties: Halloween, Christmas, Valentine's Day, and Easter. Students are allowed to bring treats for these parties, but they **MAY NOT** bring gum.

Bad Weather

Any change in the school schedule will be announced using the One Call Now messaging system & Facebook. In addition, Tulsa news channels 2, 6, 8, & 23. Please tune in for announcements of school closings, etc.

provide at home conferences if the parent cannot travel to school.

? Twin Hills School will adopt and implement model approaches to improve parental involvement.

? Twin Hills School will establish a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs.

? Twin Hills School will establish roles for community based organizations and businesses, including faith based organizations in parental involvement activities.

? Twin Hills School will provide reasonable support for parental involvement activities under section 1118 as parents may request.

PART IV. Adoption

This district wide Parental Involvement Policy has been developed jointly with, parents of children participating in Title I, Part A programs.

This policy was adopted by Twin Hills School on 06-10-2010 and will be in effect until rescinded by the Twin Hills Board of Education. The school district will distribute this policy to all parents of participating Title I, Part A students on or before 08-16-2018.

Asbestos

We were audited for asbestos on August 1, 2008 by the State Department of Labor. We were found to have no asbestos in our school and our asbestos management plan to be in compliance with the rules.

pertinent to raising children and promoting education in the home.

☞ Twin Hills School has a link on the school web page to a database of periodicals that parents can access at home. This database is full of information that is helpful to parents.

☞ The school nurse has viable information dealing with parenting and making good decisions.

? Twin Hills School will take the following actions to ensure that information related to school and parent programs, meetings, and other activities, is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language that parents can understand.

☞ Twin Hills School will send home a monthly newsletter stating upcoming events, parent conferences, and pertinent information dealing with the school.

☞ Twin Hills School will strive to send information home to parents in the first language spoken in the home.

☞ Twin Hills School also maintains a web page with contact information and upcoming events in the school.

PART III. Discretionary District Wide Parental Involvement Policy Components

? Parents will be involved in creating and developing training for teachers, principals and other educators to improve the effectiveness of training.

? Parents will be allowed to work on Success Maker software to build math and reading scores at any time during the school day. If monies are exhausted from all other funds available for this task, Title I funds will be utilized.

? If necessary, Twin Hills School will pay reasonable and necessary expenses associated with parental involvement activities including transportation and child care cost, to enable parents to participate in school related meeting and training sessions.

? Twin Hills School will schedule meetings and conferences at a variety of times to ensure maximum attendance by parents. If necessary the school will

Expectations of Students Tardy/Absences

Please make sure your student arrives to school on time. Students will have a 5 minute passing period between classes. If a student is repeatedly tardy, on the 4th offense of the same class period, the student will be sent to the school Principal and 1 day of ISI will be assigned.

Steps to follow when absent (For an absence to be considered excused—parent/guardian must contact the office and/or provide documentation of excuse for an appointment, etc.)

1. The parent or guardian should phone the school and inform the office of the student's absence before 8:15am on the day of the absence.
2. Have parent or guardian write an excuse giving your name, date, days or absence, reason for absence, and his/her signature. (Exception only if there is no phone available).
3. Present your excuse to your principal or office staff immediately upon your arrival at school. It is the responsibility of each student to request missed assignments from the teacher.
4. Provide documentation from child's physician, dentist, and etc. if absent for an appointment.

Fighting

Fighting, scuffling, horse playing, etc. will not be tolerated. A student is expected to keep hands, feet, and other objects to him/herself. Failure to comply will result in students being referred to the principal for disciplinary action. A student that feels that another student is harassing them or trying to start a fight should report this to the teacher on duty. If a conference cannot settle the issue, parents will be contacted.

Bullying

The Twin Hills Board of Education has adopted the School Bullying Prevention Act, which covers harassment, intimidation, and bullying by students at school. Harassment, intimidation, and bullying are defined as follows: Any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Disrespect

Students are expected to show respect for teachers and other members of the school staff and their fellow

students. Failure to do so will result in disciplinary action.

Drugs

The consumption or possession of alcohol, drugs, or controlled substances (except prescription medication) will not be tolerated. All prescription medication must be properly labeled with the student's name and pertinent information regarding administering times and dosage and must be checked in at the office. No medication is to be kept in a student's possession (on self, in locker, etc.). The only exception is an inhaler.

Cell Phones, Electronics, and Miscellaneous

Please DO NOT ALLOW students to bring iPod, iPad, electronic games, cell phones, toys, knives, weapons, card collections, etc., to school.

STUDENT USE OF CELL PHONE during the school day or in after school care will result in the phone being taken away.

When a cell phone is confiscated, it may be returned at the end of the school day on the 1st offense.

The parent/guardian must retrieve the phone from administration after the 2nd and recurring offenses and the student will be required to go to FULL DAY ISI.

Repeated offenses may lead to suspension and could possibly include mandatory enrollment in the Anne Maroney Youth Services graduated sanctions program.

Money

If you give your child money for lunches, books, or other reasons, please put it in an envelope and write the child's name and purpose for which the money is to be used. Bringing extra money is discouraged.

Telephone

We must have a current telephone number to contact parents or responsible party for all students enrolled. Please update school records concerning changes in telephone numbers for each child. **Student use of the telephone is limited to emergencies (sickness or injury) only.**

Illness

Children who are ill should remain at home. It is the policy of Twin Hills School that no medicine of any kind be given to a pupil by the principal, teachers, or school

employee without written permission from the parent or guardian.

☞ Providing a coordinator for parent programs to help build ties between parents and the school

? The school district will provide materials and training to help parents work with children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

☞ Parents will be given user names, passwords and explicit directions to access online lesson plans and grades.

Parenting classes offered through Okmulgee County Health Department.

☞ Materials and articles will be given out at parent meeting on how to create a learning environment at home for children.

☞ Parent letters describing student achievement generated by the Success Maker and SRI will be sent home.

? The school district will educate its teachers, pupil services personnel, principals, and other staff, in how to reach out to, communicate and work with parents as equal partners, in the value and utility of contribution of parents, and how to implement and coordinate parent programs and build ties between parents and schools by:

☞ Providing in-service and staff development opportunities dealing with parent and community involvement

? The school district will, to the extent that is feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs—conduct other activities such as parent resource centers that encourage and support parents more fully participating in education of their children.

☞ A parent library is in place at Twin Hills School that discusses various topics from getting your child to succeed in school to discipline.

☞ The library is open 5 days a week, 11 hours a day for parents to utilize the Internet to search for materials pertinent to search for materials

and implementing effective parental involvement activities to improve student academic achievement and school performance.

Twin Hills School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: Before and After School Study, Early Reading, Reading First and Peer Tutoring.

Twin Hills School will take the following actions to conduct, with involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to increase participation by parents in parental involvement activities. Twin Hills School will give special attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of racial or ethnic minority background. The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary. If a revision is necessary parents will have input on revision. The Superintendent, Gary McElroy, will

be responsible for conduction and analyzing parent evaluation. The role of the parent(s) will be to fill out the survey. The evaluation will be conducted in the form of a survey which lists detailed services offered through Title I, Part A. This will give parents the opportunity to respond on a qualitative basis.

Twin Hills School will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of community to improve student academic achievement, through the following activities specifically described below:

? Twin Hills School will, with the assistance of its Title I, Part A program, provide assistance to parents of children served by the school district of school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph.

- ⊖ Oklahoma's student academic achievement standards
- ⊖ Oklahoma and Twin Hills School academic assessments including alternate

assessments

- ⊖ Requirements of Part A,
- ⊖ How to monitor their child's progress, and
- ⊖ How to work with educators

Twin Hills teachers will attend Staff Development opportunities offered by the Staff Development Committee. These opportunities are in correlation with state law. Twin Hills teachers are equipped with email accounts to ensure constant collaboration with parents. Twin Hills teachers put all lesson plans and grades online, in order that parents will know what is going on in the classroom and know grade information. Every measure is taken to ensure that parents and teachers are strategizing to ensure student success.

GRADING SCALE

100-95 =A	89-86=B+	76=C+
94-90=A-	84-80=B-	79-75=C
		74-70=C-
69-66=D+	59-below=F	
65=D		
64-60=D-		

Reporting to Parents

Parents will receive information from the teacher about the progress of the student. Report cards will be sent home at the end of the 2nd and 4th nine week period. At the end of the 1st & 3rd nine weeks, there will be a parent/teacher conference at which time parents can pick up their child's report card. If the parents are unable to attend, the report card will be sent home. Student grades are posted every Friday and available for parent access via the internet.

Academic Eligibility

Students must maintain a minimum of a 60% average in all course work to be eligible. If the average falls below 60%, the student will be placed on academic probation for 1 week. During this time the student may be allowed to participate in activities. Upon the conclusion of the 1 week probationary period, if the average remains below 60%, the student is declared academically ineligible to participate.

No Late Work Eligibility Reward Requirements

- Maintain a C average in homework
- Submission of homework on time
- Meet attendance requirements
- No more than 3 visits to the office for disciplinary reasons

Field Trip Eligibility

The student must be academically eligible and have no more than 3 office visits for disciplinary reasons to be allowed to participate in field trips.

CONTROL AND DISCIPLINE POLICY

The Board of Education believes that the school's primary goal is to educate, not to discipline. However, when the behavior of an individual student interferes with

the rights of other, corrective action may be necessary for the benefit of the individual as well as the school.

Oklahoma Law, Title 70, Section 6-1114, provides teachers with the same rights as parents to control and discipline school children within the local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The behavior, which is not included in the following schedule, may warrant appropriate disciplinary measures. Additionally, the principal and teachers shall have the authority to enforce other reasonable disciplinary action, which they find warranted by situations not covered in the disciplinary policy schedule.

INFRACTIONS

Level I

1. Unexcused tardiness
2. Disruption of class or assembly
3. Lunchroom misconduct
4. Bus/Playground misconduct
5. Negligence in completing class work

Level II

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Tobacco on school grounds

Level III

1. Theft
2. Assault - physical or verbal
3. Fighting
4. Destruction of property
5. Other offenses - possession of deadly weapons, use of drugs or alcohol
6. Distribution of obscene material, obscene language, action, etc.
7. Refusal to obey school officials

Possible Disciplinary Actions (The following disciplinary actions serve as a guide - school administration and teachers shall have

School-Parent Compact

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

Required School-Parent Compact Provisions

School Responsibilities

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:
 1. Twin Hills School will purchase textbooks that utilize teaching practices based on research documented practices.
 2. Twin Hills School will purchase United Streaming, which is a research based visual aid program to allow live video in the classrooms.
 3. Twin Hills School will continue to utilize Scholastic Reading Counts, which is a research based supplemental reading program run through the library.
 4. Twin Hills School will continue to utilize Scholastic Reading Inventory, which is a research based program to evaluate and track reading progress from one grade to another.

Part I: General Expectations

Twin Hills School agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in its Title I, Part A program, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work to ensure that the required school-level parental involvement policies meet specified requirements.

Part II: Description of How District Will Implement Required District Wide Parental Involvement Policy Components

1. The Twin Hills School will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA.
2. Twin Hills School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA.
3. Twin Hills School will provide the following necessary coordination, technical assistance, and other support to assist Title I, in planning

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR 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 record: maintained by the school. Schools are not required to provide copies of records unless, for reasons such as a 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 decides not 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 schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or 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 PRA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

the authority to enforce other reasonable disciplinary action, found warranted by the circumstances of individual cases)

1. Removal from class or group (temporary or permanent)
2. Parental conference (phone or personal)
3. Detention
4. In school intervention
5. Corporal punishment
6. Suspension (103 days, no school make-up)
7. Expulsion (follow due process)
8. Any other disciplinary action deemed appropriate under the circumstances
9. Loss of points/course credit

Corporal Punishment

Any parent who does not wish corporal punishment (swats) administered to his/her child should notify the principal of the school in writing annually and that request will be considered. If parents do not wish corporal punishment, then other punitive measures will be taken which will be determined by the principal or the teacher. When administering corporal punishment, teachers and the principal will have a certified employee as a witness.

Leaving School or Class

All students must check out through the main office before he/she leaves school during the day. Students should not be out of class at any time without authorization from the teacher or principal.

24/7 Tobacco Free Policy

Twin Hills School adopted a 24/7 tobacco free school policy which prohibits the use of all tobacco products and E-cigarettes on all school owned property by everyone. The policy applies to everyone, including parents, staff, students, and visitors 24 hours a day seven days a week. For information regarding tobacco cessation contact 1-800-QUIT-NOW.

RULES OF THE CLASS

1. Students will bring textbook, paper, pencil or pen, and any other materials required by the teacher.
2. Students are to be on time for class.
3. If you wish something, raise your hand and wait until you are recognized by the teacher. Then ask your question fully and completely.
4. Always be polite. Extend courtesy and assistance to those around you. Use words like "please" and "thank you". Try never to embarrass anyone.
5. Homework is due on the day for which it was assigned. Late homework will be penalized if there is no acceptable reason why it is late.
6. The bell does not dismiss the class—the teacher does.
7. Whenever there is a guest in your room, that guest is to be treated with respect.
8. YOU ARE HERE TO LEARN. If you do not understand something-----PLEASE ASK.
9. It is your responsibility to make up work after an absence. The same goes for missed tests and assignments. The teacher will not go to you. It is your responsibility to ask the teacher.

10. Extra help will be available to anyone who wishes it. Please see the teacher and he/she will arrange a convenient time.
11. There will be NO gum chewing or candy eating.
12. The class will proceed in an orderly fashion. Consequently, there will be relative quiet unless otherwise instructed. If you wish to speak, raise your hand, and you will be recognized.
13. If you need to use the restroom or go to the principal's office, go to the teacher's desk and ask quietly.
14. Obscene, profane, or vulgar language, hitting anyone, mocking anyone, destroying property, stealing, cheating, and bad manners WILL NOT BE TOLERATED AT ANY TIME.
15. Note writing, reading, receiving, or having a note in your possession, will be subject to disciplinary action. IF EVERYONE COOPERATES, THERE IS NO REASON WHY WE SHOULD NOT HAVE A HAPPY AND PRODUCTIVE SCHOOL YEAR.

Medication Administration

If your child should require medication, either prescription or nonprescription, on a routine or "as needed" basis, please complete the Authorization for Administration of Medication form and return it to the school nurse. All prescription medication must be brought to school by the parent/guardian in the original container, properly labeled with the student's name, the name of the physician, directions for the administration of the medication and the strength of the drug in the bottle. The pharmacist can provide two bottles (one for home and one for school). All medication will be kept secure in the nurse's office with the exception of asthma inhalers.

Medication will NOT be sent home with the student. The parent/guardian MUST pick up any remaining medication for the safety of our students.

If a student's physician determines the student should carry an inhaler at all times and should self-medicate as needed, the school should allow this exception to the policy with the following stipulations:

1. The parent will sign a parental authorization form and provide a written directive from the doctor stating the student should be allowed to carry the inhaler and self-administer the medication as needed.
2. The inhaler must be properly labeled with the pharmacy label.
3. It is recommended that the parent provide the school nurse an additional inhaler to be kept in the nurse's office in case of an emergency.

HIV/AIDS Education

Acquired Immune Deficiency Syndrome (AIDS) Education instruction will be offered to 5th, 6th, 7th, & 8th grade students during the school year. Parents will be notified of the specific dates by school newsletter and the web page. If a parent/guardian does not want their student to participate please notify the school nurse or school administration. This instruction is required by Oklahoma Statute (70-11-103.3). The law states that the school districts make available the AIDS Prevention Education curriculum and materials prior to the beginning of said education. The curriculum will be available for review in the school nurse's office. Please direct any questions to the school nurse. The law also provides that no student will be required to participate in AIDS Prevention Education instruction.

Meningococcal Meningitis

Senate Bill 1467, effective November 1, 2006, requires school districts to provide information about the health risk of meningococcal meningitis to parents and guardians of students.

What is meningitis? Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. Meningitis is usually caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe

and may result in brain damage, hearing loss, or learning disability, and even death.

What are signs and symptoms of meningitis? High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of 2 years. These symptoms can develop over several hours, or they may take 1 to 2 days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. AS the disease progresses, patients of any age may have seizures.

How is meningitis diagnosed? If symptoms occur, the patient should see a doctor immediately. The diagnosis can be confirmed by collection of spinal fluid and testing for bacteria.

Is meningitis contagious? Yes, some forms of bacterial meningitis are contagious. The bacteria are spread through the exchange of respiratory and throat secretions (coughing and kissing). Fortunately, none of the bacteria that cause meningitis are as contagious as things like the common cold or flu. Prolonged contact with a person infected with meningococcal meningitis increases that person's risk of contracting the illness.

Are there vaccines against meningitis? Yes, there are vaccines against Hib, against some serogroups of N. Meningitides and many types of Streptococcus pneumoniae. The vaccines against Hib are very safe and effective.

Other Infections, Rashes, Etc.

- A. Head Lice (pediculosis)—early symptoms: itching of scalp, matting of hair, dermatitis, and enlargement of regional lymph nodes. Mode of transmission—contact with infected persons or with clothing containing lice. Student's hair must be free of lice and nits (eggs) before returning to school. The student must be checked by the school nurse before returning to class.
- B. Scabies—parasite that burrows beneath the skin causing itching and dermatitis. The affected areas are usually in between fingers, elbows, wrists, thighs, and abdomen. The mode of transmission is usually by direct contact with an infected person. Students may not return to school until properly treated.
- C. Ringworm—Incubation period is 10-14 days. Early symptoms are round scaly patches, yellow crusts, scaly concentric rings or inflammation. Students may attend school if under treatment.
- D. Impetigo—Incubation period 1 to 5 days. Early symptoms: vesicular and crusting skin lesions commonly on face, often on hands. Mode of transmission: from skin lesions of infected person. Infected child—exclude until all pustules are healed with effective topical treatment.
- E. Pink Eye (Acute Infection) Incubation period is 24-72 hours. Early symptoms are irritation, tearing and redness of the conjunctiva of one or both eyes followed by swelling and discharge. Mode of transmission is from the infected eye discharge. Students should refrain from attending school until the acute phase is over. Treatment is with antibiotic ophthalmic drops or ointment.
- F. Chicken Pox—Incubation period is 13-17 days. Early symptoms are slight fever, child does not feel well. Rash develops advancing to vesicles which later crust. Mode of transmission: airborne respiratory droplet infection or from

skin lesions. The infected child must refrain from attending school until cleared by their physician.

DRESS CODE

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with the dress code rules will be required to contact parent/guardian for appropriate clothing—violations can result in student disciplinary measures.

1. Dresses, skirts, culottes, slacks, jump suits, shorts, miniskirts with leggings, and jeans are acceptable. The length of dresses, shorts, skirts, should follow the "fingertip rule" (the bottom of the garment should be at or below the wearer's middle finger when the arm is fully extended at the side and shoulders in a relaxed position).

2. NO leggings (except with appropriate length shorts, skirt, or shirt whereas the hem of the shorts, skirt, or shirt follows the aforementioned "fingertip rule").

3. Sleeveless shirts and cut out shoulder shirts will not be permitted in the 5th, 6th, 7th, & 8th grades.

4. NON-ACCEPTABLE clothing includes: see through tops, halter tops, backless shirts, spaghetti strap tops, tops that do not cover the stomach, necklines or armholes that are too deeply cut, exposing the body unnecessarily; clothing with obscene or controversial writing or symbols. Undergarments such as bra straps and underwear should not be visible.

5. **NO CAPS** to be worn indoors, boy and girls.

6. Cleats should not be worn to school because mud collects on the bottom and they mark the floors.

7. Students are not allowed to wear any other body piercings other than ears. No ear gauges or body art to include temporary tattoos or artwork made with markers, ink pens, etc. (The only exception is pep rally day).

8. NO jeans with rips or tears on the upper thigh and backside area will be permitted. (Rips/tears should follow the "fingertip rule" and be at or below the wearer's middle finger when the arm is fully extended at the side and shoulders in a relaxed position).

9. NO pajama bottoms. NO blankets.

10. The waistband of jeans, shorts, etc. must be worn at the waist as intended, not below the hips.

11. Hair should be kept neat, clean, and reasonably styled.

12. No attire should be worn that will detract from the education environment.

It will be up to the Principal's discretion to determine if other types of clothing or accessories, not mentioned above, are acceptable as proper school attire.

Possible Disciplinary Actions

1. Remove from class and phone conference with parent to correct the dress code violation.
2. Detention, ISI, Corporal punishment, Suspension, Expulsion (follow due process)
3. Any other disciplinary action deemed appropriate under the circumstances.
4. Loss of points/course credit.

Bus Rider Rules

Riding the bus is a privilege. Not following the rules may result in suspension from riding the bus. A child must ride his/her assigned bus daily unless written permission is granted by the parent/guardian.

Prior to loading...

1. Be on time at the designated school bus stops. Keep the bus on schedule.
2. Stay off the street at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school-loading zone until the buses have been brought to a complete stop.
6. Parents must provide a written explanation informing the school of a change in transportation of a child.

While on the bus...

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Damage to seats, etc. must be paid for by the offender.
7. Keep all books, packages, coats, and all other objects out of the aisle.
8. Leave no books or other articles on the bus.
9. Help look after the safety and comfort of small children.
10. Do not throw anything out the bus window.
11. Bus riders are not permitted to leave their seats while the bus is in motion.
12. Horse play is not permitted around or on the school bus.
13. Bus riders are expected to be courteous to fellow pupils and the bus driver.

14. Absolute quiet when approaching a railroad crossing. It may save your life.
15. In case of a road emergency, children are to remain on the bus.

After leaving the bus.....

1. If it is necessary to cross the road, you should cross at least ten feet in front of the bus. Before crossing, be sure to look and see that no traffic is approaching from either direction.
2. Help look after the safety and comfort of small children.
3. The driver will not discharge riders at places other than the regular bus stop or at school, unless by proper authorization from the parent or school official.

- A parental history of a child having varicella (chickenpox) disease is acceptable in lieu of varicella vaccine.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are "in the process of receiving" immunizations.
- One dose of Tdap will be required for all students entering the 7th grade beginning with the fall semester of the 2011-2012 school year. Proof of immunization must be submitted before a student is allowed to enter the seventh grade. Also accepted is proof of DTaP vaccination at age 7 or older.

Immunization Requirements

Pre-schoolK	7 th	8 th -9 th
4 DTP/DTaP/Td DTP/DTap/Td	5 DTP/DTaP/Td/Tdap	5
3 Polio Polio	4 Polio	4
1 MMR	2 MMR	2 MMR
3 Hep B 2 or 3 Hep B		3 Hep B
2 Hep A 2 Hep A		2 Hep A

Vaccination exemption forms may be obtained in the school nurse's office if for any reason a parent objects to or there is a medical condition that prevents them from being vaccinated. The form must be completed, submitted to the school nurse, and mailed to the Oklahoma State Department of Health.

- All Measles, mumps, and rubella (MMR) and varicella vaccine doses must be administered on or after the child's first birthday or up to 4 days before the birthday to be counted as valid doses.
- If the 4th dose of DTP/DTaP is administered on or after the child's 4th birthday then the 5th dose of DTP/DTaP is not required.
- Beginning January 1, 2003, 5th doses of DTaP must be given on or after the 4th birthday or within 4 days before the birthday.
- If the 3rd dose of Polio is administered on or after the child's 4th birthday then the 4th dose of Polio is not required.
- Hepatitis A vaccine must be administered on or after the child's second birthday or within 4 days before the birthday.
- Hepatitis B may be administered in a two (2) dose series to children 11-15 years of age. All other age groups will receive the three (3) dose Hepatitis B series.