

Caney Valley Elementary Handbook

2020-2021

WELCOME	5
MISSION STATEMENT	5
BAZINGA BEHAVIORAL EXPECTATIONS	5
Student Enrollment	5
GUIDE TO IMMUNIZATION REQUIREMENTS IN OKLAHOMA	6
FOUR-YEAR-OLD PROGRAM	6
ARRIVAL	6
BREAKFAST	6
LUNCH	6
CHILD NUTRITION MEAL CHARGE POLICY	7
DISTRICT WELLNESS POLICY	7
DIGITAL EDUCATIONAL ACCOUNTS	11
FINANCIAL OBLIGATIONS FOR STUDENTS	12
ATTENDANCE	12
TARDIES	12
PRE-KINDERGARTEN ATTENDANCE	12
WITHDRAWING FROM SCHOOL	13
ASSIGNMENTS OF STUDENTS TO CLASSES	13
EARLY DISMISSAL	13
VISITORS/VOLUNTEERS	13
SAFETY DRILLS	14
BUS RIDER RULES/GUIDELINES	14
BUS TRANSPORTATION/DISCIPLINE	14
BUS SUSPENSION POLICY	15
BUS RIDER'S GUIDE:	15
CHANGE IN STUDENT DAILY ROUTINE	16
DISCIPLINE	16
DISCIPLINE PHILOSOPHY	16

ASSERTIVE DISCIPLINE	16
CORPORAL PUNISHMENT	17
SEVERE CLAUSE	17
Bullying	17
HAZING	19
PLAYGROUND RULES	20
BICYCLES	20
DRUG FREE SCHOOLS POLICY	20
TOYS/ALCOHOL/TOBACCO/DRUGS/ETC.	21
CELL PHONES AND ELECTRONIC DEVICES	21
USE OF THE TELEPHONE	22
CAPS/HATS	22
DRESS CODE	22
LOST AND FOUND	22
DAMAGED OR LOST SCHOOL PROPERTY	23
TEXTBOOKS	23
LIBRARY	23
ADMINISTERING MEDICATION	23
STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION	23
STUDENTS WITH DIABETES	24
CONTAGIOUS DISEASE OR HEAD LICE LAW	25
HEALTH INFORMATION FOR FAMILIES	25
ILLNESS/INJURY	25
TOILETING ACCIDENTS	25
INSURANCE	25
MAKE-UP WORK	26
HOMEWORK	26

CLASSROOM INCENTIVES AND STUDENT CELEBRATIONS	26
COMPUTERIZED GRADING PROGRAM	27
INTERNET USE POLICY	27
PROGRESS REPORTS	27
PARENT CONFERENCES	27
CHILD FIND	27
OKLAHOMA SCHOOL TESTING PROGRAM	28
3RD GRADE RETENTION POLICY	28
IDEAS FOR HELPING YOUR CHILD	28
SCHOOL-SPONSORED NIGHT ACTIVITIES	29
ACTIVITY TRIPS/FIELD TRIPS	29
USE OF SCHOOL BUILDING	29
AWARDS	30
LEGAL DOCUMENTS	30
MEDIA EXPOSURE	30
SPECIAL PROGRAMS	30
TESTING PROGRAM	31
STUDENT SURVEYS	31
(REGULATION)	31
STUDENT RESIDENCY	33
STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION	37
STAFF-STUDENT COMMUNICATIONS	38
FERPA	39

WELCOME

The staff of Caney Valley Elementary welcomes you to our school! We look forward to another exciting and challenging year. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. This handbook is designed with the intent of providing pertinent information to the students of Caney Valley Public School. This is a handbook; therefore, it is not intended to replace the Laws of Oklahoma. A document of this nature cannot cover every circumstance that may be encountered in the diverse, complex, social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in this handbook.

Because this is a student handbook, you will have the opportunity during this year to influence the handbook contents through your sincere participation in school elections, school activities, and daily school life.

MISSION STATEMENT

WE, THE STAFF OF CANEY VALLEY ELEMENTARY, ARE COMMITTED TO WORKING TOGETHER WITH THE COMMUNITY TO PROVIDE ALL STUDENTS WITH THE BEHAVIORAL AND ACADEMIC SKILLS THAT ARE NECESSARY TO REACH THEIR FULLEST POTENTIAL AND TO BECOME LIFELONG LEARNERS.

BAZINGA BEHAVIORAL EXPECTATIONS

1. Be Respectful

2. Be Responsible

3. Be Safe

Student Enrollment

Enrollment/Immunizations

Students new to Caney Valley Schools must:

1. Have a parent or guardian accompany them during enrollment.
2. Have an up-to-date copy of their immunization record which must include the following:

GUIDE TO IMMUNIZATION REQUIREMENTS IN OKLAHOMA

VACCINES	Pre-K	K-5 th Grades
DPTs DTsP/Td	FOUR	FIVE
Polio	THREE	FOUR
MMR (measles, mumps, rubella)	ONE	TWO
Hepatitis B	THREE	THREE
Hepatitis A	TWO	TWO
Varicella (chicken pox)	ONE	ONE

1. Copy of withdrawal grades from previously attended schools.
2. Pre-K, Kindergarten and First grade must have a valid birth certificate.
3. Enrollment will include completion of enrollment form, discipline form, record release form, field trip waiver, medication form, and classroom and bus assignment.

FOUR-YEAR-OLD PROGRAM

Children who are at least four (4) years of age on or before September 1 are eligible to attend a full day Pre-Kindergarten (Pre-K) program in the Caney Valley School District. A parent or guardian must accompany his/her child during enrollment. Also, they must present a valid birth certificate and an up-to-date copy of his/her immunization record. Please refer to the enrollment/immunizations section that will specify the appropriate immunizations. All 4 year olds should be potty trained before starting school.

ARRIVAL

As students arrive each morning they should report to the cafeteria. Students should arrive from 7:30 am to 7:45 am to allow for time to eat breakfast. Please do not bring your child earlier because proper supervision is not available.

BREAKFAST

All Caney Valley Elementary students, regardless of qualifications, are offered a free breakfast daily. Breakfast is served starting at 7:30 AM in the cafeteria. Students are not required to eat breakfast at school, however, all students should report to the cafeteria as the designated area to start the school day.

LUNCH

All students must go to the lunchroom with their class at the time the class is designated to be in the lunchroom. The eating area to which each class is assigned must be cleaned before students are dismissed.

Students will pay the cafeteria assistant by the day or may pay for lunches for several days in advance. Parents who wish to apply for free or reduced-price lunches for their children may do so by completing an application and returning it to the school. **It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating medical reason why the child cannot drink milk.** All food must be eaten in the cafeteria. Lunches brought from home cannot be shared with other students.

CHILD NUTRITION MEAL CHARGE POLICY

CHILD NUTRITION MEAL CHARGE POLICY (NEW 2017)

The School District offers nutritious school meal to students at a minimal cost. In order to avoid adversely affecting the school lunch program financially, the School Board establishes policy regarding the charging of school lunches. Negative student balances affect the ability of the lunch program to operate in a fiscally responsible manner.

- The District discourages the charging of student lunches. Students that have charged meals shall not exceed \$100 in unpaid charges. If this amount is exceeded and not paid in a timely manner, then the student will be offered an alternate lunch.
- Notices of unpaid charge balances will be sent to the parents/guardians on a regular and consistent manner to avoid the lunch program carrying charge balances. All communications will be directly with the parent or guardian. Under no circumstances will a child receive a hand stamp or any other physical marking to show that they have unpaid charge balances.
- If no response to unpaid lunch charges is received by the District from parents/guardians and several attempts are made to collect the balances, students will not be able to charge again until the charges are paid. All excessive balances may be subject to referral to a collection agency. The student will be provided an alternative meal.
 - Parents who could be eligible are encouraged to apply for Free and Reduced Lunch under the federal government guidelines. Applications are available at the schools.

Students will be treated with courtesy and respect regardless of whether or not the parent has provided payment to the school district. If a meal has been served to a child in error, the child will be allowed to consume the food that was provided to the student in error. Staff members will be instructed to adhere to this policy. If a staff member fails to adhere to the policy, disciplinary action shall be taken.

DISTRICT WELLNESS POLICY

Students in elementary schools will not have access to FMNV (foods of minimal nutritional value) except on special occasions for classroom parties three times per year. These times coincide with the special holidays of Halloween, Christmas and Valentine's Day. Party plans are under the control of the school. Details are established during the school year. Classroom teachers may occasionally have celebrations periodically throughout the year that coincide with learning opportunities. These celebrations will not include birthday parties for students. NO BIRTHDAY PARTIES WILL BE ALLOWED AT SCHOOL. Students are allowed to bring

birthday snacks, but those must be approved by the classroom teacher. Snacks can be dropped off in the office. Parents will not be allowed to deliver the snacks to the classroom and stay for the duration.

Caney Valley 1:1 Initiative Guidebook Caney Valley Public Schools Grades 1st -5th

Overview

At the beginning of the school year, the district will assign a Chromebook to each student. This 1:1 instructional initiative will lead the way toward continuous improvement in the following District goals:

- Prepare all learners to be productive and responsible citizens who are equipped to pursue excellence in an ever-changing world
- Utilize research-based, leading-edge instruction and learning opportunities in face-to-face, blended, and virtual classroom settings

Toward these goals, all students will have access to instructional technology that will make them successful in the classroom and beyond.

Project Objectives

This initiative seeks to

- Enhance and enrich teaching and learning
- Ensure equitable access to instructional technology
- Improve student outcomes through the 4 C's:
 - Creativity and Innovation
 - Critical Thinking and Problem-Solving
 - Communication
 - Collaboration

Chromebook

The Chromebook is a personal computer designed to work through with Google Apps for Education (GAFE) web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.

Assignment of the Chromebooks Grades 1st - 5th

Each teacher in grades 1st-5th will have a set of Chromebooks in his/her room. The teacher will assign a Chromebook to each student, to be used by that student during class, for the year. The assignment of the Chromebooks will take place at the beginning of the school year. A student will be assigned a device only if a parent or guardian has signed the Student

Technology Responsible Use Agreement. The device will stay in the classroom, but it will be the student's responsibility for its safety and care.

District Responsibilities for the use of the Chromebook

The District will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District's expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

Chromebook Periodic Welfare Check

Every 9 weeks a Chromebook check will be done by the Caney Valley Teachers to assess for damage that needs to be addressed on each student's Chromebook device. The teachers will have access to a Google form shared with them on Google Drive. Once the Chromebook check has been completed students will be called to the Library to check in their Chromebook for repair.

1st - 5th Parent and Student Responsibilities

As with any District-owned property (ex.: textbooks), parents and students will be responsible for the assigned Chromebook and charger being in good working condition at the end of the year. The student and his/her parent or guardian will be responsible for replacing or repairing a lost or damaged Chromebook and/or charger due to inappropriate use or neglect of the device through the Library. Plan B or C: Co-Pay Insurance, which is highly recommended, for the device will be offered to those parents who choose to purchase coverage.

Plan C: Co-Pay Insurance for 1st-5th grade students

Chromebooks are a necessary teaching resource just as important to our students' education as a textbook or library book (which a student would have to pay to replace if damaged or lost).

Due to a disproportionate number of repairs in the previous school years, students in 1st-5th grades will be assigned a Chromebook that will be kept at school. We have implemented this 1-stay policy so that we can more easily hold students accountable and responsible for their actions.

Because the Chromebooks are staying in the classes we will utilize the following insurance plan B: All students that want insurance Plan B will pay \$10 to have the insurance. This insurance must be paid for during the enrollment process. If or when students damage/break their class assigned Chromebook they will need to pay a \$10 copay to get it fixed and \$10 copay every time that their device needs to be repaired, up to the amount of replacing the device which would be \$300. At that time the student will be considered to have met their "deductible". If insurance Plan B is not taken the student will have to pay the full amount of each repair.

Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all CVS technology policies as well as federal, state and local laws. In addition, students should follow the “Digital Citizenship Tips for Teens” (from commonsensemedia.org).

Damaged Chromebooks

Students with damaged or malfunctioning Chromebooks may take them to the Library and borrow a device while theirs is being repaired or replaced.

Chromebook Care Guidelines

DO...	DO NOT...
always carry the device with care and a closed lid	deface the device with writing, drawings, stickers, labels, etc.
keep the Chromebook in the district-issued protective case	lift by the screen or place heavy objects on the device.
carefully insert cords, cables and removable storage devices	deface or remove any district labeling
only clean the screen with a soft, dry microfiber cloth or anti-static cloth	lift the device by the screen or close the device with pens inside
report any damage or issues immediately to the Media Center	use cleaning solvents or other liquids on the screen
charge the Chromebook every night	place the device in a backpack at any time
remember it is your responsibility to protect and care for the device at all times	place food or drink near the device

Guidelines for Appropriate Use

With the opportunity afforded by using District technology comes the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

Students will

- Use the Chromebook and other district technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or

school, when using blogs, podcasts, email or other communication tools.

- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following the “General Care” guidelines provided in this handbook.
- Report the loss or damage of the device immediately to the Library.
- Charge the device at home and have it ready to use every day, every class period.
- Leave their Chromebook charger at home to prevent it from being lost or stolen.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.

Students will NOT

- Allow other people to use their assigned device.
- Remove their Chromebook from the protective carrying case.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, GoGuardian or other network configurations.
- Reset or wipe their device.

DIGITAL EDUCATIONAL ACCOUNTS

Caney Valley Schools will be creating digital educational accounts for your child in grades Pre-K through 12th grade. CVS utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student’s name and e-mail address, must be provided to the web site operator. Example digital accounts may include but are not limited to: Google accounts which includes most Google services, Sumdog, Quizlet, Prodigy, Renaissance Learning, Edmentum, CK-12.

FINANCIAL OBLIGATIONS FOR STUDENTS

1. Band: Students will be responsible for repair of or repairs for their individually owned instruments.
2. Library: Books are checked out for two (2) weeks. Books not renewed or turned in at the end of that two week period are overdue. Books that are damaged or lost are assessed fines according to the damage or replacement cost of the book.
3. Classroom supplies such as pencils, pens, paper, etc., are the student's responsibility.
4. Chromebook Plan B insurance for 1st-5th grade students.
5. Fundraising: Students participating in board approved fundraising activities will be responsible for monies and items being sold. The misuse of fundraising money may result in legal charges being filed.

ATTENDANCE

A child must be present a minimum of 90% of the time to be considered for promotion to the next grade. To receive the maximum benefit from the classroom and instructional participation, it is important that a child report to school each day. When it is necessary for a student to be absent, he/she must (a) have the parents or guardian call the principal's office the morning of the absence and (b) give a specific reason for the absence. Phone 918-535-2205 to report the absence. Students who are not in attendance 90% of the time will be reported to the Washington County Truancy Court System. Please provide a doctor's note when possible.

TARDIES

Tardiness interferes with individual progress and classroom procedures. Students should arrive at school ready for class no later than 7:55 (8:00) a.m. each morning. Students arriving after 8:05 a.m. will be reported as tardy. Students who are tardy MUST report to the office. Students who intend to eat breakfast should arrive early enough to allow plenty of time to eat and make it to class by 8:00. The morning session is from 7:55 (8:00) a.m. until 11:00 a.m. and the afternoon session is 11:30 a.m. until the end of the school day. In order for a student to be counted present all day, he/she must be present a minimum of two hours in both sessions. Please note that habitual tardiness greatly impacts the learning of your student. Teachers begin classroom instruction as soon as announcements are over, so it is imperative that students be in class ready to work when the day begins.

PRE-KINDERGARTEN ATTENDANCE

Regular attendance is required for a child to show progress. Pre-Kindergarten students will be expected to follow the same attendance policy as the other elementary students. However, excessive absenteeism may result in dismissal from the program. Parents will be notified in writing when a child is nearing excessive absences. Parents must respond within five days to the elementary office of reason for absences or child may be dismissed.

WITHDRAWING FROM SCHOOL

Students who move or must otherwise withdraw from school will secure a withdrawal form from the principal's office. No student will be allowed to withdraw without consent of parents/guardians. All school property must be returned before final clearance will be approved or records forwarded.

ASSIGNMENTS OF STUDENTS TO CLASSES

Room placement is made by the principal in collaboration with teachers and special education service personnel. Some factors considered in placement are social traits, work habits, student's ability and achievement, comments by special services, a balanced classroom and recommendations of teachers. After careful review of the information on each child, placement is made with a teacher who will provide the best opportunity for learning. Our staff of teachers is highly qualified and demonstrates the utmost concern for the well being of our students. Parent requests for a specific teacher for their child will no longer be accepted. **THE FINAL DECISION ON CLASS LISTS RESTS WITH THE PRINCIPAL.**

EARLY DISMISSAL

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating the time and reason. Parents must sign the child out in the school office.

When inclement weather conditions occur, listen to the following radio and television stations for information concerning cancellations of school:

Radio

KVOO – Tulsa 1170 AM
KRMG – Tulsa 74 AM
KWON – Bartlesville 1400 AM
KYFM – Bartlesville 100 FM

Television

Channel 2
Channel 6
Channel 8

VISITORS/VOLUNTEERS

Parents are always welcome at our school; however, **ALL VISITORS MUST CHECK IN AT THE OFFICE FIRST. A VISITORS' BADGE WILL BE ISSUED AND MUST BE WORN IN THE BUILDING AT ALL TIMES.** All visitors should observe the following guidelines.

Caney Valley School encourages visitation by parents, guardians, and interested citizens and asks that these guidelines be followed:

1. All visitors must register in the administration office and state the purpose of such visitation.
2. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit based on the stated purpose of the visit.
3. No visitor is permitted to see a student or teacher in the classroom.

4. All visits by pupils from other schools or persons interested only in personal visits with Caney Valley students or teachers are prohibited.
5. Students will not be called from class to see visitors.

SAFETY DRILLS

One long continuous ring of the bell denotes a TORNADO DRILL. There will be two tornado drills held each year. A series of three repeating rings of the bell denotes a FIRE DRILL. One fire drill is conducted each semester. A LOCK DOWN DRILL and an INTRUDER DRILL will be held twice each school year. Two additional drills will be held in addition to these consistent with the risks assessed for the sites. When the alarm rings or instructions are read over the intercom, follow the directions of your teacher.

In case of a tornado, students will all be moved to the basement of the three story building and placed in designated rooms on the west side. Students will kneel and cover their faces.

In case of fire, students will move in an orderly manner to the exit that has been assigned to their room: STAY WITH YOUR GROUP.

BUS RIDER RULES/GUIDELINES

BUS REGULATIONS:

Riding a school bus is not a right but a privilege granted to those who are eligible and are able to abide by the rules and regulations. It is not right that a student be allowed to ride a school bus when he/she continues to jeopardize the safety of others. The Board of Education realizes that a hardship may result from a parent having to take a child to and from school, but it is sometimes necessary.

The bus driver accepts the responsibility of getting the child to and from school safely, therefore, what he/she observes and reports to the principal is final. The driver is not there to determine the right or wrong of one student in a dispute with another, but is there to report any misconduct or behavior that might keep him/her from properly doing his/her job.

Any student who is involved in damage to a school bus will be required to pay for the damage.

BUS TRANSPORTATION/DISCIPLINE

The purpose of maintaining and operating a transportation system as part of the general school program shall be to provide adequate and safe transportation to and from school and such other auxiliary trips as shall be deemed a part of the education program for every school child in the transportation system from PK-12.

The school district, when practical, will provide transportation of students to school activities and on field trips which have been approved by the administration. The activity field trip and other transportation are secondary to the regular school route transportation.

BUS SUSPENSION POLICY

Rigid standards and discipline must be maintained at all times in order to satisfy safety requirements. We ask parents to support and assist our efforts to ensure the safety of each student that rides a bus. Discipline is an important step to achieving this goal. The following disciplinary steps are applicable:

1. First disciplinary referral results in a student conference and a notice being mailed home.
2. Second disciplinary referral results in a five (5) day loss of bus riding privileges.
3. Third disciplinary referral results in a ten (10) day loss of bus riding privileges.
4. Fourth disciplinary referral results in a loss of riding privileges for the remainder of the school year.

NOTE: This policy serves only as an administrative guide. Severe misbehavior may cause loss of bus riding privileges IMMEDIATELY.

BUS RIDER'S GUIDE:

The following Bus Rider's Guide is approved by the state and local district. Previous to loading students should:

1. Be on time at the designated school bus stops – keep the bus on schedule.
2. Stay off the road at all times while waiting on the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting on the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop. Bus passes may be obtained at the Principal's Office.

WHILE ON THE BUS STUDENTS SHOULD:

1. Keep all parts of the body inside the bus.
2. NO eating and drinking on the bus.
3. NO use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Treat bus equipment as they would valuable furniture in their own homes. Damage to seats, etc., must be paid for by the offender.
7. Never tamper with the bus or any of its equipment.
8. Maintain possession of books, lunches, or other articles and keep the aisle clear.
9. Help look after the safety and comfort of small children.
10. Do not throw objects in or out of the bus.
11. Remain in their seats while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, or driver's assistant.

14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

AFTER LEAVING THE BUS STUDENTS SHOULD:

1. Go at least ten (10) feet in front of the bus, stop, check traffic, wait for the driver's signal, then cross the road.
2. Go home immediately staying clear of traffic.
3. Help look after the safety and comfort of small children.

CHANGE IN STUDENT DAILY ROUTINE

Students will not be allowed to ride a different bus or go home with a friend unless we have verification from parents. These changes can be made in the form of a signed parent note to the office or a parent phone call. Students riding a different bus will be required to have a bus pass. PLEASE NOTE: changes MUST be made BEFORE 2:15 PM to ensure the delivery of the message unless it is an emergency.

DISCIPLINE

DISCIPLINE PHILOSOPHY

Students are expected to conduct themselves in an orderly manner during the school day, on extracurricular trips and other school activities. Students are responsible for their behavior. All disciplinary action will be recorded in the student's personal files for future reference.

All teachers and certified employees of Caney Valley School shall have the same rights as a parent or guardian to control and discipline students during the time they are on authorized school functions. Teachers have the authority to administer discipline according to the assertive discipline plan.

Before being disciplined, the student will be told the reason and will be given an opportunity to respectfully give his/her version of the incident. A brief written report of disciplinary action shall be placed in the student's file after the discipline is administered. The report will state the date, offense, and disciplinary action taken.

ASSERTIVE DISCIPLINE

Our goal at Caney Valley Public School is to help each child get the best education possible. In order to guarantee that all students receive the best education possible, we have established a discipline plan that will be in effect at all times. The plan has discipline steps for those who do not behave themselves. When in the classroom, the student must comply with the following rules:

1. Follow directions of the teacher.
2. Come to class with all required materials.

3. Be in assigned seat ready to work when the tardy bell rings.
4. Keep hands, feet, books, and other objects to oneself.
5. Eating food, drinks, and chewing gum is prohibited.
6. Raise hand and wait to be recognized before speaking.

The following consequences will be administered to those students who misbehave after the teacher feels sufficient warnings and preliminary discipline has been administered.

1. FIRST OFFENSE – Discipline form filled out noting offense, and parent called by teacher.
2. SECOND OFFENSE – Discipline form filled out noting offense, student sent to principal's office and parent called by principal for conference to establish plan for corrective action.
3. THIRD OFFENSE – Discipline form filled out noting offense and parent notified. Discipline action will be taken in accordance to severity of the misbehavior.

CORPORAL PUNISHMENT

The use of corporal punishment shall be the same as used by a parent or guardian to control and discipline such child during the time the child is in attendance of, in transit to or from the school, or any other school function authorized by the school district or classroom presided over by the teacher.

1. A standard paddle, approved by the principal, may be used but only as a last resort after all other means have failed and certain guidelines have not been followed.
2. If the paddle is to be used, the teacher must take the student to the principal's office. Parents may advise the school district at any time that they do not want corporal punishment administered to their child. Either the principal or the teacher may administer the paddling, provided a witness is present.
3. Corporal punishment will be used only on the buttocks region of the body.
4. A report of any paddling should be kept in the principal's office. Extreme cases should be reported to the Superintendent

SEVERE CLAUSE

In the event of severe misbehavior such as vandalism, defying a teacher, rude gestures, foul language, truancy, leaving school grounds without checking out through the office, stealing, drug and/or alcohol use, tobacco use, weapons, or interrupting the functioning of the class, fighting, assaulting a teacher or other school employee, etc., the discipline hierarchy no longer applies. Students may be suspended for any of the above offenses at the discretion of the principal. Students suspended from school will be responsible to complete all make up work for ½ credit.

Bullying

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at

designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, “bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as begin done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student’s seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student’s behavior
10. Restriction of privileges

11. Involvement of local authorities

12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs

13. Suspension

14. Performing Campus-site services for the school district

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

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

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

**REFERENCE: 21 O.S. §850.0
 70 O.S. §24-100.2**

HAZING

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation

or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

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

REFERENCE: 21 O.S. §1190

PLAYGROUND RULES

Playground rules are an important part of the school day. They aid in the physical as well as the social development of the child. Misbehavior or any conduct that is unsafe or hazardous to another student will not be tolerated. Staff personnel will apply the school discipline policy during playground use. Rules will be posted in the classroom.

BICYCLES

Bicycles are not to be ridden during school hours except for those students leaving early with permission from the office. The school cannot be responsible for any lost or damaged bicycles. All bicycles should be locked with padlocks when they are parked in the rack.

DRUG FREE SCHOOLS POLICY

It is the policy of the Caney Valley Board of Education that all students and employees of this school district be made aware of the Board’s intention to maintain a drug-free environment.

Students and employees who manufacture, possess, use, or distribute, or dispense illicit drugs – including anabolic steroids – or alcohol shall be subject to disciplinary action. Such disciplinary action may include long-term suspension for students and will result in employment termination for employees. In addition to suspension and/or termination, students and employees are subject to referral for prosecution under applicable law.

Various state and federal laws impose severe penalties for the use, possession, or sale of illicit drugs. The Federal Controlled Substances Act, 21 United States Code Annotated (U.S.C.A.) and the Comprehensive Drug Abuse and Control Act of 1970, 21 U.S.C.A., Section 848, provide federal sanctions and the Uniformed Controlled Dangerous Substance Act, Oklahoma Statutes, Title 63, Section 2-101, and others plus various criminal statutes provide state sanctions.

Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs have a destructive impact on the brain, regular users lose control over their behavior, and most of them find it extremely difficult to stop using drugs without outside intervention. Using a drug just “one time” predisposes a person to try it again because the person has apparently violated a taboo with impunity. For additional health hazards associated with drug or alcohol use, please refer to the school district’s drug education curriculum.

Any student or employee of this school district who believes that he or she may have a problem with drug abuse may be referred to appropriate local agencies for counseling, treatment, or rehabilitation. All employees will notify the Superintendent or principal in writing of any criminal drug statute conviction or violation occurring in the workplace no later than five (5) calendar days after such conviction. For additional information concerning assistance available, please contact the school district’s principals or counselors. References: Public Law 101-220, 70 O.S. 1210.221 et seq.

TOYS/ALCOHOL/TOBACCO/DRUGS/ETC.

Toys, radios, beepers, alcoholic beverages, tobacco, drugs, drug paraphernalia, and weapons are not to be brought to school. Such items will be confiscated. Drugs, drug related items, alcoholic beverages, weapons, and beepers, as well as students possessing them, will be turned over to the Washington County Sheriff. Use of tobacco in any form by students on the school grounds or during school activities is prohibited. Tobacco will be discarded by the school officials.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones are prohibited for students in grades pre-k through 5 unless there are extenuating circumstances and the school and parent agrees possessing a cell phone is allowable. **Otherwise, Cell phones and electronic devices are not to be brought to school.** These items will be confiscated and taken to the office where they will have to be picked up by the parents or guardians. Consequences for continued violation of the rules to be decided by school administration.

USE OF THE TELEPHONE

Students will not be called to answer a phone call except in the case of an emergency. Students may use the telephone only between classes or at noon – and only with the principal's permission.

CAPS/HATS

Caps, hats, doo rags, kerchiefs, bandannas are not allowed to be worn in the school building. They should be removed before entering the building.

DRESS CODE

Students are expected to dress properly and reflect a neat appearance that is acceptable to the orderly operation of the school. Any article of clothing or jewelry, style, attachment, or modification of such that disrupts, distracts, or disturbs the process of teaching and learning, or jeopardizes student safety is not allowed.

The following items are not approved:

1. That which promotes or displays drugs or drug paraphernalia, vulgarity, sexual implications, or profanity.
2. Shorts, skirts, dresses, etc., that are not of a reasonable cut, form, fit, or mid-thigh length. Shorts, dresses, and skirts should be midway between the thigh and knee.
3. Fishnet, bare midriff, slit under arm, tank tops with less than 3 adult finger width straps, racer-back tank tops, muscle shirts, mesh shirts, shirts with cut-off sleeves, and revealing shirts.
4. Sunglasses in the classroom.
5. Skate shoes or rubber flip flops/shower shoes are NOT recommended.

NOTE: For ALL shirts/tops, the straps must adhere to the 3 adult finger rule (3 adult finger width in diameter). Shirts with cut-off sleeves, spaghetti strap/racer back tank tops and mesh shirts are still unacceptable.

Face masks are also acceptable attire. However, face mask cloth design must be school appropriate and not display drugs or drugs paraphernalia, vulgarity, sexual implications, or profanity.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by being sent home.

SHORTS MAY BE WORN IN GRADES PK-5TH AUGUST-FALL BREAK AND AGAIN AFTER SPRING BREAK. CAPRIS OF APPROPRIATE LENGTH ARE ACCEPTABLE. SHORTS WITH LEGGINGS OR TIGHTS UNDER THEM ARE NOT TO BE WORN DURING THE NO SHORTS ALLOWED TIME PERIOD.

LOST AND FOUND

A lost and found area is maintained in the east hall. Items not claimed by the end of each semester will be donated to a charitable cause. **The school is not responsible for lost or stolen articles. PLEASE PUT YOUR CHILD'S NAME IN ALL JACKETS, ALL COATS, AND HIS/HER PE SHOES!!**

DAMAGED OR LOST SCHOOL PROPERTY

Students responsible for damaging or losing school property will be billed for the replacement or repair costs. Failure to pay the bill within sixty (60) days will result in the school taking action to initiate payment. If lost materials are returned during the school year, the price of the items, minus any costs or fines incurred in the item's absence will be refunded.

TEXTBOOKS

Students are provided free textbooks for all classes requiring textbooks. Once a student is issued a textbook, the student is expected to keep and be responsible for the condition of the book until the book is returned. In the event a textbook is lost/destroyed, another will not be issued until arrangements are made to pay for the lost/destroyed book.

LIBRARY

The library is provided to the students in an effort to enhance opportunities for studying, reading, and exercising research techniques. To provide the best opportunities for all the students, books may be checked out for a two (2) week period.

ADMINISTERING MEDICATION

Without proper documentation signed by a student's parent/guardian, the school CANNOT administer medication. The office secretary and/or teachers CANNOT give the student's medication (prescription or nonprescription) without your parental permission. Only medication sent to school with the student will be administered upon parent request. Medication should be in original containers with instructions on them. **DO NOT SEND MEDICATION IN BAGGIES.**

STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

Pursuant to 70 O.S. 1-116.3 the Board of Education of the Caney Valley Public School District permits students to self-administer inhaled asthma medication with the following conditions and guidelines.

Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.
2. "Self-administration" means a student's use of medication pursuant to prescription or written direction from a physician.

Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication is effective only for the school year which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing, permission for the student's self-administration of inhaled asthma medication.
 1. Such written permission shall include the following:

2. Permission statement authorizing the student to self-administer inhaled asthma medication.
 3. A written statement from the student's physician stating that the student has asthma and is capable of, and has been instructed in, the proper method of self-administration of the medication.
 4. Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.
3. Prior to the District granting permission for the student to self-administer inhaled asthma medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, Dispensing Medications. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this policy shall be permitted to possess and use prescribed inhaler at all times.

STUDENTS WITH DIABETES

Diabetes Medical Management Plans

Upon the District's receipt of notification from the parent or guardian that their child is diabetic, the District shall work with students who have diabetes and their parents to develop a Diabetes Medical Management Plan (the "Plan") for such students who will seek care for diabetes while at school or participating in school activities.

The Plan shall be developed by the personal health care team for the affected student. Such team is composed of:

- The Principal or designee;
- School nurse (if the District has a school nurse on staff);
- Parent/guardian of the student;
- Student's physician (to the extent the physician is able/willing to participate).

Diabetes Self-Management and Care

In accordance with each student's Plan as described above, the District shall allow the diabetic student to self-manage and care for the student's diabetes, which may include the following:

- Performing blood glucose checks;
- Administering insulin;
- Treating hypo- and hyperglycemia;
- Possession by the student of necessary supplies/equipment for diabetes monitoring and care; and
- Attending to the student's diabetes management and care in the school buildings, on school grounds, or at school-related activities in areas the District shall deem appropriate and safe.

CONTAGIOUS DISEASE OR HEAD LICE LAW

Any child afflicted with a contagious disease or head lice, may be prohibited from attending Caney Valley Schools until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice must be checked by school personnel and/or Washington County Health Department and proclaimed free of head lice before the child may re-enter school.

This statement is taken out of the Caney Valley School Board Policy.

HEALTH INFORMATION FOR FAMILIES

Meningococcal Meningitis is an infection of the fluids and covering of the brain or spinal cord that can be caused by bacteria. While viral meningitis is fairly common, and people usually recover fully, bacterial meningitis is very rare, but much more serious. Meningitis is spread by close exchange of infected saliva and respiratory secretions. Examples of how meningitis can spread include but are not limited to sharing of drinking glasses, sharing of cigarettes, or kissing. Symptoms of bacterial meningitis can include SEVERE headache, high fever, and stiff neck. Symptoms can worsen very quickly, leading to unconsciousness, and even death. A doctor should check children with any of these symptoms right away. A vaccine against bacterial meningitis is available through private physicians and is recommended for adolescents aged 11-12 years; adolescents at high school who were not vaccinated at the preadolescent visit, and students entering college. The vaccine is also recommended for children ≤ 11 years of age who are at increased risk of meningococcal disease. The vaccine provides protection against meningococcal meningitis for approximately three to five years.

ILLNESS/INJURY

Students who become ill or injured at school will be cared for temporarily by the school staff, and parents will be notified. It is imperative that the school be furnished with an emergency form for each student. Please notify the school immediately concerning information change. Current correct information will help the school personnel provide the care students and parent want for student in case of injury or illness.

TOILETING ACCIDENTS

In the case of toileting accidents parents will be called to bring clean clothing and assist in clean up.

INSURANCE

Students are not automatically covered. Accident/Health insurance on the student is a responsibility of the home. Parents will have the opportunity to purchase accident insurance for their children. An information sheet explaining the program will be given to every student.

MAKE-UP WORK

Students are expected to get all their make-up work completed within a reasonable time regardless of the reason for the absence. It has been determined that a “reasonable time” shall be as follows:

Days Missed: one to two

Time Allowed: two days for every one missed.

Days Missed: In excess of two

Time Allowed: one day for each one missed.

I.e., a student missed two days (Tuesday and Wednesday). He/she will have four (4) days to make up the work (Thursday, Friday, Monday, Tuesday).

A student misses four days (Tuesday, Wednesday, Thursday, Friday). He/she will have six (6) days to make up the work (Monday, Tuesday, Wednesday, Thursday, Friday, Monday).

The philosophy behind this policy is to encourage the student to return to school as soon as possible. While recognizing he/she will be ill occasionally, we are also aware that some students have used “absent” as an excuse for not doing work. The above policy makes it necessary to get homework completed.

HOMEWORK

Your child may have homework daily. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility
5. To provide your child with an opportunity to see what he/she is studying and how well he/she is doing.

We think learning is important and that learning should continue after school hours. The daily homework is in no way to be viewed as punishment, but rather as a way for encouraging and extending learning. Our commitment to students is for the homework to be pertinent. We will allow class time for students to clear up any reasonable misunderstanding of the assignment.

CLASSROOM INCENTIVES AND STUDENT CELEBRATIONS

Though not required, your child’s teacher MAY choose to employ classroom incentives and/or student celebrations for meeting educational goals throughout the course of the school year. In order to receive the reward, the student **must meet the goal set forth by the teacher.** The principal will approve all incentives and celebrations.

COMPUTERIZED GRADING PROGRAM

Caney Valley Elementary has enlisted the service of a computerized grading program to give parents information regarding their child's lessons, homework, and grades. Please call the school and speak with the secretary or principal to receive your password to access this system. The internet address is also available on the school website.

INTERNET USE POLICY

We believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Caney Valley public Schools by facilitating resource sharing, innovation, and communication. All students, staff, and parents will be provided an Internet Use Policy. Students will not be allowed to use the Internet until this agreement is signed and returned by the parent.

PROGRESS REPORTS

Teachers will send out progress reports periodically to keep parents informed of their child's academics and citizenship. Please sign and return these to your child's teacher the next day.

PARENT CONFERENCES

Parents are encouraged to have conferences with the student's teacher or principal to receive a more complete report on the progress of the student. When the progress reports indicate, "**Conference with Parent Requested,**" parents are especially encouraged to respond to the request. Parents are encouraged to contact the teacher or principal for an appointment in order that adequate time be made available for the conference without interference with the teacher's class. Teachers will not be called out of scheduled instruction time for parent conferences. Generally the best time for parent/teacher conference is after school hours.

School is dismissed once during the first and second semester for Parent/Teacher conferences. (See School Calendar)

CHILD FIND

The purpose of this policy is to state the intention of Caney Valley Public Schools to fulfill its responsibility to establish and implement an ongoing Child Find system to locate, identify and evaluate students ages 3 through 21 years, who are suspected of having a disability and may need special education, regardless of the severity of the disability, and to coordinate with SoonerStart Early Intervention Program regarding the Child Find system for children ages birth to 3 years of age.

The District's Child Find system will include all children within the District's geographic boundaries.

The District will coordinate with other agencies and promote public awareness to locate children who may have disabilities.

The District will take appropriate and necessary steps to ensure that District staff and the general public are informed of:

- the availability of special education services;
- a student's rights to a free appropriate public education;
- confidentiality protections; and
- the special education referral process, and will provide this information through a variety of methods.

In the identification process, the District may use screening or coordinated early intervening services. The District's general education interventions will not delay the initial evaluation for special education services of a student suspected of having a disability.

If through Child Find activities, a child is identified as possibly having a disability and needing special education services, the District may seek parent consent to evaluate the child. All such evaluations will be conducted in compliance with applicable federal and state law and regulations.

OKLAHOMA SCHOOL TESTING PROGRAM

The Oklahoma School Testing program is carried out by the Caney Valley School District. Each year achievement tests will be given to students in grades 3-5 in order to evaluate academic achievement and to determine if our students are meeting standards as set forth by the state of Oklahoma. These tests are mandated and given to all students each spring in all public schools in Oklahoma. No student due to being tardy or absent will be excused from testing. These tests are criterion-referenced tests that measure student attainment of skills established by the state of Oklahoma. Public schools are under very stringent academic requirements according to the federal legislation of the Every Student Succeeds Act. There will be significant consequences to those schools not making adequate yearly progress.

3RD GRADE RETENTION POLICY

In 2011, Oklahoma amended the Reading Sufficiency Act (RSA) to ban social promotion (promoting a child based on age rather than academic achievement). The new law requires schools to retain students who do not pass a reading test and do not meet other criteria for exemptions by the end of the third grade. The first group of students affected by this policy will be in the 2013-2014 school year.

IDEAS FOR HELPING YOUR CHILD

It is vital to understand that some homework will be given during the school year. Here are some tips to help make this experience easier.

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the TV.
4. Encourage your children, but avoid undue pressure.

5. Show interest in what your children are doing, but do NOT do the work for them.
6. Understand that the school expects homework to be completed and returned.

A child will improve his/her study habits by observing the following:

1. Be sure he/she understands each assignment.
2. Forms the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Has necessary materials at hand.
5. Tries to develop the skill of working independently.
6. Spends enough, but not too much time on each subject.

SCHOOL-SPONSORED NIGHT ACTIVITIES

Students are required to abide by the rules and regulations outlined in this handbook while attending school-sponsored night activities. Students shall not be permitted to leave the gym or field during athletic event. The student must repay to re-enter. All teachers have the same authority over all students.

All students entering school property should conduct themselves in a manner that is reasonable as determined by the sponsors in charge.

ACTIVITY TRIPS/FIELD TRIPS

During the year a number of activity or field trips may be taken. The school sponsors these trips and has a direct responsibility to the parents for the safety and well-being of students who make these trips; for that reason no student can be excused to remain in the town visited, go, or return by any other means of transportation except that provided by the school or by the parents. It is the responsibility of the parent to notify the proper sponsor at the conclusion of the activity if the student is to ride home with the parent. Each student shall participate directly in the activity for which the trip is made. No student not actually participating in the activity for which a trip is made will be excused from classes to make a trip. Any absence from the school incurred because of infraction of this regulation will be charged unexcused.

Students who have failing grades, large amounts of missing work, or several office referrals due to poor or inappropriate behavior on previous field trips may potentially not be allowed to attend class trips.

Each sponsor will be responsible for the maintenance of a sign-out sheet. Sign-out sheets must be completed by the parent(s) of the student in question before the student is allowed to leave the student group. Due to liability ONLY trip participants and sponsors will be allowed to ride in school vehicles

USE OF SCHOOL BUILDING

Private and public use of school buildings by patrons of this district will be granted when not in conflict with school activities or groups directly associated with the school program. A charge, to be determined by the Board of Education, may be made for use of school buildings or facilities by an organization not directly associated with the school. In all instances, the school board has final say as to who can use the building. (Refer to Section 591, School Laws of Oklahoma, 1974.)

AWARDS

At the end of the school year, an awards day is held. At this time, various awards are presented to students who excel in various areas such as sports, music, or academics.

LEGAL DOCUMENTS

It is the intention of the Caney Valley Public School to honor all legal documents that pertain to issues of custody. It is the responsibility of the parent or guardian to provide the school a copy of the legal document.

MEDIA EXPOSURE

Caney Valley Elementary promotes our students and their activities through various means including but not limited to: Yearbooks, school websites, and local newspapers. If for any reason your child's name or picture should not be included in these publications you must notify the school within one week of enrollment.

SPECIAL PROGRAMS

TITLE 1: Title 1 is a federal aid program for schools whose purpose is to ensure a high-quality education for every child, by providing extra help to students who need it most. Title 1 has three primary objectives:

1. To improve student achievement for all participating children.
2. To improve staff development.
3. To improve parental and community involvement.

Title 1 funds are distributed to districts based on the number of low-income families served. However, once a school qualifies for Title 1 funds, academic need, not economic status, determines which students receive extra services.

TITLE III: Caney Valley schools offers English Language Learner (ELL) services to all English Language Learners in grades Kindergarten through 12th grade. The mission of the Title III ELL Program is to provide high quality, research-based English Language instruction in order to engage ELL students in English Language development and grade-level academic standards. All students complete a Home Language Survey upon enrollment. If a language other than English is spoken in the home the student is assessed with the ACCESS for ELL language proficiency test to determine the student's level of language proficiency per the Title III requirements of No Child Left Behind 2001. Students are identified as English Language Learners and eligible for ELL services if the overall score is below 5.0.

TITLE VII: Title VII is an American federally funded program designed to meet the unique needs of Native Students in our public school system. The goals of Title VII are to promote academic achievement, improve attendance and graduation rates, and promote understanding of the Native American Culture. For a child to receive services in the Title VII Program, a parent

must complete and sign a STUDENT ELIGIBILITY FORM (506) and provide a CDIB card. This program has no specification for blood quantum, but the child must be of Indian descent and meet criteria described on the 506 form in order to be eligible for the program.

ASBESTOS: The Asbestos Hazard Emergency Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy is on file in the Superintendent's office.

TESTING PROGRAM

STUDENT SURVEYS

(REGULATION)

The board of education recognizes surveys can be a valuable resource for schools and communities in determining student needs for educational services. Such collection of input from students and parents may be used to assist school staff in decision-making related to curriculum and instruction and in program development and operations. To this end, the board supports the use of appropriate surveys in accordance with the guidelines contained in these regulations.

Administrators, teachers, other staff members, and the board of education may use surveys for many purposes, which may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or unit. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

No student may, without prior parental consent, take part in a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating, and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;

6. Legally recognized privileged relationships, such as lawyers, physicians, or ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

Surveys conducted for other agencies, organizations, or individuals must have the recommendation of the superintendent of schools or his/her designee.

Parents/guardians shall have the right to inspect, upon their request, a survey created by a third party before the survey is administered or distributed by a school to a student. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Overall survey results following decisions must be shared with all parties who request such information.

Parents/guardians shall be notified at least annually, at the beginning of the school year, of this policy and when enrolling students for the first time in district schools. This notification must explain that parent/guardians, or students 18 or older, have the right to "opt the student out of participation," in writing, in the following activities:

1. The collection, disclosure, and use of personal information gathered from students for the purpose of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students, such as:
 - A. College or other postsecondary education recruitment, or military recruitment;
 - B. Book clubs, magazines, and programs providing access to low-cost literary products;
 - C. Curriculum and instructional materials used in schools;
 - D. Tests and assessments;
 - E. Student recognition programs; and
 - F. The sale by students of products or services to raise funds for school-related activities.
2. The administration of any survey that delves into the restricted sensitive subject areas identified and listed above; or
3. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not

necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.

Parents/guardians of a student shall also have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

STUDENT RESIDENCY

It is the policy of the Caney Valley Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The administration shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend the public schools or programs without payment of nonresident tuition. Such evidence may include, but is not necessarily limited to, the following:

1. Proof of payment of local personal income tax or ad valorem taxes;
2. Title to residential property in the district, or a valid unexpired lease agreement, or receipts for payment of rent on a district residence in which the applicant actually resides;
3. Proof of provisions of utilities;
4. A valid, unexpired motor vehicle operator's permit or motor vehicle registration;
5. Maintenance of voter registration;
6. Notarized affidavit verifying residency and that the affiant has assumed the permanent care and custody of the student. (The filing of a false affidavit shall be subject to punishment in accordance with 70 O.S. §1113(A)(1).)

Homeless Students

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness.

Children are deemed to be homeless under the following conditions:

1. A child who is lacking a fixed regular and adequate nighttime residence and who has a primary nighttime residence that is a publicly or privately operated shelter designed to provide temporary living accommodations, a temporary residence prior to institutionalization, or a place not designed or ordinarily used as a regular sleeping accommodation for human beings.
2. A child who is placed in a transitional or emergency shelter before placement in a foster home or home for neglected children.
3. A child who is temporarily living in a trailer park or camping area due to lack of adequate living accommodations.
4. A child who is living in doubled-up accommodations due to loss of housing or other similar situation.
5. A migratory child who is staying in accommodations not fit for habitation.
6. A child who has run away from home and lives in a runaway shelter, abandoned building, the street, or other inadequate accommodations.
7. A child who is placed in a state institution because s/he has no other place to live.
8. A child who has been abandoned by his/her family and who is staying in a hospital.
9. A child whose parents or guardian will not permit him/her to live at home and who lives on the street, in a shelter, or in other transitional or inadequate accommodation.
10. School-age unwed mothers or expectant mothers who are living in homes for unwed mothers because they have no other available living accommodations.

The district administration shall attempt to remove existing barriers to school attendance by children in foster care and homeless children:

1. Enrollment requirements that may constitute a barrier to the education of a child in foster care or the homeless child or youth shall be waived. If the district is unable to determine the student's grade level due to missing or incomplete records, the district

shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

2. Fees and charges that may present a barrier to the enrollment or transfer of a child in foster care or a homeless child or youth shall be waived.
3. Customary transportation policies and regulations shall be waived.
4. Official school records policies and regulations shall be waived.
5. The district shall make a reasonable effort to locate immunization records from information available or shall arrange for students to receive immunizations through health agencies and at district expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of board policy on immunizations. (See policy FFAB.)
6. Other barriers to school attendance by a child in foster care or a homeless youth shall be waived.

The district will provide to each homeless child such school services that are comparable to services offered to other students in the district and that are determined to be in the child's best interest. Such services will include:

1. Public preschool programs;
2. Special education, Title I, and limited English proficiency programs for which they are eligible;
3. Vocational education programs;
4. Gifted and talented programs;
5. Before and after school programs;
6. School meal programs; and
7. Transportation services.

Residency Officer

The school district designates the superintendent or designee as residency officer. The residency officer may be contacted by calling the school district at 918-536-2500 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 620 Wyandotte Avenue, Ramona, OK 74061.

If this school district denies admittance of a student who claims to be a resident of the district, the parent, guardian, or person having care and custody of the student may request a review of the residency officer's decision. Such request for review shall be in writing and must be

received by the residency officer within three school days of the denial of admittance. The request for review shall include any additional pertinent information that may justify the admittance of the child to the school district.

Upon receipt of a written request for review, the residency officer will render a decision and notify the parent of the decision within three school days of the receipt of the request for review.

If the parent disagrees with the findings of the residency officer, the parent will notify the residency officer within three school days of the receipt of the decision. The residency officer will submit his/her findings and all documents reviewed to the board of education.

The board of education will review the decision and the documents submitted by both the residency officer and the student and render a decision at the next board meeting. The board's decision may be appealed only pursuant to procedures utilized by the State Department of Education.

The Superintendent will designate a Point of Contact (POC) to coordinate activities relating to the District's provision of services to children placed in foster care, including transportation services.

The District will collaborate with Child Welfare Agencies when transportation is required for children placed in foster care to attend the school of origin outside their usual attendance area or the district when in the best interest of the student. Under the supervision of the Superintendent/designee, the District POC will invite appropriate District officials, Child Welfare Agencies, and officials from other districts or agencies to consider how such transportation is to be promptly arranged and funded in a cost effective manner.

Definitions

"Foster Care" means 24-hour care and supportive services provided to children placed away from their parents, guardians, or person exercising custodial control or supervision and for whom the foster parent has placement care and responsibility.

"School of origin" means the school in which a child is enrolled at the time of placement in foster care.

"Best Interest" means a case -by-case determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). Factors be utilized in this determination include, but are certainly not limited to, the following:

1. Safety considerations;
2. Proximity of the resource family home to the child's present school;
3. Age and grade level of the child as it relates to the other best interests factors;
4. Needs of the child, including social adjustment and well-being;
5. Child's performance, continuity of education and engagement in the school the child presently attends;

6. Child's special education programming if the child is classified;
7. Point of time in the school year;
8. Child's permanency goal and likelihood of reunification;
9. Anticipated duration of the placement;
10. Preferences of the child;
11. Preferences of the child's parent(s) or education decision maker(s)
12. The child's attachment to the school, including meaningful relationships with staff and peers;
13. Placement of the child's sibling(s);
14. Influence of the school climate on the child, including safety;
15. Availability and quality of the services in the school to meet the child's educational and socio-emotional needs;
16. History of school transfers and how they have impacted the child;
17. How the length of the commute would impact the child, based on the child's developmental stage;
18. Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
19. Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the EEOA.

REFERENCE: 70 O.S. §1-113, §1-114
70 O.S. §18-111

STUDENT RECRUITMENT, ACCESS TO STUDENTS AND DIRECTORY INFORMATION

This district will notify parents of the types of student directory information released. The notice will include:

1. An explanation of the parent's right to request that information not be disclosed without prior written consent;
2. Notice that the school routinely discloses names, addresses and telephone numbers to military recruiters upon request, subject to a parent's request not to disclose such information without written consent; and
3. Notification on how the parent may opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.
4. This notice will be provided to parents on an annual basis.

STAFF-STUDENT COMMUNICATIONS
PARENT/GUARDIAN NOTIFICATION AND PERMISSION FORM &
STUDENT HANDBOOK ONLINE NOTIFICATION
2020-2021 School Year

Dear Parent/Guardian:

At the beginning of this school year we are sending notice that our staff has been directed not to communicate with students via telephone or various digital communication forms without specific written permission from a parent or guardian. Below please find a permission form that you may utilize to grant permission for school employees to contact your **child outside school hours**. Please feel free to contact school administration regarding any violations of this policy.

This letter is also to alert you that the student handbooks are online this year at <http://www.caneyvalleyschool.org/>.

I, _____, authorize Caney Valley Public Schools to communicate with my child, _____, outside school for issues related to _____ (examples would be athletics, homework, etc.). I approve communication through the following methods (check any that apply):

Staff members listed by name who are authorized:

_____ *Name(s) of staff member(s)*

_____ Home telephone _____

_____ Cell phone _____

_____ Digital forms of communication _____

_____ I do not authorize Caney Valley Public Schools or its staff to communicate with my child outside of school hours. Please contact me to relay information to my child.

Student Handbook

_____ I am aware that the student handbook is online at <http://www.caneyvalleyschool.org/> and I have reviewed it with my child. I also understand that I am bound by all the terms in the Caney Valley Student Handbook..

Parent/Guardian Signature

Dated this _____ day of _____, 20_____.

FERPA

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 [Name of school (“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 right under FERPA.

Parent 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 education 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 official 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 [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202