

# **DIERKS ELEMENTARY SCHOOL**



**“Where Character Counts”**

# **STUDENT HANDBOOK**

# **2019-2020**

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# Dierks Elementary School

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Broken Bow, OK 74728

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Welcome Parents,

We are honored to be the Principals here at Dierks Elementary School and thankful for the opportunity to work with the students, parents, and faculty. Our primary purpose as educators is to provide a quality education for each and every student.

We feel that you are very important in the educational life of your child. We encourage you to be involved in the many aspects of your child's education, and to communicate with the teachers as much as possible. Most problems can usually be solved by simply asking questions and communicating with the faculty.

Parents, our offices will always be open to you as we work together to provide a quality education for your child. Please feel free to come and visit with us, or you may call and set up an appointment to see us. We want all of us (administrators, parents, teachers, and students) to work together as a family so that your child/children has a successful year.

We have prepared this handbook for you, the parents, so you can better understand our rules and goals here at Dierks Elementary. Please read it carefully and completely. If you have any remaining concerns or questions, feel free to visit or call us.

Sincerely,

Mrs. Lindsay Gaston  
Principal of Curriculum and Instruction

Mrs. Gloria Gibson  
Principal of Discipline

## MISSION STATEMENT FOR BROKEN BOW SCHOOLS

The Broken Bow School teachers and administration, in cooperation with parents and the community, are committed to an educational environment of high expectations that provides the opportunity to acquire and apply the knowledge, skills, and attitudes necessary to meet the challenges in an ever-changing society.

### DIERKS ELEMENTARY SCHOOL PHILOSOPHY

We believe that the Broken Bow public school system will provide quality educational experiences for all children. In keeping with this belief and the belief that all students can learn, the Dierks Elementary School will endeavor to:

1. Develop in each student good study habits, independence, basic skills and understandings.

Foster the idea that it is the duty of the school, as well as the home, to develop patterns of conduct, values, and attitudes necessary for effective living in a democratic society.

2. Make real and meaningful the democratic way of life, for pupils in the school and community, by developing their ability to live and work with others.

Enrich the social life of boys and girls by providing opportunities to work and play together.

Prepare each child to discover and develop his/her creative abilities.

3. Actively promote patriotism and respect for our country and government.

Help each student to gain an understanding and appreciation for the people and cultures that are different from his/hers.

Encourage the learning of a sense of right and wrong, and an ethical and moral standard of behavior.

4. Guide pupils in developing the habit of weighing facts and applying them to solve problems they will encounter throughout their lives.

## IMMUNIZATION

*Title 70, Section 1210, 191, Oklahoma Statutes, 1970: A Rules and Regulations for immunization for school children,* @ as amended June 1976, requires all children by immunized from Poliomyelitis, Diphtheria, Tetanus, Measles, and Rubella, before entering the public schools of this state. No child will be admitted to a public or private school of this state who has not been immunized as evidenced by a certificate of a licensed physician, or a public health department acknowledging the same. Children entering kindergarten, or first grade without attending kindergarten, are required by law to have these vaccinations: 4 Polio, (unless the 3<sup>rd</sup> dosage was after the 4<sup>th</sup> birthday), 5 DPT, (unless the 4<sup>th</sup> dosage was the 4<sup>th</sup> birthday), 2 Measles, 1 Mumps, 1 Rubella, must have begun the Hepatitis A & B series, and 1 Varicella or a signed statement that the student has previously had chicken pox.

## BIRTH CERTIFICATE

Proof of a birth date will be required for new students at Dierks Elementary. This proof must be presented before the child may attend school.

## SCHOOL AGE REQUIREMENTS

Dierks Elementary will provide a Pre-Kindergarten, 4 year old program. Children age four (4) years on or before September 1 will be eligible for this program.

All children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside. Proof of residency such as utility bills will be required upon enrollment.

Underage children, defined as children who have reached the age of four (4) years but have not reached the age of five (5) years on or before September 1 of the school year may be admitted to kindergarten subject to the provisions of the following paragraphs.

1. Underage children may be admitted to kindergarten classes in the district of the child's residence if class size of the district permits.
2. Prior to admittance in kindergarten classes a school district may, through appropriate screening, determine if the underage child is ready for enrollment in kindergarten classes.

Except as otherwise provided by law, no child shall be enrolled in the first grade unless he or she will have reached six (6) years on or before September 1 of the school year. Children who have not reached six (6) years on or before September 1 of the school year, who were admitted to a kindergarten class as underage children, who have satisfactorily completed kindergarten and who have been recommended for promotion to first grade shall be permitted to enroll in first grade (70-1-114).

## THE SCHOOL DAY

7:30 - 8:00 a.m.	Students will go to the Activity Center; breakfast is served for Kindergarten, first, and second grades.
8:00 a.m.	Pre-K eats breakfast; Kindergarten, first, and second grades begin class.
8:05 a.m.	Tardy bell rings.
10:00 a.m.	Pre-K Recess
11:00 a.m.	Kindergarten- Lunch
11:30 a.m.	First Grade- Lunch/Pre-K Lunch
11:50 a.m.	Kindergarten- Lunch recess ends.
12:00 p.m.	Second grade- Lunch
12:20 p.m.	First grade-Lunch recess ends.
12:50 p.m.	Second grade-Lunch recess ends.
3:00 p.m.	Car riders dismissed.
3:10 p.m.	Bus riders dismissed.

## SCHOOL SUPPLIES

Each student will need a book bag and other classroom supplies. Only Pre-K will be required to have a clear book bag. We will mail a supply list to the students during summer. Also, a school supply list will be available at Wal-Mart. Some teachers may ask students to bring money for fees.

## VISITOR'S PASS

We welcome and encourage parents and family to visit your child at school. Your visit helps your child feel important and secure by knowing there is cooperation between the home and school. Please follow these guidelines when you visit.

1. ALL persons entering Dierks Elementary must enter through the northeast doors adjacent to the office area and pick up a visitor's pass before proceeding further. Office personnel will assist with any needs parents/guardians may have during school hours.
2. Please check in at the office before going to the student's classroom. You will receive a name badge to wear while you are in the building. This signifies that you have checked in and will provide a measure of safety for our students and faculty. Upon exiting, please checkout with the main office.
3. You may visit with your child's teacher during their planning time, recess, or class break. Please call to set up an appointment for your conference.
4. Dierks Elementary cannot permit students to bring little brothers, sisters, or guests to visit during school hours. We ask your cooperation in preventing disruptions of regular classroom schedules.

## EARLY DISMISSAL

If you find it necessary to take your child from school early, please come by the office and sign him/her out. Do not go to the classroom and pick up your child; he/she will meet you in the office. Please remember that each time your child leaves early he/she misses some important instructional and learning time.

## STUDENT PICK-UP AND CAR RIDER POLICY

Identification badges will be issued to **All Parents/Guardians of Dierks Elementary Students**. Due to our concern for liability and safety of students, it has become necessary to adjust safety requirements for releasing children from school. The possession of the identification badge will assure personnel that the person asking to pick up a child is actually authorized to pick up that student. Subsequently, any person who picks up a Dierks' student will be required to present the identification badge before the child can be released. **Please use your ID badges from the previous year until new badges are made.**

## ABSENCES

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the State Board of Education. If a child is absent without valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes. Guardians will be notified

by letter upon their child's fourth (4th) absence. Guardians will be notified by letter and phone upon their child's eighth (8th) absence. The truancy officer will notify the guardian on the ninth (9th) absence. Also, on the 10th absence, the parent or guardian of the student, will receive a ticket from the truancy officer. Parents are expected to contact the school prior to their child's absence from school. The Board of Education designates all building principals and other specified employees as attendance officers for the Broken Bow Schools. It shall be the duty of each school and the district to maintain attendance records and provide attendance information to the District Court of designee. In order to pass a class, a student may miss no more than eight (8) times in a semester. If a student misses more days due to serious illness or injury, the site administrator must concur that the illness or injury is serious enough to prevent the student from attending school. The school may require a doctor's certificate to certify that any student is physically unable to attend classes.

### MAKE UP WORK

It is recommended that parents request class assignments prior to the student's absence. Otherwise, the student will be assigned make-up work upon returning the next day. To request classroom assignments, please call the school office by 9:00 a.m. to allow teachers time to gather the assignments. The assignments will be ready by 2:30 p.m. on the day requested. Concerning the make-up policy, students must complete all classroom assignments within one day per day absent.

### TELEPHONE CALLS

The school telephone is for business calls only. Children are permitted to use the phone only when it is an emergency. Important calls for the teachers will be relayed to the classroom, and teachers will return calls as soon as possible. Teachers and students will not be called to the telephone unless it is an emergency.

### CELL PHONES

These electronic devices interrupt the learning process. Cell phones are not permitted unless there is a special written request from their parents or guardians. Such permission will only be granted upon the Principal's approval and will only be granted for the current school year. Circumstances that will be considered include, but not limited to:

1. Medical emergency and safety;
2. Need to notify parents after school activities;
3. The device is deemed necessary for the student's safety while commuting between home and school.



## TRANSPORTATION CHANGES

If you need to leave transportation instructions for your child, please call before 2:00 p.m. to allow time for messages to be given to students. Parents must call the office for transportation instructions and notes should not be sent.

## MUSIC AND PHYSICAL EDUCATION

Music and P.E. are offered to all students. Everyone is expected to participate in each activity unless they are prohibited by doctor's orders.

## LIBRARY

Library books may be checked out for one week by the students. Lost or damaged books must be paid for by the students who have checked them out. They may check out one book at a time.

## SCHOOL BREAKFAST/LUNCH

The school cafeteria serves balanced meals and we encourage all students to participate in our program. Free lunches and breakfasts will be served to all students.

## PROGRESS REPORTS

Students will receive a progress report at the end of each nine weeks. Please study this report carefully. It will tell you about your child's efforts in citizenship, work habits, and academic performance.

## PARENT CONFERENCES

Conferences are scheduled twice a year. Individual conferences may be scheduled by calling the office (584-2765) or coming by the school. The purpose of conferences are:

- A. To help your child adjust to school life.
- B. To discuss the intellectual development and growth of your child.
- C. To review and/or discuss achievement test results.
- D. To review or discuss report card results.

- E. Placement of the child.
- F. To discuss discipline problems that may arise and how to solve them.

## LOST AND FOUND

Dierks Elementary cannot be responsible for items brought to school by students. We ask that you not allow your child to bring valuable items to school. These items should be kept at home where they are safe. All lost and found articles will be handled through the principal's office. If there is any clothing left at the end of the school year, it will be donated to the S.O. S. shelter or another charitable organization.

## DRESS CODE

Each student is required to wear a shirt or blouse that covers the back and midriff. Halter tops are not allowed. Shorts should be of respectable length and fit. Shoes are a must for the safety of the child. T-shirts with inappropriate remarks or pictures will not be allowed, as well as baggy pants that fall below the natural waistline. If your child wears this type of pant, he/she will need to wear a belt. Alcohol or tobacco references or advertisements will not be allowed on any student's clothing.

## SAFETY DRILLS

We will have multiple drills at regular intervals throughout the year as required by state law. They will include but will not be limited to fire, tornado and security drills.

## FIELD TRIPS

Dierks students will be taking field trips during the school year. A permission slip signed by the parent/guardian is required by the school in order for your child to participate in the field trip. Permission form is included in each enrollment form. Field trips are a privilege that may be removed based upon student conduct.

## SEVERE WEATHER

School will sometimes be dismissed early due to severe weather conditions (snow, sleet, etc.). Please be sure that the school knows who to contact or how to send your child home if such conditions happen. In the event of dangerous weather before school starts, listen to the local radio stations. Announcements of cancellations will be made as early as possible on KKBI

Radio, School Messenger, district website: bbisd.org, and teacher/class Facebook pages.

## CHILD ABUSE POLICY

Any school official or employee who has reasonable cause to know or suspect that a child under the age of eighteen (18) has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, will immediately report or cause a report to be made to Human Services Department. School employees and officials will not contact the child's family or any other person to determine the cause of the suspected abuse or neglect.

It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

## PROGRAMS

Counseling Services: Elementary school years set the tone for developing the knowledge, attitudes and skill necessary for children to become healthy, competent and confident learners. Informative programs, individual and group meetings, and other counseling services will be provided by a school counselor when such services are deemed necessary.

Speech and Language Therapy offers intervention and treatment for speech, language, and voice disorders. The therapist's main goal is to make the session beneficial to the student.

Gifted and Talented services will be provided to all eligible students in first and second grade. These classes will meet after school at various times during the school year. A list of students will be compiled from:

- A. School records and grades.
- B. Measures of ability.
- C. Measures of achievement.

## DISCIPLINE

The primary goal of our school is to educate and to develop student self-discipline in a positive manner. Through the use of positive reinforcement and rewards, students will be more motivated to display appropriate social skills when interacting with adults and peers. It is our goal to teach students the importance of manners while encouraging them to treat others and themselves with respect. We believe this can be accomplished through the use of campus wide positive reinforcement. At times when further corrective actions are necessary, we believe that parental communication and support are essential parts of good discipline. High expectations and effective instruction by teachers and parents promote self-control and responsible behavior in students.

In administering discipline, consideration will be given to various methods of punishment to insure the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact they are dealing with individual personalities.

In considering options for disciplinary actions, faculty/administration of the school will consider the following:

- Child verbally corrected
- Conference with student and/or parent.
- Changing a student's seat assignment, or class assignment.
- Requiring a student to make financial restitution for damaged property.
- Restriction of privileges (i.e., time out, lunch detention, loss of free recess time, etc.)
- Involvement of civil authorities.
- Referring the student to appropriate social agencies.
- Paddling/Swats
  - a.) If the parent does not want paddling/swats, the parent must notify the office during enrollment. 1 to 3 days of OSS, at the principal's discretion, will be the alternate to paddling/swats. Once a parent agrees or disagrees with corporal punishment, administration will adhere to the parent's wishes. If the parent does wish to change their minds about corporal punishment, they must do so in writing.
  - b.) When administering paddling/swats, the principal will have a co-worker as a witness and will complete a discipline record report which will be mailed to the parent.
  - c.) Corporal punishment is reserved for serious offenses based on the discretion of the principal.
- Suspension – Parents have the right to appeal suspensions by committee to the Superintendent.
- Other disciplinary action as required and/or indicated by circumstances.
- All students with an IEP (Individualized Education Plan) will be handled in compliance with federal IDEA law and OSDE policy and procedure

## ITEMS PROHIBITED AT SCHOOL

The following items are considered dangerous and strictly prohibited from school. Possession, sale, transmission and/or use of these items will result in discipline. Involvement with items of a serious nature will result in suspension.

Examples but not limited to:

- a. Firecrackers.
- b. Stink, smoke, or snap bombs.
- c. Matches, lighters.
- d. Knives, firearms (including target, look-alike, or replica, stun, or B.B. guns, etc.), weapons of any type or any objects used in a violent manner.

Other examples or prohibited items, such as, but not limited to:

1. Electronic Equipment, SUCH AS:
  - a. Radio/ear phones
  - b. Games
  - c. Laser pointers
  - d. Cell phones. These electronic devices interrupt the learning process. Students are not to use cell phones without permission from a staff member. Cell phone use of any type by students is prohibited during school hours (8:00 AM-2:55 PM). At no time during the school day are the cell phones to be turned on. Students who do not follow these guidelines may be subject to disciplinary action.
  - e. **No fundraising will be allowed on school grounds unless it is a school fundraiser.**
2. Toys, such as, but not limited to:
  - a. Skateboards.
  - b. Roller skates and/or blades.
  - c. Toy guns or weapons.
  - d. Water guns.
  - e. Board or table games.
  - f. Dice, or gambling paraphernalia.
  - g. Prank items.
  - h. Inappropriate magazines.
  - i. Noisemakers of any type.
  - j. Water balloons.
  - k. **Trading cards.**
3. Animals should not be brought to school unless you have permission from the teacher and parents. If animals are permitted, they must be taken home after they are shown to the class.

## Search and Seizure

The superintendent, principal, teacher, or security personnel of any public school in the state of Oklahoma, upon reasonable suspicion, will have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, for dangerous weapons or controlled substances, as defined in the Uniform Controlled Dangerous Substance Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma State Law or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or school activity. Students will not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk or other school property. School personnel will have access to school lockers, desks and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason will be necessary for such searches. Also, there is no legitimate expectation of privacy in the use of district technology.

## **PUBLIC COMPLAINTS**

The Broken Bow Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it will be the policy of the board that anonymous complaints shall not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the board and anonymous telephone complaints will not be brought to the board by any individual board member, administrator, or other district employee. Further, the administration will not act on any anonymous complaint.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the superintendent of schools.

If all other remedies have been exhausted and a complaint can not be satisfactorily resolved, the complaint may be appealed to the board of education. No appeal will be heard by the board and no charges or accusations against an employee will be investigated or acted upon unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the board through the superintendent.

In addition to the above, the board will request written reports be provided to the board prior to the meeting from the following:

1. The person against whom the complaint is made,
2. The principal of the school involved,
3. The superintendent, and
4. The complainant.

Generally, all parties involved will be asked to attend the board meeting for the purposes of presenting any additional facts, making further explanations, and clarifying the issues.

The board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the board decides to hear the complaint, the board shall make a decision which shall be sent to all interested parties. The board's decision is final

### Broken Bow Board of Education “GRIEVANCE PROCEDURE: PARENT-TEACHER”

The Broken Bow Board of Education realizes that parents may have a grievance they wish to discuss with the district. However, it is also recognized that there must be an orderly procedure for hearing and resolving grievance issues.

If the grievance is directed toward a teacher, the parent shall be requested to make an appointment to visit with the teacher in an effort to resolve the grievance.

If the grievance is not resolved following a parent/teacher conference, the parent will be requested to discuss the problem with the principal. Grievances concerning student suspensions of 10 days or less may not be granted further review. The decision of the principal is usually final.

If the grievance is not resolved following the principal/parent conference, the parent shall be requested to schedule an appointment with the superintendent. Student suspensions of 10 days or more shall be reviewed by the superintendent.

If the grievance remains unresolved following the above conference, the parent may appeal the

grievance to the board of education. Parental grievance shall not be heard in executive session. The board's action shall be a final determination of the grievance.

REFERENCE: Atty. Gen. Op. No. 82-209

CROSS-REFERENCE: Policy FOD-R, Suspension of Students, Regulation

## BUS SAFETY REGULATION

### **Loading the Bus**

Students must be on time. The bus cannot wait beyond its regular schedule for those who are tardy. The riders should conduct themselves in a safe manner while waiting for the bus. Be careful in approaching bus stops. Wait until the bus comes to a complete stop before attempting to enter the bus.

### **Riding the Bus**

The bus driver is in charge of the pupils and the bus. Pupils must obey the driver promptly. When boarding the bus, go quickly to a seat or your assigned seat and move to the inside. Keep hands and head inside the bus at all times after entering and until leaving the bus. Damaged seats, etc., must be paid for by the individual who damaged them. Do not throw anything out the bus windows. Pupils are not permitted to leave their seat while bus is in motion. Glass containers, pets, animals or weapons are not allowed on bus. The drivers shall not be required to transport a pupil when the pupil's conduct dangers the safety of others. When he/she commits act of vandalism, uses foul language, unacceptable signs or commits moral offenses, notification of suspension of transportation shall be made to the parent, by the school administrator. Use of tobacco, liquor, illegal drugs on the school bus or bus stop is prohibited and shall be reason for immediate suspension of transportation. The possession or use of weapons or explosives of any type are prohibited.

### **Leaving the Bus**

Cross the road when necessary (at least 10 feet in front of the bus) and wait for the driver to signal that it is safe to cross. The driver will not discharge riders at the places other than their regular stop, at home or at school; unless proper authorization has been made by the parent/guardian.

**IN THE EVENT YOUR CHILD AT ANY TIME DOES NOT ADHERE TO ANY OF THESE REGULATIONS HIS/HER PARENT OR GUARDIAN WILL BE NOTIFIED. CONTINUED VIOLATIONS WILL RESULT IN LOSS OF RIDING PRIVILEGES.**

## POLICY FOR DISPENSING MEDICATION

- Medication must be ordered/advised by physician/dentist, with permission granted to the school to contact the physician/dentist, if necessary.
- Written authorization form, provided by school, from parent or guardian must be on file at this school for each medication (prescription or non-prescription).



- All medication brought to school must be in ORIGINAL CONTAINER with the following information:
  - k. Student's name
  - l. Physician's name
  - m. Medication name
  - n. Directions for giving medication, which includes dosage and time
  - o. Signed PARENT MEDICATION CONSENT FORM
  
- The medication will be kept at the school stored in a proper place and not readily accessible to others. The student is responsible for reporting to the proper designated school employee at appropriate time for medication to be administered.
  
- Records of administering medication will include:
  - p. Date medicine given
  - q. Name of student
  - r. Name and title of person giving medication
  - s. Name of medicine
  - t. Dosage and time medication given

## Meningococcal Disease

### What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitides*. These bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis. There were an average of 18 cases of meningococcal disease each year in Oklahoma between 2005 and 2009.

### How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

### Who is at risk of getting this disease?

10% or more of people are thought to be carrying *Neisseria meningitides* in their nose and throat without being ill, which is called "asymptomatic carriage". Of those people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococemia. Some groups of people have a higher risk of meningococcal disease; such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of person known to have had this disease, immune-compromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease.

### **What are the symptoms?**

As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

### **How soon do the symptoms appear?**

The symptoms may appear two to ten days after infection, but usually within three to four days.

### **What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone are used to treat meningococcal disease.

### **Should people who have been around a person infected with meningococcal disease receive treatment?**

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person's respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, coworkers, or those in a factory setting are not at risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitides*.

### **Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the US. They are protective effective against four of the five most common disease-causing types of meningococcal disease. A, C, Y, and W-135. The vaccines do not protect against type B that accounts for about 1/3 of the meningococcal illness that occurs in adolescents in the US. Consult with your primary care physician or the local health department about receiving the vaccine.

Broken Bow Board of Education  
“BULLYING, INTIMIDATION, OR HARASSMENT”

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

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

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

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 provisions 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.**

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

### Notice of FERPA Rights

The School Board of Broken Bow Schools has adopted a student record's policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA).

In the course of a child's education, the Broken Bow School District will keep records as deemed necessary to provide programs to meet his/her needs and interests. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records will be available for such review by appointment during the regular school day. The parent also has the right to request that a school amend the student's education records, the right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situation, the right to file a complaint with the United States Department of Education regarding an alleged violation under FERPA, and the right to receive copies of the school district's policies/procedures regarding FERPA. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

It is the intent of the Broken Bow School District to limit the disclosure of any information contained in a student's educational record and it will not disclose that information without prior written consent:

- The student's name.
- The names of the student's parents.
- The student's date of birth.
- The student's class designation (i.e., Kindergarten, first grade, second grade, etc.).
- The student's extracurricular participation.
- The student's achievement awards or honors.
- The student's weight and height.
- The student's photograph.
- The school or school district the student attended before he or she enrolled in the Broken Bow School District.

## House Bill 1384

### Parents' Bill of Rights

As used in the Parents' Bill of Rights, "parent" means the natural or adoptive parent or legal guardian of a minor child.

Parents have:

- a. the right to opt out of a sex education curriculum if one is provided by the school district,

- b. open enrollment rights,
- c. the right to opt out of assignments pursuant to this section,
- d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
- e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statutes,
- f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
- g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,
- h. the right to review test results,
- i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
- j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
- k. the right to receive a school report card,
- l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
- m. the right to public review of courses of study and textbooks,
- n. the right to be excused from school attendance for religious purposes,
- o. policies related to parental involvement pursuant to this section,
- p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
- q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

### STUDENT SURVEYS/HATCH AMENDMENT:

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.

Surveys used in any experimental program or research project will be subject to the requirements outlined in policy found elsewhere in this manual. (See GVA-P.) 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.

Prior to administering a survey, the board of education must approve all those that are received by the superintendent that include reference to any of the factors listed below. 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 or analogous relationships, such as those of lawyers, physicians, and 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.

Prior consent to any such survey, analysis, or evaluation means the prior written consent of the student's parent or guardian or, if the student is emancipated, of the student.

## Broken Bow School Calendar 2019-2020

August 7-9	Professional Development
August 12	First Day of School
September 2	Labor Day: <b>No School</b>
October 15	Parent/Teacher Conferences 3:00-9:00 p.m.
October 16-18	Fall Break: <b>No School</b>
November 22	<b>No School</b>
November 25-29	Thanksgiving Break: <b>No School</b>
Dec. 23-Dec. 31	Christmas Break: <b>No School</b>
January 1	New Years: <b>No School</b>
January 2-3	<b>No School</b>
January 6	Professional Development: <b>No School for Students</b>
January 7	Return to school
January 20	MLK Day: <b>No School</b>
February 13	Parent/Teacher Conferences 3:00-9:00 p.m.
February 14	<b>No School</b>
February 17	Presidents' Day: <b>No School</b>
March 16-20	Spring Break: <b>No School</b>
March 27	Professional Development: <b>No School for Students</b>
April 3	Weather Day
April 10	Good Friday: <b>No School</b>
April 17	Weather Day
April 24	Weather Day
May 1	Weather Day
May 7	Last Day for Students
May 8	Last Day for Teachers
May 9	Graduation

# Bullying or Harassment Report Form

Complete this form if you have credible information regarding a bullying or harassment incident. You may put your name on the form or submit it anonymously.

Your Name (if you wish to provide it) \_\_\_\_\_

\*\*Note: We cannot take disciplinary action solely on the basis of an anonymous complaint

Today's Date \_\_\_\_\_

Alleged Victim's First and Last Name \_\_\_\_\_

Alleged Bully's First and Last Name \_\_\_\_\_

Where did the incident occur? Be specific (i.e., classroom, hallway, cafeteria, playground, bus).

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

When did the incident occur? Day: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

What happened? Describe in detail.

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

Were there any witnesses? Yes No (Circle One) Provide their name(s) and contact information.

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

List and attach any evidence of bullying or harassment. (i.e., letters, texts, photos, etc)

\_\_\_\_\_

Have you been bullied or harassed or witnessed bullying or harassment by this person before? Yes No  
(Circle One)

If so, How many times? \_\_\_\_\_

Was a report filed for the previous time (s)? Yes No (Circle One) When? \_\_\_\_\_

This report will be followed up on in a timely manner. If you fear a student is in IMMEDIATE danger, contact the appropriate resource i.e., the principal of the school, the school resource officer.



# Student Handbook Signature Sheet

Student's Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

I hereby acknowledge that I have received a copy of the 2019/2020 Student Handbook. I understand that the rules and regulations for our school are explained in this handbook.

I understand that I will be held responsible for these rules and regulations.

\_\_\_\_\_ I give permission to Broken Bow Public School to administer paddling/swats to my child when appropriate.

\_\_\_\_\_ I do **not** want paddling/swats to be administered to my child when appropriate.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian's Signature

\_\_\_\_\_  
Date

**Guardian's Cell Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_**

**\*We need an updated/current cell phone number for our notification system.**

**NOTE: Students must return this form to his/her teacher properly signed.**