Bartlesville Public Schools

Elementary Student-Parent Handbook

2013-2014
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Letter</td>
<td>1</td>
</tr>
<tr>
<td>District Vision, Mission, Goals, and Beliefs</td>
<td>2</td>
</tr>
<tr>
<td>2013-2014 School Calendar</td>
<td>4</td>
</tr>
<tr>
<td><strong>Student Enrollment</strong></td>
<td></td>
</tr>
<tr>
<td>Enrollment and Age Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Vision Screening Requirement</td>
<td>5</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>5</td>
</tr>
<tr>
<td>Attendance</td>
<td>7</td>
</tr>
<tr>
<td>Tardies</td>
<td>7</td>
</tr>
<tr>
<td>Reporting Absences</td>
<td>7</td>
</tr>
<tr>
<td>School Hours</td>
<td>8</td>
</tr>
<tr>
<td>Truancy</td>
<td>8</td>
</tr>
<tr>
<td>Change in Address, Phone Number(s) or Emergency Contact Information</td>
<td>8</td>
</tr>
<tr>
<td>Student Use of Telephone</td>
<td>8</td>
</tr>
<tr>
<td>Parent-Teacher Communication</td>
<td>8</td>
</tr>
<tr>
<td>Arrival at School</td>
<td>9</td>
</tr>
<tr>
<td>School Age Care – Before, During and After</td>
<td>9</td>
</tr>
<tr>
<td>Authority to Release Students</td>
<td>9</td>
</tr>
<tr>
<td>Temperature Guidelines for Outdoor/Indoor Recess</td>
<td>9</td>
</tr>
<tr>
<td>Emergency School Dismissal</td>
<td>10</td>
</tr>
<tr>
<td>Transfers from Non-Accredited Schools</td>
<td>10</td>
</tr>
<tr>
<td>Transfer Requests</td>
<td>10</td>
</tr>
<tr>
<td>Withdrawal Procedure</td>
<td>11</td>
</tr>
</tbody>
</table>
Transportation

Buses 11
Bus Rules 11
Bus Regulations 11
Video Cameras 11

Student Behavior

Goals 12
Standards of Behavior 13
Harassment/Bullying 14
Suspension of Students 15
Appellate Procedures 15

Privacy Rights 15

Non-Discrimination 16

Child Nutrition Program

Elementary Meal Prices 16
Payment for Meals 16
Payment Reminders 17
Charges 17
Balance Carried Forward 17
Free and Reduced Price Meals 17

General Parent Information

Insurance 18
Proficiency Based Promotion 18
Early Diagnostic Assessment 18
Library Media Program 18
Health Requirements and Medication

Illness and Communicable Disease

Medication – Administering to Students

Head Lice and Contagious Diseases

Illness and Accidents at School

Health Screening

Physical Education Program
Dear Parents:

We would like to take this opportunity to acquaint you with the general policies of the school in order to establish a positive school and home relationship. All policies have been established for the welfare of all students.

We want our schools to be warm, caring and safe places in which children and parents feel comfortable and successful. Our staff members believe that all our students can be successful. We hold high expectations that each student will receive a solid academic foundation and will reach his/her maximum potential. While our emphasis is on an academic program of excellence, we also enrich our students socially and emotionally as we attempt to build a school wide sense of community.

The intent of the Student-Parent Handbook is to promote positive communication between the school and home while outlining the general school policies that help insure a safe, clean, respectful and orderly atmosphere in which all children can learn. Please read and discuss the rules and regulations in this handbook with your child.

If at any time you have questions or concerns related to the Student-Parent Handbook, please feel free to contact your child’s principal. We welcome your comments and appreciate your continued support.

Thank you for taking time to review this handbook with your child. Please give special attention to the areas dealing with enrollment policies (pages 5-8), bus transportation (11-12), student behavior (pages 12-15), and medication regulations (pages 25-26).

The bottom portion of this page and any sign and return forms you will find inserted in this handbook should returned to your child’s school within the next five (5) days. Your signature, date, and the child’s homeroom class need to be clearly indicated.

WE ARE LOOKING FORWARD TO A TERRIFIC YEAR!!!

---

I/We have read the entire Bartlesville Elementary Student-Parent Handbook and any additional inserts included from our home school.

I/We understand what expectations, policies and procedures will affect our child/children throughout the school year including my child’s information and photograph for use in a directory [see pages 22 and 23 (FERPA)].

Date: ____________________________
Child's/Children's Name(s):
Class (es): ______________________
Signature of Parent or Guardian
District Vision

In partnership with parents and our community, the Bartlesville Public School District exists to provide an exemplary educational experience that is comprehensive, challenging and inspirational to all students so that they will realize their greatest potential and become positive contributors to their community.

District Mission

The Bartlesville Public School District (BPSD) envisions a learning community in which all students graduate with the academic and life skills needed to determine their own future. Our learning community has a culture rich in excellence - academics, athletics and fine arts - and is supportive of diversity. The BPSD offers a high-tech environment with teachers and students incorporating technology in their everyday learning experiences. All staff have quality opportunities to develop as professionals and are supported by the district leadership, parents and community. The district is recognized as a safe and healthy learning environment in which students and staff are valued and empowered, making Bartlesville a highly respected leader in education.

District Goals

1. Utilize & further improve a diverse curriculum that is written, taught and assessed based on rigorous standards. The curriculum will emphasize achievement in core areas while retaining the flexibility to meet the needs of all students as they prepare to live in a technological society. Student achievement will be measured through tests results, progress in obtaining specific knowledge in core subjects and post-secondary success.

2. Continually improve graduation and drop out rates, based on Bartlesville district criteria.

3. Recruit, develop and retain competent and caring teachers and other employees.

4. Communicate effectively to: 1) give all district stakeholders the information they need and want about school performance and activities, and 2) solicit, obtain and effectively utilize public input.

5. Provide and maintain district facilities so as to best support student performance and protect the public's investment.

6. Maintain an 8% (minimum 7%) capital position and a consistent millage rate of 15-20 mills.

BPS Core Beliefs

Student Learning
- We believe that all students can learn and become successful and productive members
of society.
• We believe that lifelong learning and high expectations are the shared responsibility of students, parents, staff and the community so that all students are successful in their educational experience.

Student Experience and Activities
• We believe in embracing a culture of fairness, equity and respect and providing a safe and nurturing learning environment for all students and staff.
• We believe that a quality education includes teaching that addresses all learning styles and that students should have access to a wide variety of academic and extracurricular experiences.

Staff Effectiveness and Experience
• We believe in hiring and retaining highly effective teachers, staff and leaders who have a positive impact on student learning.
• We believe in ongoing, collaborative and high-quality training for all staff and that all staff should feel supported and empowered to make a difference in the lives of students.

Technology Support
• We believe that all students and staff should have access to technological tools and resources to support classroom instruction, student learning and district management.

Community Partnerships and Communications
• We believe that a strong public education system is vital to a thriving community and requires the responsible use of public resources.
• We believe that sustaining the history of success at the BPSD requires the dedication of gifts and services from all aspects of the community.

Physical Environment
• We believe that all students and staff should have access to safe and modern facilities that enrich the quality of academic and extracurricular activities to help our students excel in all areas of their educational experience.
### Important School Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Orientation</td>
<td>August 9 and 12</td>
</tr>
<tr>
<td>First Day of School</td>
<td>August 13</td>
</tr>
<tr>
<td>Labor Day</td>
<td>September 2</td>
</tr>
<tr>
<td>End of 1st Quarter (43 days)</td>
<td>October 11</td>
</tr>
<tr>
<td>Professional In-service Day</td>
<td>October 16</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 17-18</td>
</tr>
<tr>
<td>Elementary Parent/Teacher Conferences</td>
<td>October 24-25</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 27-29</td>
</tr>
<tr>
<td>End of 2nd Quarter (44 days)</td>
<td>December 20</td>
</tr>
<tr>
<td>Winter Vacation Begins</td>
<td>December 23</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>January 6, 2014</td>
</tr>
<tr>
<td>Martin Luther King Day (no school)</td>
<td>January 20, 2014</td>
</tr>
<tr>
<td>Professional In-Service Day</td>
<td>January 20, 2014</td>
</tr>
<tr>
<td>End of 3rd Quarter (44 days)</td>
<td>March 7, 2014</td>
</tr>
<tr>
<td>Elementary Parent/Teacher Conference</td>
<td>March 13-14, 2014</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 17-21, 2014</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>March 24, 2014</td>
</tr>
<tr>
<td>End of 4th Quarter (49 days)</td>
<td>May 22, 2014</td>
</tr>
<tr>
<td>School Commencement</td>
<td>May 23, 2013</td>
</tr>
<tr>
<td>Professional Day</td>
<td>May 23, 2013</td>
</tr>
</tbody>
</table>

### 4 inclement weather days included

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Additional Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>If 1 goes unused</td>
<td>No school on April 18</td>
</tr>
<tr>
<td>If 2 go unused</td>
<td>No school on May 16</td>
</tr>
<tr>
<td>If 3 go unused</td>
<td>No school on May 9</td>
</tr>
<tr>
<td>If 4 go unused</td>
<td>No school on May 2</td>
</tr>
<tr>
<td>If 1 more is used</td>
<td>Last day May 23, (Prof Day May 27)</td>
</tr>
<tr>
<td>If 2 more are used</td>
<td>Last day May 27, (Prof Day May 28)</td>
</tr>
<tr>
<td>If 3 more are used</td>
<td>Last day May 28, (Prof Day May 29)</td>
</tr>
<tr>
<td>If 4 more are used</td>
<td>Last day May 29, (Prof Day May 30)</td>
</tr>
</tbody>
</table>

Board Approved: May 21, 2012
STUDENT ENROLLMENT

Enrollment and Age Requirements:
A child must be four years of age on or before September 1, to be eligible for pre-kindergarten.

A child must be five years of age on or before September 1, to be eligible for kindergarten.

A child must be six years of age on or before September 1, to be eligible for first grade.

The following are required for students enrolling in pre-kindergarten, kindergarten, or first grade:
1) Birth Certificates
2) Up-to-date Immunization Records
3) Proof of Residency
4) Social Security Number

Vision Screening Requirements in Oklahoma:
Parents/guardians of each student enrolling in kindergarten
Oklahoma law requires that you provide certification to District personnel that your child passed a vision screening within the previous 12 months or during the school year. Please provide the elementary school principal with a copy of your child’s certification no later than September 22, 2012.

Parents/guardians of each student enrolling in the first or third grade
Oklahoma law requires that you provide certification to District personnel within the first 30 days of the school year that your child passed a vision screening within the previous 12 months. Please provide the elementary school principal with a copy of your child’s certification no later than September 22, 2012.

This “vision screening” is different than a comprehensive eye exam. The State Department of Health has established standards for the vision screening. It has also compiled a registry of screeners qualified to conduct vision screenings. We suggest you check the Oklahoma State Department of Health website – http://www.health.state.ok.us – for more information.
Reference: Title 70, Section 1210.274 of the Oklahoma Statutes

Immunization Requirements in Oklahoma:
All students admitted to Bartlesville Public Schools must comply with state immunization requirements as set forth in State Statute 1210.191.
The requirements for the 2013-2014 school year are:

<table>
<thead>
<tr>
<th>Pre-K</th>
<th>K through 12th grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 DTaP</td>
<td>5 DTP/DtaP/Td/Tdap</td>
</tr>
<tr>
<td>3 Polio</td>
<td>4 Polio</td>
</tr>
<tr>
<td>1 MMR</td>
<td>2 MMR</td>
</tr>
<tr>
<td>2 Hep. A</td>
<td>2 Hep. A</td>
</tr>
<tr>
<td>1 Varicella</td>
<td>1 Varicella</td>
</tr>
</tbody>
</table>

This table lists the immunizations currently required by the state of Oklahoma for school attendance. There are other immunizations recommended for some students such as Gardasil, Menactra, and a second Varicella vaccine that are not yet required. There are also some exceptions. If you have questions, consult your health care provider, the Washington County Health Department, or your school nurse. You may also call the Immunization Service at 1-800-234-6196 or visit their website at http://imm.health.ok.gov.

- Children in childcare must be up-to-date for their age for the vaccines listed.
- All measles, mumps and rubella (MMR) and varicella vaccine doses must be administered on or after the child’s first birthday or up to 4 days before the birthday to be counted as valid doses.
- If the 4th dose of DTP/DTaP is administered on or after the child’s 4th birthday then the 5th dose of DTP/DTaP is not required.
- Beginning Jan. 1, 2003, 5th doses of DTaP must be given on or after the 4th birthday or within 4 days before the birthday.
- If the 3rd dose of Polio is administered on or after the child’s 4th birthday then the 4th dose of Polio is not required.
- Hepatitis A vaccine must be administered on or after the child’s second birthday or within 4 days before the birthday.
- Hepatitis B may be administered in a two (2) dose series to children 11 thru 15 years of age. All other age groups will receive the three (3) dose Hepatitis B series.
- A parental history of a child having varicella (chickenpox) disease is acceptable in lieu of varicella vaccine.
- Hib vaccine is not required for students in pre-kindergarten or kindergarten through grade twelve, but is required for children in childcare.
- Longer than recommended time periods between doses of multi-dose vaccines do not diminish the effectiveness of these vaccines. It is not necessary to restart the series of any vaccine due to longer than recommended time periods between doses.
- Children may be allowed to attend school if they have received the first dose in the series of any multi-dose vaccine but must complete the series on schedule. These children are “in the process of receiving” immunizations.
- Pneumococcal vaccination (PCV or PPV) is not required for school or childcare.
- Doses administered 4 days or less, before the minimum intervals or ages, will be counted as valid doses; applies to all children including those already enrolled.

For further immunization information please call the Immunization Service, Oklahoma State Department of Health, at 405-271-4073
No student will be admitted until immunization requirements are met and properly documented.

If you have any questions, you may contact:
Julie Jackson, B.S.N., RN, District Nurse, 336-3311 ext 5035
Washington County Health Department, 335-3005

Attendance:
Oklahoma Compulsory Laws require all elementary students to be in regular school attendance. Success in school depends on this regular attendance. Students should be in school unless they are ill or if there is an unavoidable circumstance approved by the principal. The Board of Education policy allows no more than ten (10) absences per semester. Excessive absences impact the student’s academic progress and are a consideration for promotion to the next grade. If a student exceeds the allowed ten (10) days due to a serious illness or injury, the administrator in charge of attendance must concur that the illness or injury is serious enough to prevent the student from attending school. A doctor’s note will be required to verify these absences.

Tardies:
Tardiness interferes with individual progress and classroom procedures. Students should arrive at school no later than 8:45 a.m. each morning. Students arriving after 8:50 a.m. will be reported as tardy.

State regulations define the school day for attendance purposes. The elementary school day is divided into two (2) parts. The morning session is 8:50 a.m. until 12:00 noon, and the afternoon session is 12:30 p.m. until 3:35 p.m. Lunch periods are 30 minutes in length and are not counted as part of the school day. In order for a student to be counted present all day, he/she must be present a minimum of two (2) hours in both sessions. For example, a student would not be able to leave the afternoon session before 2:30 p.m. without receiving a half-day absence for the afternoon session.

Poor attendance and chronic tardiness have been found to be factors, which can lead to a student dropping out of school prior to graduation. Students with chronic truancy/tardiness problems may be referred to the Truancy Action Team to assist the family in finding a solution. This team is composed of members of family service organizations (i.e. Youth and Family Services and DHS) from the Bartlesville community. The principal or his/her designee heads the team. The purpose is to meet with families whose child is experiencing excessive attendance and/or tardiness and work together to find a solution which dramatically improves the child’s attendance and keeps him/her in compliance with the state laws and Board of Education policy of the school district. As always, we encourage all students to develop and maintain good attendance habits as they have a high correlation with success in school.

Reporting Absences:
Parents must call the elementary office before 9:00 a.m. to report an excused student absence due to the following:

1) Injury, illness or emergency suffered by the student
2) Serious injury or illness in the immediate family
3) Attendance at a funeral or memorial service
4) Pre-arranged agreement with the attendance office
5) Religious holy days

All other student absences will be recorded as unexcused. **Vacation and days off for pleasure are not acceptable excused absences. Parents should schedule doctor and/or dental appointments after school hours whenever possible.** Any student leaving during school hours must be checked out from the office by a parent. A student should request make up work from his/her teacher when returning to school.

**School Hours:**

| PreK-5          | 8:50 a.m. to 3:35 p.m. |

**Truancy:**

Any unexcused absence from school is considered truancy. Although this is commonly thought of as an absence of which the parents are unaware, certain absences of which parents are aware will be treated in the manner of truancies. The principal of the elementary school shall be the designated attendance officer. It is the policy of Bartlesville Public Schools to notify parents when their child is absent a total of 4 or more days within a four week period or when a child’s pattern of absences puts them at risk of exceeding 10 absences. Students with chronic truancy problems may be referred to the district’s Truancy Action Team to assist the family in finding a solution.

**Change in Address, Phone Number(s) or Emergency Contact Information:**

Please notify the school office immediately of a change in your address, home, work or cell telephone numbers, or emergency contact information. This information will help us manage an emergency involving your child in an efficient manner.

**Student use of Telephone:**

The school phones are for business purposes and are available to students for emergency situations. Students are not allowed to use the phone for forgotten school items or to get permission to go home with a friend. Arrangements to stay after school for any activity must be made before arriving at school.

**Parent-Teacher Communication:**

Please feel free to contact your child’s teacher, as you are an important part of the education process. Teacher hours are 8:30 a.m. – 3:45 p.m. If you call during class time, a message may be left on voicemail for a reply at the teacher’s earliest convenience.

Teachers are encouraged at all grade levels to contact parents if there is a concern about their child’s progress. Written progress reports are issued for grades 3-5 at the midway point of each grading period. Report cards are issued four (4) times a year, at the end of each nine (9) week period. Regular parent-teacher conferences are scheduled at the end of the first and third nine-week periods. Parents are encouraged to contact their child’s teacher at any time they have questions or concerns about their child’s progress.
Powerschool is a web-based program that parents of students in grades 3-5 can use to access their child’s attendance and academic progress. Please see your school’s attendance secretary for access information.

The district also has a FaceBook account and uses this as a way to communicate information such as when school is closed or special events. In addition, you can check at your individual school site as many school sites also have their own FaceBook account.

Please be sure to provide the school office with your email address as this is a great way for us to communicate with you.

Arrival at School:
Students are allowed to enter their classrooms at 8:45 a.m. Students arriving before 8:45 a.m. will be required to remain in an assigned area until 8:45 a.m. unless they are eating breakfast. Parents of students who consistently arrive too early will be contacted and asked to make other arrangements for the care of their children. Students arriving after 8:45 a.m. are to go directly to their classrooms.

School Age Care – Before, During and After:
Before and after school day care is available on a fee basis at each Bartlesville Elementary site for all students enrolled in that school. Before school day care will be 7:15 a.m. to 8:50 a.m., and after school day care will be 3:35 p.m. to 6 p.m. Please check with your child’s school to find out if School Age Care is offered in the morning or afternoon at his/her site.

Authority to Release Students:
Students are not permitted to leave the school grounds without supervision at any time during the school day. Parents requesting release of their child for dental, doctor, and other such appointments or emergencies must make the request through the principal’s office. Only the principal or official designee has the authority to release children from school. We ask that the person picking the child up from school stop at the office and sign the child out of school. If requested, this person should be prepared to show some form of photo identification (i.e. driver’s license.) If the child is returning to school after an appointment, we ask that the child or parent stop at the office and sign in.

Students who become ill or injured must be released to the parent or an authorized reliable adult if the parent is not available. Every effort will be made to contact the parent in all cases.

Temperature Guidelines for Outdoor/Indoor Recess

When determining if students will stay inside or go outside for recess the building principal or assignee will use the following guidelines. If the temperature exceeds 95 degrees playground conditions (availability of shade and grass, wind conditions, length of recess) will be reviewed. When the temperature exceeds 100 degrees students will stay inside. When the temperature is at or below 26 degrees (including wind chill) students will remain inside for recess.
Emergency School Dismissal:
Listen to radio stations KRIG (1049 FM), KYFM (100 FM), KWON (1400 AM) or KBVL (103.9 FM) for any unexpected dismissal of school such as bad weather. If KRIG, KYFM, KWON or KBVL do not announce school closings, school will be in session. Radio stations are notified immediately following an unexpected decision to dismiss school made by the superintendent or his designee. The Tulsa television stations will be notified as early as possible. The district also utilizes SchoolMessenger, an automated system, as a way to alert parents of school closings and other important information.

Transfers from Non-Accredited Schools:
Students entering Bartlesville Elementary Schools from an elementary school not accredited by the State Board of Education or from home schooling shall be required to take placement tests. Placement will be based on placement tests, parental recommendations, educational records, and other testing information. All examinations will be administered or approved by the Bartlesville Public Schools, and the results shall be kept on file for one year.

Elementary school students will be screened in the core areas of language arts and math with standardized instruments to establish levels of performance. Developmental and chronological age factors will be considered in order to place students at the level in which they will be most successful.

Transfer Requests:
INTRA-DISTRICT
All elementary students must attend the school that is located in the area in which they live. Families wishing to apply for an INTRA-DISTRICT transfer to another school within the Bartlesville School District must complete a INTRA-DISTRICT transfer form at the school in their area. Upon completion the transfer is sent to the school of choice. The receiving principal will make the decision as to whether they can accommodate the request. These requests must be completed when families move during the school year. INTRA-DISTRICT transfer requests are accepted for the next school year on March 1st of the current school year. INTRA-DISTRICT transfer request forms are available in the school office.

COUNTY TRANSFERS (to the district)
Open County Transfers
Students wishing to transfer to Bartlesville for the following school year must file for an Open Transfer with the site of choice no later than April 1 of the school year prior to the school year of transfer. The Open Transfer law does not require parents to reapply for an Open Transfer each year; it remains valid year-to-year or until cancelled. The Sending District does not have the option to deny Open Transfer applications.

Emergency County Transfers (to the district)
Students wishing to transfer to Bartlesville for the current school year must begin the process in the Superintendent’s office in Bartlesville. Emergency transfers expire at the end of the school year. Students who file after April 1 for the following school year must file an Emergency transfer request. Approval of both districts is required.
Students wishing to transfer out of the district must apply at the Receiving District (district of choice).

**Withdrawal Procedure:**

1) Parents should notify the child's teacher/office at least three days before leaving.
2) Return all schoolbooks and supplies to the teacher.
3) The student is responsible for cleaning out the desk and picking up equipment.
4) Report cards will be issued to a student when the student has been in attendance a minimum of one week. The report card will include attendance and statement of performance. However, grades will not be issued unless the student has been in attendance at least five weeks to justify proper and fair evaluation as indicated by recorded grades.
5) A student withdrawal form will be given to each student’s parents when they visit the school office prior to he/she leaving the school. This form will assist with re-enrollment at another school.

**TRANSPORTATION**

**Buses:**

We feel when parents and school personnel work cooperatively; students can have a safe, pleasant trip to and from school. Through this experience students are able to further the development of self-control. It is safest if students can arrive at the bus stop no more than 3-5 minutes before the bus arrives.

The bus driver is in charge of the pupils and the bus and is expected to report to the supervisor of transportation and the school principal any failure of students to cooperate. Inquiries or complaints should be directed to the building principal.

**Bus Rules:**

All rules for the classroom apply to the bus.

Students are not permitted to bring large items on the bus that cannot be held in their lap or stored under the seat. This includes large band instruments, boxes, or projects. Students are not allowed to store items in the front of the bus under the dash or next to the driver. Also, the transportation of animals, weapons, drugs, and objects that pose a threat to the passengers is strictly prohibited.

1) Be courteous - No profanity.
2) Never throw objects in or out of the bus.
3) Keep head, hands and feet inside bus.
4) No fighting, tripping, or shoving.
5) No tobacco of any kind.
6) No eating or drinking on bus.
7) Face the front of the bus and keep hands to yourself.
8) Remain seated in your assigned seat unless entering or departing bus.
9) Do not deface or tamper with bus equipment.
10) No cigarette lighters or matches.
11) No spitting.
12) Please assist driver in keeping your bus clean and safe.
13) Obey the driver and/or bus monitor at all times.

- Always walk ten (10) feet in front of the bus and wait for the driver to motion you across the street.
Never walk behind the bus.
If you can touch the bus, you're way too close.

REGULATIONS

In accordance with the policy of the Board of Education, the following regulations shall govern the school bus safety program.

1. A student who disregards safety rules or who becomes a behavioral problem, either on the bus or at the bus stop, will be reported to the principal's office.

2. Any student causing damage to any part of the school bus will be suspended from riding the bus until restitution has been made. After restitution has been made, the student will be allowed to return to the bus, but will be placed on probation for one full semester.

3. To comply with rules and regulations set by the Oklahoma State Department of Education and Bartlesville Public Schools (which strives to provide for the safety and welfare of all students), the following regulations must be observed:
   A. Eligible bus riders being transported to and from school will board and exit the bus ONLY AT AUTHORIZED BUS STOPS. The student's bus stop is designated by the school the student attends which is determined by the address of the parents/legal guardians.

   B. When students board or exit the bus at unauthorized bus stops, the regular driver on his or her regular route will inform the student or students that they are violating Board Policy. The driver will take the name(s) and report them to the principal involved. The drivers are fully aware that they cannot use physical measures to prevent students from entering or leaving the bus at unauthorized stops. They may only inform the principal.

VIDEO CAMERAS

Each bus shall contain a sign as follows:
'The actions of the students on this bus are subject to being videotaped. Any conduct of any student disclosed by the videotape, which is in violation of any of the rules of the school, will subject the student to the disciplinary rules of the Bartlesville schools.'

Video cameras will be placed in a random rotation through the transportation equipment operated by the District. There will be no discrimination with regard to placement of the video cameras.
STUDENT BEHAVIOR

We believe and expect that all our students will behave properly at school. NO student will be allowed to continually disrupt the educational environment.

Our Goals for Student Behavior:
Our goal is to guide each child in developing desirable character traits so the child may ultimately be able to exercise the ideal type of discipline...self-discipline. The employees of the Bartlesville School System have been trained in character education programs including Tribes, Great Expectations, and Responsive Classrooms. The focus is on teaching students to work collaboratively with others to reach their individual goals for lifelong success.

The employees of the Bartlesville school system will treat each child with fairness and respect and will provide equity in learning opportunities. It is the responsibility of the staff to maintain an orderly learning environment. Each classroom teacher establishes standards for expected behavior and discusses them with the class. Self-discipline is stressed. Each teacher discusses the classroom management plan with parents during orientation meetings at the beginning of the year. Students will not be permitted to disrupt school in any manner that hinders the educational opportunities of other students. Students will be expected to use self-control and to seek the help of an adult if needed. The District reserves the right to take disciplinary action against, or provide protection for, students who are in direct route to and from school.

If all efforts of the professional staff fail to help any student comply with school regulations and requests for appropriate behavior, the principal may, under both District and State regulations, administer the following disciplinary options: exclusion from certain activities, before and after school detention, extended time out, temporary removal from school, suspension, and assignment to another school. Corporal punishment is not an option in our elementary schools. Disciplinary options are not necessarily limited to the above. A record will be kept of those students being assessed any of the aforementioned disciplinary actions. Parents and school staff affected will also be informed.

Standards of Behavior: (Bartlesville School Board Policy FJ)
Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action.

These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken:

1. Violations of district or school policy, rules or regulations
2. Truancy, cutting class, unexcused absence from school or class, unexcused tardiness to school or class
3. Leaving school without permission
4. Exhibiting defiance of school personnel
5. Refusing remedial or corrective action
6. Possession/use of tobacco
7. Possessing, distributing or using alcoholic or intoxicating beverages, including low-point beer, any controlled dangerous substance or other mood-altering chemicals, including any illegal or illicit drugs or medicines
8. Stealing, forgery, fraud, or embezzlement
9. Fighting, physical and/or verbal assault
10. Possession of weapons or other items which can be used for assault, injury or threatening another person
11. Sexual Harassment, Hazing, Physical or Verbal Harassment or Bullying
12. Racial discriminating including racial slurs or other demeaning remarks or symbols concerning another person’s race, ancestry, or country of origin and directed toward another person
13. Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
14. Possessing, distributing or viewing obscene literature, pictures or materials
15. Destroying/defacing school property
16. Gang related activity
17. Acts of immorality
18. Possession of missing or stolen property at school or school activities
19. Adjudication as a delinquent for a violent or non-violent offense
20. Threatening behavior, harassment, intimidation and bullying by electronic communication, whether or not it originated at school
21. Any conduct occurring off school property and not involving a school activity, which, in the opinion of the school administrators, has an adverse impact upon the school, including, but not limited to that which
   a. Involves school property, e.g. a school bus;
   b. Involves other students, teachers or other school personnel;
   c. Directly impedes or affects discipline at school or the general welfare of school activities.

**Harassment/Bullying:** (Bartlesville School Board Policy FIC)

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 and bullying is defined by statute and includes, but is not necessarily limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student’s property;
3. place another student in reasonable fear of harm to the student’s person or damage to the student’s property;
4. 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; or
5. create a climate of fear or hostility.
Suspension of Students: (Bartlesville School Board Regulation FJA-R)
Parents/Guardians should notify the building principal of their intent to appeal any suspension in writing within three (3) school days from the date of the Notice of Suspension.

Out-of-School Suspension.
   A. Greater than ten (10) days
      A student may be suspended from school for the remainder of the current semester and the entirety of the succeeding semester. Both the students and the parent(s) shall be notified of the suspension, the grounds therefore, and the right to appeal the suspension. A student suspended out-of-school will be placed in a supervised structured environment in either a home-based school work assignment setting or another appropriate setting.
   B. Ten (10) days or less
      If a student is suspended out-of-school for ten (10) days or less the district may provide an education plan.

Appellate Procedures.
   1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student’s parent(s), may appeal the suspension to a building suspension committee.
   2. Any student, who has been suspended for greater than ten (10) days under the steps listed above, or the student’s parent, may request a review of the suspension with the appropriate executive director of instruction. If the director of instruction does not withdraw the suspension, the student shall have the right to appeal the decision to the Superintendent and then to the Board of Education.

Special Notice: Students who are disabled and are subject to out-of-school suspension will be afforded the same treatment as provided to students who are not disabled in accordance with Section 504 and its implementing regulations at 24 C.F.R. & 104.4(a), (b) (1) (vii). Specifically, suspension and appeal procedures will be the same as for students who are disabled. These procedures could be altered if the administration makes a determination that the student will be a danger to other students, staff, or school property, or would substantially interfere with the educational process at the school.

Privacy Rights

State law (Section 24-102 of Title 70) states that students can expect no privacy concerning school lockers, desks or other school property. The law reads “Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.”
NON-DISCRIMINATION

The Bartlesville Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

BARTLESVILLE PUBLIC SCHOOLS
Child Nutrition Program
Elementary School Policies
2013-2014

The Child Nutrition Department operates the food services provided in the Bartlesville Public Schools. Breakfast and lunch are served in all of the schools following the guidelines of the National School Lunch and the National School Breakfast Programs.

Elementary Meal Prices

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th></th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Paid</td>
<td>$1.45</td>
<td>Student Paid</td>
</tr>
<tr>
<td></td>
<td>Student Reduced</td>
<td>.30</td>
<td>Student Reduced</td>
</tr>
</tbody>
</table>

Extra Milk .75

Payment for Meals

A computerized system is used for recording and accounting for meals and money. Each child is issued a bar coded account number. Advance payment for meals is credited (+) into each individual account and meals purchased are debited (-) out of the same account.

Meal moneys are collected and credited to the accounts by the school cafeteria manager or cashier. The school office staff members and secretaries do not handle meal moneys. Please deliver or direct payment to the school cafeteria. Please send checks or money orders when sending payment with elementary students. Misplaced cash is very difficult if not impossible to track. Please make checks payable to: ISD #30 Child Nutrition.

On-Line Payment

Credit or debit card payments may be made by creating a student meal payment account on www.myLunchMoney.com (you will need the student’s ID#). With a “myLunchMoney” account, parents will receive low balance notices by email. Parents also have the ability to view student sales history, set daily or weekly spending limits, control purchases, and select the automatic pre-payment option. “myLunchMoney” can be accessed from the district website.
Payment Reminders

A payment reminder will be printed when the account balance reaches $6.30. Additional reminders are printed each time a purchase is made with a balance of less than $6.30. The payment reminder is given to the child each time it is printed. This will give the child ample opportunity to take the reminders home, letting parents know that payment is needed. Advance payment may be made in any convenient amount. Writing the child’s name and/or account number on your check will assist the cashiers in crediting the proper account.

Charges

Only under special circumstances and with special permission from the principal and/or Child Nutrition staff will a child be allowed to charge meals. Charges will not exceed a three-meal limit ($6.30). Alternative meal arrangements are made in the event of excessive charges or non-payment.

No charges are allowed during the last four weeks of the school year. Adults are never allowed to charge meals.

Balance Carried Forward

Balances remaining on account and at the end of the school year will be carried forward into the following school year. Upon written request, refunds can be issued during the school year in which the payment was made, but no later than May 1, 2013.

Free and Reduced Price Meals

Applications for the Free and Reduced Price Meal program are distributed to all students at the beginning of the school year. Applications are always available at the Education Service Center, the school offices, and the cafeteria offices. Application may be made at any time during the school year.

Applications must be processed, eligibility determined, and approval notification made before students receive free or reduced price meals. This process may take up to ten working days. Students are responsible for paying full price for all meals received prior to application approval.

Individual Free and Reduced Price Meal application information remains confidential within the Child Nutrition Office. All families are encouraged to make application as the statistical information pertaining to the number of students qualifying for benefits is a determining factor in the federal and state funding allocated to the District for educational programs.

For additional information about the meal programs and service, contact the:

Child Nutrition Programs
1536 S Keeler
Bartlesville, OK 74003
(918) 333-7966
Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. “In accordance with federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, or call (800)795-3272 or (202)720-6382 (TTY). USDA is an equal opportunity provider and employer.

GENERAL PARENT INFORMATION

Insurance:
Insurance coverage for students is available through a general carrier on a voluntary basis at a very reasonable cost to the parents. You will receive an application form early in the year.

Proficiency Based Promotion:
Proficiency-based promotion and credit for courses completed is addressed in Bartlesville Board of Education Policy EEB (Revised 8/19/2002). A copy of this policy is available for parents to review. Bartlesville Public Schools offers proficiency-based testing two times each year for students wanting to
1. Skip a grade (elementary students must demonstrate at least 90% accuracy in core subjects),
2. Establish credit (for students transferring from home-schooling or a non-accredited school), or
3. Skip a class and establish credit at the secondary level.

Parents wanting to explore this option for their child should contact the counselor or principal of their neighborhood school to discuss the request and initiate the process to obtain testing through the Psychological Services department for Bartlesville Schools.

Early Diagnostic Assessment:
Pre-Kindergarten and Kindergarten students will be assessed for diagnostic purposes at the beginning of the school year.

Library Media Program:
The library media center in each individual elementary school provides a multiplicity of activities and services to promote and improve reading skills, as well as provide training in research and reference skills. This program exists to support and further the educational curriculum of the school. The materials and resources housed in our libraries are available to be checked out and used by the total student body and teaching staff. It is the responsibility of each student to return these loaned materials in good condition. In the event that these materials are lost or returned damaged, it is that individual's responsibility to reimburse the school for the replacement cost of those printed or non-printed materials.

Internet Policy:
The Bartlesville School District provides Internet access for educational purposes only. Internet access is available at each elementary site. All students, staff and patrons are expected to abide by the district’s terms and conditions for Internet access and
acceptable use. The parent or guardian of each student must have a copy of the district’s Internet Access Conduct Agreement on file at the school. Anyone wishing to read the complete policy and the regulations that accompany it may do so by contacting either the school site or the Education Service Center. Copies of the regulations will be posted at each elementary site.

**Wireless Telecommunications Devices:**
Wireless telecommunication devices are deemed to include cellular phones, pagers, two-way radios, tablets, and other devices that use radio frequencies for communications. While possession of wireless telecommunication devices is permitted, the usage of these devices is regulated. Students may not use wireless telecommunication devices on campus during the school day, which includes recess. Students using wireless telecommunication devices in violation of this policy will require a parent to pick up the device. Repeated violations may result in loss of privilege to possess wireless telecommunication devices on school premises. We do ask that parents keep in mind that the school is not responsible for student’s cell phones that are lost or damaged while at school.

**Toys, electronic equipment, other items from home:**
Students are asked not to bring items such as toys, CD players, MP3’s, gameboys, iPods, or other such devises as they can become a distraction in the classroom. If such items are brought for use before or after school hours, they should remain in the student’s backpack during school hours. Students may be allowed to use such items on special occasions such as fieldtrips when permitted by site principals. The school will not be responsible for lost or stolen items.

**Guidance Program:**
Guidance counselors serve each of our elementary schools. These staff members provide a developmental guidance program during regularly scheduled classroom instructional time for all grades K-5. Topics commonly addressed include peer relationships and cooperation, understanding and accepting self and others, goal setting and responsibility, coping with stress, decision making and problem solving, bullying prevention and conflict resolution. The counselors are often involved in school-wide activities designed to build a positive school climate. The counselors coordinate the substance abuse program in each school. The counselors serve as a consultant to parents, teachers and the principal as we work together to provide the optimum educational opportunity for each child.

Parents requesting their student(s) not attend the regularly scheduled classroom guidance sessions should direct their requests in writing to the building principal. This shall be done on an annual basis at the beginning of the year. Students not participating in the guidance program will be monitored in the library or other appropriate areas, or assigned to another classroom during this time. Students may use this time to complete assignments or participate in assigned or recreational reading activities.

Removing a child from part of the regular classroom instruction is a serious matter. Material is presented for which each child is responsible in meeting state and district curriculum objectives. Our goal is to recognize individual needs and preferences while
meeting these objectives in an atmosphere free of stress and stigma. Please work with us to achieve this goal.

**Fees:**
Textbooks are furnished free to all elementary students. In addition, a wide variety of instructional materials are available for student use both for in the classroom and for study at home. If the original books are lost, defaced by writing, or damaged in such a way that they cannot be used appropriately; the student will be responsible for the cost of replacing the damaged or lost book.

We encourage all students to be proud of their school and feel it is the duty of each student to respect school property and grounds. Students who deface or damage items or remove items from property or grounds shall be required to pay for the damage or loss.

**Home Work/Grading Policies:**
Each school, in accordance with district guidelines, sets standards concerning homework expectations and grading for students. Parents will be notified, early in the year, the specific procedures concerning these achievement issues.

Classroom Visitation by Parents:
The school district maintains an open-school policy. Visitors are welcome at any time. An appointment made in advance with the school's main office allows the staff to assure you that the teacher and class have not scheduled a special trip or that the teacher is absent the day you wish to visit. Visitors are always required to check in at the principal's office. Items for delivery to students must be left in the office for delivery when it will least disrupt instruction.

**Self Propelled Transportation:**
Self propelled devices are not to be used on school grounds. Riding “double” is not permitted at any time. Bicycles are to be placed in the racks provided on school grounds each morning. No one is to play near bicycles during the school day. To prevent theft, bicycles should be secured with a strong chain and padlock. All bicycles should be registered with the Bartlesville Police Department, and parents should maintain a copy of the serial number.

Students in Pre-Kindergarten, Kindergarten, First and Second grades are strongly discouraged from riding bicycles to school. National safety tests have indicated that the majority of children in these age groups do not have the physical coordination and are not mature enough to exercise the degree of good judgment necessary in an emergency.

All other wheeled means of travel (i.e. roller blades or skates, skateboards, scooters, etc.) may be allowed at the discretion of the building principal. The decision will take into account the safety needs and storage needs unique to each site.

**Sale of Articles in School:**
Sale of articles by a student for personal profit is prohibited in school.
**Book Club/Book Fair Purchases:**
Most elementary schools participate in a variety of Book Clubs and Book Fairs during the school year. These clubs and fairs allow students to purchase books at a reduced cost. We believe this activity encourages increased student reading that is beneficial to the student. These clubs have procedures which screen the selections as to their appropriateness for use by young students. It is important that each family check to ensure the appropriateness of your child’s selections.

**Building Security:**
Because of our efforts to provide a safe and secure environment at each school, doors will remain locked during school hours. The main entrance will be the only entrance that visitors will be allowed to access. Upon being allowed to enter the building, you must go to the main office and follow the check-in procedures. If a safety drill is in progress, you will need to wait until it is completed before being allowed into the building.

**Lost and Found:**
Personal items such as coats, sweaters, caps, backpacks, lunchboxes/bags, etc., should be name-marked for identification. Such markings will increase chances of children finding lost items. A "lost and found" box will be kept for all items except watches, rings, necklaces, glasses, purses, etc., which will be kept in the secretary’s office. Numerous clothing items go unclaimed each year.

**Money:**
If you give your child money for lunch, extra milk, books, pencils, etc., please put it in an envelope and write on the envelope your child’s name and the purpose for which the money is sent.

**Emergency Drills:**
Fire, tornado, lock-downs, and other emergency drills are held regularly throughout the school year, and appropriate instructions are given in each class.

**Student Crime Stoppers**
This confidential service is available to all students, parents, teachers, neighbors, and anyone concerned about the safety of their local school by calling (918-336-CLUE) or by emailing www.bcrimestoppers.com. You can also text your information: Text 274637 and put "BPSTIP" in front of the message and text away, please mention which school is involved. You will be completely anonymous and will receive a text back with your code number.

**Teacher Qualifications**
If you would like information about a teacher’s qualifications to teach your child in the area assigned, you may contact your child’s school.

**DRESS CODE**

We believe that grooming and dress contribute to good attitudes and conditions that enable students to do their best work. Clothing or appearances that distract from the teaching/learning process will not be allowed.
The following decorations and/or designs imprinted upon clothing or attached to the body (temporary or permanent) are prohibited:
1) Advertisement of tobacco, alcohol, or illegal drugs
2) Sexually suggestive messages
3) Vulgar or profane messages
4) Messages advocating violence

Thick metal chains, dog collars, choke chains, wallet chains, etc. are prohibited.

**Apparel for the Head or Face**
Caps, hats, bandanas, or other head coverings may be worn in the school building when previously approved by the school’s administration for medical or religious reasons or for a school activity.

Sunglasses, unless prescribed by a physician to wear in the classroom, shall not be worn to class.

**Upper Garments**
Sleeveless shirts or blouses may be worn provided the arm opening is not unnecessarily revealing of the student’s body or undergarments. The fabric is to cover the student’s shoulder from the base of the neck to the top edge of the shoulder or arm.

Tank tops, spaghetti tops and basketball jerseys are permitted only when worn in combination with another shirt such that the combination meets the original dress code.

Clothing that exposes the back and/or shoulders is not permitted. Immodestly low necklines and/or midriffs are prohibited. Garments must be of appropriate length and fit to meet these requirements while sitting and/or bending.

**Lower Garments**
Pants and shorts shall be worn at the waist. Undergarments shall not be visible.

Tights or leggings worn as outerwear are prohibited.

Shorts, skirts and dresses must be at or below the level of the fingertips.

**Shoes and Footwear**
Students must wear footwear while on school grounds or participating in a school activity. Shoes with cleats and shoes with wheels are not acceptable footwear.

**Consequences/Penalties**
Students who elect not to conform to the dress code set forth by this policy will be subjected to the disciplinary actions defined by the district’s student conduct policy (FO).

**Unusual Circumstances:**
If any unusual situation relative to dress or grooming arises which is not specifically covered in this policy, the principal, or designee, shall have the authority to rule on the appropriateness of the attire.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**Notification of Rights:**
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 Bartlesville Public School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Bartlesville Public School District to amend a record should write the school principal at the related site(s), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or 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.

Upon request, the Bartlesville Public School District intends to disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Bartlesville Public School District 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
FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

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

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

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U. S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student’s State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the
aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

Questions or concerns regarding FERPA may also be addressed to:
Vicki Hampton, Director of Special Services
Bartlesville Educational Service Center, 918-336-8600

A copy of the FERPA policy is on file at the Director of Special Services office, Education Service Center, 1100 South Jennings. A copy of the Bartlesville district’s student records policy is on file in the principal’s office in each school within the district.

HEALTH REQUIREMENTS AND MEDICATION

Illness and Communicable Disease:
1) Communicable disease control is one of the goals of the health program. Your child should be kept home from school if he or she has any of the following symptoms:
   a) any communicable disease,
   b) fever of 100 F. or above, students may return to school when temperature is below 100 F. for 24 hours without the use of fever reducing medication (Tylenol, ibuprofen), or with a release from physician.
   c) sore throat or tonsillitis,
   d) rash or skin eruption (unless diagnosed as non-contagious by a physician),
   e) nasal discharge accompanied by fever,
   f) severe cough producing phlegm,
   g) inflammation of the eyes or lids,
h) nausea, vomiting or upset stomach, diarrhea and/or
i) head lice.

Medication – Administering to Students:
1) Public Law #59.05 Title 70, passed in May 1984, dictates to the school's regulation for dispensing medication at school.
2) Prescription and non-prescription medication may be administered at school under certain circumstances.
   a) All medication to be dispensed at school should be brought to the principal's office in person by the parent or guardian of the student. The medication must be accompanied by a Medication: Administering to Students Authorization form (available in the school's main office), completed and signed by the parent or guardian. The School Board Policy statements are available in the principal's office. Parents of students with asthma or allergies may complete a Student Asthma/Allergy Action Card. Students may carry their own inhaler or medication ONLY if they have submitted a form called Medications: Students Self Administering that is signed by a parent and the child's physician. Forms are available in the main office.
   b) Prescription medication must be in the original container that indicates the following:
      1. student’s name,
      2. name and strength of the medication,
      3. dosage and directions for administration, and
      4. date and name of physician and pharmacy.
   c) Non prescription medication must be in the original container that indicates the following:
      1. the label must be legible, and
      2. the student’s name must appear on the bottle
   d) Student’s medication should be picked up by the parent or guardian after it is discontinued or within three days of the last day of school. All medication left after that time will be destroyed.
   e) A new Medication: Administering to Students Authorization form and supply of medication is needed at the beginning of each school year.
   f) Students are encouraged to take responsibility to remember when to come to the office for medication.

Head Lice and Contagious Diseases:
Periodic screenings are done when a student is discovered to have head lice or a communicable disease. Parents are urged to contact the school office should they discover a communicable disease or head lice so we may stop the spread of these conditions.

Public Law #1150 section 1210.194 states any child afflicted with a contagious disease or head lice may be prohibited from attending school until he or she is free from contagious disease or head lice. Any child prohibited from attending school because of head lice may not re-enter school without a certificate from a health professional. Children may return to school after they have been treated once with head louse shampoo, are free of live lice with all eggs (nits)
removed, and have a certification note to this effect from a health professional. This certificate may be obtained from your child's physician or his assistant, an RN, LPN, or county nurse. A certification note from any of the above stated health professionals must state that the child has been treated appropriately and there are no nits left in the hair. The Washington County Health Department is open from 8:00 to 9:00 a.m. Monday through Friday for this purpose. Students sent home with head lice will be checked 7 to 10 days after returning to school for reinfestation.

Illness and Accidents at School:
When a child becomes too ill to remain in class or is injured, we will contact the parents. For this reason, it is important the school be notified if your telephone number has changed and that your emergency information is kept up to date. If a student has a serious illness or injury, an emergency medical system will be activated along with notification of parents. If school personnel are unable to locate the parents, the child will be taken by ambulance to Jane Phillips Hospital. The Board of Education does not assume the responsibility for payment of hospital, doctors, or ambulance fees.

Should your child have any health problems or handicapping condition, notify school personnel in writing regarding the condition and what we need to do to better serve your child.

Health Screening:
1) Vision:
   A) Annually for students in Kindergarten, 1, 3, and 5 grades
   B) Students new to the district by referral
   C) Students referred by parents or teachers
2) Hearing:
   A) Annually for students in Pre-Kindergarten, Kindergarten
   B) Students new to the district by referral
   C) Students referred by parents or teachers
   D) Students on IEP’s
3) Scoliosis:
   A) Annually for students (with parental permission) in grade 5
4) Speech:
   A. Students new to the district by referral
   B. Students referred by parents or teachers

If, for some reason, you do not want your child screened, please notify the secretary of the school. Should you want your child screened and the screening is not being done in your child’s grade this year, please notify the school secretary of your request.
PHY S I C A L   E D U C A T I O N   P R O G R A M

We look forward to providing the best physical education program we can for your child. Through this program we want the student to realize how important his/her physical fitness and coordination are to successful classroom achievement. We also want each student to become fitness conscious. This will encourage all students to lead an active lifestyle which will contribute to a healthy heart and a good feeling about themselves.

For your child to participate to his/her fullest, please review the following class policies.

1) Each child needs a sturdy pair of soft soled gym shoes. Cleats, sandals, flip flops, boots, jellies, and dress shoes are not safe in the gym.

2) Clothing should be worn that is suitable for active play. Girls wearing dresses must wear gym shorts or something similar under their dresses to allow participation without embarrassment.

3) Occasionally students need to sit and observe due to a temporary health condition. Please send a written note from yourself (parent) or doctor explaining the exact nature of the condition.

4) Any existing long-term health problems that your child may have should be brought to our attention immediately.

5) Encourage your child to do the very best he/she can. Some activities will be more difficult than others.

We hope you will take an active interest in your child's physical fitness and health. The best way is to be active with him/her in some way. You and your child will be the richer for it.

"A happy, healthy child is a better student."