

FANSHAWE GRIZZLIES



STUDENT HANDBOOK

2023-2024

**Fanshawe Public School
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120 copies of this handbook were produced

STUDENT HANDBOOK

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STUDENT HANDBOOK

FANSHAWE SCHOOL

Fanshawe strives to provide a talents of our students. Our goal is to members and the students to fulfill basic foundation for furthering their and conscientious citizens in our

THE OBJECTIVE OF FOLLOWS:

1. To impart knowledge on career awareness in all areas.
2. To impart knowledge useful living.
3. To provide a climate which emotional growth?
4. To teach a sense of fair play, high purpose.
5. To make students aware of are, regardless of race, color
6. To develop a sense of endeavor.
7. To stimulate ambition as a
8. To inspire wise use of leisure

STATEMENT OF PHILOSOPHY:

foundation adequate for the needs and work with parents, community these needs. The students will have a education and becoming responsible society.

FANSHAWE SCHOOL ARE AS

academic subject material and establish to common sense judgment for daily promotes mental, physical, and honesty, elevated ideals, values and self-worth by accepting them as they or creed. cooperation and pride for common spur to success. time.

9. To create a dedication and loyalty to one's school, community and nation.

TO THE STUDENTS OF FANSHAWE SCHOOL

This handbook is provided as a guide through your school days at Fanshawe. It will decrease the problems and facilitate a smooth-running school. As a guide, this should answer most questions about school policies, regulations and activities.

Many of the policies are governed by state law and are directives of the State Board of Education. However, many are local policies, customs or traditions that may be amended as the need arises.

The most good for the most students is the goal of the school. Remember, this is your school! It will be what you make it.

TO THE PARENTS

We, the administration and faculty of Fanshawe School, take this opportunity to welcome you. It is essential to the benefit of our student body that we, as teachers and parents, cooperate in every possible way, recognizing that a child may not achieve to his fullest capacity without interested parental guidance. We ask that you join us in encouraging your child to do their best in every class or activity in which they are involved. We extend an invitation to all parents to visit school any time you can. We strongly recommend that if any problem in any school situation arises, you visit us and discuss it with the administration and teachers.

BOARD OF EDUCATION

The Board of Education is elected by the people living in the school district. It is the governing body of the Fanshawe School system. Its members are charged with the responsibility of determining school policies approving personnel recommended by the administration for employment, approving all school financial transactions, and other administrative duties.

It is the duty of all personnel, students and patrons to respect and obey all school board policies. The Board employs the Superintendent and charges him/ her with the actual responsibility of selecting teachers and other personnel and the responsibility of carrying out the policies and decisions the board makes for the functioning of the school.

The Board meets to transact school business on the 2nd Monday of each month at 7:00 p.m. The agenda of the meeting, along with any changes in the date and/or time of the meeting will be posted on the front door of the school at least 24 hours before any meeting. This may be changed at the December Board Meeting when setting the next year's board meeting schedule.

If you wish to address the Board you must request, in writing, with an outline of what you wish to discuss, to the Superintendent, two weeks (14 calendar days) prior to the next month's regularly scheduled board meeting. The Superintendent and Board President will then decide if request will be included on the agenda.

In carrying out the policy for handling complaints, the board will observe the following procedures:

Neither the board, nor any individual member, will entertain or consider complaints from teachers, parents, students, or patrons, until these complaints have first been referred to the Superintendent.

If satisfaction cannot be reached with the Superintendent, then the interested parties, by following an outlined procedure set up by the board, will be granted a hearing before the Board of Education at a regularly scheduled meeting.

CURRENT ADDRESSES

We must have your correct home address and a telephone number where parents can be reached during the school day for emergencies. Please inform the school office immediately if you change your address or telephone number.

ADMINISTRATION

All operations and programs are the direct responsibility of the Superintendent. The Superintendent is dedicated to helping you, the student, learn. If you have any questions, we are here to help you.

ADMINISTERING MEDICINE TO STUDENTS

NO medicine shall be administered to students by school personnel unless a form authorizing school personnel to administer medicine has been signed by the parent or legal guardian. If for some reason a form is not in the student's file and he/she should need medical attention or non-prescription drugs, a phone call to the parent/legal guardian may be made to get permission until a form authorizing school personnel to administer medicine is signed and filed in the student folder. If a parent should refuse the school to administer non-prescription drugs when called, the parent will be required to come and pick up the child. If a child is required by a physician to take medication during school hours and the parent cannot be at school to administer the medication, only an Administrator, or designated person may administer the medication in compliance with the regulations that follow:

PRESCRIPTION MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND INDICATE THE FOLLOWING:

1. Student's name
2. Name and strength of medication
3. Dosage and directions for administration
4. Name of physician or dentist
5. Date of prescription
6. Name of pharmacy.

IF POSSIBLE, SUCH MEDICATION SHOULD BE ACCOMPANIED BY A WRITTEN AUTHORIZATION FROM THE PARENT, GUARDIAN, PHYSICIAN, OR DENTIST, INDICATING THE FOLLOWING:

1. Purpose of the medication
2. Time to be administered
3. Termination date for administering the medication

THE ADMINISTRATOR OR ADMINISTRATOR'S DESIGNATED PERSON SHOULD:

1. Inform appropriate school personnel of the medication
2. Keep an accurate record of the administration of the medication
3. Keep all medications in a locked cabinet
4. Return unused prescription to the parent or guardian unless Administration allows for student to return.

The parent or guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication.

The school district retains the right to reject a request for administration of medicine.

THE ONLY PERSONS TO DISPENSE MEDICATION ARE: SUPERINTENDENT, SCHOOL SECRETARY AND PROPER DESIGNATED PERSONNEL.

Please inform the school if your child has a medical condition which might affect him/her at school. This might include such things as partial sight, partial hearing, asthma, or epilepsy. Also, inform the school of any emotional concerns so that we may be better prepared to meet your child's needs.

AIDS POLICY

Acquired Immune Deficiency Syndrome (AIDS) Prevention will consist of 90 minutes of instruction during grades 7 & 8. This district will use the curriculum developed by the Oklahoma State Department of Education.

The general objective of the curriculum includes being aware of the (1) forms of the disease, (2) methods of transmission, and (3) prevention of Acquired Immune Deficiency Syndrome.

AIDS prevention education available for inspection by parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The district, at least one month prior to teaching the AIDS instruction will hold either a weekend or evening meeting, or both, to inform the students' parents to display the curriculum and materials to be used in the AIDS PREVENTION PROGRAM in grades 7 & 8. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects, in writing, to such participation.

For a more detailed description of Fanshawe School's Position Statement on employees and students infected with Acquired Immune Deficiency Syndrome (AIDS) view the Board of Education Administration Handbook.

ALCOHOL AND DRUG ABUSE POLICY (DRUG FREE SCHOOL)

- A. In recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith efforts to promote the health, safety and well-being of students, employees, and the community as a whole, the Fanshawe School Board of Education has implemented a developmentally based drug and alcohol education and prevention program for grades Pre-K thru 8th.
- B. Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful.
- C. Standards of conduct that are applicable to all Fanshawe School students; prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.
- D. Disciplinary sanctions will be imposed on students who violate standards of conduct required by paragraph "C" above. The following procedures will be followed in dealing with any suspected case of drugs, controlled substances, or alcoholic abuse at school or at a school activity:
 - 1. The student will be examined by the administrator and/or teachers and a judgment will be made by the administrator as to whether a violation exists.

2. If a violation exists, the parent or guardian will be called to the school.
3. The parent and the student will be informed of the violation, read the charges against the student, and a hearing will be conducted by the Superintendent when the parent arrives.
4. A written statement will be required from a qualified physician, stating that the student is NOT under the influence of alcohol, drugs, or controlled substances, and must show proof of an examination. This examination applies only to those students suspected of USING alcohol, drugs, or controlled substances and NOT to those who are actually caught in possession of controlled substances. Any student who is on medication, under a doctor's care, should inform teachers and the administration in order to prevent any misunderstanding.
5. Any student found to be in a state of intoxication or under the influence of drugs or a controlled substance, and who fails to cooperate and/or becomes belligerent; will be turned over to the police as soon as possible.
6. Disciplinary action will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be required.
7. Information about drug and alcohol counseling and rehabilitation and Re-entry programs will be made available through the school office.
8. Standards of conduct as outlined in Paragraph "C" and disciplinary sanctions in Paragraph "D" will be a part of Notification to parents and students.

"The Drug Free School and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. (Federal Regulations can be examined through the school office.)"

ATHLETIC ELIGIBILITY

A student must make up all missed assignments and be passing in each solid subject in order to play in any extra-curricular activity. Students will have up to three (3) days to make up work missed when absent.

A student, who is disqualified from a game or contest because of flagrant or unsportsmanlike conduct, shall be ineligible until re-instated by the Superintendent.

ATTENDANCE

The school day is from 8:00 am to 3:00 pm and you should arrive at the school no earlier than 7:40 am. If you are late coming to school, go directly to the principal's

office in order to be admitted to class. If your bus is late, go directly to the cafeteria for breakfast. Your school attendance and success in school are directly related. When you miss school, your grades will suffer

Regular class attendance is essential for promotion and success in school work. Fanshawe students shall observe the attendance requirements established by state law and the Board of Education. Special cases will be given consideration by the School Board. The only acceptable excuses for an absence are:

1. Illness or injury
2. Doctor or dentist appointments which cannot be arranged after school
3. Bereavement
4. Serious illness or emergency in the immediate family
5. When a parent makes proper arrangements for a student's absence. This will have to be cleared through the Superintendent's office and will be on a limited basis. If absences become excessive, the administrator will call a conference with the parent.

If contact is not made between the parent and school on the day of the absence, or if a note is not brought from the parent or doctor the day following the absence, the student will be considered truant (absent without a legal excuse) and the absence will be unexcused.

The Oklahoma Legislature has passed a new truancy law which is now in effect. The law says that:

1. Parents have the responsibility of seeing that students attend school
2. Parents can be fined by the court if students do not attend school
3. Parents must contact the school if their child is absent

Students must make up all school work. Make up work must be completed within three days for each day absent. It is the student's responsibility to make arrangements with the teacher for any make up work. Any work missed for an unexcused absence will result in zeroes on those assignments.

Teachers may base up to 25% of a student's grade on attendance.

If a student is absent ten consecutive days and contact cannot be made with the parent, the student will be dropped from the roll and the State Department of Education will be notified.

When any student has:

1. Three unexcused absences, or
2. Seven days of absences, excused or unexcused,
3. Tardies equals one absence

The school will schedule a conference with the student, the parent and the teacher to attempt to work out a plan to improve the student's attendance.

Regular attendance stimulates interest in work and prevents discouragement that comes from being behind in class work. Irregular attendance, regardless of the cause, will not produce satisfactory results. A pupil out of school one day really loses two days of work because he comes back to school unprepared for the day following the absence. Habits of regularity and punctuality are good habits to form.

Although it is desirable to have a perfect attendance record, it is also understandable that at times students will be ill. When a student is ill he should remain at home for their own health's sake, as well as the health of their fellow classmates.

Students should not come to school with a fever or a communicable disease.

Students who do come to school ill will immediately be sent home.

In case of excessive absences, proper authorities will be contacted.

BUS BEHAVIOR

- A. Previous to loading (on the road and at school):
 1. Be on time at the designated school bus stops to keep the bus on schedule.
 2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
 3. Wait until the bus comes to a complete stop before attempting to enter.
 4. Be careful in approaching bus stops.
 5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
 6. Bus will not return to a student's residence after 2 consecutive days of missing the bus unless contact is made with the office.
- B. While on the bus:
 1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 2. Assist in keeping the bus safe and sanitary at all times.
 3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

4. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats, and all other objects out of the aisles.
8. Help look after safety and comfort of small children.
9. Do not throw anything out of the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion.
11. Horse-play is not permitted around or on the bus.
12. Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistant.
13. Keep absolute quiet when approaching a railroad crossing stop.
14. In case of a road emergency, children are to remain in the bus unless directed differently by the bus driver.

C. After leaving the Bus:

1. When crossing roads, go at least ten feet in front of bus, stop, check traffic, watch for bus driver's signal, then cross the road.
2. Students living on the right side of the road, should immediately leave the bus and stay clear of traffic.
3. Help look after the safety and comfort of small children.
4. The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

Extra Curricular Tips:

1. The bus rules and regulations will apply to any trip under school sponsorship.
2. When students wish to leave with someone other than the teacher after a ball game or other sponsored trip, teachers must be informed and give permission.

E. Other Rules:

1. Students found smoking, vaping, using drugs, fighting, or damaging the bus may be suspended from riding the bus indefinitely.
2. When a student is reported to the Superintendent by the bus driver, a copy of the written report for disciplinary action will be sent to the student's parents or guardian.
3. Students who continue to disobey the rules on the bus or who commit serious or dangerous acts may be suspended from riding the bus for one to ten days or permanently removed.
4. The above rules and regulations will also apply to any extracurricular trip sponsored by Fanshawe School.

5. All directions given by the bus driver are to be followed immediately. This is for your safety and that of everyone on the bus. The driver is in charge of the vehicle and its passengers just as the teacher is in charge of the classroom.

CAFETERIA

MEAL PRICES:

	FULL PRICE	REDUCED PRICE
Student Breakfast	.00	.00
Student Lunch	.00	.00

VISITING ADULT

Breakfast	3.00
Lunch	5.00

VISITING STUDENTS

Breakfast	1.00
Lunch	2.00

All charges must be paid before a student will be able to receive his/her school records and/or report cards.

CONDUCT

We have a closed campus, which means all students are to remain at the school during the noon hour and throughout the school day. All students will go to the cafeteria with their class during the lunch period, regardless if they are to eat a school lunch, bring their own lunch, or skip lunch.

1. There is a need for good self-discipline in the lunchroom, just as there is at home, in regard to table manners.
2. Students are to walk to and from, and in the lunch room.
3. Students are to dispose of their own trays properly.
4. Students are to conduct themselves in an orderly manner, as one would expect them to behave when dining with their own families.
5. All food is to be consumed inside the lunch room.
6. Students will talk in a quiet tone of voice to those sitting near them at the table. Loud talking will not be tolerated.
7. Food, napkins, or milk cartons are not to be thrown or left on the table.
8. Some alternative disciplinary measures that may be imposed if a student chooses to ignore proper cafeteria behavior include:

- a. Disciplinary work assignments within the lunch program, such as helping to clean tables, being in charge of stacking dirty trays, or picking up food items which are on the floor.
- b. Assigned seating for a definite period of time.
- c. Taking student out of the program for a specific period of time. The student would have to bring a lunch from home.
- d. Request a parent observation of the student's behavior in the lunch room.

CHECK OUT PROCEDURE

Check-outs for illness, injury, dental and medical appointments should be made through the office. The office will verify all appointments with a parent/guardian before dismissing a student.

A student will not be checked out by anyone other than a parent/guardian unless special arrangements have been made in the office.

A sign out sheet must be filled out and signed by the parent before taking the student from the school.

All students leaving the school, and those returning to school after being checked out earlier in the day by a parent/guardian must be cleared both out and in with the office personnel.

CONFIDENTIALITY

Records are confidential. Any parent/guardian may see the contents of these records by making an appointment. Any other person (exceptions: school administrators, teachers, counselors) must have a release of records signed by the student's parent/guardian. This regulation is in accordance with the Family Rights and Privacy Act (FRPA).

COPY MACHINES

Students are not allowed to use the copy machines unless authorized by a teacher.

BUILDINGS

Fanshawe Public School has been inspected for asbestos and a management plan is available for your review.

DISCIPLINE

Fanshawe Elementary students are to behave in an acceptable manner. Respect for parents, teachers, and fellow students is expected. Sportsmanship as athletes and spectators, neatness and cleanliness in dress and appearance, language and behavior all reflect on the students at our school.

Improper student behavior would be considered to be that which interferes with the learning environment and safety of others. You are to behave at all times in a manner which will allow the teacher to fulfill his/her teaching responsibilities with a minimum of time given to correction of behavior by the teacher, you must accept the fact that the teacher is in charge of the classroom. Any object not necessary to the instructional program must be left at home unless permission is granted by teachers or administration. Such items as fidget spinners, skateboards, baseballs, bats, tape recorders, cd's, Ipods, cassettes, radios, toys, sunflower seeds, etc., fall into this category. Because of the possibility of injury you are not to run, throw objects, wrestle, or in any way annoy other students while on school grounds. Gum chewing is allowed on campus. If gum becomes a problem from being stuck on desks, lockers, etc., not disposed of properly, or a distraction in any way then it will be disallowed school wide. Individual teachers will allow or disallow gum chewing as they see fit. Clear water bottles with a lid will be allowed in classrooms.

Bullying/Harassment through social media that interferes with the school climate of respectful behavior may result in disciplinary action.

SOME OTHER THINGS TO REMEMBER

AUDITORIUM

- Running, horseplay, and wrestling could cause an injury if students run into glass doors or block walls.
- Go to breakfast as soon as you arrive at school.
- Playing in the bathrooms is not necessary. Injuries could result.

PLAYGROUND

- Use the sidewalks at all times to protect the floors.
- No jumping out of swings.
- Safely go up and safely come down the slide.
- Please use the trash cans to keep the yard clean.
- Ask permission before entering the building.
- Kick balls can be used on the playground.
- Stay in your designated group.

CAFETERIA

Your conduct in the cafeteria is to be the same as that expected of you in any other eating establishment. Your lunch period is a chance for you to enjoy the

company of your friends and to relax. This is also a time when courtesy and consideration become especially important. Each group using the cafeteria is responsible for leaving the tables neat and clean for those who follow. Students enter the cafeteria in an orderly manner, visit quietly, keep your area clean, and replace your chair when leaving. After putting your plate, napkins, milk cartons, and silverware in its proper place, sit and wait for your group to leave.

CORPORAL PUNISHMENT

Corporal Punishment (padding or swats) will not be administered to students who have a Corporal Punishment Refusal form on file in the principal's office. Corporal Punishment Refusal forms are available for parents in the principal's office and must be re-filled each school year. When corporal punishment issued by a principal or teacher of the district, the following procedures and guidelines will be followed.

1. Discipline is the responsibility of the teacher. Students who do not conform to the rules and regulations and continue to be a distracting element must be corrected. Behavioral problems which cannot be handled by the teacher will be referred to the principal, then to the superintendent, in that order.
2. All teachers will file disciplinary action reports with the principal.
3. The teacher of a child attending Fanshawe School will have the same rights as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from school or school functions authorized by the school district or classroom presided over by the teacher.
4. Corporal punishment may be used in disciplining students. It will be used only when there is reason to believe that it will be helpful in maintaining discipline or in the development of strong character and powers of selfcontrol.
5. Corporal punishment may be administered by the teacher or administrator and must always be done in the presence of a certified staff member. Corporal Punishment will not be administered in front of other students.
6. Corporal Punishment is defined as padding with a paddle.
7. Corporal punishment may never be administered in any degree that will result in serious injury; swats will be limited to three (3) in one school day. It is the responsibility of the student to inform a teacher or principal if that student has already received swats on that particular school day.

DRESS AND PERSONAL APPEARANCE

Good standards of dress and appearance reflect good judgments, poise and increased maturity. Therefore, the students are expected to be appropriately dressed and well-groomed. Dress and personal grooming should not present health or safety problems, cause any disruption of the educational process, or offend common standards of decency. The following things will not be allowed:

Any apparel that will expose the back, midriff, or the chest of any student is not acceptable. Sleeveless shirts arm openings need to fit snug and undergarments not visible (Undergarments must be worn). Muscle shirts, see through, fishnet, or low cut/plunging neckline shirts and blouses are not to be worn. Students are not allowed to wear tank tops if the straps are less than 2 inches in width. Hats, caps, bandanas, and sunglasses are not to be worn inside the buildings. Spandex shorts,tights, and spandex pants are permitted, but they must be worn with a longer shirt that covers private area. In order to be considered decent shorts must touch the fingertips with the arm and hand fully extended down the side of the leg, this will also apply to jeans/pants with holes in them. Clothing (including mask) displaying explicit or vulgar expression or any inappropriate expressions (including but not limited to beer or tobacco advertisements), are not to be worn. Low jeans are permitted as long as the shirt comes over the top of the jeans, and the underwear does not show. No shorts with big bold letters or numbers on the back of the garments are allowed.

CELL PHONES

Cell phones will be allowed only in student bags and lockers during the school day and should be on silent or turned off. At no time should a student have their cell phone on their person unless permission is given for use by a teacher or administrator. Cell phones can be a valuable tool when needing to get messages delivered to parents. Students will be given permission to make calls and/or send text messages to inform parents of special occurrences when appropriate. Students should still be encouraged to be responsible for bringing necessary items to school and not automatically assume they can call home for any reason. Cell phone use may be permitted on activity and field trips with sponsor and/or administrator approval. **DO NOT ASSUME IT IS OKAY.** Any time a cell phone becomes a problem or a student does not abide by the rules for cell phone use disciplinary actions will be taken.

EIGHTH GRADE JACKETS

Eighth grade students who attend Fanshawe School for their eighth grade year will have a jacket with their name and number on it purchased for them from the

Activity Fund. Any additional accessories will be paid for by the student before the jacket is received. This does not apply to students that come into the Fanshawe School System after jackets have been ordered.

ELECTRONIC PAGING DEVICES

Students are prohibited by State Law from possessing electronic paging devices while on the school premises or on school activities. No lazer devices will be allowed.

ENROLLMENT

Students may enroll in school by presenting a certificate from an accredited elementary school. Health records must be current and presented at enrollment time. These will be filed in the office. A birth certificate or other acceptable proof of age must be presented at the time of enrollment.

Students coming from a non-accredited school shall be required to take a comprehensive written test in the subject areas pursued in the non-accredited school. Results of the test may be used to determine the academic level for which a student is to be given credit. All tests shall be given by the Fanshawe School and the results of the tests shall be in the student's permanent file.

DISCRIMINATION

No discrimination shall be made in the placement of students, with regard to race, creed, color, sex, national origin or ancestry.

FIELD TRIPS

Field trips may be scheduled at any time during the year. All trips must be approved by the Superintendent. Time out of class must be limited due to the "TEN DAY" law of Oklahoma.

Only class members, classroom teachers and adult sponsors are to go on these field trips. These trips should be a learning experience for the students and not simply a day away from school. Babies and younger children on a field trip take away from a satisfactory learning experience for the class members. It is not fair to the students, the teachers, or the younger child himself when he/she is taken on such a trip. At no time is a younger or older student to be taken out of their own class to attend a field trip of a brother or sister, even if the parent does attend. This not fair to the classmates of either child.

Field trips are a privilege and misconduct could result in a student being deprived of this privilege. Field trips must be approved by the Superintendent and/ or Board of Education.

TORNADO/FIRE/INTRUDER/LOCK DOWN DRILLS

There will be tornado drills during the year. The signal for a tornado drill is three short rings. The plan of escape will be instructed to you by the teacher.

Fire drills will be held from time to time throughout the year. The signal for a fire drill is a buzzer accompanied by flashing lights. A map of the escape route should be posted in each room.

Lock down drills and intruder drills will be announced over the intercom.

FUND RAISING

No person shall solicit contributions or collect funds without the permission of the Superintendent.

GRADES, REPORT CARDS, HONOR ROLLS

Our grading system is as follows:

	GRADE
	A+98-100
	A93-97
	A-90-92
	B+88-89
B.....	83-87
	B-.....80-82
	C+78-79
C.....	73-77
	C-.....70-72
	D+68-69
D.....	63-67
	D-60-62
	FBelow 60

In order for a student to receive his/her records and/or grades, he must clear all charges in the office. Superintendent's honor roll is all A's. Faculty honor roll is A's & B's.

GRADING

PROGRESS REPORTS: Your report card will be issued each nine week; it must be signed by your parent and returned as quickly as possible.

HALL RULES

Students are not permitted in the hall during class time. Teachers will closely monitor hall behavior between classes. There will be no running, scuffling, slamming of doors, or other inappropriate behavior in the halls.

HEAD LICE

When a student is found to have lice or nits (eggs), the student's parents will be called. Parents, or a designated person, must pick up student(s) immediately. The child, their clothing, bedding, personal items, etc., must be treated. The rest of the family should be checked as well. Re-treatment should occur within 7-10 days. Students will not be allowed to return to the school until they present a note from a doctor or the health department, stating that the student is nit free.

IMMUNIZATIONS

The Oklahoma State Board of Health requires children entering Kindergarten or, first grade without attending kindergarten, to have received five doses of DTP or a combination of DTP and DTaP vaccines totaling five doses (unless the fourth DTP/DTaP was received after the fourth birthday) and four doses of polio vaccine (unless the third dose was received after the fourth birthday).

Effective in the fall of 1997 semester all students entering the seventh grade are required to provide documentation of having received three doses of hepatitis B vaccine. Since completion of the series of three doses of hepatitis B vaccine requires 4 to 6 months, parents should be notified of this requirement while the students are in the sixth grade. Effective in the fall of 1998 semester all students entering kindergarten, or first grade without attending kindergarten, to provide documentation of having received three doses of hepatitis B vaccine. Note that helpatitis B vaccine is now routinely recommended for all children beginning in infancy.

Every subsequent year the hepatitis B requirements will be extended by one grade level (see table below). It is the intent of the law that all students, regardless of age or circumstances, have received hepatitis B vaccine if they are in these grade levels. All children transferring from other school districts or other states; all students in these grade levels due to retention; and all students in transitional levels between these grades are also required to have hepatitis B vaccine.

SCHOOL YEAR	GRADES REQUIRING THREE DOSES OF HEPATITIS B	
1997-1998		7
1998-1999	KINDERGARTEN	7-8
1999-2000	K-1	7-9
2000-2001	K-2	7-10
2001-2002	K-3	7-11
2002-2003	K-4	7-12
2003-2004	K-5	7-12
2004-2005	K-12	

Remember that children following a medically approved schedule for completion of an immunization series may be allowed to attend school, however the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority. This means that students who have not completed the hepatitis B vaccine series or any other vaccine series when the semester starts, may attend school while completing the series.

Students must have received measles and rubella vaccines on or after 15 months of age. Individuals who received these vaccines prior to this age must be vaccinated again.

Effective the 1983-84 school year, all new enrollees and transfer students must present acceptable documentation of the required immunizations before they will be allowed to enter or attend school. This must be presented at the time of enrollment. A parent may sign an exemption from this requirement. The following reasons may be given:

1. MEDICAL -- Must be signed by a medical authority.
2. RELIGIOUS -- Must be signed by a religious leader.
3. PERSONAL -- Must be signed by a parent.

LEAVING CAMPUS

We have a closed campus. This means that once you arrive at school in the morning, you are not to leave until school is dismissed in the afternoon. The only exceptions to this rule would be in the case of illness or if the student is dismissed to the parent or to the guardian. A sign-out sheet in the office must be signed by the parent or guardian.

LIBRARY

The library welcomes students and adults. However, during class hours, students are admitted only with teacher's permission. Entire classes are only to come when accompanied by their teacher and prior arrangements have been made with the librarian. There will be a library assistant stationed in the library to assist students as needed.

LOCKERS

At the beginning of the school year, students in grades 5-8 will be assigned a locker in the gym for their gym items. Students are not to change lockers with anyone. Students are not to jam locker doors in any way to bypass the lock. Locker doors are not to be slammed when closing them. Lockers are to be kept clean and free of clutter. Abuse of this privilege will result in the loss of this opportunity for a probationary period.

Regular and gym lockers will be assigned to students by the Coach or teacher. A list of student and locker numbers shall be given to the Superintendent by the Coach or teacher after assignment has been made.

OFF CAMPUS EVENTS

Students at school-sponsored events at Fanshawe or away from Fanshawe school, shall be governed by Fanshawe School rules and are subject to the authority of school officials.

PARENT-TEACHER CONFERENCES

Parents are always welcome to visit the school. However, if a conference is desired, a time must be scheduled before or after school, or at a time when the teacher does not have students in his/her charge. To do otherwise is to be unfair to the other students and the teacher and this interruption often results in disciplinary problems. To schedule a conference, please contact your child's teacher.

PICTURES

Each year pictures are taken shortly after school starts. All students are expected to have their picture taken so that the annual will be complete. However, no one is obligated to order or purchase pictures.

RADIOS AND MUSIC DEVICES

The Fanshawe School system has audio devices for educational purposes. Therefore, the school board has established that students do not need, nor will they be allowed to use portable radios, headsets, I pods, cd's, cassette tapes, records, etc. during the school day. However, students may be allowed, with

Superintendent and Sponsoring Teacher approval, to have these devices on field trips and athletic trips. These devices should be kept in the student's bags or locker until it appropriate to use. Also, the content that is listened to from these devices should be appropriate.

(NO VULGAR LANGUAGE)

RETENTION

We believe some students will benefit from a second year in the same grade. If this is the case for one of our students, parents will be notified prior to the end of school.

SEARCH OF STUDENTS AND LOCKERS

If the Superintendent believes that a child has in his possession a dangerous weapon, illegal substance, or stolen property, he may request that the student freely surrender the item. If the student does not give the item(s) requested to the Superintendent, the Superintendent may authorize the search of a student's person and personal property. The Superintendent may seize the illegal or harmful items in the student's possession while he/she is on the school premises or at a school activity. The Superintendent or his designator may authorize the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items which violate the regulations of Fanshawe School.

SPEECH SCHEDULE

The speech therapist will make individual arrangements to meet with their students.

STUDENT RECORDS

Each student in our school is building a permanent or cumulative record for himself/herself. This includes such things as: semester grades, attendance, tardiness, health records and history, school activities and standardized test scores. This record cannot be changed. Always remember that you can build as good a record as you wish. (All charges must be paid before a student will be able to get school records and/or report cards).

STUDENT RIGHTS

Members of the Board of Education, administrators, and other faculty member of the Fanshawe School system recognize that a student must be given the opportunity to participate in their school with the basic rights that are guaranteed by the Constitution of the United States. The range in age and maturity level of school students and educational functions of the school suggest that regulations, advice, counsel, and the supervision of the students is an ingredient of school life.

An essential problem is how to maintain the rights of students while at the same time teaching a sense of responsibility and guarding against the excesses to which the inexperience or immaturity of students might lead. It is the responsibility of each faculty member under the leadership of their Superintendent to determine when a situation requires a limit on freedom in order to protect the students and the school. The major guideline is that freedom implies the right to make mistakes and to learn from them, so long as the consequences of the act are not dangerous to life and property, and do not disrupt the academic program.

No student shall be granted any preference, nor denied any privilege or right in any aspect of school life because of race, religion, color, national origin, physical or mental handicap, or any other reason not related to his or her capabilities.

PRE-SUSPENSION CONFERENCES

When a student violates a school rule or regulation, the Superintendent or staff member designated by him shall conduct an informal conference with the student.

At the conferences, the designated authority shall read or discuss the rule or regulation which the student is charged with having violated, and shall discuss with the student that which is in violation of the rule of regulation.

If it is concluded that suspension is appropriate, the student shall be advised of his suspension and of the length of the suspension.

The designated authority shall immediately notify the parents by phone or in writing that the student is being suspended from school.

A student may be suspended without a pre-suspension conference as required by this policy, only in situations where the conduct of the student in the building or on the school grounds will constitute a danger to the health or safety of the students, to school property or to the educational process. In such cases, a suspension conference will be scheduled as soon as possible after the student has been removed from the building or school grounds.

CONFERENCES WITH PARENTS

The parents will be advised of their rights to a conference with the Superintendent at the time they are notified that a suspension has been imposed. The Superintendent or his designator will hold a conference with the parents or the guardian as quickly as possible after the suspension has been imposed. The conference will be held during the regular school hours, with consideration given to the hours of working parents, whenever possible.

At the conference, the Superintendent or his designator will read or state the rule or regulation which the student is charged with having violated and briefly outline the conduct on the part of the student. The parent shall be asked if he/she understands the rule and the charges against the student.

At the conclusion of the conference, the Superintendent should state whether he/she will terminate or modify the suspension. In all cases, the parents shall be advised of their right to have the suspension reviewed by the Board of Education.

HEARING BEFORE THE SUPERINTENDENT OF SCHOOLS

If a hearing has been held with the Superintendent and the results of the hearing are not satisfactory, the parent or guardian may initiate the first level of appeal from a suspension by requesting that the Superintendent schedule a hearing before the Board of Education. The appeal hearing is based on the following questions:

Is the student guilty of a rule violation?

Is the penalty in keeping with the severity of the infraction?

The appeal decision will be to recommend to the Superintendent one of the following:

1. To abide by the original decision.
2. To modify the action prescribed.

If the hearing is not satisfactory to the parent or guardian, he/she may appeal to the Board of Education as provided by the Oklahoma statute. The appeal should be in writing, stating the reason for the appeal.

HEARING BEFORE THE BOARD OF EDUCATION

When an appeal reaches the level of the Board of Education, the procedure takes on the nature of a formal hearing. The student will be advised that he/she is entitled to representation or advisement during the proceedings. The student will be informed of the procedures to be followed at the hearing, and he/she will be given a reasonable time to prepare for the hearing. During the hearing, the student or his/her representative will have the opportunity to examine evidence and question witnesses. The decision of the Board of Education will be final.

TARDINESS

Students are tardy to class if they are not in their seats and ready to begin work when the tardy bell rings. This means having books, paper, pencil, and any other necessary materials, at your seat when the tardy bell rings. Tardiness will result in

disciplinary action. If tardiness becomes a habit, a conference will be called with parent, student, teacher and administrator to correct this situation. Tardiness is a waste of valuable time and will not be tolerated.

TELEPHONE

The telephone is to be used for business purposes only. You will not be called from your class to answer the telephone except in the case of an emergency. Students are not to ask to use the phone unless the call is absolutely necessary. Calling home to request permission to go home with a friend after school or to ask parents to bring ball suits or homework is not an emergency. It is the student's responsibility to take care of these situations prior to coming to school. **THE PHONE IN THE GYM IS NOT TO BE USED BY STUDENTS AT ANYTIME. ALL OTHER SCHOOL PHONES ARE TO BE USED ONLY WITH SPECIAL PERMISSION.**

TEXTBOOKS

Textbooks for students are furnished by Fanshawe Public School. In return for this, you are expected to show an appreciation of this expense. When issued a book, you should:

1. Be sure your teacher has written your name in ink in the book and recorded the book number in his/her grade book.
2. Take proper care of the book at all times.
3. Do not mark in the book. Report any damages done to the book.
4. At the end of the year, go through the book, page by page, and make sure there are no marks in it.
5. Be responsible for any damages done to the book while it is in your possession, even though it may have been done by someone else. A fine is levied at the end of the current school year for books damaged by abuse, mistreatment, or neglect. If the book is not returned by you at the end of the year or when you check out, you will be required to pay a replacement price for the book. (Only one book per subject per year is furnished free by the local school)

LOST BOOKS

The first two times a student misplaces a book and/or comes to class with no book from which to work, the teacher will deal with the student as he/she deems necessary. The third time a student comes to class without a book, he/she will be sent to the office and his/her parents will be called. If a student permanently damages or loses a book, he/she will be required to purchase an additional one. The state of Oklahoma only provides the student one free book per subject.

TOBACCO

On May 9, 1985, Oklahoma House Bill #1104 was signed by Governor Nigh. This bill makes it unlawful for individuals under the age of 21 to have in their possession or use any tobacco related products. The Fanshawe School system will comply with this law, which became effective August 14, 1985. This law applies to chewing tobacco, all smokeless tobacco, cigarette papers, pipes, cigarettes, cigars, etc. This policy will apply during school hours and also during school-sponsored events.

TORNADO DRILLS

There will be tornado drills during the year. The signal for a tornado drill is three short rings. The plan of escape will be instructed to you by the teacher.

VALEDICTORIAN AND SALUTATORIAN

Fanshawe School shall recognize from the eighth grade graduating class, a valedictorian and a salutatorian. The valedictorian will be the student with the highest average of the eighth grade class. Should there be a tie for either position, a co-valedictorian and/or co-salutatorian will also be selected. Grade point averages are based on the seven semester grades from 5th, 6th, 7th, and the first semester of the 8th grade. Only solid courses will be considered in the computation of grade point averages. A valedictorian, salutatorian, co-valedictorian, and co-salutatorian must have earned the last three semester grades as a student of Fanshawe School. If a student moved to Fanshawe School after the first semester of his/her 7th grade year and the grade points would have qualified his/her for one of the top ranking, he/she will be given special acknowledgment.

Valedictorians and salutatorians GPA's will be calculated on the 12 point system.

A+ =12 points	B+ =9 points	C+ =6 points	D+ =3 points	F =0 point
A =11 points	B =8 points	C =5 points	D =2 points	
A- =10 points	B- =7 points	C- =4 points	D- =1 point	

VISITORS

Visitors are classified as those persons on campus who do not work for the school or who are not presently enrolled as students. All visitors are to report to the office before conducting any business in the school building or on the school premises. Students are not to invite or bring friends or family members, other than parents, to school without first clearing this with the superintendent. Everyone must sign in at the superintendent's office.

Since the primary concern of the school day is regular class work and activity, students are not encouraged to bring visitors. Parents, however, are welcome to visit the school anytime. However, if a parent needs to visit with a teacher, the parent should call the Superintendent so a proper time could be arranged.

WEATHER

There may be times when the school will be dismissed because of inclement weather. For such times, announcement of dismissal will be broadcast on radio station KPRV & KTCS, and the Fort Smith television channels 5 & 40, and a message will be sent out over the school messenger system.

WITHDRAWING FROM SCHOOL

If you plan to withdraw from school to attend another school, your parents should advise the office of your intention. On the morning of the last day in attendance, you must report to the secretary's office to obtain a withdrawal form. You must present this form to each of your teachers for clearance. All school and state-owned books must be returned to the subject teacher who assigned them. Library fines, lost and damaged books, lunch bills, ball suits, etc., must be taken care of before final clearance can be obtained from the office.

PLAYGROUND RULES

Stay in designated playground areas. Do not jump on or off playground equipment. Do not bring toys from home. No fighting or horseplay will be tolerated.

A child who is healthy enough to attend school should be able to take part in playground activities, however if it is necessary to be excused from recess/playground activities, a note to the teacher from the guardian will be required stating both the reason why and requesting the child to be excused from participation.

GENERAL INFORMATION

1. Food and drinks are not to be taken into the classroom except for special parties. Pop is allowed only at parties or when a teacher gives permission. Pop and candy may be purchased after Lunch on special occasions and will be consumed outside of the classroom building. All paper and cans must be placed in trash containers outside.
2. There will be no roller skates and skate boards on the school grounds during school hours or before or after school, this includes heeley shoes.
3. Hats must be removed when in any building.
4. Students are not to come to school before 7:30 A.M. This is for you own protection. Teachers will not be on duty prior to this time.

5. Students are not to be in or around parked cars, or play in the parking lot area.
6. Possession or use of anything that might be considered a weapon is prohibited. (Knives, etc. will be confiscated.)
7. Walk around fences to gates. Do not jump or climb over any fence that border the school.
8. Boy/girl relationships in the classroom, cafeteria, school grounds and on the bus are expected to be in good taste.
9. The bell at the end of a class period does not dismiss you. It is merely a signal to the teacher who is in charge to dismiss you.
10. Running or playing in the halls, restrooms, sidewalks, or classrooms will not be permitted.
11. All students will attend all assemblies for their grade and sit with their class and teacher.
12. Any student who does not go on a field trip or ball game in which the rest of his/her class participates, will be assigned to the library with specific work. He/She is not to stay at home. He/She will be given an unexcused absence for this day if he/she stays at home.
13. Any student under the influence of drugs or alcohol will be reported to the proper authorities and may be suspended for the rest of the semester. It is the policy of the Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or that said student has in his or her possession, alcoholic beverages or controlled dangerous substances, as defined by law, shall immediately notify the Superintendent of such suspicions. The Superintendent shall then notify a parent or legal guardian of said student.
14. Students are not to use the gym without proper supervision by a teacher. At no time are students to be on the gym floor with street shoes, or even tennis shoes, which have been worn outside. Students must have a pair of gym shoes to keep clean and wear only in P.E.
15. Students are to be taken to the lunch room in an orderly fashion and supervised by the employee which is on duty that day. Any other employee who sees improper conduct, should handle the situation or see that it is handled by the employee in charge of that class.
16. The speed limit on the school grounds is ten miles per hour.
17. Report cards will be sent out on the last day of the week following the end of the nine weeks period.
18. Community use of the school or school grounds must be cleared through the superintendent.
19. Students are not to bring toys to school. If they do the teachers or Superintendent will take them.

**THE FOLLOWING ACTIONS BY STUDENTS WILL DEFINITELY
RESULT IN DISCIPLINARY ACTION**

1. Fighting, disruption or interference with curriculum or extra-curricular activities or in transit to and from school.
2. Destruction or defacing of school property (including books, lockers, walls, restrooms, bus equipment and seats).
3. Use of profanity or obscene gestures.
4. Running in the building and on sidewalks.
5. Threatening, defiance of authority, or abusive language (involving students and any school personnel: administrators, teachers, secretary, cooks, janitor, bus drivers, or assistants).
6. Using or possessing drugs, alcohol or tobacco in any form.
7. 70 O.S. 24-101.3 states that students may be suspended for C.1.a) Violation of a school regulation and C.1.b) Immorality. Bringing porno graphic material to school and giving it to other students would appear to violate both sections C.1.a) and C.1.b) of the statute.
8. Inappropriate dress: net shirts, gym clothes outside of gym class, bare feet, or any other attire which is inappropriate for school.
9. Littering halls or school grounds.
10. Stealing.
11. Violation of any rule or regulation in this handbook.

STUDENT INSURANCE POLICY IS AVAILABLE

All students at Fanshawe Public School will be required to have an insurance policy or have an insurance waiver signed. Parents-Guardian of all students who participate in extra curricular activities will have to sign a waiver, which releases the school district from liability for any accident which may occur by no neglect of the school district.

Students may be covered by parent's or guardian's company insurance on the dependent plan or take advantage of an insurance program offered through a provider plan at the school.

Students shall not participate in any school activity until a waiver is signed or the student provides proof of insurance coverage.

BASKETBALL GAMES LIMITATIONS

Basketball games shall be limited. Basketball should be a learning experience and not a have-to-win situation for all students, letting the 3-4 grade games be considered as experience by having as many players participate as possible. All students should get a chance to play if there are not disciplinary notions pending and we are ahead or trailing by a significant number of points (twenty).

LIMITATIONS FOR GAMES

7th & 8th Basketball games for a season are limited to 16 games. Each tournament you play in is considered one game. So you could play in 15 games and 1 tournament, or 14 games and 2 tournaments, or 13 games and 3 tournaments. The maximum is three tournaments. The ORES State Basketball Tournament is not considered part of the scheduled season games and is not counted in the total. The OSSAA guidelines say that State competitions are not considered in the season game count.

5th & 6th	12 Regular games and 3 Tournaments.
3rd & 4th	10 Regular games and 3 Tournaments.

TERMS AND CONDITIONS FOR USE OF INTERNET

Please read the following carefully before signing this document. This is a legally binding document.

Internet access is available to students and teachers in Fanshawe Public School district (Local Education Agency-LEA). We desire to bring this access to Fanshawe and believe the Internet will offer vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Fanshawe Public School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. Electronic mail communication with people all over the world.
2. Information and news.
3. Public domain and shareware of all types.
4. Discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics.
5. Access to many university catalogs.

With access to computers all over the world also comes the ability of material that may not be considered to be of educational value in the context of the school setting. The Fanshawe Public School (Local Education Agency-LEA) and the Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a LEA user violates any of these provisions, their access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET - TERMS AND CONDITIONS

1. **Acceptable Use** - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

2. **Privileges** - The use of Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with an LEA faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decisions are final. The district may deny, revoke, or suspend specific user access.

3. **Netiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Your messages should not be abusive to others
 - b. Use appropriate languages. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Do not reveal your personal address or phone number or the address and/or phone numbers of students or colleagues.
 - d. Illegal activities are strictly forbidden.
 - e. Note that electronic mail (E-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities are strictly forbidden.

4. Fanshawe Public School and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. Fanshawe Public School and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non deliveries, misdeliveries, or service interruptions caused by negligence, errors omissions. Use of any information obtained via the Fanshawe Public School, or the Oklahoma State Department of Education is at the users own risk. Fanshawe Public School is not responsible for the accuracy or quality of information obtained.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users Do not use another individual's account without written permission from that individual. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk of having a history of problems with other computer systems may be denied access to the Internet.
6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
7. Exception of Terms and Conditions - All terms and conditions as stated in this document are applicable to Fanshawe Public School, the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

PUBLIC NOTICE

Project Child Find is a project of the Fanshawe Public Schools for Exception children designed to comply with Public Law 94-142, the Education for All Handicapped Children Act. The goals of Project Child Find are:

- to locate and identify unserved handicapped children, ages birth to twenty one who live in the LeFlore County School District.
- to increase the general populations awareness of public school services for school age children.

- LeFlore County Public Schools are responsible to inform parents of their rights under the Family Educational Rights and Privacy Act (FERPA) of 1974 and IDEA regarding personally identifiable information which is maintained in the child identification process.

and

- to work with the Oklahoma State Department of Education in assessing the need for future programs and in planning programs which will provide for a free and appropriate education for all handicapped children.

NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING & EVALUATION

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

REFERRAL

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special and related services may be referred for screening and evaluation through the local schools. Local school districts and Regional Education Service Centers coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age. The Oklahoma Areawide Service Information System (OASIS), through a toll free number (1-800-42-OASIS), also provides statewide information and referrals to local school and other service providers

SCREENING

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments. The Regional Education Service Centers provide assistance and consultation to local schools in these efforts.

(1) Readiness Screening

Personally identifiable information is collected on all kindergarten and first grade students participating in schoolwide readiness screenings to assess readiness for kindergarten and first grade entry. Results of the screening are made available to parents or legal guardians, teachers, and school administrators. No child shall be educationally screened for readiness or evaluated without notice to the child's parent or legal guardian.

(2) Educational Screening

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. Each school district in the State provides educational screening. No child shall be educationally screened whose

parent or legal guardian has filed written objection with the local school district.

- Educational screening is implemented for all first grade students each school year.
- Second through eighth grade students shall be screened as needed or upon request of the parent, legal guardian, or teacher.
- Students entering the public school system from another state or from within the state without previous educational screening, shall be educationally screened within 6 months from the date of such entry.

EVALUATION

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade or class. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy for the local school district's administrator.

These are the rights of parents and children regarding personally identifiable information in accordance with FERPA.

- To inspect the student's educational records;
- To request the amendment of educational records to ensure that they are not inaccurate, misleading, or in violation of the student's privacy or other rights;
- To consent to disclose educational records, except when consent is not required to authorize disclosure;

- To file complaints with the Family Policy and Regulations Office, United States Department of Education, Washington, D.C. 20202, concerning the alleged violations of the requirements of FERPA (34 CFW §99.1-99.67); and
- To obtain a copy of the FERPA policy adopted by the local school district upon request being made to the local school administrator.

Before any major identification, location or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the right of parents under FERPA. For further information, contact the Superintendent at 918-659-2321.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT STATEMENT OF RIGHTS

Parents and eligible students have the following right under the Family Education Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents 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 believe are inaccurate or misleading.

If the District decides not to amend the records as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 consent to disclosures or personally identifiable information contained in 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 District as an administrator, supervisor, instructor, or support

staff member (including health or medical staff and law enforcement until personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Police Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

A complete copy of the Fanshawe School District policy may be viewed in the Superintendent's office.

GYM POLICY

- ** KEYS WILL ONLY BE GIVEN TO SCHOOL PERSONNEL OR A PREDETERMINED DESIGNATED PERSON. THIS PERSON MUST BE PRESENT DURING GYM TIME OR EVERYONE MUST LEAVE.
- ** RESPONSIBLE PERSON IS WHOLLY HELD LIABLE FOR THE GYM. WHEN HE/SHE LEAVES THE GYM IT MUST BE CLEARED, HEATERS TURNED TO 50 DEGREES, LIGHTS TURNED OFF, AND ALL DOORS AND WINDOWS LOCKED. NO EXCEPTIONS.
- ** CHILDREN SHOULD BE SUPERVISED AT ALL TIMES AND NOT ALLOWED TO RUN LOOSE OR WANDER ALONE.
- ** USE OF GYM MUST BE LOGGED, WITH A TIME AND LIST OF ALL PARTICIPANTS.
- ** FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN TERMINATION OF GYM USAGE.
- ** NO STREET SHOES.
- ** Private use of the gym will be \$50.00 per 2 hours with additional \$50.00 deposit.

The Advisory Committee on Immunization Practices (ACIP) to the Centers for Disease Control and Prevention (CDC) has recently recommended routine vaccination of young adolescents with MCV4 at the pre-adolescent visit (11-12 years old). Introducing a recommendation for MCV4 vaccination in young adolescents (11-12 years old) may strengthen the role of the pre-adolescent visit and have a positive effect on vaccine coverage in adolescence. ACIP recommends that young adolescents see a health care provider at age 11-12 for a routine preventive visit, at which time appropriate immunizations and other preventive services should be provided. For those who have not previously received MCV4, ACIP recommends vaccination before high school entry (~15 years old) as an effective strategy to reduce meningococcal disease incidence in adolescents and young adults. Within 3 years, the goal is routine vaccination with MCV4 of all adolescents. ACIP recognizes that vaccine supply may be an issue in the first few years after licensure of MCV4. Other adolescents who wish to decrease their risk of meningococcal disease may elect to receive vaccine.