



Welcome back to school! We hope you will find this school year to be memorable and exciting! We will do everything in our power to help make it a successful one, but we expect you to do your part. We are available before and after school when you need us. We also have planning times during which we can meet with parents and students. Because we have high expectations for our students, we set high standards. Please do not be satisfied with anything less than your best work in every subject. Let's make a strong commitment to excellence this year.

This handbook is only a guide and new situations may arise that will have to be dealt with by faculty and staff.

If you have any questions, please ask a faculty member or myself.
Have a great year!

Ms. Holleman - Principal
Preston Faculty and Staff

PRESTON ELEMENTARY SCHOOL
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Preston, Oklahoma 74456
www.preston.k12.ok.us

Superintendent

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Elementary/Middle School
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(Superintendent's Office)

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2018-19 Preston School Calendar

SCHOOL DAY SCHEDULE

7:45.....	Teachers Report
7:45.....	Students Admitted to Class
7:45.....	Breakfast Served
8:20.....	Class Work Begins
3:00.....	Class Dismissed

LUNCH SCHEDULES

Kindergarten	10:30
Pre-K	10:35
First Grade	10:40
Second Grade	10:45
Third Grade	10:55
Fourth Grade	11:00
Fifth Grade	11:05

LUNCH SCHEDULES: GRADES 6-8

Eighth Grade	11:30
Seventh Grade	11:25
Sixth Grade	11:20

*PRESTON ELEMENTARY SCHOOL***GRADING SCALE 2-8**

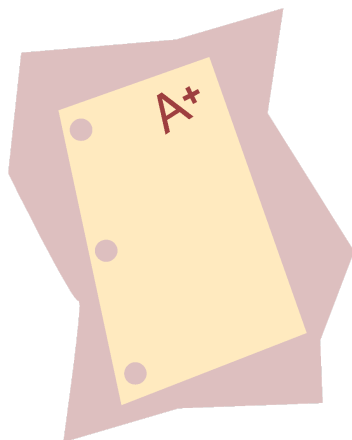
The report card will not be the only report to the parents. The report card cannot always tell the parent all the things they need to know about what their child is doing in school. Used in conjunction with the report card will be parent conferences with teacher and principal, requested either by email or telephone contact.

Both peer norm and fixed criterion will be used according to what the objectives and criteria to be learned are.

GRADES

A	100-90
B	89-80
C	79-70
D	69-60
F	59 & Below

Kindergarten and 1st grade teachers will use the letters S, N and U.



STATEMENT OF PARENT'S RIGHTS

Under the law you have a number of rights regarding the education of your child. The following is a brief explanation of these rights in order that you may be fully informed when making decisions concerning the education of your children.

A. YOU MAY REVIEW EVALUATION TESTS AND PROCEDURES

It is your right to examine fully and question any and all tests used in the educational placement of your child as well as any procedures used in these placements.

B. YOU MAY BE ADVISED OF THE RESULTS OF ALL EVALUATIONS

It is your right to see the results of all testing and evaluation in which your child is involved.

C. YOU MAY REVIEW ALL SCHOOL RECORDS

It is your right to examine any and all school records which relate to your child. You may make copies of any material that pertains to your child and should you consider any material in your child's file to be misrepresentative or inaccurate, you may petition to have that material removed.

D. YOU MAY REQUEST AND BE GIVEN A HEARING

It is your right to request a hearing with educational authorities should you disagree with the evaluation, placement or disposition of special incidents involving your child. The procedures for requesting such a hearing are available from the principal at any time.

E. ADMINISTERING CORPORAL PUNISHMENT (SWATS)

It is the parent's right to deny corporal punishment be administered to his/her child or children. Any parent who does not wish corporal punishment administered should notify the principal of the school in writing annually and that request will be considered. If parents do not

wish corporal punishment then other punitive measures will be taken. (There will be a form on corporal punishment sent home that needs to be signed and returned to school stating whether or not you wish corporal punishment administered to your child.)

When administering corporal punishment, the principal will have a certified employee as a witness.



EARLY ARRIVALS

There will be a before-school study program at 7:00 a.m. until 7:45 a.m. Students should not arrive before this time. Students arriving early will meet in the Cafeteria.

School doors will be open for all students at 7:45 a.m., and a bell will ring.

No students are to be in the building before 7:45 a.m. Exceptions will be at the discretion of classroom teachers.

Students will not be permitted in any room except their homeroom before school takes up in the morning. Students are not to be in the classroom at noon unless requested to do so by the teacher. Once inside a classroom, students are not permitted to leave without the teacher's permission.

If you wish to stand and visit, go outside so you will not cause congestion in the hallways.

Students are not to be in the school building after school!

DRESS CODE

The neat appearance of students always make for a better school. Students are encouraged to dress in such a manner that will reflect credit upon our school and community.

Thank you for following the simple dress code rules:

- A. Shorts/skirts must be below fingertips length with arms relaxed to your sides.
- B. Non-acceptable clothing includes (a) transparent clothing unless proper undergarments are worn, spaghetti strap blouses or halters, blouses without backs or necklines;(b) midriff shirts or blouses; shirts and blouses must be long enough to cover the body to slacks, shirts, etc. (c) shirts that expose bras; (d) muscle shirts and wife beater t-shirts; (e) monogrammed shirts or jewelry worn to school must not contain beer or other alcohol and illegal drug advertisements, undesirable slogans, writings or symbols; (f) jeans with holes that expose skin above knee; (g) sagging pants.
- C. Basketball shoes only on gym floors... no street shoes even if rubber soled, are to be worn on the gym floor.

It will be up to the principal's discretion to determine if other types of clothing, not mentioned above, need not to be worn because it is not conducive to a good learning environment.

LOST AND FOUND

Students should check in class area and school office for the lost items. Please mark student's name in their clothing for identification purposes. All items found should be turned in to the principal's office.

MONEY

If you give your child money for lunches, books, or other reasons, please put it in an envelope and write the child's name and purpose for

which the money is to be used. Bringing extra money is discouraged because it may be stolen.

TELEPHONE

PARENTS AND GUARDIANS: We must have a current telephone number to contact parents or responsible party for all students enrolled. Please update school records concerning changes in telephone numbers for each child.

Student use of the telephone is limited to emergencies, sickness or injury only.

Students will not be allowed to use the phone during class time unless an emergency exists. Always get permission to use the phone and use it during the class breaks, at lunch time and before school takes up.

ELECTRONIC COMMUNICATION DEVICES

It is the policy of the Preston Board of Education that no wireless telecommunication device be used by students while at school. Cell phones must be turned off before entering the school building and left off until students exit the building at the end of the school day. If a student forgets to turn their phone off, they should ask for permission from a teacher to get it out to turn it off.

This policy is amended to include digital cameras, video cameras, or any other recording device. Recording devices are to be off while at school and at PRESTON SCHOOL ACTIVITIES. They can only be used with school permission. Anyone found with a recording device on without permission could face suspension. If a student is caught videoing at school or at a Preston School Activity without permission, the penalty could be as severe as a suspension for the rest of the semester plus one semester. Preston School will investigate and punish appropriately any incidents of cyber bullying, harassment, intimidation, or threatening behavior using online sites.

Preston School is not responsible for any phone or communication device brought on campus. Preston School will not dedicate its

resources to investigating loss, theft, or damage to electronic devices that are brought to school.

HARASSMENT

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

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

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

1. Verbal, physical, or written harassment or abuse.
2. Repeated remarks of a demeaning nature.
3. Implied or explicit threats concerning one's grades, achievement, etc;
4. Demeaning jokes, stories, or activities directed at the student.
5. Unwelcome physical contact.
6. Cyberbullying, intimidation, threatening behavior using online sites

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment.
2. The expeditious correction of the conditions causing such harassment.
3. Establishment of adequate measures to provide confidentiality in the complaint process
4. Initiation of appropriate corrective actions.
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and

6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

REFERENCE: 21 O.S. § 850.0

IMMUNIZATIONS

School attendance will not be allowed until all shots are up-to-date.

[Guide to Immunization Requirements in Oklahoma](#)

ILLNESS

Children who are ill should remain at home. If your child is running a fever he/she can be contagious and should always be kept home. It is the policy of Preston School that no drops or internal medicine of any kind be given to a student by the principal, teachers or other school employees without written permission from the parent or guardian.

- A. Head Lice (pediculosis) - Incubation period - until free of nits. Early symptoms: Itching, matting of hair, dermatitis and enlargement of regional lymph nodes. Mode of transmission - contact with infected persons or with clothing containing lice. Infected child - exclude until treated. Body and clothing should be free of live lice or eggs before admission.
- B. Scabies (Itch) - Incubation period 3-4 days or longer. Early symptoms: Itching, small pimples tending to form scabs, usually seen around fingers, elbows, wrists, thighs, and abdomen. Mode of transmission - from infected person - usually by direct contact. Infected child - exclude until adequately treated.
- C. Ringworm (on exposed body parts) Incubation period 10-14 days. Early symptoms: If on scalp round scaly patches, yellow crusts; on hands or face, scaly concentric rings or inflammation. Mode of transmission: from infections, lesions, or articles of clothing carrying the infection. Infected child - do not exclude IF under treatment.

D. Impetigo - Incubation period, 1-5 days. Early symptoms; vesicular and crusting skin lesions commonly on face, often on hands. Mode of transmission: from skin lesions of infected person. Infected child - exclude until all pustules are healed.

E. Pink Eye (Acute Infection) Incubation period, 24-72 hours. Early symptoms: Irritation, tearing and redness of conjunctivae of one or both eyes followed by swelling, sensitivity to light and discharge from eye(s). Mode of transmission: from discharge of eyes of infected person or carrier. Infected child - exclude during the acute stage.

When to Keep Your Child Home From School

Deciding when a child is too sick to go to school can be difficult. In order for your child to be available for learning, and to control communicable diseases in school, it is important to keep your child home for the following reasons.

- Fever 100.0 degrees and above- Your child should be fever free and off of all fever reducing medication for 24 hours before he or she returns to school. Do not give your child medication to treat a fever and then send him or her to school.
- Sore throat or tonsillitis- If your child is diagnosed with strep throat or tonsillitis, he or she may return to school 24 hours after antibiotic treatment begins.
- Spots/Rash- Do not send your child to school with a rash until your health care provider has said that it is safe to do so (Bring a Dr's note stating this).
- Vomiting and/or Diarrhea- Your Child should stay home until the illness is over, and for at least 24 hours after the last episode (without medication).
- Eye Inflammation or Discharge- If pink eye is suspected at school, your child will be sent home.
- Ringworm- Students may come to school as long as the area is being treated with an anti-fungal medication and remains covered for the first 48 hours of treatment.

Remember to call the school every day that your child will be absent.

PK-8th grade will call the main Elementary office number, 918-756-3638.

Please make sure the school has your current contact information in case your child becomes ill or injured at school. Have a plan in place for childcare issues for when your child is ill.

OUTSIDE REQUEST FOR INFORMATION

Personal information concerning students, their families, or school personnel will not be given out. Any information shall be in compliance with the "Family Education Rights and Privacy Act" Section 438.

VISITORS

Young friends or relatives will *NOT* be allowed to visit school during regular school hours. Parents are required to report to the middle school/principal's office upon entering the building. *Please, Do Not Enter the Instructional Area.*

LUNCH AND BREAKFAST MEAL CHARGE POLICY

The goal of Preston Public School is to provide students will healthy meals each day. However, unpaid charges place a large financial burden on our Food Services Department. The purpose of this policy is to insure compliance with federal reporting requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances. While the USDA Child Nutrition Program does not require that a student who pays for regular priced meals be served a meal without payment, Preston Public School provides this policy as a courtesy to those students in the event that they forget or lose their lunch money.

It is the policy of Preston Public School that all school meals must be prepaid. Students and staff will only be allowed to charge up to, and not exceed 10 meals, this is approximately \$15.00. Once an account has reached the set limit an appropriate meal designated by the state will be

offered. He or she will be served a complimentary cheese or peanut butter sandwich & milk or water for each meal needed until balance is brought to the positive.

At the beginning of each school year Free/Reduced forms are given to each student in enrollment packets. Parents will be notified if they are eligible for meal benefits by letter.

Payments can be made to homeroom teachers or directly to the school office at each site. Balance reminders are sent out to students each week. Student account balances may also be seen on [student information website](#) using student ID number.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to [apply for free or reduced price lunches](#) for their child.

CLASS PARTIES

Grades PK-8 will be permitted to have parties for Christmas. Grades PK-4 will be permitted to have parties for Valentine's Day. Grades PK-2 will be permitted to have parties for Easter.

GUM

Gum chewing will not be allowed on campus at anytime. Those caught will be punished without warning.

MISCELLANEOUS

Please do not allow children to bring iPods, mp3 players, or other types of communication devices, cameras, knives, weapons, etc. to school.

Inappropriate social network postings related to school activities will not be tolerated.

No student will be allowed to bring or use tobacco at school.

The displaying of affection between students will not be permitted at school or on busses.

STUDENT BEHAVIOR

Students are expected to show respect for teachers and other members of the school staff and their fellow students. Failure to do so will result in disciplinary action.

Teachers are to be answered yes sir, yes ma'am, no sir, no ma'am, not yeah and nope.

Students are to always be especially courteous and helpful to all visitors.

Any student who is disruptive at any school activity will be properly punished by the teacher or administrator and a student who is habitually disruptive of school activities will be removed from school.

Foul language will not be tolerated at Preston School.

REPORTING TO PARENTS

Progress reports will be sent home during the fifth week of each nine weeks. Parents will receive information from the teacher about the progress of the student. Report cards will be sent home at the end of the second and fourth nine-week period. At the end of the first and third nine weeks, there will be a parent teacher conference at which time parents can pick up their child's report card. If the parents are unable to attend, the report card will be sent home with student. Grades can be evaluated by the parents using the [student information system](#) online. Contact the school counselor for student log in information

BAD WEATHER

Any change in the school schedule will be announced on KOKL (Local AM Radio Station) 1240 on your dial or on Local Television Channels 2, 6, 8 and 23.

Text "preston19" to 81010 for bad weather day release information.

ATTENDANCE

Regular attendance is one of the high goals of any school. It is almost impossible to do satisfactory work without regular attendance in every class.

Excessive absenteeism will not be tolerated.

A Perfect Attendance Certificate will be presented to all students who have not been absent during the school year.

The terms "excused" and "unexcused" are not used. Students will be given one day for each day missed plus one to make up work. It is the responsibility of the student, not the teacher, to make arrangements for makeup work. (Example: A student that misses 5 days will be given 5 days + 1 = 6) Exceptions will be left to the discretion of the teacher.

After 6 absences in a nine week period the student will be given a failing grade in that subject for that nine week period. If a student successfully completes the next nine week period a grade may be averaged and a semester grade given. After 12 absences in a semester the student cannot receive credit for that course.

School sponsored or sanctioned activities are exempted and will not count toward the total of 12 absences. However, it is still the student's responsibility to check about missed class work and assignments.

Extenuating circumstances presented at a parent conference may be given consideration by the administration to extend the limit.

The 12 days of absences per semester described in this policy are to take care of (1) Personal illness; (2) Professional appointments; (3) Other serious personal or family problems.

A student suspended from school for a disciplinary problem will have this charged against the total of 12 permitted in the policy.

Two tardies to a class will be considered as one absence.

A total of 7 hours absent will be considered a full day absent and no perfect attendance will be awarded.

Students are expected to be in class on time and prepared to work.

If a student is tardy two times to a class, that student will be counted absent for that class period. If the student persists in being tardy they will not be allowed back in school until they are accompanied by their parents.

Have parent or guardian phone the school and inform the office of your absence on the day of the absence.

LEAVING SCHOOL OR CLASS

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

FIGHTING

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

DRUGS

The consumption or possession of alcohol, drugs, or controlled substances (except prescription medication) will not be tolerated.

Any student found to have any illegal drug, or alcohol, at Preston School will be suspended immediately. Parents and law enforcement officials will be called.

Any student coming to school while under the influence of alcohol or illegal drugs will be expelled from school immediately. (Under the influence means having used illegal drugs or alcohol prior to coming on the school grounds or after entering school property.)

All prescription medication must be properly labeled with student's name and pertinent information regarding administering times and dosage and must be checked in at the office. No medication is to be kept in a student's possession (on self, locker, etc.). Students are responsible for administering their own medication.

RULES OF THE CLASS

⇒ Students will bring textbook, paper, pen or pencil and any other materials required by the teacher.

⇒ Students are to be on time for class.

⇒ If you wish something, raise your hand and wait until you are recognized by the teacher. Then ask your question fully and completely.

⇒ Always be polite. Extend courtesy and assistance to those around you. Use words like "please" and "thank you". Try never to embarrass anyone.

⇒ Homework is due on the day for which it was assigned.

⇒ The bell does not dismiss the class--the teacher does.

⇒ Whenever there is a guest in your room, that guest is to be treated with respect.

⇒ *YOU ARE HERE TO LEARN.* If you do not understand something--ask.

⇒ It is your responsibility to make up work after an absence. The same goes for missed tests and assignments. The teacher will not always go to you. It is your responsibility to ask the teacher.

- ⇒ Extra help will be available to anyone who wishes it. Please see the teacher and he/she will arrange a convenient time.
- ⇒ Students are to keep desks orderly.
- ⇒ There will be *NO* gum chewing or candy eating in class.
- ⇒ The class will proceed in an orderly fashion. Consequently, there will be relative quiet unless otherwise instructed. If you wish to speak, raise your hand, and you will be recognized.
- ⇒ If you need to use the restroom or go to the principal's office, go to the teacher and ask quietly.
- ⇒ Obscene, profane, or vulgar language, hitting anyone, mocking anyone, destroying property, stealing, cheating, and bad manners **WILL NOT BE TOLERATED AT ANY TIME.**
- ⇒ Students will be very respectful to substitute teachers.

SUSPENSION POLICY

Suspension from school is a serious penalty. The principal may suspend a student who is guilty of any of the following acts while in attendance at school or in transit or under school supervision to or from school or at any school function authorized by the school district or when present on any facility under the control of the school district.

A student may be suspended from school for: improper moral action; persistent discipline cases; repeated truancy; acting in a disrespectful manner toward a teacher or staff; verbal or physical assault upon anyone; destruction of school property; destruction of other's private property while present at school or school function; the use of filthy or profane language; continued lack of interest or educational improvement; conduct which jeopardizes the safety of others; possession, sale, use of alcohol, tobacco, or illegal drugs; possession, threat, use of knife, or other dangerous weapon; violation of school rules, regulations, or policies; caught stealing from other students or the

Preston School District; refusal to accept lesser disciplinary action including, corporal punishment for committing the preceding offenses, or if it would contribute to the disruption of normal school or classroom procedures.

PROCEDURES IN STUDENT SUSPENSION CASES

When a student is charged with a violation of a school rule or regulation, the Principal shall conduct an informal conference with the student. At the conference, the principal shall state the rule which the student is charged with violating and shall inform the student of the manner in which she/he violated the rule or regulation. The student will be asked if she/he understands the rule or regulation and will be given full opportunity to explain his/her conduct. If it is determined that suspension is appropriate, the student will be advised that he/she is being suspended and of the length of the suspension.

If the parents do not agree with the suspension they may appeal it to the Superintendent of Schools, this appeal must be made to the Superintendent's office within 72 hours. Immediately upon receipt of the appeal, the Superintendent shall take it into consideration by meeting with all those concerned with the suspension. If so desired, the student and parents may be present at the meeting and the parents may question those persons present. Within 24 hours of the conclusion of the meeting, the Superintendent shall notify those concerned whether he will terminate or modify the suspension by certified mail (return receipt requested).

If the parents are not in agreement with the Superintendent's decision, they shall be advised of their right of appeal as follows: any suspension approved by the Superintendent may be appealed to the Board of Education by certified mail to the superintendent within 72 hours of receipt of superintendent's decision, the superintendent will notify the President of the School Board and the parents shall have the opportunity to hear and question the statements presented to the board by witnesses and those who have charged the student with the violation. In addition, the student will be given full opportunity to explain and discuss his/her conduct. The Board of Education shall, upon full investigation of the

matter, determine the guilt or innocence of the student and its decision to uphold or terminate the suspension shall be final.

In no event shall a suspension extend beyond the current school semester plus the next succeeding semester. Suspensions shall have a definite commencement and ending date; indefinite suspensions are not permitted. Suspensions shall be consistent; one student shall not be suspended for a few days for an offense and another student suspended for an extended period for the same or similar offense.

BUS RIDER RULES

Riding the bus is a **PRIVILEGE**. Not following the rules may result in suspension from riding the bus. A child must ride his/her assigned bus daily unless written permission is granted by the parents or guardian. Please note: If road conditions are hazardous due to ice, snow, or water buses will not maneuver turn-arounds. Student will need to meet the bus at the end of the road.

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



II. While on the bus:

- A. Keep hands and head inside the bus at all times after entering and until leaving the bus.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Remember that unnecessary confusion diverts the driver's attention and may result in a serious accident.
- D. Treat bus equipment as you would valuable furniture in your own home.
- E. Bus riders should never tamper with the bus or any of its equipment.
- F. Damage to seats, etc. must be paid for by the offender.
- G. Keep all books, packages, coats and all other objects out of the aisle.
- H. Leave no books or other articles on the bus.
- I. Help look after the safety and comfort of small children.
- J. Do not throw anything out the bus window.
- K. Bus riders are not permitted to leave their seats while the bus is in motion.
- L. Horse play is not permitted around or on the school bus.
- M. Pocket knives of any kind will not be allowed on school busses at any time.
- N. Bus riders are expected to be courteous to fellow pupils and the bus driver.
- O. Absolute quiet when approaching a railroad crossing (It may save your life).
- P. In case of a road emergency, children are to remain in the bus.

III. After leaving the bus:

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

SCHOOL PROPERTY SEARCHES

Pupils shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desk, 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. Students have not reasonable expectation of privacy rights towards school officials in school lockers, desks or other school property, this includes items within lockers and desks. Vehicles parked on school property are subject to random searches by school administration. 70 O.S. § 24-102, S.L.O. § 489.

DISCRIMINATION

No student at Preston School will be discriminated against or given preferential treatment because of race, sex, or any other such criteria.

If a student suspects discrimination of any kind the student should report such suspected discrimination to the Title IX Coordinating Committee. (ask building principals who the coordinating committee members are) The purpose of this committee is to investigate any reported, or suspected discrimination in Preston School, whether it pertains to students or employees.

SEXUAL HARASSMENT OF STUDENTS AND SCHOOL PERSONNEL

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. A separate policy applies to sexual harassment of employees.

1. Sexual Harassment

- A. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding” “teasing”, double meanings, and jokes.
- B. Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti which names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writing to be removed immediately.

Specific Prohibitions

A. Administrators and Supervisors

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.
3. The school district is not concerned with the “off-duty” conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students during school hours, including students who have reached the age of majority (18), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the

student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

3. Report, Investigation, and Sanctions

A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Sexual Discrimination Grievance Policy.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including, but not limited to warning, suspension, or termination subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension, or other appropriate punishment subject to applicable procedural and due process requirements.

HAZING

Hazing will not be permitted by any students or organization at Preston School.

CONTROL AND DISCIPLINE POLICY

The Board of Education believes that the school's primary goal is to educate, not discipline. However, when the behavior of an individual student interferes with the rights of others, corrective action may be necessary for the benefit of the individual as well as the school.

Oklahoma Law, Title 70, Section 6-114 provides teachers with the same rights as parents to control and discipline school children within local school policies. The following schedule of infractions is provided as an aid to teachers in exercising control and discipline of students. The schedule is not intended to include all possible infractions. Therefore, behavior which is not included in the following schedule may warrant appropriate disciplinary measures.

Administrative responses to student misconduct is a matter directly influencing the morals of the entire student body. As such, all student disciplinary action shall be based upon a careful assessment of the circumstances surrounding each infraction (i.e., the student's attitude, the seriousness of the offense and its potential effect on other students).

In administering discipline, consideration shall be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, the administration shall consider consultation with parents on disciplinary measures that might prove most effective in particular instances.

<u>Discipline Code</u>	<u>Alternative Punishment Available</u>
#1	Advise Students of Consequences
#2	Advise Parents
#3	Remove from class/group either temporarily or permanently
#4	Parent Conference
#5	Noon-Detention
#6	Loss of Privileges

#7	In-School Suspension
#8	Financial Restitution
#9	Involve Law Enforcement
#10	Refer to Social Agencies
#11	Probationary Period
#12	Suspension (Short-term)
#13	Suspension (Long-term)
#14	Corporal Punishment
#15	After-School Detention (Given only by the principal)
#16	Any other disciplinary action

INFRACTIONS RESULTING IN PUNISHMENT

The following are examples of infraction that will result in discipline by the school personnel. Level I is the least serious, followed by Level II, and finally Level III which will result in the most severe disciplinary action. These are listed below:

Level I - *Examples*

1. Tardiness
2. Disruption of class or assembly
3. Cafeteria disruption
4. Failure to complete assignments
5. Chewing gum

Level II - *Examples*

1. Cutting class
2. Leaving school without permission
3. Truancy
4. Bus Misconduct
5. Improper operation of motor vehicle

Level III - *Examples*

1. Theft
2. Assault - physical or verbal
3. Cheating
4. Fighting
5. Destruction to property
6. Other offenses - possession of deadly weapons, tobacco, use of drugs or alcohol, destruction of obscene material, threats to students or school personnel, etc.

Nothing in this discipline schedule shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel and due process in cases which may end in suspension or expulsion.

This schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

The administration shall give consideration to a parent's or guardian's request as to not administering corporal punishment if the parent or guardian will furnish a signed statement to that effect. Provided it is understood that the administration has the authority to suspend the student in lieu of administering corporal punishment.

PROFICIENCY BASED PROMOTION

Upon conference participants' consensus that PBP is the best option, the Principal schedules a date/location/time for administering the content portion of the PBP assessment. Principal notifies parent. Test is administered, monitored, and scored. Tests will be given once in the Fall and once in the Spring.

PRESTON PUBLIC SCHOOL ANNUAL NOTICE OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records 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 parent 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 or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record 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 of 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 unit 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 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.

(Optional) 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 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 Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

**PRESTON PUBLIC SCHOOL
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 required special and related services may be referred for screening and evaluation through the local schools. Local school districts and the 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 Area wide Service Information System (OASIS), through a toll free number (1-800-42-0ASIS), also provides statewide information and referrals to local schools 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 school wide 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 twelfth 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 does 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 Education Rights and Privacy Act (FERPA) and the Policies and 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 from the local school district's administrator.

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

- ⇒To inspect the student's education records;
- ⇒To request the amendment of education records to ensure that they are not inaccurate, misleading, or in violation of the students privacy or other rights.
- ⇒To consent to disclose education records, except where 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 CFR ' 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 rights of parents under FERPA.

For further information, contact the following person at your local school:

Kim McCullah
PO Box 40
Preston, OK 74456
(918) 756-3638