

2026 - 2027

Catoosa Public Schools

ELEMENTARY HANDBOOK

Catoosa Public Schools
Education Service Center
2000 South Cherokee Street
Catoosa, OK 74015
918-266-8603

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Antisemitism in Public Schools

Oklahoma State Statute 70-1-106 states, "'Antisemitism' has the same meaning as provided for by the International Holocaust Remembrance Alliance Working Definition of Antisemitism, including its contemporary examples, as it was adopted on May 26, 2016...Discrimination on the basis of race, ethnicity, national origin, sex, disability, religion, or marital status against a student or an employee in an institution of higher education or a public school in this state shall be prohibited. No person in this state shall, on the basis of race, ethnicity, national origin, sex, disability, religion, or marital status, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any institution of higher education or public school program or activity or in any employment conditions or practices conducted by an institution of higher education or a public school that receives or benefits from federal or state financial assistance." This law also requires public schools to:

1. Incorporate antisemitism awareness training for all students, faculty, administrators, and campus police;
2. Integrate Jewish American heritage curriculum for students that incorporates Jewish experiences in the United States of America pre- and post-revolution, pre- and post-World War II and the Holocaust, and in modern times; and
3. Place reasonable time, place, and manner restrictions on speech to ensure order and protect the rights of all students.

To view Catoosa Public Schools antisemitism policy in its entirety, please visit the Administration Office located at 2000 South Cherokee Street.

Arrival/Dismissal Procedures

School Hours

Elementary School Day: 8:15 a.m. - 4:00 p.m.
Cherokee 7:35 a.m. - Doors Open / Breakfast is Served (**Students should not arrive before 7:35a.m.)**
8:10 a.m. - Breakfast Ends / Class Begins for ALL Students in Grades PK-5

Arrival: After students arrive at school, they are not permitted to leave school property during school hours, except in the company of an adult guardian.

Announcements: According to state law, the United States Pledge, the Oklahoma State Pledge, and recognition of a moment of silence is observed during announcements.

Early Dismissal: If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to sign out your child. Early dismissals will be counted as a tardy or absence depending on the time of day. No student will be dismissed from the classroom until the approved person picking them up is present at school and presents a valid ID. Only persons listed in the PowerSchool Guardian Portal will be allowed to pick up a child. This is a protective measure both for your child and school personnel.

Punctuality: It is important for students to arrive at school **on time**, so the class can begin promptly. If children arrive late, they start the day already behind in their instructional day. It can also be a disruption to the teaching/learning process.

Dismissal: Please make arrangements with your child regarding their after school plans for transportation. If there is a change to your child's transportation or dismissal plans, please contact the school via phone call or written notification before 3:00p.m. This procedure will allow the office sufficient time to notify the teacher and student.

- Bus: Changes for bus transportation require written permission and a bus pass approved through the department of transportation. Students are not allowed to ride buses to another household unless prior arrangements have been made.
- Car: An office issued Safe ID pickup tag is required to pick up your child if you use the car line.
  * Note: The front office is unable to process student dismissals from 3:30pm to 4:00pm. Patrons will not be allowed to enter the building from 3:30pm to 4:00pm due to student safety.

Artificial Intelligence Use

This Policy serves to responsibly harness the potential of these AI technologies while also safeguarding the interests and well-being of our students, teachers, and professional staff. Through this Policy, the District endeavors to (i) prepare our students, teachers, and professional staff for the future and (ii) equip them with the knowledge and skills to use these systems and tools wisely and ethically. The District will continue to support our teachers in incorporating AI into their teaching practices in ways that enrich the teaching and learning experience while upholding the District's educational standards and values.

1. AI systems and tools must comply with data privacy and security laws and policies.
2. AI systems and tools will serve to enhance the District's commitment to high-quality learning.
3. Safeguards are essential to the use of AI systems and tools to minimize bias, promote fairness, and preserve the rigor and integrity of learning.

4. The use of AI systems and tools by students, teachers and professional staff must account for the context of teaching and learning and should be adopted, implemented and utilized in ways that maximize equity of access, use and benefit.

Student Use Guidelines:

Certain assignments may permit, encourage or require the use of AI systems and tools. In each case, it will be clearly stated in the assignment or specified by the teacher. Use beyond the specified guidelines of the teacher or assignment should be understood as prohibited. It is each student's responsibility to assess the validity and applicability of any AI output that is submitted with an assignment.

1. Students are allowed to use AI for explanations of concepts, exploration of new topics of interest, and seeking guidance on research directions. However, students should be mindful that some AI is prone to "hallucinations", false answers/information. Thus, students must always verify the information provided by AI using reliable sources such as textbooks, scientific papers, and reputable educational websites. Students must verify that any response from an AI tool that they intend to rely on, or use is appropriate, accurate, not a violation of any other individual or entity's property or privacy rights, and consistent with the District's academic policies.
2. Students should not upload or input any personal, confidential, proprietary, or sensitive information into any AI tool. Examples include passwords and other personal information such as names, likenesses, social security numbers, credit card or bank account numbers.
3. Unauthorized AI use, including submitting AI-generated work as original student work or using AI in violation of teacher directions, may be treated as academic dishonesty.
4. Offenses or violations of this Policy will be addressed by the teacher and professional staff. Procedures should be clearly established in the student discipline code or academic integrity policies.

Asbestos Hazard Emergency Act

In response to the Asbestos Hazard Emergency Act, P.L.99-5519, and EPA regulations, we have completed a three-year re-inspection of our buildings that contained asbestos building materials. As a result of our inspection, we are pleased to announce the areas that contain asbestos pose no health problems. The Management plan and the results of the re-inspection will be available for your viewing during office hours, in the Office of the Superintendent. Please call for an appointment.

Attendance

Prompt and regular attendance is important for success at all levels. Additionally, under Oklahoma law, parents are responsible for their child's attendance until graduation from high school or the age of eighteen. This includes tardies and early checkouts. According to Oklahoma state law, more than 10% per semester chargeable absences will be referred to the truancy officer, which can result in a visit to Truancy Court and/or Department of Human Services. Full Board Policy

*Parents should notify the school office by 10:00 a.m. on the day of the absence to explain the reason for the absence.
*Students will be allowed to make up any schoolwork missed. They will have one day for each day absent to make up missed class work and homework. Class work may be picked up by notifying the office staff **after** the second consecutive absence. Teachers will need a 24 hour notice in order to get materials ready for pickup.
*Absences due to suspension from school will not count toward the 90% policy.

Perfect Attendance: The only absences that do not count against a student's perfect attendance record are those that are due to school activities in which the student is participating or the bus being unable to reach the student due to weather conditions. These absences will not be recorded as absences.

Tardies: These are recorded if a student arrives after 8:15 a.m. or leaves before 4:00 p.m. Four tardies per semester equals one chargeable absence. **Parents MUST bring their child into the building to sign in when tardy.**

Excused Absences: These absences are validated by a phone call to the office and/or a doctor's note, funeral pamphlet, court document, etc. Any student attending a school sponsored activity, 4-H event, appointment for services for students on an Individualized Education Program (IEP), or a released time program will also be considered as excused. These absences will be recorded as excused in our system and will still count against a student's perfect attendance record. However, they will not count toward the 90% day policy.

Unexcused Absences: These absences are not validated by a phone call or documentation provided to the office. These absences will count against a student's perfect attendance record and will count toward the 90% day absence policy.

Withdrawal from School: Parents should let the school know, as soon as possible, if they are moving and the student will be changing schools. Academic records will need to be prepared for the withdrawal.

Bullying

Oklahoma Statute has established the School Bullying Protection Act.

The Board of Education recognizes that intimidation and bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the intimidation and bullying. The Act defines the term "Bullying" as any pattern of harassment, intimidation, threatening behavior, physical acts, verbal, electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;

- "At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.
- "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.
- "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Physical Bullying includes harm or threatened harm to inflict bodily harm or property damage through verbal or written speech or gestures. Common acts include tripping, hitting, pushing, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon or other acts of violence.

Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including insulting or profane remarks or gestures, harassing and frightening statements.

Social Bullying includes harm to another's group acceptance including intentionally gossiping about another student or intentionally spreading negative rumors about another student that result in the victim being excluded from a school activity or student group. Also intentional planning or implementation of acts of public humiliation undermining current relationships, the false or malicious spreading of an untrue statement or statements that exposes the victim to contempt or ridicule or deprives the victim of the confidence or respect of student peers.

Cyber Bullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the internet, interactive and digital technologies or mobile phones. It has to have a minor on both sides, or at least have been instigated by a minor against another minor. Once adults become involved it is plain and simply cyber-harassment or cyberstalking. Adult cyber-harassment or cyberstalking is never called cyber-bullying.

Sexual Bullying includes harm by making unwelcome sexual comments, vulgar, profane, or lewd comments, drawings, or graffiti about the victim. Gossiping or spreading false rumors, either written or verbal, about a student's sexual life or threats of force to commit sexual acts. It can also include off-campus dating violence that adversely affects the victim's school performance, attendance or behavior. Students and staff alike are encouraged to inform appropriate school personnel if they are the victim or witness to acts of harassment and/or intimidation. The building's Safe School Committee shall work with staff and students to create a safe educational environment at their school site. Parents are encouraged to work with these committees and with building staff and administration as well as their children to create positive educational experiences for all children. School programs are ongoing to educate both students and staff for improvement in this important area of student conduct and school climate.

Hazing and Initiations are any activities that endanger an individual's mental or physical health, which are required for initiation or entrance in any group and are prohibited.

Assault Oklahoma School Law, Section 826. Assault is a violent attack, a threat or attempt to harm another physically. The carrying out of threatened physical harm. In the event of such action the event will be turned over to Catoosa Public Schools campus police, and then forwarded to local and/or county authorities.

Staff Intervention

Intervention is expected from staff members who observe or become aware of an act of bullying and take immediate, appropriate steps to intervene - unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administrator or counselor for further investigation.

Student Reporting

Students are to report bullying as expected by the district. Every student has the responsibility of reporting any incident of bullying behavior to the school principal, assistant principal, counselor, or teacher for further investigation, whether or not the reporting student is the target. **Reporting is not tattling.** Reporting is done when someone is doing something harmful or on purpose. It is done when someone needs help or is

scared. Tattling is done by students trying to get someone else in trouble or by someone trying to get attention. Any student who retaliates may be subject to the same consequences listed.

Guardian Reporting/Responsibilities

To help prevent bullying at school parents/guardians should:

- Encourage their child to report bullying when it occurs.
- Take the opportunity to talk with their child about bullying.
- Inform the school immediately if they think their child is being bullied or is bullying other students.
- Watch for symptoms that their child may be a victim of bullying and report those symptoms.
- Cooperate fully with school personnel in identifying and resolving incidents.
- Participate in all activities designed to eliminate harassment, intimidation, bullying and threatening behavior, including activities designed to address confirmed incidents.

Investigation

Investigation will be handled by the principal, assistant principal, counselor, or teacher and the parents of both the aggressor and the victim will be contacted. Both students will be interviewed and the issue investigated. This investigation may include interviews with students, parents, and school staff; review of school records, and identification of parent and family issues.

Consequences/Intervention

Consequences and interventions for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion up to the current semester and following semester. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents.

Cafeteria

Breakfast & Lunch Schedules

Breakfast and Lunch will be prepared in the site cafeteria for students. The district encourages the consumption of healthy foods and drinks. Our school meal program strives to serve well-balanced meals each day. Breakfast and Lunch schedules vary according to grade and school site.

Breakfast & Lunch Cost

Cost of lunch and breakfast will be posted at each site and publicized prior to the beginning of school. Students are to pay for their breakfasts and lunches. Applications for free and reduced meals for students will be provided at the beginning of the school year and can be obtained from any school site office, at any time.

Visitors During Lunch Time

Parents/Guardians/Visitors are not permitted to bring outside food/beverages or visit their student during lunch. If you wish to eat lunch with your child, you will need to check them out in the school office.

Cafeteria Rules

In order for the cafeteria to be a clean, orderly place where students want to come, the following rules must be observed: (1) keep your place in line, (2) cafeteria food and drinks stay in the cafeteria, (3) pick up after yourself / throw away your trash.

Lunch Account Balances

Student cafeteria Accounts Balance owed must be paid before the last day of school. Students will be unable to charge for breakfast or lunch during the school year.

Refunds from a student's prepaid cafeteria account will be made upon parental request ($3 minimum). Such requests will be processed through the school board. If no request is made, the prepaid amount will be carried over to the next school year.

If the student leaves the school district without requesting a refund and the amount is $3 or less, the money will be used as a donation to the child nutrition program. If the amount is more than $3, after a request is processed, the money will be forwarded to the known address of the student.

Clubs/Organizations

The following club is sponsored by and under the direction and control of each school:

- Art Club
    - Mission/Purpose: An after school Art Club that offers the opportunity to students who are especially interested in exploring art beyond the regular classroom experience. The club focuses on diving deeper into creative projects, introducing new materials and techniques, and building a stronger sense of artistic community among students.
    - Faculty Advisor: Stephanie Hughes & Megan Salisbury

- Girls Who Code Club
    - Mission/Purpose: Girls Who Code is on a mission to close the gender gap in technology and to change the image of what a programmer looks like and does.
    - Faculty Advisor: Melinda Engles & Rita Coblentz
- JOM Club
    - Mission/Purpose: A Native American Studies Club that promotes tribal culture, language, and academic success in which all students with a CDIB/tribal membership card on file are eligible to attend.
    - Faculty Advisor: Dovie Nuckolls & Melinda Engles

Critical Race Theory - HB1775

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the
following concepts or principles (the “Prohibited Concepts”):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual’s moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.

- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, instructional materials, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act.

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

(1) be submitted in writing;
(2) be dated;
(3) contain the handwritten or electronic signature of the complainant;
(4) identify the date(s) the alleged discriminatory act occurred; and
(5) explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.

While not mandatory, a complainant is encouraged to also identify witnesses to the alleged violation(s) / discriminatory conduct so that such witness(es) can be interviewed by the district.

To view Catoosa Public Schools Critical Race Theory in its entirety, please visit the Education Service Center located at 2000 South Cherokee Street.

Devices

Using School Technology

Chromebooks and iPads are intended for use at school each day. Students must bring a **fully charged** Chromebook or iPad to all classes.

One-Time Device Fee (Includes Insurance)

There will be a **one-time, per-device** usage fee for the *current school year*. This one-time, per-device charge now includes insurance. The student must pay the one-time, per-device fee in full before CPS gives a device to a student. There is a multi-student discount. The cost of the fee (with insurance) is:

- Chromebook
  - $30 (1st Student)
  - $25 (2nd Student)
  - $20 (3rd, 4th, 5th, Etc. Student)
- iPad
  - $15 (1st Student)
  - $10 (2nd Student)
  - $5 (3rd, 4th, 5th, Etc. Student)

Insurance for School-Issued Devices (Included in Device Fee)

Insurance is now included in the Device Fee! However, there are exceptions. For example, insurance will not cover repair if the device is damaged intentionally.

Insurance will only cover the first **TWO** repairs. Any repair beyond that will be at the students' or parents' expense.

The repair cost depends on what is damaged and if it is repairable.

- Broken Display - $50
- Broken/Missing Key - $10
- Broken/Missing Display Bezel - $10
- Broken Beyond Repair - $350 Total Replacement Cost

Privacy and Internet

Catoosa Public Schools has a Firewall and Web-Filtering service in place. CPS will always maintain these services continually. The following are the responsibilities of the students when using school-issued devices:

- Do not open any attachments that you are not sure where originated
- Do not download anything without permission
- Do not attempt to circumvent the CPS Firewall or Web-Filtering using a VPN or any other application

- Do not use a USB Drive; all documents and schoolwork can be saved to your school-issued Google Drive.

CPS will provide Internet access to all students on their school-issued devices only while at school

- Students may not connect non-school-issued devices to the WiFi or any Internet connection that belongs to CPS.

Catoosa Public Schools will provide each student with a Google account for educational purposes only. This account includes email and Drive storage.

- The only email account students can access while using a Chromebook or iPad will be their school-assigned email account.
- All CPS-owned email accounts and Google Drives are not for personal use and may be reviewed at any time and without notice.

Applications and Software

The software originally installed by Catoosa Public Schools must remain on the Chromebook or iPad in usable condition and be easily accessible at all times.

- Do not install any application or software without consent from the Technology Department.

Using Your Chromebook or iPad at Home

Students may take Chromebooks and iPads home each day, provided that:

- The usage fee has been paid
- The "Student Technology, Internet, and Acceptable Use Agreement" is signed

Care for Your Chromebook, iPad, & Accessories

- Students will use the Chromebook and iPads responsibly, safely, and respectfully.
- Students are responsible for the general care of the Chromebook, iPad, and all accessories issued by CPS.
- If the Technology Department determines that a school-issued device is continually mistreated, the student may lose the privilege of taking a device home.

General Precautions

- Keep all liquids away from the Chromebook or iPad.
- Never eat or drink while using a school-issued device.

- Chromebooks and iPads should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the Chromebook or iPad to overheat and result in physical damage to the machine.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Chromebooks, iPads, and any school-issued sleeve or case must remain free of any writing, drawing, stickers, or labels that are not the property of CPS.
- Do not remove school-placed asset stickers.
- Chromebooks and iPads must never be left unsupervised.

Screen Care

- Never close the Chromebook with anything on the keyboard, such as pencils, pens, notebooks, headphones, or keys.
- Do not place anything on top of the Chromebook or iPad screen or press excessively hard on the iPad screen.
- If you need to clean your screen, only use a soft cloth.
- Do not use any sort of liquid cleaner on the screens.

Protecting and Storing Your Device

- Chromebook must always be transported within the school-issued protective sleeve. Protect the Chromebook from extreme heat and cold.
- iPad must always have a protective cover at all times.
- Protect the iPad from extreme heat and cold.
- Devices should never be left in a car.
- If the device has been in extremely cold or hot temperatures, let it come up to room temperature before operating it.
- When the device is not in use, please store it in a secure location.
- Heavy objects should never be placed or stacked on top of the Chromebook or iPad.

Suspension of School-Issued Technology Use

The use of any District technology is a privilege and not a right. Students are expected to use their school-issued devices in accordance with Catoosa Public Schools' “Technology Use Policy and Procedures”,

and any applicable laws. Failure to use these devices in an appropriate manner will result in the following consequences as determined by the administration of Catoosa Public Schools.

The following actions are NOT permitted on school-issued devices:

- Attempting to bypass or bypass the Internet filter.
- Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member.
- Physically altering or disassembling a device in any way.
- Accessing or attempting to access inappropriate material on the Internet.
- Giving your username and password to another student to use
  (Remember - you are responsible for whatever they do with your account!)
- Any of these violations could lead to any or a combination of the following:
    - Removal of take-home privileges.
    - Permanent removal of school technology privileges.
    - Financial payment for damages.
    - Other consequences are deemed necessary.
    - Criminal charges being filed

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes only. Adherence to the following is necessary for continued access to CPS technological resources.

- **Students must:**
    - Respect and protect the privacy of others.
    - Use only assigned accounts.
    - Not view, use, or copy passwords, data, or information to which they are not authorized or do not have permission.
    - Must not distribute private information about others or themselves.
    - Observe all network security practices.
    - Report security risks or violations to a Teacher or Principal.

- Communicate only in kind and respectful ways when using a school-issued device.
- Report threatening or discomforting materials to a Teacher or Principal.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct.
    - Pornographic, threatening, rude, discriminatory, offensive, or intended to harass
- Not intentionally access, transmit, copy, or create illegal material
    - Obscenities, stolen materials, or illegal copies of copyrighted works
- Do not use CPS resources to further other criminal acts or violate the school's code of conduct.

Supervision and Monitoring:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that students are secure and conform to this policy. CPS reserves the right to examine, use, and disclose any data found on the school's information networks or any device to further the health, safety, discipline, or security of any student or other person or to protect property. CPS also has the right to use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

Consequences for Violation:

Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the district, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs

- Sports activity sheets, such as for wrestling, showing weight and height of team members
- Newspaper articles, school website, and school videos

Two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listing - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Directory information will not be released to outside organizations for commercial or non-commercial purposes.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the superintendent in writing.

The district has designated the following information as "directory information," and it will disclose that information without prior written consent.

- Student's name, address, and telephone listing
- Student's date and place of birth
- Student's dates of attendance
- Student's grade level (i.e., first grade, tenth grade, etc.)
- Student's participation in officially recognized activities and sports
- Student's degrees, honors and awards received
- Student's weight and height, if an athlete
- Student's photograph
- Student's electronic mail address

No parent/guardian or eligible student can opt out of the requirement that a student wear his/her ID badge, which shows the student's school ID number.

Discipline

It is the intent of the school to administer fair and reasonable discipline appropriate to the violation on an individual basis. Judgments may be influenced by the seriousness of the violation and may involve any of the following forms of action:

- Detention - a correctional measure used when a behavior is deemed inappropriate. Students are to report to the appropriate teacher/principal, at the specified time, with class work to be studied.
- In School Suspension - temporary removal of a student from the regular classroom and their peers.

The student will be given their classwork while in an isolated area with supervision. The student will not participate in specials and lunch will be provided in isolation.

- Out-of-School Suspension - refers to the temporary removal of a student from school. The student is suspended to the custody of the parents and is not allowed to be on or near school premises during the suspended time frame. Students will be allowed to make up all the work. The student who is suspended from school may not attend or participate in school activities during the time of the suspension and will not be eligible to receive any organizational or school honor for the remainder of the current school year.

As required by law, the district will provide additional procedural safeguards for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act who are suspended or are otherwise subject to disciplinary removal.

Short Term Suspension Appeals Procedure

Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the suspension appeals committee. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the suspension appeals committee. The suspension appeals committee shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the suspension appeals committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The suspension appeals committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension appeals committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision.

E. Decisions of the suspension appeals committee may not be appealed to the board of education. The decision of the suspension appeals committee shall be final.

Long Term Suspension Appeals Procedure

Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

Unacceptable Behaviors

The following behaviors at school, on school transportation, or attending school events will result in disciplinary action, which may include detention, in school suspension, or out-of-school suspension.

- Abusive or threatening behavior toward a student or a teacher
- Arson
- Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation.
- Cheating
- Conduct that disrupts the normal educational process
- Conduct occurring outside of the normal school day or off school property that has an immediate negative effect on the discipline, educational process, or effectiveness of the school

- Distributing, intent to distribute, or possession of drugs, alcohol, or tobacco
- Extortion
- Fighting: hitting, kicking, punching, or in any other way harming another student or personnel
- Forgery
- Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
- Insubordination or disrespect for authority/willful disobedience
- Possession of obscene materials
- Possession, threat, or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gunpowder, pellets, etc.
- Profanity, obscene language or action
- Refusing to work in class
- Theft or possession of missing or stolen property
- Transmitting, or allowing to be transmitted, any negative or demeaning telephonic, computerized or electronic message directed at a specific individual (Cyber-bullying)
- Truancy
- Vandalism, willful damage to school property
- Any additional inappropriate behaviors determined by the building principal

Student Safety Reporting

Serious safety concerns may be reported to law enforcement, DHS, or other appropriate agencies as required by law.

This could include concerns of the following:

- Threats
- Abuse or Neglect
- Exploitation
- Weapons
- Drugs
- Serious Student Safety Issues

Distractions

As the education of our students is our primary focus, certain distractions should be avoided. We appreciate your help in this area.

Toys at School

Problems arise when students bring articles that are hazardous to the safety of others, interfere with the educational environment, or are so expensive that parents are upset if they are lost.

- Students should not bring electronic games, toys, playing/trading cards, makeup, or sports equipment to school unless it is for a class project.
- All students are to be responsible for their personal property. The school will not be responsible for lost or stolen property.

Dress Code

The operation of a public school is not intended to provide an open opportunity for the uncontrolled expression of individual preferences of fashion. Students are expected to dress properly and modestly to reflect a neat appearance that is acceptable to the orderly operation of the school. Dress code applies to the entire student body.

Students' attire should be reasonable, modest, and within the constraints of reasonable rules and appropriate standards. It is expected that each student's attire, hygiene, and grooming promote a positive, safe, healthy environment.

The following items are intended to spell out dress code expectations:

1. Items that promote or display tobacco, beer, or alcoholic beverages, drugs or drug paraphernalia, violence, vulgarity, sexual implications, profanity, or bullying are prohibited.
2. Shorts, skirts, dresses, etc. that are not of reasonable length.
3. Fishnet, bare midriffs, low cut necklines, or racer back tops and dresses are not allowed.
4. Students cannot wear tank tops, muscle shirts, or shirts with the sleeves cut out. Sleeveless shirts with finished arm holes and modest arm openings may be worn.
5. Clothing that is tight such as leggings, jeggings, spandex, or yoga pants can only be worn if it is worn with a garment that covers the back-side of the student.
6. Wearing pants below the waistline (sagging and bagging clothes) or wearing caps, bandanas, handkerchiefs, shoestrings or items associated with gang related behavior are not permitted.
7. No undergarments are to be visible. Clothing that is sheer, sheer lace, or revealing is not allowed. This includes holes, rips, or tears in both shirts and pants.
8. Button type shirts or blouses unbuttoned past the top two buttons unless another suitable garment is underneath.
9. Pajama-type outfits and form fitting clothing are inappropriate and not to be worn to school.

10. No blankets allowed.
11. Students must wear appropriate footwear at all times: No skate shoes or house slippers are permitted.
12. Hats, hoods, beanies, caps, etc...worn inside the building will not be allowed, unless approved for special school activity.

Building Administrators will have total authority for the interpretation of the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation. Please take a moment to screen your child's wardrobe and discuss which items will be worn to school.

Emergency Procedures

Each building principal is expected to provide proper instruction for emergency procedures for their individual building at the beginning of each year. Emergency drills are conducted regularly. Students will be introduced to and become familiar with evacuation plans and emergency procedures for all rooms which they may occupy during the course of a regular school day.

Contact Sheet

A contact sheet, with student information, must be completed by the parent/guardian at the beginning of each school year. The school office should be notified immediately of any change in address, phone number, or contact people so that the contact sheet can be updated. **It is essential that emergency contact numbers are kept current and accurate. We must be able to contact you in case of our system being down or in an emergency.**

Enrollment

New Students

Enrollment information for students new to Catoosa is available on the district website.

Returning Students

Students with continual enrollment in Catoosa Schools must go through an annual registration process through the district enrollment office in order to verify residency and update student contact information.

Transfers

A request for a transfer into the Catoosa School District initiated by or on behalf of a nonresident student

will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Catoosa Public Schools staff. Please refer to specific Catoosa Board of Education Policy for information on transfers.

FERPA

Notification of Rights Under FERPA

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

- 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 must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights. Parents or eligible students may ask the district to amend a record that they believe is inaccurate, misleading or in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights. If the district decides not to make changes in the record as requested, the district must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about the hearing procedures will be provided to the parent or eligible student at the time of this notification.
- 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. School officials with legitimate educational interests are permitted disclosure without consent. 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 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 will disclose education records without consent to officials of another school

district in which a student seeks or to enroll. School districts may disclose, without consent, "directory" information; however, the district must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the district not disclose directory information about that student. School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

- 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
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Field Trips

Any student attending a school field trip will be required to have a written permission slip on file. Verbal phone permission will not be accepted. Any student with permission to attend a class or organization field trip will be expected to follow the same school guidelines as if he/she were in regular attendance at school for that day. All volunteers are required to have a current background check, conducted by campus police, on file to be eligible to attend. Students who ride the bus to any activity must return on that same bus unless their parent or guardian is present to sign them out.

Grading

Being academically prepared is ultimately the responsibility of the student. However, teachers and parents must share this responsibility. Teachers prepare the appropriate content and skill instruction; parents must provide support and encouragement to their children. Teachers recognize the individual necessities of each student and provide them with the opportunity to develop to their fullest potential. Parents need to show a non-threatening interest in their child's learning by demonstrating concern about what they are doing in school. It is important that students share their schoolwork with their parents, whether it is good or bad.

Grading Scale for Grades PK-1

Standards Based Rubric
1-3 Proficiency Grading Scale

Grading Scale for Grades 2-5

E = Excellent	A = 90 -100
S = Satisfactory	B = 80 - 89

N = Needs Improvement	C = 70 - 79
U = Unsatisfactory	D = 60 - 69
	F = 0 - 59

- The electronic grade book is available to 2nd - 5th Grade Parents/Guardians online, 24 hours a day, to accommodate a variety of schedules.
    - For Grades 2-5, a parent/guardian will be able to see individual grades for each assignment as well as their child's average in each subject.
    - Grades are recorded to reflect academic progress. In shorter weeks, holidays, or when special projects may occur, fewer grades may be recorded.
    - If there are challenges in accessing grades online, the education service center can help to troubleshoot the problem.
- Regular academic reports will be shared with the parents on the following schedule:
    - Report of Progress (End of 1st Nine Weeks)
    - Report Card (End of 1st Semester)
    - Report of Progress (End of 3rd Nine Weeks)
    - Report Card (End of 2nd Semester)
- Semester Grades are a continuation of progress (not an average of the 9 weeks).
- Classroom teachers will utilize conferences to meet with parents/guardians to discuss their child's progress.
- Parents/Guardians may request or receive information about your child's academic progress any time during the school year.
- Teachers will respond as quickly as possible to parents/guardians, but the first priority is always serving the children in the classroom. Therefore, it may be the next business day before a grading question is answered.

Health Services

All Catoosa Schools share a school nurse and a health clerk. In case of a serious illness or injury to a student, the nurse will be contacted to provide an evaluation and the parent/guardian will be contacted immediately if deemed necessary. **Therefore, it is imperative that we have emergency phone numbers for each and every student.**

Attendance at Catoosa Public Schools is not permitted if any of these symptoms are present:

- Vomiting
- Consistent diarrhea

- Temperature of 100 degrees or higher
- Rash
- Lice infestation
- Drainage from a red or pink eye
- Any other symptoms determined at the discretion of the school nurse.

Please contact the school nurse anytime that you may have doubts. **Readmission to school is only permitted after the student has been symptom and fever-free for 24 hours.**

Student Immunization

Oklahoma state law requires immunization against certain diseases for all school children. Health Services Staff evaluates all student health records, and may deny permission to enroll until all immunization records are current or a completed exemption form has been filed in order to maintain compliance with state law.

26-27 Vaccinations Required for Admission to Oklahoma Schools

Medicine Administration

1. To authorize the administration of ALL medications, the parent/guardian MUST complete a district written consent form. These forms are available at each school's nurse office.
2. The parent/guardian must deliver the student's medication to the school nurse, school administrator, or their designee. **Medications MUST NOT be transported by the student or carried onto the school bus.**
3. School staff will not be responsible for checking in or administering morning medications. If a student is prescribed medication to be taken in the morning, it must be taken at home before they arrive at school.
4. Prescription medication must be in its **original container**; clearly labeled with the student's name, medication name, strength and expiration date.
5. The prescription label must state the dosage, instructions for administration, and the **specific** time to be administered and include the date, name, address, and phone number of the pharmacy.
6. The school nurse or their designee will count in all substances.
7. The parent/guardian must complete a new authorization form annually for each change in medication.
8. Medications considered being non-prescription must be presented to the school nurse in the original container with a proper company label containing the name of the drug and directions for administering the medication.

Extended Illness

An extended illness shall be interpreted as any illness, condition, or long-term chronic situation. Under normal circumstances, arrangements for missed school work can be made through the school office and are to be completed upon the student's return to the classroom. If the illness requires hospitalization or a homebound situation, contact the school office or special services for directions of continued enrollment.

Medical Release

A medical release form can be completed in student illness situations, and signed by a doctor, stating the dates of illness or treatment and clearance to return to classes. Upon approval of the building principal, this form can serve as a waiver of the district's policy for 90% attendance. The form should be signed by all parties and returned to the building office, within 48 hours of treatment.

General Health

Students should be sent to school in good general health and cleanliness and be properly fed and rested. Frequently children complain of a headache, stomach ache, or sore throats before going to school, placing the parent in a dilemma as to whether the child is ill or just "nervous" about an upcoming event. Certainly if your child has had diarrhea, vomiting, or a temperature greater than 100 degrees he or she should be kept home. The temperature of your child must be less than 100 degrees for a 24 hour period without giving medication to control the temperature before sending him or her back to school. Parents should not send their child to school if they have a contagious illness (such as pink eye or chicken pox).

Homework

Homework is the responsibility of the student. The student should only seek help from parents/guardians when needed. Children should have a specific time and place for doing schoolwork at home.

Parents/Guardians have a responsibility to check with their child each day to see they get their homework done and back to school. Homework should only be work that has been taught and needs practice or when students do not complete the work during regular school hours.

Lost and Found Procedures

1. Please use name labels or some form of identification on items of clothing, lunch boxes, water bottles, and other personal items.
2. All articles found are to be placed in the lost and found areas. Articles not claimed will be given to a local charitable organization on a regular basis.

Non-Discrimination Policy

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies:

* Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) *Paula Haueter - Exec. Director of Instructional Services, 2000 S. Cherokee St., 918-266-8603 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) *Paula Haueter - Exec. Director of Instructional Services, 2000 S. Cherokee St., 918-266-8603 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity) * Age Act Coordinator (for questions or complaints based on age) *Timothy Ray, Assistant Superintendent, 2000 S. Cherokee St., 918-266-8603 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: *Timothy Ray, Assistant Superintendent/Title IX Coordinator, 2000 S. Cherokee St., 918-266-8603 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

Outside Food/Snacks

- Students may bring lunch from home (unconsumed food will be disposed of). Students are not allowed to share food with other students.
- Every effort is made to limit unhealthy snacks and drinks. Soda is not considered a healthy drink and should be limited/omitted from home-packed lunches whenever possible. Please do not send glass bottles or energy drinks for lunch.
- Outside food will not be allowed to be brought into students for breakfast or lunch. This allows us to maintain safety, security, and ensure other health concerns do not arise.
- State law does not allow home-baked goods to be distributed to students. Only commercially prepared, individually wrapped food and drinks are allowed for snacks and parties.

Parents Right to Know Policy

Catoosa Public School will provide, upon parent/guardian's request, in a timely manner, information regarding the professional qualifications of the student's classroom teachers including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition parents may request and Catoosa Public School shall provide to each parent the following:

- *Information on the level of achievement of their child in each of the State academic assessments as required under NCLB
- Timely notice that their child has been assigned or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and provided in a language that the parents can understand.

Personal Wireless Electronic Device Policy

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:

a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or

2. Use of cell phones or personal electronic devices by students who use them to monitor health issues (documentation from a health professional is required). This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

"Bell to Bell" Definition

"Bell to bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

"Personal Wireless Electronic Devices" Definition

"Personal electronic device" means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district.

Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Consequences for violations will be

assigned at the discretion of the school administration, based on the specific circumstances of each incident.

Warning: Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

Promotion/Retention Procedures

Catoosa teachers and the Board of Education strongly believe in the importance of building a child's learning foundation early, which will lead to a more successful future.

- Promotion is to place a student who has successfully completed the required units of instruction for a particular grade level into the next higher grade level following the end of the school year. The promotion will be recorded on the student's permanent record.
- Retention is to provide the student an additional year in which to successfully complete the required units of instruction before advancing to the next higher grade level. It will be indicated on the student's record that he/she did not successfully complete the current grade.
- If concerns arise that a student is struggling with the academic materials, parents will be notified to discuss what can be done to prevent retention no later than the end of the third quarter.
- Each elementary school forms a committee to review retention factors in order to make a sound team recommendation to each candidate's family regarding promotion and retention. The committee will be composed of the classroom teacher, the counselor, the principal, and any pertinent personnel.

Strong supportive evidence will be presented to the parent/guardian regarding retention. This evidence will be based on:

1. Testing that covers the subject matter presented to the student.
2. Assignments directly related to the subject matter being taught.
3. Consideration will also be given to the student's level of maturity (physical, mental, emotional,

and social).
4. The student's attendance record.

Parents are expected to stay informed of their child's academic progress using various methods such as accessing grades online, reviewing reports of progress, and conferencing with teachers. The school staff will make reasonable efforts to help the student improve his or her academic standing.
The Catoosa Board of Education, recognizing the importance of a good learning foundation in the early grades, will support retention decisions in grades Kindergarten through Fifth, with the following supportive evidence:

- State of Oklahoma Reading Sufficiency Act requirements.
- In Kindergarten, less than 80% mastery of upper and lower-case letter recognition and sounds and unsatisfactory performance on state approved assessments administered throughout the year.
- Professional teacher opinion will be used to determine developmental maturity.
- In grades First through Fifth, grades, benchmarks, or state approved assessments.
- Professional teacher opinion will be included in making recommendations to retain students.

The ultimate goal of this policy is to provide the best possible placement for each student, ensuring educational success.

Retention Appeal Process

Any parent may request reconsideration of a retention decision.

- **First Level of Appeal**: The parent may request review of the initial decision, by letter, to the building principal. If no request is received within five (5) days of the parents' receipt of written notification of the initial decision, the initial decision will be final.
- **Second Level of Appeal:** The parent may request review of the principal's decision by letter to the Superintendent. If no request is received within five (5) days of the parent's receipt of the principal's decision, the principal's decision will be final.
- **Final Level of Appeal:** The parent may request review of the Superintendent's decision by letter to the Clerk of the Board of Education. If no request is received within five (5) days of the parents' receipt of the Superintendent's decision, the Superintendent's decision will be final.

Parents will be notified in writing of the date, time, and place of the Board meeting at which the retention decision will be reviewed. The Board's decision will be final. If the parent disagrees with the Board's decision, they may prepare a written statement, detailing the reason for disagreement, which will be placed in the student's permanent education record.

Proficiency Based Promotion Policy

In order to advance to the next grade level of study, students will have the opportunity to demonstrate proficiency in the learner outcomes of the higher level. Proficiency based testing will be scheduled at least twice a year, which will allow time for the district to make appropriate decisions regarding the advancement and placement of students who choose to take advantage of this option.

- A parent, guardian, or educator may request testing. A completed application for testing must be submitted to the school principal 30 days prior to the testing date. Upon receiving the request for testing, the school principal or designee will inform the student's parent or guardian of the educational options available to the student. The student's social, emotional, physical, and mental maturity will be considered in making a recommendation regarding the student's readiness for testing and possible advancement.
- If the student's parent or guardian requests promotion contrary to the recommendation of school personnel, the parent or guardian will sign a written statement to that effect which will be included in the student's permanent record. At the next scheduled testing time, students will take an objective test covering learner outcomes for that grade.
- Students who score at least 90% on an objective test may proceed to the demonstration portion of the proficiency testing. Students will be required to demonstrate proficiency on tasks that involve a performance or demonstration that is appropriate to the grade being tested.
- Students who score at least 90% on the demonstration portion of the test will be advanced to the next grade. Students must complete all of the proficiency based testing steps prior to the beginning of the next grade.
- Demonstrated proficiency will be noted on the student's permanent record as "Pass". Failure to demonstrate proficiency will not be noted.
- The District will seek to accommodate the needs of students with disabilities who wish to demonstrate proficiency pursuant to this policy.

Protection of Pupil Rights (PPRA)

PPRA requires that the school district notify parents or guardians to obtain consent or affords parents or guardians the right to opt out of the following school activities: student survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

- political affiliations or beliefs of the student or student's parent
- mental or psychological problems of the student or student's family
- sex behavior or attitudes
- illegal, anti-social, self-incriminating, or demeaning behavior
- critical appraisals of others with whom respondents have close family relationships

- legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- religious practice, affiliations, or beliefs of the student or parents; or
- income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Recess

In the event of inclement weather (rain, snow, excessive temperatures, etc.), recess will be held inside. Should temperatures be considered too cold or hot to go outside, students will have inside recess. If the "feels like" temperature is below 40 degrees or warmer than 100 degrees, recess will be held inside. Students should wear weather appropriate clothing to ensure that they are prepared for the temperatures.

School Issued Materials

- Textbooks, workbooks, library books, and all other materials that are issued to a student become the responsibility of the student and must be returned to school at the end of the school year or when a student withdraws from school. If a book is lost or damaged, it is the responsibility of the parent to pay the replacement value.
- Students will be issued a school IPAD and/or Chromebook with Charging and Protective Accessories. If school is not in session, the child will be held responsible for the use, care, and return of the device. When school resumes, the device must return with the child.

School Parent Compact

The Catoosa Elementary Schools and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect each year.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS:

School Responsibilities:

The Catoosa Elementary Schools will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment

that enables the participating children to meet the State's student academic achievement standards as follows:

- Providing highly qualified teachers in every classroom, engaging students in current technology practices and rigorous and relevant curriculum with increased literacy activities, uninterrupted instructional time, and developing positive parent and community relationships.
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held during the fall and spring each year.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports:
  - Progress Reports - Every 5 Weeks (May be provided Digitally)
  - Progress Reports – 1st & 3rd Quarters (Hard Copy Provided)
  - Report Cards - Each Semester (Hard Copy Provided)
- Access to staff. Specifically, staff will be available for consultation with parents as follows:
  - Parent/Teacher Conferences, during plan times, and at the end of the school day.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:
  - PFC organization, classroom volunteers, field trips, class parties, and special events/activities held any day of the school year.

Parent Responsibilities:

We, as parents, will support our children's learning in the following ways:

1. Monitoring attendance.
2. Making sure that homework is completed.
3. Volunteering in the classroom or the school setting.
4. Participating, as appropriate, in decisions relating to the child's education.
5. Promoting positive use of extracurricular time.
6. Staying informed about a child's education and communicating with the school by promptly reading all notices from the school or the school district either received from the child or by mail and responding, as appropriate.
7. Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, CPAT, the School Support Team or other school advisory or policy groups.

Search and Seizure

In accordance with State Law school personnel may open and examine school property at any time for any reason. If a situation arises based upon reasonable suspicion, students will no longer have a legitimate expectation of privacy. This includes, but is not limited to, content of school lockers, backpacks, desks, or any other school property. Students are informed that they have no privacy rights concerning the contents of school lockers, desks, or other school property. Access to personal student property may be requested. Failure to comply may result in notification of local law enforcement officials for assistance.

School authorities may seize illegal items or other possessions or substances reasonably determined to be a threat to the safety or security of others. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Items, which are used to disrupt or interfere with the educational process, may be temporarily removed from student possession. A student who refuses to peaceably submit to a search based on reasonable suspicion or who refuses to turn over items discovered as a result of a search may be suspended for such refusal.

Sexual Harassment

All students, employees, and board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor representative or patron of Catoosa Public School District. In the case of a student of the School district, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Policy on Student Behavior.
Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment will immediately report all such incidents to the principal, assistant principal, counselor, or a teacher.

Special Education

This department works with the school counselor in handling requests for individual testing referrals either from school staff or from parents. The Pre-Referral request is made to the appropriate counselor first. Each case is then evaluated to determine the appropriate measures to initiate one of which may be a referral for evaluation by a qualified examiner.

Building administrators supervise the special programs within their building available to students who have been properly identified as needing or qualified for special education and related services. These include speech therapy, learning disabilities, special education, gifted and talented.

Child Find

Catoosa Schools are mandated to Identify, locate, and screen all individuals who have disabilities which indicate a need for special learning facilities or programs. Federal Public Law 101-476, stipulates that a free, and appropriate education must be available to all individuals with disabilities, birth to 21 years of age. Developmental characteristics which may be eligible for special education services include: Visual Impairment, Serious Emotional Disturbance, Deaf-blindness, Cognitive Disability, Orthopedic Impairments, Autism, Specific Learning Disabilities, other Health Impairment, Traumatic Brain Injury, Hearing Impairment, Multiple Disabilities, Development Delays, and Speech/Communication Disorders.

Teacher Contact

Electronic Messaging System

Communicating with your child's teacher is conveniently done through the district's electronic messaging system platform. Signing up early is important to ensure that communication is open from the beginning. Please do not communicate emergencies or changes in your child's way home via this method as teachers are tending to their students and are not able to monitor the platform throughout the day. Please allow for a 24 hour turnaround time to receive a reply to your message.

Digital Communication with Students

Any school employee - full or part time - engaging in electronic or digital communication with an individual student must include the parent or guardian of the student in the communication. Communications to be considered include, but are not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication. The parent or guardian is not required to be included if the communication is on a school-approved platform and is related to school and academic communications. The Board of Education has designated the following platforms for digital communication: School Email, SeeSaw, SportsYou, ParentSquare, and Google Suite Applications.

Email

All district administration, teachers, and staff have a school provided email account in which you can reach them. Please do not communicate emergencies or changes in your child's way home via this method as teachers are tending to their students and are not able to monitor their email throughout the day. Please

allow for a 24 hour turnaround time to receive a reply to your email.

School Telephone

Classes will not be interrupted for a phone call to the teacher. A voice message can be left and the teacher will return calls at plan time or at the end of the day. In an emergency, a message can be left with the school office and the message will be promptly communicated to the teacher or your child.

Cherokee Elementary (PK-5th) 918-266-8643

Testing

Testing requirements vary by grade level. All Catoosa Elementary Grade Levels (PK-5th) comply with state mandated testing requirements. Your child's school will communicate site specific testing information.

Tobacco Policy

It is a violation of state and federal law for students under the age of eighteen to possess or use tobacco products of any kind. Therefore possession or use of tobacco products - including the use of E-cigarettes (JUUL, Vape stick, Vue, etc), will not be tolerated. Failure to comply with this policy may result in police notification so fines can be written for violating the law. Students in possession of tobacco or vaping products will be subject to school discipline and fines by the ABLE Commission.

Transportation

District Bus Discipline Procedures

Catoosa Public Schools strives to ensure a safe, respectful and responsible travel experience to and from school. To ensure student safety, Catoosa Public Schools has established a student code of conduct for all transportation. Understanding that bus drivers are an extension of the classroom, they have the authority to uphold transportation rules and policies set forth by the Catoosa Public Schools' Board of Education. Students who violate transportation policy *(Student Behavior, Sec 10-page 24)* are subject to any of the following actions, per administrative discretion.

- Verbal warning from bus driver
- Conference with the Transportation Director
- Contact of the student's parent and/or legal guardian
- In-School Consequence
- Loss of transportation privileges
- Repeated behavior will result in additional consequences.

Bus Regulations

The Catoosa Public Schools Board of Education has established the policy that riding a school bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe riders are not tolerated.

NOTE: Bus riders are subject to being videotaped while on the school bus.

Safe Rider Code for Bus Riders

Be on time at the bus stop, which is 3 – 5 minutes before the scheduled pick up time. Wait for the bus to come to a complete stop before boarding. If you must cross a road, wait for the driver to signal you across. Always cross at least 10 feet in front of the bus.

When necessary, there may be 3 students to a seat. Saving seats for other students will not be allowed. Students must sit facing the front, with their backs against the seat. Feet should touch the floor, if possible. The driver has the authority to assign seats at any given time for student safety.

After boarding the bus, students must remain in their seats until the bus reaches the designated stop. The transportation office must approve any alternative stop in advance. Students are required to use the spot nearest their home. There is no door-to-door service.

Any damage to bus fixtures, or equipment must be paid for by students responsible for the damages, with possible loss of riding privilege. Students have to make payment before being allowed to return to the bus.

Keep aisles clear of items such as musical instruments, school projects, etc. If you must carry personal items (including school issued materials) on the bus they must be secured in a backpack and placed in the students' lap. Helium balloons are not permitted on the bus.

At no time will a student put any part of their body out the bus window. Students should not talk to another student that is outside the bus. No loud talking or boisterous noises at any time. Excessive noise can distract the driver and could result in a serious accident. Radios and hand-held games are not allowed. Videotaping and taking pictures by any student is strictly prohibited and will be subject to administrative action.

Absolute quiet at all railroad crossings.

Do not throw objects inside, into, or out of the bus. This could obstruct the view of an oncoming vehicle and

result in an accident or cause the driver to have to stop very suddenly, causing injury to passengers. This includes spitting.

Food or beverages may not be sold or consumed on the bus. Loose papers or food may cause a slipping hazard or possible choking. This includes gum or candy.

The bus driver has authority over the bus passengers while in transit. The driver has the responsibility to correct any student on the bus for riding unsafely. The chain of command for discipline starts with the bus driver and continues through the director to the building administrator.

Parents MUST call the office in order to secure a BUS PASS for a student to ride a different bus or load/unload at a different stop. Courtesy transportation is not permitted. Buses will not transport for parties, play dates or special activities.

Students can be denied permission to ride a bus to and from school if they choose not to cooperate with the driver.

Fighting, abusive language or gestures, damaging school equipment, failure to cooperate with school personnel, possession and or use of drugs, alcohol, weapons, etc. are all major violations that will result in automatic bus suspension. Parents must assume responsibility for the behavior of their children while riding the bus.

When bus-riding privileges are suspended, the parent is responsible for transporting the child to and from school. Bus suspension must be served in the consecutive days stated. Drivers have the authority to enforce all bus rules. Any student refusing to obey these rules will be reported to school authorities and may lose riding privileges. Suspension means all areas of transportation.

Any complaints should be reported promptly to Transportation Services. All conferences will be scheduled through the director's office.

School Closings/Ice Routes:

In those situations when the roads may be icy or snow packed and school is in session, it may be necessary to utilize alternate bus routes. These alternate bus routes are referred to as "ice routes". Only certain buses should be affected. Refer to the school website or other district communication for specific ice routes.

When on ice routes, buses may run later than regularly scheduled times. Listed are a few of the stations that

generally receive school cancellation/ice route information before 6:00 am:

AM 740/KRMG TV 2/KJRH TV 6/KOTV TV 8/KTUL TV FOX 23/KOKI

Late Buses

Despite everyone's best efforts to keep buses on time, it is inevitable that buses will sometimes be late. Sometimes unforeseen situations occur that prohibits the bus from being on time, such as a mechanical breakdown or traffic congestion due to an accident or inclement weather. When these situations occur, the transportation department makes every effort to get a bus back on schedule; however, it is not always possible. Each bus will go by all bus stops, regardless of how late the bus is running.

Visitors/Volunteers

Visitors

In order to ensure the security of our schools, **parents, visitors, and volunteers MUST report to the front office, present a valid I.D., and receive a visitor's badge to enter the school.**

All visitors will have to present an I.D. to be scanned with our Security System in order to check the credibility and background of our visitors.

Volunteers

Any volunteer assisting within the classroom, on a field trip, or any other school function **must complete and pass a current State Background Check conducted by the Campus Police** before being permitted to participate.

PARENT & STUDENT SIGNATURE PAGE

This handbook has been designed to support our Catoosa Elementary students in taking an active role in assuring academic achievement. All students are expected to abide by the rules and guidelines outlined in this handbook while on school property, including school transportation and after school activities. These rules are put into place to

STUDENTS WHO ARE SUCCESSFUL:

1. Attend school regularly
2. Arrive on-time to every class
3. Are well prepared
4. Bring all textbooks and materials necessary
5. Are ready to learn in the classroom
6. Complete homework – even if it is challenging and takes time

Your signature below indicates that you have read this page and have reviewed the *2026-2027 Elementary Student Handbook* with your child.

_____ _____

Parent Signature Student Signature (If Able)

_____ _____

Printed Parent Name Printed Student Name

_____ _____

Grade Date