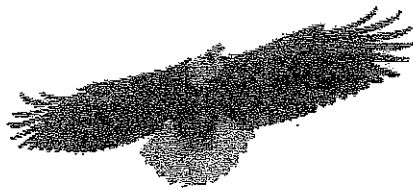


MAPLE

STUDENT HANDBOOK



2025/2026

TABLE OF CONTENTS

1. Staff List and Assignments
2. School Philosophy
3. Admission
4. Asbestos Statement of Compliance
5. Attendance, Absences, and Makeup Work
6. Birthday Parties
7. Cafeteria & Meal Charge Policy
8. Child Identification, Location, Screening, & Evaluation
 - Referral
 - Screening
 - Evaluation
 - Collection of Personally Identifiable Information
9. Classroom Assignments
10. Communication Policy for Communications between Students and Staff
11. Contagious Malady
 - Infection Control Guidelines
 - Medications
 - Meningitis
12. Discipline Policy/Behavior Expectations
 - Methods of Discipline
 - Appeal Procedures
 - Student Behavior
 - Bullying Policy FNCD
 - Bus Conduct
 - Dress Code
13. Directory Information
14. Dress Code
15. Drug Policy
16. Eligibility Policy
17. Grading for Students in Grades 3-8
18. Family Education Rights & Privacy under FERPA
19. Hatch Amendment
20. Immunization Requirements
21. Inclement Weather
22. Leaving Classrooms or Campus
23. Lockers
24. Movies at School
25. Parents' Bill of Rights
26. Parent Expectations
27. Permanent Withdrawal from School
28. Proficiency Based Promotion-Retention Policy
29. Rules for Maple School Dances
30. Sports/Extracurricular Activity Information & Forms
 - Youth Sports Concussion Law
 - Sudden Cardiac Arrest Symptoms, Information, and Receipt Form
 - Heat Safety Tips
31. Student Loading Procedures at End of Day
32. Technology Use Guidelines
33. Valedictorian/Salutatorian Policy
34. Visitors to the School
35. Water Bottle Policy

**DISTRICT C-162
 MAPLE PUBLIC SCHOOL DISTRICT
 904 SOUTH MAPLE ROAD
 CALUMET, OKLAHOMA 73014-9712
 405-262-5647**

405-262-5651(FAX)

Chuck Hood- Superintendent/Principal

Jared Percival- Assistant Principal/Athletic Director

Shana Thiel - Counselor

Jerry Golden- School Board President

Monica Park- School Board Clerk

Lee VonTungeln- School Board Vice-President

Barbara Johnson - Encumbrance Clerk

Sherry Wesner- Pre-K	Casey Lorenzen- 6-8 Lang. Arts
Heidi Curtis- Kindergarten	Regan Ellison- 6-8 Math/Alg. I/Girls Coach
Krista Brandley- First Grade	Katherine Resendiz- 6-8 Science & G/T
Julie Couch- Second Grade	Miranda Lewis - 6-8 History/Computers
Kiley Davis- Third Grade	Amelia Hood - Library/Media Specialist
Sarah Hardy - Fourth Grade	Rick Gore- Boys Coach/P.E.
Tori McManaman- Fifth Grade	Annette Hurley -Special Education
Renee Harris - P.E.	Laura Keefover - Music

**Certified
Staff**

Remediation -- Lana Spoon/Deena Outhier

Support Staff

Lacey Looper - Admin. Assist.	Holly Whitman- Paraprofessional
Jill Hardin - Receptionist	Tamara Sears - Paraprofessional
Darby Eisenhour - Nurse	Melody Ratliff - Paraprofessional
Tammy Bollinger - Kitchen Manager	Erin Tinsley- Paraprofessional
Amanda Carnott - Paraprofessional	B.J. Walker- Paraprofessional
Lyndsey Prince- Paraprofessional	Kenneth McLoud- Custodian
Stephen Havener- Maintenance Mgr./Bus Driver	Steve Somerlott- Bus Driver/Custodian
Kristy Huggins- Cook	Cheritea Mills - Custodian
Natalya Langley - Cook	Kurt Havener-Bus Driver/Custodian

Classes begin at 8:00 a.m. each day and are dismissed at 3:25 p.m. each day.

Each student enrolled in the Maple Public School District is expected to review the Student Handbook with his/her parent(s). After reading the Handbook or having it read to him/her, the student and parent(s), guardian, or other responsible person should:

1. Work cooperatively with other students, teachers, and the superintendent to assure that each student receives a high quality education free from disruption.

2. Help build a positive partnership with school personnel to ensure a beneficial learning environment for all students.

MAPLE ELEMENTARY SCHOOL

PHILOSOPHY

The primary goal of Maple Public School District is to assure maximum growth for each student in knowledge, skills, and abilities to apply judgments that may be required as a citizen and contributing member of society. In order for this goal to be accomplished, the school learning environment must be free from disruptions that may interfere with the teaching and learning activities.

Learning appropriate types of conduct or behavior helps students to grow. Our endeavor is to provide a positive school environment that is suitable for learning and assist students in learning acceptable behaviors that help them to function as responsible citizens.

This Student Handbook has been provided for students, parents, teachers, and school administrators to clarify what behaviors are considered acceptable in the Maple Public School District environment. In addition, the Policy describes actions that are considered behavior violations and the penalties for committing these actions.

Maple Public School District believes that self-discipline will ensure a good learning environment for all students and will help students grow into responsible citizens.

Parents are encouraged to read the Maple Public School District policy carefully and review it with their children in order to develop a good understanding of the conduct expected of students at school and school activities.

Chuck Hood, Superintendent

Motto

Soar like an Eagle!
Be Respectful
Be Responsible
Be Ready

SCHOOL COLORS

Green and White

SCHOOL MASCOT

Eagle

SCHOOL POLICIES

Maple Public School staff hopes that parents will visit school this year. Teachers and administrators are eager to be of assistance to parents by answering questions that may arise concerning their children and their education.

ADMISSION

A student must be four (4) years of age on or before September 1st to enter Pre-K. A student must be five (5) years of age on or before September 1st to enter Kindergarten. When enrolling in Pre-K or Kindergarten, the school MUST be provided with the following information:

1. an official state birth certificate
2. a social security number
3. an up-to-date immunization record

Immunization Requirements

The immunization requirements for enrollment at Maple Public School include: Five (5) DTP shots and One (1) Tdap booster, Four (4) POLIO, Two (2) MMR (measles, mumps, rubella) received after the child's first birthday, Three (3) Hepatitis B, Two (2) Hepatitis A and One (1) Varicella (Chickenpox) vaccine (if child has not had chickenpox.)

Social Security Number

State law authorizes the Oklahoma State Department of Education (OSDE) to request the social security number of any student who wishes to enroll or is enrolled in Maple School in order for the department to administer any provision of the Oklahoma School Testing Program Act or for the collection of data pursuant to the Oklahoma Educational Indicators Program.

ASBESTOS STATEMENT OF COMPLIANCE

Maple Public School District is in compliance with the Asbestos Hazard Emergency Response Act of 1987. Standard Testing results revealed that Maple School had slight amounts of asbestos in some glue holding down the floor tile in the old original main building. This building has since been torn down and a final inspection was completed in January, 2007 with the school being declared "Asbestos free". The Maple School Asbestos Management Plan and inspection results are located in the superintendent's office and are available for inspection during regular school hours.

ATTENDANCE, ABSENCES, and MAKE-UP WORK

The school asks for parents' help with the following:

- * PLEASE NOTIFY THE SCHOOL WHEN YOUR CHILD IS ABSENT.
- * Please notify the school office ahead of time, if you plan to take your child out of school.

Regular attendance is vital to your child's success. **A PARENT OR GUARDIAN IS TO NOTIFY THE SCHOOL AT (405) 262-5647 WHEN A CHILD IS ABSENT.** This call should be made to the school by 9:00 a.m. on each day of the absence, unless previous arrangements have been made. Students must attend

school for at least one-half of the school day to be allowed to participate in any extra-curricular activities scheduled for that day or night. Some emergency situations may be exempt. EXAMPLE: Family emergency, lengthy doctor's appointment, funeral in a distant city. An absence will be recorded as an absence in the attendance register unless the absence is caused by a school sponsored activity approved by the Maple Public School District School Board. All students are expected and required by Oklahoma Law to attend school every day that school is in session, except those occasions when the school has been notified that your child is ill, that your child has a family emergency or that your child's absence has been pre-arranged with school officials.

The office should be given notice from the legal parent/guardian in writing as far in advance as possible for absences involving religious holidays, medical or dental appointments, or family trips. All students are expected to remain at school for the entire day. If a student must leave school early or arrive at school late a parent or guardian MUST sign the student in or out in the school office. The student must have permission from his/her parent/guardian and from the school before leaving the school grounds. One parent cannot decide they do not want the other parent to pick up the child or contact the child at school. According to the Family Educational Rights and Privacy Act (FERPA), there must be court action and the school must receive a copy of that action for its files.

Requesting make-up work for an excused absence or absences shall be the responsibility of the student. One day make-up is allowed for each day of absence. The student should make arrangements with his/her teachers for make-up when the student returns from the absence. In the event of an extended illness, parents may request that homework requiring necessary worksheets or handouts be collected and picked up in school office. Students are allowed to make up missed work for an excused absence; while UNEXCUSED ABSENCES earn a zero (0) grade. An EXCUSED ABSENCE is any absence for which the school has been notified prior to the absence or upon return to school a student must have a written explanation from parent, guardian or doctor.

For any planned absences each student will notify each teacher as early as possible before the absence to get any assignments. ALL ASSIGNMENTS WILL BE DUE ON THE FIRST DAY BACK IN SCHOOL. Students who miss due to a school sanctioned activity will need to have their assignments turned in on the second day back in school. In emergency situations (such as storms, power failures, and other situations), each decision will be based on the safety of the students. Parents may come to the office to check out their child and take them home. We prefer that you do not take other students unless those parents have notified the school.

A student missing school on a day when school is in session is considered absent whether it is excused or unexcused. Perfect attendance certificates are given to students who do not have any absences from school for the school year unless it is an absence for a school sponsored activity. Perfect attendance certificates will not be given to students with 3 or more tardies.

Procedures for Excessive Absences/Tardies

Parents will receive written notification from the school once a student has had six absences or tardies in a semester. A second written notification will be mailed once a student has nine absences or tardies per semester. Once a student has ten absences or tardies in a semester, the parent(s) will need to come before the Maple School Attendance Committee and explain why their child has excessive absences. More than 10 absences per semester is grounds for possible retention and/or referral to the Canadian County Truancy Investigator. It also may lead to a student's transfer being denied.

Ways Parents Can Help

1. Your attitude toward school attendance sets the tone for your child's attitude. Be positive.
2. Regardless of your child's age, set a regular bedtime and/or curfew. The proper amount of sleep helps avoid "sleeping late".

3. Allow plenty of time in the morning for getting ready for school.
4. Provide an alternate plan for getting your child to school on time, if the bus or ride is missed in spite of your best efforts.
5. Make every possible effort to schedule doctor, dentist, and other appointment before and after school hours.
6. When you must schedule appointments during the school day, try to stagger them so that your child does not miss the same class each time.
7. If your child must miss school for an appointment make every effort to get him/her back to school for the remainder of the school day.
8. Refuse to view tardiness as acceptable behavior.
9. Refuse to write excuses for anything other than a legitimate absence.
10. Discourage early checkouts.
11. Talk to your child about responsibility and the need to develop good work habits and positive attitudes now.
12. Plan family vacations in accordance with the school calendar as much as possible.

BIRTHDAY PARTIES

Parents/guardians need to schedule birthday parties at school with their child's homeroom teacher at least a week in advance so that proper arrangements can be made with the cafeteria, etc. Last minute arrangements will be denied due to the burden that it places on staff. If treats are sent to school, please ensure that there are enough for each child in the class. Please check with the homeroom teacher to see if any students in the class have peanut or latex allergies as this can affect what food and/or treats can be brought. A parent or other adult needs to attend the party. Birthday party announcements for parties that will take place outside of school hours should not be brought to school for distribution unless the entire class is invited to the party.

CAFETERIA

The cafeteria will open for breakfast at 8:00 a.m. Lunch is served from 10:55 a.m. to 12:48 p.m. When you are finished eating, you may sit and talk to friends but stay with the teacher on duty. There are a few rules to help insure everyone a happy lunch period and to help get everyone fed in the time allotted.

1. Walk in the cafeteria.
2. Stay in line.
3. Let others get their own seats.
4. Return your tray and silverware to the appropriate area and place all paper trash in the trash receptacle.
5. Closed campus (No off campus lunch).
6. Please call school before 9:00 a.m. if you will be eating lunch with your child.
7. Students bringing lunches to school should NOT bring items that need heated or kept refrigerated.
8. If a child is not to drink milk provided at school, drinks will need to be sent in a thermos or in juice boxes. Please contact the kitchen supervisor if your child cannot have milk.
9. Students are not allowed to bring soda for breakfast or lunch.
10. Please notify the cafeteria in writing of any food allergies that your child has. Please include a list of foods and/or ingredients that your child may not eat. While every effort will be made to ensure that your child only eats foods that are safe for him or her, it is the responsibility of the parents to check the school menu sent out monthly and plan accordingly.

MEALS MUST BE PAID ON A WEEKLY OR MONTHLY BASIS. Checks should be made to: Maple School Lunch Fund. One milk comes with the purchase of a meal. Free/reduced meals are available subject to application and qualification based on family income. Cafeteria prices are posted in the cafeteria.

MAPLE SCHOOL DISTRICT MEAL CHARGE POLICY

Meal prices will be published before school begins in August. Maple School District recognizes the importance of good nutrition in the total well-being and education of students and therefore participates in the national School Lunch Program. Students receive applications for free and reduced price lunches at the beginning of the school year. Applications are also available throughout the school year in the school office for families whose financial status or family size may change during the course of the school year. For those students not qualifying for free lunches, statements will be sent home with students at the end of each month with the amount owed for any lunches and/or breakfasts and/or extra milk that the student received during the month. Parents are strongly encouraged to make every effort to pay lunch bills each month. If families find that paying the full amount creates a financial burden, a payment plan may be arranged by calling the school office. Payment plans will need to be approved by the superintendent. Families that find it difficult to pay are encouraged to fill out free and reduced lunch applications to see if they qualify for free or reduced meal prices. Parents may also send lunch from home.

CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION

Referral

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

Screening

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

Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent of the

parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services purposes.

Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with Family Educational Rights and Privacy Act (FERPA) and the Policies & Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. PARENTS MAY OBTAIN A COPY OF THE LOCAL POLICY FROM THE LOCAL SCHOOL DISTRICT'S ADMINISTRATOR.

Before any major identification, location, or evaluation, schools shall provide notice to parents. Accommodations for other languages or means of communications may be provided upon request. Such notice shall occur at least annually prior to conducting these activities and shall include the rights of parents under FERPA. For further information, contact Chuck Hood at Maple Public School District.

CLASSROOM ASSIGNMENTS

The assignments that teachers give to students allow students to practice new skills that they have been taught or reinforce previously learned skills. It is the expectation of the school that students complete assignments and hand them in when they are due. This helps instill the value of responsibility in students. Once a student has missed two assignments, parents will be notified. The third missing assignment for the nine weeks will result in 30 minutes of after school detention. In grades 6-8, this will apply for each class/teacher that the student has. Once he or she has missed three assignments, after school detention will be given for that class. Each subsequent missing/late assignment will result in another day of detention. The process will start over each nine weeks. Parents will be given the choice of two dates for the student to serve the detention. If neither day will work, parents will need to contact the school superintendent to work out other arrangements. Parents will be responsible for picking up students who are serving after-school detention at 4:00 p.m. If the assignment is not turned in the next morning after serving detention, a grade of zero will be given for that assignment.

COMMUNICATIONS BETWEEN STUDENTS AND STAFF

The Superintendent and the school principal will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the online, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. All e-contacts with students should be through one of the district's school-approved platforms:

1. Remind
2. GroupMe
3. Google Meet

CONTAGIOUS MALADY

Children with any type of contagious malady, including head lice, will be sent home and not admitted back into school until declared free from the ailment. (School laws of Oklahoma 70-120-194 and H.B. 1550). In the case of head lice, ALL NITS MUST BE PICKED OUT OF THE HAIR BEFORE THE CHILD CAN RETURN TO SCHOOL. IF THE CHILD IS NOT COMPLETELY CLEAR OF ALL NITS (EGGS) AND LICE, HE/SHE WILL NOT BE ADMITTED BACK TO SCHOOL. A doctor's note or certificate from the health department will be required before the re-admission to school. The parents will need to report to the school superintendent with the appropriate documents before the student can return to the classroom. For further information on these and other types of conditions contact the school. The parents of students

that are out of school with communicable diseases will be responsible for obtaining the required homework and overseeing that the homework is returned in the time allotted by the student's teacher(s).

Infection Control Guidelines- *SEE ATTACHED COVID-19 REGULATIONS/PLAN -
COVID-19 Plan may supersede the following:

Students with the following signs/symptoms of infection should not be sent to school:

- Temperature/fever 100 degrees or more, or if the student has been treated the morning of the school day for fever. Student may return to school when they have been fever free, without the use of medication, for 24 hours.
- Nausea, vomiting, and diarrhea. Student may return to school 24 hours after the last episode of vomiting or diarrhea without the use of medication.
- Red eyes with purulent drainage
- Open wounds, draining sores, or undiagnosed rashes must be covered before attending class

If any of the above symptoms are present or develop during the school hours, parents will be notified, and the student may need to be picked up. If your child is sick, or is sent home for illness during the school day they will not be able to participate in after school activities that day.

Medications

Students are not to be in possession of any type of medication while at school. These include all prescription and non-prescription drugs such as aspirin, Tylenol, Advil, etc., with the exception of inhaled asthma medications. As authorized by Senate Bill 243 Maple Public School District will allow inhalers to be kept by students with the following provisions: The parent/guardian must provide authorization in writing for the student to administer the medication. The school also requires a written statement, provided by the parent/guardian, from the physician treating the student that the student has asthma and is capable of self-administration of medication.

NO MEDICATION WILL BE DISTRIBUTED BY THE SCHOOL EMPLOYEES AT ANY TIME WITHOUT A NOTICE FROM A PARENT OR GUARDIAN. All medications and instructions will be kept in the school office and students will come to the office to take them. The parent/guardian of the student will need to provide the school an emergency supply of the student's medication. The parent/guardian will need to sign a statement that the school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

All controlled prescription medications, including ADD & ADHD medications, must be delivered to the school by parent or guardian. A medication count will be completed at time of delivery by the parent/guardian, and appropriate staff. A medication count will be completed weekly by school nurse, and designated staff member. All medications brought into the school will need to be in the original unopened container, and/or the prescription bottle. An extra prescription bottle for school and field trip dose bottle can be requested at the pharmacy.

Meningitis

Meningitis is an inflammation of the meninges, the membranes that cover the brain and spinal cord. It is usually caused by bacteria or viruses, but it can also be caused by certain medications or illnesses.

Bacterial meningitis is rare, but is usually serious and can be life-threatening if it's not treated right away.

Viral meningitis (also called **aseptic meningitis**) is relatively common and far less serious. It often remains undiagnosed because its symptoms can be similar to those of the common flu.

Kids of any age can get meningitis, but because it can be easily spread between people living in close quarters, teens, college students, and boarding-school students are at higher risk for infection.

If dealt with promptly, meningitis can be treated successfully. So it's important to get routine vaccinations, know the signs of meningitis, and if you suspect that your child has the illness, seek medical care right away.

Causes of Meningitis

Many of the bacteria and viruses that cause meningitis are fairly common and are typically associated with other routine illnesses. Bacteria and viruses that infect the skin, urinary system, gastrointestinal or respiratory tract can spread by the bloodstream to the meninges through cerebrospinal fluid, the fluid that circulates in and around the spinal cord.

In some cases of bacterial meningitis, the bacteria spread to the meninges from a severe head trauma or a severe local infection, such as a serious ear infection (otitis media) or nasal sinus infection (sinusitis).

Many different types of bacteria can cause bacterial meningitis. In newborns, the most common causes are *Group B streptococcus*, *Escherichia coli*, and *Listeria monocytogenes*. In older kids, *Streptococcus pneumoniae* (pneu mococcus) and *Neisseria men/n gitidis* (men ingococcus) are more often the causes.

Another bacteria, *Haemophiuss influenza type b (Hib)*, can also cause the illness but because of widespread childhood immunization, these cases are now rarer.

Similarly, many different viruses can lead to viral meningitis, including enteroviruses (such as coxsackievirus, poliovirus, and hepatitis A) and the herpesvirus.

Symptoms of Meningitis

The symptoms of meningitis vary and depend both on the age of the child and on the cause of the infection. Because the flu-like symptoms can be similar in both types of meningitis, particularly in the early stages, and bacterial meningitis can be very serious, it's important to quickly diagnose an infection.

The first symptoms of bacterial or viral meningitis can come on quickly or surface several days after a child has had a cold and runny nose, diarrhea and vomiting, or other signs of an infection. Common symptoms include:

- fever
- lethargy (decreased consciousness) • irritability
- headache
- photophobia (eye sensitivity to light)
- stiff neck
- skin rashes
- seizures

Infants with meningitis may not have those symptoms, and might simply be extremely irritable, lethargic, or have a fever. They may be difficult to comfort, even when they are picked up and rocked.

Other symptoms of meningitis in infants can include:

- jaundice (a yellowish tint to the skin)
- stiffness of the body and neck (neck rigidity)
- fever or lower-than-normal temperature
- poor feeding
- a weak suck
- a high-pitched cry
- bulging fontanelles (the soft spot at the top/front of the baby's skull)

Viral meningitis tends to cause flu-like symptoms, such as fever and runny nose, and may be so mild that the illness goes undiagnosed. Most cases of viral meningitis resolve completely within 7 to 10 days, without any complications or need for treatment.

Treatment

Because bacterial meningitis can be so serious, if you suspect that your child has any form of meningitis, it's important to see the doctor right away.

If the doctor suspects meningitis, he or she will order laboratory tests to help make the diagnosis. The tests will likely include a lumbar puncture (spinal tap) to collect a sample of spinal fluid. This test will show any signs of inflammation, and whether a virus or bacteria is causing the infection.

A child who has viral meningitis may be hospitalized, although some kids are allowed to recover at home if they are not too ill. Treatment, including rest, fluids, and over-the-counter pain medication, is given to relieve symptoms.

If bacterial meningitis is diagnosed - or even suspected - doctors will start intravenous (IV) antibiotics as soon as possible. Fluids may be given to replace those lost to fever, sweating, vomiting, and poor appetite, and corticosteroids may help reduce inflammation of the meninges, depending on the cause of the disease.

Complications of bacterial meningitis can require additional treatment. For example, anticonvulsants might be given for seizures. If a child develops shock or low blood pressure, additional IV fluids and certain medications may be given to increase blood pressure. Some kids may need supplemental oxygen or mechanical ventilation if they have difficulty breathing.

Some patients who have had meningitis may require longer follow-up. One of the most common problems resulting from bacterial meningitis is impaired hearing, and kids who've had bacterial meningitis should have a hearing test following their recovery.

The complications of bacterial meningitis can be severe and include neurological problems such as hearing loss, visual impairment, seizures, and learning disabilities. The heart, kidneys, and adrenal glands also may be affected. Although some kids develop long-lasting neurological problems, most who receive prompt diagnosis and treatment recover fully.

How Does Meningitis Spread?

Most cases of meningitis - both viral and bacterial - result from infections that are contagious, spread via

tiny drops of fluid from the throat and nose of someone who is infected. The drops may become airborne when the person coughs, laughs, talks, or sneezes. They then can infect others when people breathe them in or touch the drops and then touch their own noses or mouths.

Sharing food, drinking glasses, eating utensils, tissues, or towels all can transmit infection as well. Some infectious organisms can spread through a person's stool, and someone who comes in contact with the stool - such as a child in day care - may contract the infection.

The infections most often spread between people who are in close contact, such as those who live together or people who are exposed by kissing or sharing eating utensils. Casual contact at school or work with someone who has one of these infections usually will not transmit the infectious agent.

Prevention

Routine immunization can go a long way toward preventing meningitis. The vaccines against Hib, measles, mumps, polio, meningococcus, and pneumococcus can protect against meningitis caused by these microorganisms. Some high-risk children also should be immunized against certain other types of pneumococcus.

Doctors now recommend that kids who are 11 years old get vaccinated for meningococcal disease, a serious bacterial infection that can lead to meningitis. The vaccine is called quadrivalent meningococcal vaccine, or MCV4. Children who have not had the vaccine and are over 11 years old should also be immunized, particularly if they're going to college, boarding school, camp, or other settings where they are going to be living in close quarters with others. This vaccine may also be recommended for people who are traveling to countries where meningitis is more common.

Many of the bacteria and viruses that are responsible for meningitis are fairly common. Good hygiene is an important way to prevent any infection. Encourage kids to wash their hands thoroughly and often, particularly before eating and after using the bathroom. Avoiding close contact with someone who is obviously ill and not sharing food, drinks, or eating utensils can help halt the spread of germs as well.

In certain cases, doctors may decide to give antibiotics to anyone who has been in close contact with the person who is ill to help prevent additional cases of illness

When to Call the Doctor

Seek medical attention immediately if you suspect your child has 'meningitis or if your child exhibits symptoms such as vomiting, headache, lethargy or confusion, neck stiffness, rash, and fever. Infants who have fever, irritability, poor feeding, and lethargy should also be assessed by a doctor right away.

If your child has had contact with someone who has meningitis (for example, in a child-care center or a college dorm), call your doctor to ask whether preventive medication is recommended.

DISCIPLINE POLICY

The principal and/or superintendent shall have general charge over discipline cases and shall have the authority to discipline for violations of regulations of the school. Teachers have the right and the responsibility to discipline students in their charge, according to their classroom rules.

Methods of Discipline

The principal and/or superintendent has the authority to use the following methods of discipline:

1. Contact / Conference with the parents or guardians

2. Withholding of privileges
3. Corporal punishment (paddling)
4. Probation
5. In-school /Out-of-school suspension

A student may be placed on in-school suspension for any part or all of a school day or days as punishment for poor behavior. Student in any type of suspension may not take part in any extracurricular activity.

6. Detention (Before school, after school and Saturday School)

Appeal Procedures in the Case of a Suspension

In case of suspension, the parent/guardian has the right to appeal the decision to the Maple Board of Education by following the appeal procedures listed below:

- (5) 1. The appeal will be initiated by the parent/guardian by contacting the superintendent within five days of the imposed suspension.
2. The superintendent will set a time and place for the hearing and notify the parents. The hearing will be held during regular school hours.
3. The hearing will be closed to the public, and parent/guardian must be in attendance.
4. The hearing committee will consist of:
 - a. The superintendent of Maple Public School District or his designated representative, who will chair the committee,
 - b. Three classroom teachers (not involved in the incident).
5. The appeal decision will be to sustain, rescind, or modify the action prescribed by the superintendent or principal.
6. The parent/guardian has the right to appeal the decision of the hearing committee to the Maple Public School Board of Education. Such a request must be in writing to the superintendent of Maple School.
7. The superintendent shall schedule a timely hearing before the Maple Board of Education and shall notify the parent/guardian in writing as to the time and the place of the hearing
8. The Maple Public School Board of Education after providing the hearing shall render a decision and its decision is final.

Student Behavior

The board of education is deeply interested in creating the best learning atmosphere possible in every school. The board appreciates the cooperative attitude of the vast majority of students. It is important that our school atmosphere allow cooperative students to pursue their education free from disruption or distractions. Maintaining order necessitates regulations relating to school discipline. IT IS THE INTENTION OF THE MAPLE PUBLIC SCHOOL BOARD OF EDUCATION THAT THE PERSONAL RIGHTS OF STUDENTS BE RESPECTED, WHILE ALSO RESPECTING THE RIGHTS OF ALL STUDENTS TO GET AN EDUCATION FREE FROM DISRUPTIVE BEHAVIOR.

Corporal punishment is permitted, but a parent will always be contacted before a student is paddled.

If these or milder forms of punishment listed under the section "Methods of Discipline" do not prove satisfactory, the student may be expelled. Expulsion from school will be used as a last resort. The following are grounds for expulsion:

1. Unwillingness to accept milder forms of corrective treatment;
2. Unwillingness to attend school regularly when illness or a family emergency is not involved;
3. Unwillingness to accept the policy of the school that no student is allowed to interfere with the learning of another.
4. Unwillingness to respect the position of the teacher who must at all times remain in control of the classroom;
5. Unwillingness to respect the position of the school administrator and/or his representative who must at all time remain in control of the school owned and/or operated buildings. This rule is

in effect at
other school sponsored

extra-curricular activities at Maple Public School District and at any
location;

6. Continued disruption of the school atmosphere through any method or instrument of material;
7. Unwillingness to maintain a civil tongue, to refrain from profanity and/or any form of obscenities;
8. Engaging in any activity that might result in damage or destruction of property or bodily harm to any student or staff member; (Harassment, intimidation, or bullying)
9. Bringing or causing to be brought to the school premises any instrument or material that would, if used, result in property damage or bodily injury to any person;
10. Engaging in vocal, written, or symbolic threatening of damage or destruction of any school property;
11. Creating a dangerous situation on or near the school bus;
12. Engaging in vocal, written, or symbolic threatening of damage or destruction to any student or staff member.
13. Engaging in any act of extortion and/or theft on the school premises;
14. Unwillingness to maintain a physical condition and/or participation habitually in any act or procedure that makes the person unable to learn in the normal school atmosphere.

Bullying Policy FNCD

Prevention of Bullying at School (70 O.S. ss24-100.4 and 24-100.5)

I.

II. Prohibition of Incidents of Bullying

It is the policy of the Maple Public School District that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or 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. Such behavior is specifically prohibited.

Definitions

The following words and terms used in this policy shall have the following meaning:

"At school" means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

"Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal communication, or 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.

"Electronic communication" means the communication of any written, verbal, or 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 indicated potential for future harm to students, school personnel, or school property.

III. **School Bullying Prevention and Intervention**

This district shall ensure compliance with the following strategies for bullying prevention and appropriate intervention when incidents of bullying occur at school:

A. **Bullying Prevention Officer.** The principal/superintendent of this school district shall serve as the district's Bullying Prevention Office ("BPO") and shall be the primary point of contact to receive reports of incidents of bullying. The duties of the BPO shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying.
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
7. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. s 24-100.4(F) and accompanying regulations at 210:10-1-20;
8. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and /or policies and procedures pertaining to bullying prevention; and
9. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

B. **Training and education in school bullying prevention and intervention.** All school administrators and school employees at Maple School shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. s 24-100.4(A) and 210:10-1-20. Selection of the required training shall be based upon the recommendation of the Safe School Committee established at the district.

C. **Safe School Committee.** This district shall establish a Safe School Committee that meets the requirements of 70 O.S. s 24-100.5(a). At least one of the members of the Committee shall be the BPO. The duties of the Committee shall be the duties set forth in 70 O.S. s 24-100.4(B).

D. **Bullying Prevention Programs.** The district shall implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to and reporting incidents of bullying.

IV. **Reporting Incidents of Bullying**

The system of incident reporting in this district shall ensure that students are encouraged to report incidents of known bullying and shall remove unnecessary obstacles that would serve as a deterrent to reporting (e.g., ensuring availability of reporting procedures during the

school day, ensuring a student is not penalized for tardiness or absence from a class incurred as a result of reporting an incident). To facilitate prompt reporting and tracking of all incidents, Maple School shall follow the following procedures. Such procedures shall, at a minimum, address all of the following requirements:

A. **District Bullying Report Form.** Students shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the "District Bullying Report Form" which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site. Students shall be advised that they may obtain assistance from a school official if they have questions about completing the District Bullying Report Form or if they are unable to complete the form without assistance (e.g., students unable to write legibly due to age, disability, etc.). The District Bullying Report Form shall be designed to facilitate reporting of incidents by all ages, and shall, at a minimum, include all of the following items:

1. Date and approximate time of incident;
2. Location of incident
3. Name(s) of all individuals at who the incident was directed or who were affected by the bullying behavior;
4. Name(s) of all individuals who initiated or encouraged the bullying behavior;
5. Name(s) of all individuals who witnessed the incident or may have information pertaining to the incident;
6. Description of the incident, including:
 - (i) Identification of all inappropriate behaviors;
 - (ii) Identification of any types of alleged harassment on the basis of race, color, national origin, gender, sexual orientation, religion, or disability;
7. A description of the types of behaviors used to harass, intimidate, or threaten a student. Examples include, but are not limited to the following:
 - (i) Gesture, written, or verbal expressions (e.g., written or verbal threats, obscene gestures directed toward a student);
 - (ii) Physical acts (e.g., physical fights, assault, or attack);
 - (iii) Electronic communication (e.g., cellphone, instant messaging, email, social networking, audio or visual images);
 - (iv) Damage of a student's property (e.g., stealing, hiding, or damaging property);
 - (v) Threatening another student (i.e. communication leading to a reasonable fear of harm to the person or property of another individual or individual's friends or family);
8. Description of interference with the school's educational mission or the education of the student, including, but not limited to:
 - (i) Detrimental changes in school attendance (e.g., absences or tardies; missing all or part of a class or a school day);
 - (ii) Detrimental changes in student performance (e.g. student grades, assessments);
 - (iii) Detrimental changes in participation in school activities (e.g., student demonstrates fear or avoidance of interaction with other students during activities, lunch, bus, recess);
9. Identification of any physical evidence of the conduct (e.g., written notes, emails, property destruction, voicemail messages, audio or video recording);
10. Any other information which could potentially assist school officials in investigation of the incident;

11. Name of individual reporting the incident and contact information at which the individual reporting incident may be reached to seek additional information (unless the form is for the purpose of anonymous reporting);
12. Relationship of the individual reporting the incident to the individuals involved in the incident.

- B. **Individuals who may report incidents of bullying.** Incidents of bullying at this district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.
- C. **Privacy and confidentiality.** Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.
- D. **Anonymous reporting.** In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.
- E. **Tracking reports of incidents of bullying.** All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

V. **Response to Reported Incidents of Bullying**

Maple School District shall follow the following procedure in response to reported incidents of bullying. Upon receipt of a report of a bullying incident, the BPO shall take immediate steps to:

- A. Separately interview with the individuals involved in the incident and witnesses to the incident to assess and ensure the safety of all individuals involved in the incident pending investigation of the incident;
- B. Locate and secure any records or physical evidence relating to the incident;
- C. Promptly notify the parent(s)/legal guardian(s) of all individual students involved in the incident and the steps taken by the school administration to ensure the safety of the students pending investigation of the incident; and
- D. Contact law enforcement if an incident reported involves an immediate threat to school safety or immediate harm to the safety of any individual student.

VI. **Investigation, Determination, and Documentation of Reported Incidents of Bullying**

The principal of each site shall be the individual responsible for investigating incidents of bullying unless the principal designates another school official at the site as the individual responsible for investigation of the incident. The procedure for investigation of a reported bullying incident shall, at a minimum, meet all of the following requirements.

- A. **Initiation of investigation.** Within three (3) school days of receipt of a report of an incident of bullying, the school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/r witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.
- B. **Documentation of investigation.** All investigations shall be documented on a form that includes, at a minimum, all the following information:
 1. The date that the report of the incident was received by the BPO;
 2. The date investigation of the report was initiated;
 3. The name and title of the individual(s) assigned to conduct the investigation;

4. Identification of all individuals involved in the incident;
 5. Identification of all individuals who witnessed the incident;
 6. A summary of the details of the alleged incident;
 7. A list of documentation available to investigate the incident; (e.g., written statement of student victim, written statement of student witnesses, medical information, incident forms, police reports);
 8. A summary of action taken to investigate the incident; (e.g. interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of history of prior student behaviors; review of evidence);
 9. A determination of whether sufficient evidence exists to verify occurrence of the alleged conduct;
 10. Identification of follow up actions taken with the victim(s) and offender(s);
 11. Identification of consequences implemented for the offender(s);
 12. Identification of remediation implemented to address harm to the victim(s);
 13. Date and method of notification of parent/legal guardians of victim(s) and offender(s) of completion and findings of investigation.
- C. **Findings and determination of alleged incident.** Upon completion of review of all facts alleged and available evidence, the school administrator shall:
1. Document all findings of facts;
 2. Issue a determination as to whether the occurrence of the incident could be verified based upon the available evidence as follows:
 - (i) Occurrence of the incident was verified;
 - (ii) Occurrence of the incident was unverified due to lack of proof (e.g., inability or unwillingness of victim to assist investigation or provide evidence in support of the allegations); or
 - (iii) Evidence exists beyond reasonable doubt to support a conclusion that incident was falsely reported by an individual as a means of bullying or retaliation or reprisal against a student for reporting an act of bullying.
- D. **Notification of results of investigation.** Upon completion of an investigation the school administrator shall promptly notify the district, and the parent/legal guardians of the students involved:
1. The findings of the investigation; and
 2. Any proposed consequences and remedial measures provided to the individual(s) affected by the incident.
- E. **Follow up referrals for the purpose of student support services.** Upon completion of an investigation, Maple School may recommend that available community mental health care, substance abuse, or other counseling option be provided to students involved in bullying incidents. The school may request the disclosure of any information concerning students who have received mental health, substance abuse, or other care pursuant to paragraph 13 of this subsection that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information.

VII. Remediation and Consequences for Incidents of Bullying

- A. **Consequences for Individuals Who Commit Incidents of Bullying.** Appropriate consequences shall be imposed for every individual who commits an act of bullying, or an individual found to have falsely accused another student of bullying as a means of bullying or retaliation or reprisal for reporting an act of bullying. Consequences shall be determined, implemented and enforced in a manner that is consistent with the due process requirements set forth in the district's policies pertaining to student and employee

discipline. Examples of appropriate consequences may include, but are not limited to the following:

1. Verbal or written warnings;
2. Conferences with the parent(s)/legal guardian(s) of the students involved in an incident of bullying;
3. Detention;
4. Loss of school privileges;
5. Prohibition or suspension of participation in school activities;
6. In-school or out-of-school suspension in accordance with the provisions of 70 O.S. s 24-101.3 and district policies and procedures pertaining to student discipline;
7. Restitution of a victim's property that has been damaged as a result of the bullying incident;
8. Reassignment, suspension, and/or termination of school employment;
9. Referral to law enforcement
10. Referral to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs

B. Factors for Determination of Consequences for Incidents of Bullying Behavior. The principal shall determine consequences for incidents of bullying behavior on a case-by-case basis in a manner that is proportionate to the severity of the conduct. Consequences for verified acts of bullying behavior shall be applied in such a manner as to ensure fair and impartial application of consequences (e.g., student's academic or athletic status shall not be considered as a factor for determination of appropriate consequences). In determining what consequences are appropriate for an individual determined to have perpetrated an incident of bullying, the principal shall include the following factors in the consideration:

1. If the individual who perpetrated the incident was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student
 - (iii) The grade level of the student
 - (iv) The mental, physical and emotional development level of the student; and
 - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
2. The existence of any previous bullying behavior or continuing or ongoing pattern(s) of behavior by the perpetrator;
3. The circumstances in which the incident occurred;
4. The nature and severity of the bullying behavior involved in the incident;
5. The nature and severity of harm to the victim of the incident, including:
 - (i) Consideration of documented physical, mental and emotional distress resulting from the incident; and
 - (ii) The existence of any mental, physical, or health conditions of the victim exacerbated by the incident;
6. The relationship between the individuals involved; and
7. The potential for future violent conduct.

C. Factors for Determination of Consequences for False Accusations. The principal shall determine consequences for incidents in which an individual intentionally and knowingly reports a falsified accusation of a bullying incident as a means of bullying or as a means of retaliation or reprisal against another student in response to a previous reported incident of bullying. Consequences shall be sufficient to deter false reports of conduct, but not so severe as to deter credible reports of bullying incidents. All of the following factors shall be considered in determining appropriate consequences for a falsified accusation:

1. The status of the individual (i.e., student, employee, volunteer, etc);
 2. If the individual who made the false accusation was a student:
 - (i) The age of the student;
 - (ii) The life skills of the student;
 - (iii) The grade level of the student;
 - (iv) The mental, physical and emotional development level of the student; and
 - (v) Personal obstacles such as a history of abuse suffered by the student or negative family situation.
 3. Whether the individual who falsely accused another student of bullying has been the perpetrator of previous bullying incidents;
 4. The nature and severity of the bullying behavior involved in the incident; and
 5. The circumstances in which the incident occurred.
- D. Determination of Remediation Measures in Response to Incidents of Bullying Behavior.** Maple School shall implement appropriate remediation measures in response to incidents of bullying. Remediation measures shall include strategies for the protection of all persons involved in incidents of bullying, including targets and perpetrators of the bullying incident, and family members affected by the bullying incident. Such remediation measures shall be designed to prevent further incidents of bullying and to increase safety for the individuals involved in incidents of bullying as well as all individuals at Maple School. Examples of appropriate remedial measures in response to incidents of bullying may include, but shall not be limited to, one or more of the following:
1. Referral of students involved in incidents of bullying to appropriate support services, including school or community counseling services mental health treatment, or therapy services, or to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs;
 2. Academic intervention;
 3. Programs of age-appropriate instruction for students to support a student's life skills (e.g., conflict resolution, problem solving skills, life skills, social skills, anger management).
 4. Parental education programs;
 5. Peer support groups;
 6. Modification of hallway traffic;
 7. Increased supervision;
 8. Increased use of monitors or monitoring equipment in school facilities, hallways, cafeterias, playgrounds, and/or buses.

VIII. Annual Notice of School Bullying Prevention Policy. Maple School shall implement a strategy for publicizing and distribution of this policy and all accompanying forms and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. s 24-100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

- A. An annual written notice of the bullying policy shall be provided to parents, guardians, staff, volunteers, and students at the school. Notice of the policy shall be posted at various locations within the school including, but not limited to the reception area and administration offices. The written notice provided to students shall be written in age-appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.
- B. A copy of this policy shall be posted on Maple School's website along with all accompanying forms and procedures.
- C. Maple School shall include a copy of this policy in its student and employee handbook.

Bus Conduct

FAILURE TO OBEY SCHOOL BUS RULES WILL RESULT IN THE LOSS OF THE PRIVILEGE TO RIDE THE BUS.

Previous to loading students should:

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Respect people and their property while waiting for the bus.
5. Have a **signed permission note** from the parents if the student is to get off the bus anywhere other than their designated bus stop. (STUDENTS WILL BE PUT ON THE BUS AND LET OFF THE BUS AT REGULAR STOPS WITHOUT A SIGNED PERMISSION NOTE.)

While on the bus students should:

1. Keep all parts of the body inside the bus.
2. Refrain from the use of any form of tobacco, alcohol, or drugs.
3. Assist in keeping the bus safe and clean at all times.
4. Maintain possession of books, lunches, or other articles and **KEEP THE AISLE CLEAR**.
5. Remember that loud talking and laughing, horseplay, or fighting diverts the driver's attention and may result in a serious accident. (The life you save may be your own.)
6. Never tamper with the bus or any of its equipment. Bus equipment should be treated as you would treat valuable furniture in your own home. Damage to seats and etc. must be paid for by the offender.
7. Never throw objects in or out of the bus.
8. Remain in seats while the bus is in motion and until the bus driver gives permission to get up once the bus is stopped.
9. Be courteous to fellow pupils and the bus driver.
10. Remain quiet when approaching a railroad crossing stop.
11. Remain in the bus during road emergencies except when it may be hazardous to their safety.

For the safety of all students, a video camera with audio capabilities has been installed on each bus. Students will be videotaped and parents may be asked to view such videotapes if discipline becomes an issue with their child on the bus. Bus drivers will issue bus discipline tickets to students that violate any of the above bus conduct rules. The ticket needs to be signed by a parent and returned to school. If a student receives three tickets in a semester, he or she will not be allowed to ride the bus for one day. If they receive another ticket during the semester, they will be denied the privilege of riding the bus until the parent or guardian attends a board meeting to discuss with the board why their child should be allowed to ride the bus.

After leaving the bus students should:

1. Go at least ten (10) feet **in front of the bus**, STOP, check traffic, and wait for the driver's signal, then across the road.
2. Go home immediately staying clear of the traffic.
3. Help look after the safety of other children.

DIRECTORY INFORMATION

The school district will give public notice of the categories of information which it considers directory information regarding students in the district within the first three weeks of each school year. The categories

set forth as directory information may be used on Maple School's authorized Internet web page. The school district shall not be responsible for the posting of any student information on any internet web page not authorized by the Maple School Board of Education.

The school will allow two weeks from the date of public notice for parents to inform the superintendent in writing of specific directory information pertaining to such student that should not be released without prior consent of the parents. Parents are allowed to object to the use of their child's information on the internet web page, yet still consent to the school's use of their child's information in other formats. If parents provide no objection within the two weeks of official notification, the information will be classified as directory information until the beginning of the next school year. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

The school district will maintain and release "directory information" without the parent's prior written consent, unless the parent informs the district that any or all of the following information should not be released without prior consent.

The following information is designated as "directory information":

- Student's name, address, and telephone listing
- Parent or lawful custodian's name, address, and telephone listing
- Grade level classification
- Student's participation in officially recognized activities and sports
- Photographs
- Electronic mail address
- Diplomas, certificates, awards, and honors received

DRESS CODE

Students and staff are encouraged to dress conservatively and appropriately during school hours. Dress should be neat, clean, and in good taste. The dress code is enforced by all staff. Students who wear clothing that does not meet the dress code will either call a parent to bring them clothing that meets the dress code or will be provided with a T-shirt and/or sweat pants to cover what they are wearing. The following dress code has been adopted by the Board of Education:

1. Skirts, dresses, pants, and shorts: the length of the skirt, dress, or shorts shall be long enough not to be conspicuous or indecent, and the length of the garment should be no shorter than mid-thigh at the shortest point on the garment. The waistband of shorts or pants must be worn at the waistline. We know that it can be difficult to find shorts that meet our current Dress Code; therefore, students may wear biker shorts that are a minimum of midthigh in length underneath their shorts. Pants shall not drag the floor. Undergarments should not be visible at the top of the pants nor will holes in pants above the mid-thigh be allowed. Lycra/spandex pants (i.e. leggings, exercise pants, yoga pants, etc.) need to be covered by a top or dress that extends mid-thigh in length. **SHORTS MAY BE WORN TO SCHOOL UNTIL THE LAST DAY OF OCTOBER AND AFTER SPRING BREAK. Between November 1st and Spring Break, pants must be mid-shin length or longer.**

2. Tops: Extremely thin "see through" shirts or blouses may not be worn. Neither shall shirts or blouses that expose the back or midriff while sitting or when arms are extended upward over the head. Sleeveless shirts must come to the point of the shoulder at the upper arm and should fit beneath the underarm where skin or undergarments are not exposed. No tank tops, racerback tops, or tops with small straps may be worn unless they are worn under/over a t-shirt or other shirt with sleeves. Halter tops and tube tops are not allowed. Undergarments must be covered at all times. Students may not wear the hood of a hoodie sweatshirt on their head in school buildings. Tops must not be conspicuous or indecent (this includes low cut shirts). Writing or pictures on clothing that suggest obscenity, vulgarity, gang related material, advertise or advocate alcohol,

drugs, or other illegal or inappropriate products or activities, or that have double meanings relating to the above is prohibited.

3. **Accessories:** Conspicuous or distracting accessories are not acceptable. Examples of accessories which are not acceptable are billfold chains, sunglasses, hats and caps worn in the school building. (*Exceptions to this may be made for school sanctioned events such as Red Ribbon Week, Student Council fundraisers, etc. All exceptions must be approved by the superintendent.*) Students may not have writing on their bodies.

DRUG POLICY

Policy for student suspected of being on drugs or intoxicated:

1. Teacher will observe the student;
2. Teacher will report to the superintendent;
3. Superintendent will contact the parents, a discussion between the superintendent, the teacher, the parents and the student to discuss the problem and possible solutions including counseling and notification of authorities.
 - a. First offense will result in up to and including three (3) days suspension from school.
 - b. Second offense will result in long-term suspension from school.
 - c. Third offense will be expulsion from school.

Students are not permitted to smoke or have tobacco in their possession at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school sponsored activities, as well as the regular school day. Violation of this rule constitutes a serious offense, and possible suspension from school. If caught smoking or using any tobacco product, including vaping and other types of electronic nicotine delivery systems and/or smokeless tobacco products, the student will be given three (3) full school days of in-school suspension. More stringent punishment will be assessed for habitual smoking.

If a student is suspected of selling drugs or alcohol at school:

1. The principal/superintendent will be notified.
2. The principal/superintendent will notify parents. The first offense can include an expulsion from school for the balance of the school year. The proper authorities will be notified.

ELIGIBILITY POLICY

1. Students must maintain a cumulative average in each subject of 70% or better for each semester. The cumulative average will be figured using the average for the previous nine week period and the current grade to determine eligibility.

2. An average of less than 70% in any subject will result in probation for one week. During the probation week:

1. Student will be allowed to take part in all extracurricular activities.
2. Student will go to a study hall during all recesses and work on assignments.
3. Student will be recommended for optional after school study.
4. The school will permit only two probation weeks per nine weeks and they may not be back to back.

5. A Notice of Concern will be sent home with a student placed on probation.

3. If a student's grade average is not 70% or above at the end of the probation week the student becomes ineligible for all extracurricular activities for at least one week. If grades do not come up to the required minimum the student will still be ineligible for the following week, etc. **EXAMPLE:** A failing grade in math during one-week results in probation. If during that week the math grade is brought up but the English grade falls below 70% the student is still ineligible until all grades are 70% or above.

4. Grades will be averaged on Thursday. The student will be notified on Friday if they are ineligible. If we have a short week the student will be notified on the last day of class that week. The school will attempt to notify parents by phone but it is the responsibility of the student to tell the parents. The student will receive a Notice of Concern from their teacher when they are ineligible.
5. It is the responsibility of the student and parent to ask for any late or missing assignments, collect the necessary textbooks and worksheets, complete the work, and turn these in to the teacher the following day. Work that is more than three days old may not be accepted by the teacher and could result in a grade of 0 for the assignment.
6. Illness and Emergency Leave - The student will have as many days as they have missed to make up work with no late penalty.
7. Planned Absences - Student will notify each teacher as early as possible before the absence to get any assignments. All assignments will be due on the first day back in school.

DEFINITIONS:

Extracurricular: An activity not directly related to a student's grades. i.e., all sports, cheerleading, Quiz Bowl, classroom rewards, clubs

One Week: Monday morning until Sunday night. *A shorter week due to snow days, illness, & scheduled days out still constitutes a week.*

Probation: One week grace period to bring up grades. The student MAY take part in all extracurricular activities.

Ineligible: A minimum of one week that a student MAY NOT participate in any extracurricular activity.

Ineligibility will be more than one week if a passing grade IN ALL

SUBJECTS IS NOT

ATTAINED.

FAMILY EDUCATION RIGHTS and PRIVACY AT FERPA:

Parents/legal guardians and students 18 years of age have the following rights under FERPA: (1) The right to inspect and review the student's educational record. (2) The right to exercise a limited control over the people's access to the student's educational record. (3) The right to seek to correct the student's record, in a hearing, if necessary. (4) The right to report violations of the FERPA to the U.S. Department of Education. (5) The right to be informed about FERPA rights and procedures

The district will arrange to provide a translation of this notice to non-English speaking parents/legal guardians in their native language. Upon written request, copies of student records are available within 5 business days at \$1.00 per copy to parents/legal guardians of students or former students of Maple Public Schools.

Notice:

Public law 94-142 assures that all handicapped children between the ages of 0-21 residing in Oklahoma the right to a free appropriate education. Maple School is in compliance with this law and seeks your help in locating these children. If you know of any handicapped child who is not being served, please notify your local school.

No Child Left Behind Act of 2001

Section 1111 (6) (A)-QUALIFICATIONS. —At the beginning of each school year, a local educational agency that received funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
3. 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
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

According to the Act the information listed above must only be provided to parents who request the information. The LEA/school site must notify parents that they have the right to request the information.

Section 1111 (6) (B)-ADDITIONAL INFORMATION.—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—

1. Information on the level of achievement of the parent's child in each of the State academic assessments.
2. Timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

The Act also requires that this information be provided to parents, to the extent practicable, in an understandable format and in a language that parents can understand.

GRADING FOR STUDENTS IN GRADES 3-8

All students will receive grades on a report card at the end of each quarter of school. First and second quarter grades will be averaged for a First semester grade and third and fourth quarter grades will be averaged for a Second semester grade. Semester grades are recorded on each student's permanent record folder. Letter grades will be given for students in Grades 3-8 for all core classes using the scale below:

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

For students in grades 3-8, mid-quarter progress reports will be sent home mid-way through each quarter to give parents and students an opportunity to see how the student is performing prior to receiving the end of the quarter grades on the report card. Students and parents are encouraged to discuss any questions or concerns about grades with their teacher.

HATCH AMENDMENT

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA) 20 S.S.C. 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to all funding provided by the United States Department of Education and seeks to protect the rights of parents to inspect surveys or

instructional materials if these materials or surveys are funded by the United States Department of Education.

With respect to survey activities, survey materials, evaluation materials, and instructional materials used by student and funded by the United State Department of Education, the school district will:

1. Make such materials available for inspection by parents
2. Obtain written, parental consent if students are required to participate in a survey, analysis or evaluation that reveals information such as:
 - Political affiliation
 - Mental and psychological problems potentially embarrassing to the student and his/her family
 - Sexual behavior or attitudes
 - Illegal or self-incriminating behavior (such as use or possession of tobacco, alcohol or other drugs)
 - Critical appraisals of other individuals with who respondents have close family relationships
 - Legally recognized privileged or analogous relationships, such as those of lawyers, doctors and ministers
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs)

IMMUNIZATION REQUIREMENTS

All students must have on file a record of current, up-to-date immunizations. Oklahoma Law (os70-1210.191) states that no minor child shall be admitted to any public; private or parochial school operating in this state unless and until certification is presented to the appropriate school authorities from a licensed physician or is in the process of receiving, immunizations against Diptheria, Pertussis, Tetanus, Haemophilus Influenza type B (HIB), Measles (Rubella), Rubella, Poliomyelitis, Varicella, Hepatitis A and Hepatitis B or is likely to be immune as a result of the disease. If a child's immunization records are not up-to-date, immunizations can be taken free of charge at the Canadian County Health Department. Failure to get your child's immunization records up-to-date could lead to suspension from school.

GUIDE TO IMMUNIZATION REQUIREMENTS IN OKLAHOMA 2022-2023

CHILD CARE	PRE-SCHOOL/ PRE-KG	KG THROUGH 6 TH	7 TH -8 TH	9 TH -12 TH
4 DTP/DTaP	4 DTP/DTaP	5 DTP/DTaP	5 DTP/DTaP & 1 Tdap booster	5 DTP/DTaP & 1 Tdap booster
1-4 PCV	NOT	REQUIRED	FOR	SCHOOL
3 IPV/OPV	3 IPV/OPV	4 IPV/OPV	4 IPV/OPV	4 IPV/OPV
1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
1-4 hib	NOT	REQUIRED	FOR	SCHOOL
3 Hep B	3 Hep B	3 Hep B	3 Hep B	3 Hep B
2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
1 Varicella	1 Varicella	1 Varicella (2 nd dose	1 Varicella (2 nd dose	1 Varicella (2 nd dose

		recommended at KG entry)	recommended at KG entry)	recommended at KG entry)
--	--	-----------------------------	-----------------------------	-----------------------------

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

For further immunization information, please call the Immunization Service, Oklahoma State Department of Health at 405-271-4073.

Remember that children following a medically approved schedule for completion of an immunization series may be allowed to attend school, however the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunization that has been signed by a licensed physician or public health authority. Students who have not completed the Hepatitis B vaccine series, or any other vaccine series when the semester starts, may attend school while completing the series. Oklahoma's School Immunization Law allows exemptions to immunizations for medical, religious, or personal objections. Exemption forms are available from the Oklahoma State Department of Health. Certificate of Exemption forms for parents and guardians claiming an exemption from the immunization requirements for their children may be obtained from the Oklahoma State Department of Health.

INCLEMENT WEATHER

If school needs to be dismissed due to inclement weather or other emergency, parents will receive a text or robocall on their phones. The notification will also be posted on Maple School District's Facebook page and local television stations will also be notified for publication on their stations.

LEAVING CLASSROOMS or CAMPUS

Students will not leave classrooms without the teacher's permission. Once a student has entered the school grounds they are not to leave unless permission is given by a teacher and by parent's consent.

LOCKERS

Students shall have no expectation of privacy in lockers, desks, or other school property from school personnel or law enforcement officers. No reasonable suspicion shall be required to conduct a locker, desk or other school property search. (HB 2130, 1997 Legislative Session Section 489, School Law Book, 1996)

MOVIES AT SCHOOL

Only "G" or "PG" rated movies will be shown to students at school. PG-13 at the discretion of the teacher.

PARENTS' BILL OF RIGHTS

The school district is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the superintendent/principal. 25 O.S. Section 2001

PARENT EXPECTATIONS

Maple Public School District has a reputation of high expectations for its students. This school cannot be successful without the full support of its parents. Maple Public School District does a lot of fundraising that directly benefits the students at the school. Maple parents are expected to help at all Parent Club sponsored events and school fundraisers. Everyone's help is needed and appreciated. If you are unable to work, please find someone to fill your spot.

Parents of students who participate in sports are also expected to work at home ballgames as assigned. This includes helping to clean up after ballgames.

Parents are also reminded that we are striving to teach our students academics as well as life skills. Good sportsmanship is one skill that we feel is important to learn. Parents are asked to set a good example for students at school sponsored events and show good sportsmanship to the coaches, referees, visiting students and parents, etc.

PERMANENT WITHDRAWALS FROM SCHOOL

A student who is planning to withdraw from school is expected to go to the office for a withdrawal sheet to be taken to each teacher, who will sign the sheet and record grades up to the day of departure, and check-in all textbooks and library books. The student will then return the sheet to the superintendent's office for his/her signature and to complete the withdrawal procedure. When Maple Public School District has

received a request from a school for records of that student, Maple Public School District shall include copies of ALL records including disciplinary records.

PROFICIENCY BASED PROMOTION - RETENTION POLICY

Upon request of a student, parent, guardian or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example; Portfolio Criterion-Referenced Test, Thesis Project, product or performance.

2. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once during the week before the beginning of the school term and once during the last week of school at the end of the school term as identified in 70 O.S. 11-103.6. Notification of intent to take test must be given to the student's superintendent two (2) weeks prior to the testing week.

3. Proficiency for advancing to the next level of study will be demonstrated by a score of the 90% or comparable performance on an assessment or demonstration.

4. The opportunity for proficiency assessment will be provided prior to the beginning of each school term as well as the end of each school term.

5. Qualifying students are those who are legally enrolled in the local school district.

6. Students will be allowed to take proficiency assessments in multiple subject areas.

7. Students not demonstrating proficiency will be allowed to try again during the next assessment period.

8. Exceptions to standard assessment may be approved by a local committee appointed by the superintendent or IEP team for those students with disabling conditions. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.

1. The school will confer with parents in making such promotion and/or acceleration decisions. Such factors as social and mental growth would be considered.

2. If the parent or guardian request promotion and/or promotion contrary to the recommendations of school personnel, parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.

3. Failure to demonstrate proficiency will not be noted on the transcript.

4. Students must progress through a curriculum area in a sequential manner, elementary, middle school, or high school students may demonstrate proficiency and advance to the next level in curriculum area.

5. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma. Proficiency assessment will measure mastery of the priority academic students' skills in the same way that curriculum and instruction are focused on the priority academic student skills. In other words, assessment will be aligned with curriculum and instruction. Options for accommodating student's needs for advancement after they have demonstrated proficiency may include, but are not limited to the following:

1. Individualized Instruction

2. Correspondence Courses

3. Independent Study

4. Concurrent Enrollment

5. Cross-Grade Grouping

6. Cluster Grouping

7. Grade/Course Advancement

8. Individualized Education Programs

Maple Public School District will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district each year. Priority academic student skills and type of assessment or evaluation for each core curriculum area will be made available upon request. When a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the

parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process.

The district's appeal process is that the parents meet with the teacher(s) and the superintendent. If dissatisfied the parents may appeal to the Maple Public School Board at a regularly scheduled board meeting. (See 1996 School Law Book Section 504) The decision of the Maple Board of Education is final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student, stating the reason(s) for disagreeing with the decision of the board.

RULES FOR MAPLE SCHOOL DANCES

1. Students may invite one guest to each dance.
2. Guests must not be older than 9th grade or younger than 5th grade.
3. Students must sign the sign-up list for guests at least two days prior to the dance.
4. All guests will be approved by the principal. The principal has the right to refuse any guest.
5. A fee for the dance may be charged at the discretion of Student Council.
6. Students may not bring any food or drinks to the dance with them. Refreshments will be provided by the Student Council.
7. Students must stay in the building for the duration of the dance. If a student leaves the building, he or she will not be allowed back in the dance, but will be asked to call parents to pick them up.
8. Sponsors have the right to ask anyone to leave if they feel it is necessary.
9. Dress attire must follow the school handbook regulations
10. Public displays of affection will not be allowed or tolerated. (i.e. kissing, placing hands in inappropriate places, etc.

SPORTS/EXTRACURRICULAR ACTIVITY INFO. AND FORMS

Youth Sports Concussion Law

On May 14th, 2010, Governor Brad Henry signed into law Oklahoma Statute 25 - 155 of Title 70, formerly known as SB 1700. This bill was proposed and passed in response to the increasing numbers of our student athletes, an estimated 1.4 million in the US, who sustain concussion and head injuries while participating in athletics.

The law provides that "a youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation." The law goes on to state that "a youth athlete who has been removed from participation...may not participate until... evaluated by a licensed health care professional trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider." With early recognition, diagnosis and proper treatment, these student-athletes can return to play with a lesser chance of suffering a second catastrophic head injury.

Licensed by the Oklahoma Board of Medical Licensure and Supervision, Athletic Trainers are one of the few professions that meet the criteria outlined by this law. Licensed athletic trainers are the only health care professional specifically educated and trained to work with athletes. These professionals are able to provide immediate diagnosis and treatment of injuries, reducing severity, rehabilitation time, and reducing the

chance of career-ending injuries. The licensed athletic trainer is a highly educated health care professional who is well educated in the care, treatment, and prevention of concussions and head injuries.

The Oklahoma Athletic Trainers' Association (OATA) and its over 300 members would like to encourage coaches, athletic directors, administrators, parents, and student-athletes if they sustain a concussion or would like more information on head injuries and concussions please contact a licensed athletic trainer. Please visit www.oata.net for the most up to date information regarding athletic training, concussion management, and other sports medicine related topics.

Please remember dealing with head injuries and concussions should not be taken lightly; it's better to miss one game than the whole season. "When in doubt, sit them out."

Attention Parents:

POSITION STATEMENT ON YOUTH SPORT CONCUSSION LAW

On May 14th, 2010, Governor Brad Henry signed into law Oklahoma Statute 25 -155 of Title 70, formerly known as SB 1700. This bill was proposed and passed in response to the increasing numbers of our student athletes, an estimated 1.4 million in the U.S., who sustain concussion and head injuries while participating in athletics.

The law provides that "a youth athlete who is suspected of sustaining a concussion or head injury during a practice or game shall be removed from participation." The law goes on to state that "a youth athlete who has been removed from participation...may not participate until... evaluated by a licensed health care professional trained in the evaluation and management of concussion and receives written clearance to return to participation from that health care provider." With early recognition, diagnosis and proper treatment, these student-athletes can return to play with a lesser chance of suffering a second catastrophic head injury.

Concussion and Head Injury Acknowledgement Maple Public

School

In compliance with Oklahoma Statute Section 25-155 of Title 70, this acknowledgement form is to confirm that you have read and understand the CONCUSSION FACT SHEET provided to you by Maple Public Schools related to potential concussions and head injuries occurring during participation in athletic programs and understand the content and warnings.

Signature of Student-Athlete _____ Date _____

Signature of Parent/Legal Guardian _____ Date _____

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form

What is sudden cardiac arrest?

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues. SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

How common is sudden cardiac arrest in the United States?

While studies have shown sudden cardiac death among young athletes is very uncommon, SCA is the #1 cause of death for student athletes.

Are there warning signs?

Although SCA happens unexpectedly, some people may have signs or symptoms, such as:

☐ fainting or seizures during exercise;

- ☐ unexplained shortness of breath;
- ☐ a racing heart;
- ☐ dizziness;
- ☐ chest pains; or
- ☐ extreme fatigue.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

What are the risks of practicing or playing after experiencing these symptoms?

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

Can you screen for cardiac abnormalities?

The annual sports preparticipation physical examination includes a personal and family health history to screen for symptoms or warning signs of SCA.

An electrocardiogram (ECG) and echocardiogram (ECHO) are noninvasive and painless options. However, these procedures may be expensive and are not currently advised by the American Academy of Pediatrics and the American College of Cardiology unless the preparticipation examination reveals an indication for these tests.

Senate Bill 239 – The Chase Morris Sudden Cardiac Arrest Prevention Act (the Act)

The Act is intended to address any sport sanctioned and offered in grades 7 through 12 by a school district in order to keep student-athletes safe while practicing or playing. The requirements of the act are:

☐ All student-athletes and their parents or guardians must read and sign this form. It must be returned to the school before participation in any athletic activity. A new form must be signed and returned each school year.

☐ Schools may also hold informational meetings. The meetings can occur before each athletic season. Meetings may include student-athletes, parents, coaches and school officials. Schools may also want to include doctors, pediatric cardiologists and athletic trainers.

☐ In order to coach an athletic activity, coaches are required once each year to complete an approved SCA training course offered by a provider approved by the Oklahoma State Department of Health.

Removal from play/return to play

☐ Any student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

☐ Any student who is removed or prevented from participating in an athletic activity shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider. Health care provider is defined as a person who is licensed, certified, or otherwise authorized by the laws of this state to practice a health care or healing arts profession or who administers health care in the ordinary course of business (such as a physician, physician assistant, advanced practice nurse, or cardiologist).

Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms and Warning Signs

Maple School
(NAME OF SCHOOL)

I have reviewed the Athlete/Parent/Guardian Sudden Cardiac Arrest Symptoms (SCA) and Warning Signs informational material jointly developed by Oklahoma State Department of Health and the Oklahoma State Department of Education and understand the symptoms and warning signs of SCA related to participation in athletic programs.

Signature of Student-Athlete
Date

Print Student-Athlete's Name

Signature of Parent/Guardian

Print Parent/Guardian's Name

Date

This form is required to be completed annually prior to the athlete's first practice and/or competition and be kept on file for one year beyond the date of signature in the principal's office or the office designated by the principal.

OK State Department of Health and OK State Department of Education: Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet and Acknowledgement of Receipt and Review Form. 7/1/2015

Heat Safety Tips for Schools

As classes begin during the ongoing heat wave in Oklahoma, the Oklahoma State Department of Health offers the following guidelines to help parents, teachers and school administrators be aware of heat-related illnesses and other safety concerns. The extreme triple-digit temperatures in Oklahoma mean that adults should be even more cautious than usual when it comes to hydration needs for students, as well as a range of other concerns such as hot playground equipment that could cause burns.

Hydration:

- Ensure that students are well hydrated and have access to cool and shady areas to cool off.
- Provide access to plenty of cool water as the liquid of choice.
- Encourage students to drink water, even when not thirsty.

Clothing:

- Encourage students to wear loose-fitting, lightweight, light-colored summer clothing. (Check your school's dress code.)

Buses:

- Consider stocking school buses with heat illness emergency kits including ice chests with ice, bottled water and wet towels.
- Try to limit time children spend outdoors waiting for buses, or inside a parked school bus that has

not cooled down during the loading process.

Outdoor:

- Consider modification of practice schedules for athletic and band practices and other events.
- Avoid utilizing playground equipment that may become very hot in extreme temperatures.
- Move outdoor activities indoors when feasible to a cooler area.

Staying Cool:

- To prevent heat fatigue, offer regularly scheduled rest periods.
- Indoor temperatures can sometimes exceed the outdoor temperature, especially if there is no air conditioning. To assist in keeping the classroom temperature comfortable, keep windows and doors open with at least one fan moving air throughout the room.
- Allow students to utilize alternative areas that may be cooler, such as those located on the lower or ground level of the school or shady areas on the school grounds.
- Consider relocation of classes without air conditioning to those with air conditioning.

Recognition of Heat Illness:

- Encourage students to tell teachers if they feel ill.
- Be aware of these heat stress symptoms:
 - o Muscle spasms and cramps
 - o Skin is flushed, or cool and pale
 - o Headaches, dizziness and nausea
 - o Rapid pulse rate
 - o Shallow breathing
 - o Elevated body temperature (in cases of heat stroke, body temperature can be very high, sometimes as high as 105 degrees F)
 - o Cessation of sweating
 - o Loss of consciousness

Treatment of Heat-related Illness:

- Move the person to a cooler place to rest in a comfortable position
- Replenish fluids - Give person small amounts (4 oz.- 5 oz.) of water every 15 minutes
- Make sure the person drinks slowly
- Loosen tight clothing
- Apply wet cloths or immerse in a cool bath
 - Immediately call 911 if the person loses consciousness

STUDENT LOADING PROCEDURES AT THE END OF THE DAY

Vehicles are to line up parallel to the sidewalk in a single-file in front of the school building to pick up their riders. STUDENTS ARE NOT TO CROSS THE PARKING LOT TO ENTER VEHICLES. Students will exit the main door and be dismissed by a Maple Public School Staff Member to vehicles according to the vehicle order. If other arrangements are necessary they must be approved by the superintendent.

Extra-curricular Trips

The rules and regulations in this handbook also apply to all trips under school sponsorship including extra-curricular trips. School officials will appoint sponsors to supervise trips.

TECHNOLOGY USE GUIDELINES

The Maple Public School Staff and Administration expect all students to act in a polite and positive manner at all times. This includes any time spent on a computer. The following is a list of guidelines our staff will monitor and enforce:

1. No e-mail will be allowed except during direct adult supervision.
2. Personal information may never be put on the Internet by a student. Remember privacy is of utmost importance.
3. No software may be brought into the school without prior permission.
4. Treat all equipment as if it were something you had paid for with your own money.
5. Technology equipment is a tool for educating students. Maple School will adhere to that principle.
6. Students will not change desktops settings, backgrounds, etc. on the computers unless they have the permission of the computer teacher.
7. Students are discouraged from bringing cell phones to school. Phones must be turned off and will be collected by homeroom teachers at the beginning of the school day and returned at the end of the school day. Smartwatches will cellular capability, earbuds, air pods, or Bluetooth headphones will not be allowed during the school day. Earphones that are wired and plug into a laptop may be used if needed for course work.
8. If the student does not turn in the cell phone and is caught using it during the school day, the phone will be confiscated and the parent will be notified to come and pick it up. Students showing other students inappropriate material on their cell phones (pictures, text messages, etc.) will have their phones confiscated and will face other disciplinary action as deemed prudent by the principal.
9. There is no legitimate expectation of privacy in the use of the school district's technology.

TRANSFERS

Transfers are good for one year only and are approved by the Board of Education annually. Transfer renewals are subject to the following criteria:

1. There must be available space in the classroom.
2. That Maple is able to meet the special needs of the child.
3. Chronic Absenteeism
4. Discipline

VALEDICTORIAN AND SALUTATORIAN POLICY

To be eligible for the Valedictorian and Salutatorian honor, students must have attended Maple Public School District for their final 7th & 8th grade school years. This is determined by the 9 week averages of the 7th and 8th grade year to the nearest one hundredth of a percent. These averages are for core subjects only and are figured using letter grade value only. The last 9 weeks grade of the 8th grade year is a projection based on last quarter midterm performance. Students must take advanced classes if they are offered. Honor classes count as an additional point toward the final average. The student with the highest grade point average will be the valedictorian and the student with the next highest average will be the salutatorian. If there is a tie, the non-core classes will be averaged into the grade point average.

Point scale.

A+	4.33		B+	3.33		C+	2.33		D+	1.33
A	4.00	Excellent	B	3.00	Good	C	2.00	Fair	D	1.00
A-	3.67		B-	2.67		C-	1.67		D-	.67

Last nine weeks grade will be taken from the progress report of the last nine weeks.

VISITORS TO THE SCHOOL

ANYONE VISITING THE SCHOOL MUST COME DIRECTLY TO THE SCHOOL OFFICE FOR PERMISSION TO CONTACT STUDENTS OR SCHOOL PERSONNEL. Students should not bring visitors to school. Parents should call and set a date and time for a conference. Teachers are not allowed out of the classroom except in extreme emergencies. Conferences should be set during the teachers planning period, before, or after school only. The superintendent is to be advised of any pending conferences. A report should be filed in the school office after each conference. MAPLE PUBLIC SCHOOL STUDENTS ARE **NOT** ALLOWED TO DRIVE CARS OR ANY OTHER MOTORIZED VEHICLES ON SCHOOL PROPERTY.

WATER BOTTLE POLICY

Students are allowed to bring water bottles for classroom use. Water bottles need to have an enclosed lid. No straws allowed. They need be clear plastic bottles containing water only. No other beverages allowed.