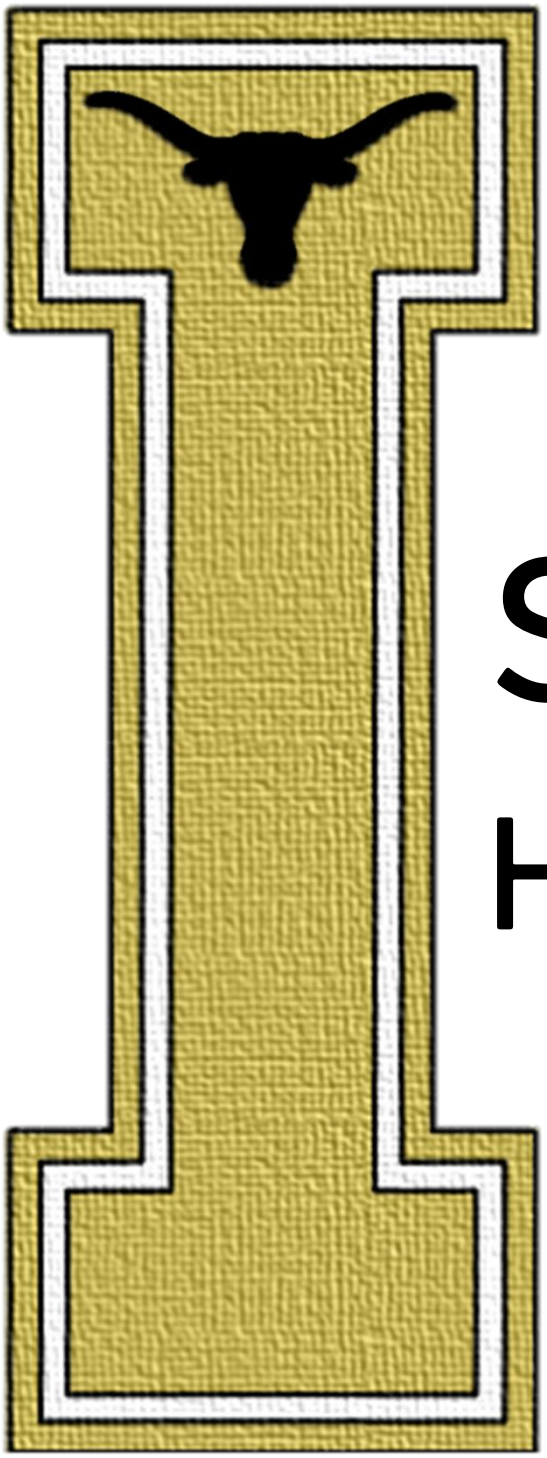
Raising Expectations.
Raising Leaders.
Raising Longhorns.



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STUDENT HANDBOOK

INOLA
PUBLIC SCHOOLS

Revised 06.2026

TABLE OF CONTENTS

Foreword 1
School Colors 1
School Emblem 1
School Information 1
Instructional Calendar 1
Notice of Non-Discrimination 2
Philosophy 2
Mission Statement 2
Motto 2
School Hours 3
Dismissal of Students 3
Enrollment 3
Student Residency 3
Student Transfer 3
Change of Address or Phone Number 3
Withdrawal from School 4
Student Dress Code 4
Student Behavior and Discipline 4
Sample Disciplinary Options Applicable to Student Misconduct 6
Behavior or Conduct That May Result in Suspension 7
School District's Obligation Applicable to All Out-of-School Suspensions 7
Long-Term Out-of-School Suspensions for More Than Ten (10) School Days 9
Short-Term Out-of-School Suspensions: Ten (10) or Fewer School Days 11
Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures 12
Attendance Policy 12
Checking Out during the School Day 13
Unexcused Tardies 14
Lunch 14
Deliveries to Students 14
Media Center/Library 14
Lost and Found 14
Curriculum 15
Homework 15
Make-Up Work Policy 15
Late Work Policy 15
Grading Scale 15
Progress Reports 15
Report Cards 15
Parent-Teacher Conferences 15
Visitors 16
Authority to Order Non-Students to Leave Institution and Appeal Process 16
Electronic and Digital Communication Policy 16
Confidentiality 16
Parental Involvement 16
Parents Right-to-Know Letter 17

Class Parties 17
Visitation Policy 17
Minute of Silence 17
Study/Field Trips 18
Conduct at School: Sponsored Activities 18
Homeroom Parties 18
Fundraising Programs 18
Student Safety 18
Playground Rules 19
Safety Drills 19
Bicycles 19
Health Services 19
Inclement Weather 23
Lunchroom Program 23
Payment/Money Exchange Procedures 23
Student Lockers and Other School Property 23
Bicycles, Rollerblades, Skateboards, Scooters, Shoes with Embedded Roller Skates, Motorized Vehicles of Any Kind 23
Reporting Students Under Influence/Possession of Controlled Substances, Alcoholic Beverages 24
Search of Students for Possession of Illegal Substances, Weapons, Related Items 24
Possession and/or Use of Tobacco Products by Students 25
School Service 25
Violations of Public Law While at School 25
Organizational Meetings 26
School Functions 26
Emergency Situations 26
Bus Regulations for Students 26
Use of Internet/Technology Devices 29
School Internet/Computer Use Policy 30
Sexual Harassment Policy 30
Chromebooks and/or Books 31
Bullying Prevention 31
Cellular Phones, Toys, and Games 32
Social Networking Policy 33
Leaving School Grounds 33
Educational Records 33
Statement of Rights 33
Annual Notice of FERPA Rights 33
Annual Notice of Definition of Directory Information 34
Student Surveys 35
Special Education 35
Child Find 35
Proficiency Based Promotion 36
Teacher Qualifications 36
Asbestos Notification 36
Parent/Guardian Form to Deny Child's Access to Internet at School 37

Foreword

The primary purpose of this handbook is to serve as a guide for students of Inola Elementary School, and to present the opportunities that our school offers. We feel that Inola Public Schools is one of the best, and that you will want to share its achievements and experiences. This book gives definite information with which each student should be familiar and will serve as a ready reference to regulations and policies.
Parents are asked to use this book to become familiar with and understand the operation of the school.

School Colors

Black and Vegas Gold

School Emblem

Longhorns

School Information

Inola Elementary School

450 B Street NW
Grades PK – 4

Principal	Mrs. Traci Thomas	918.543.0200
Assistant Principal	Mr. Stephen Dark	918.543.0200

Inola Middle School

803 East Commercial
Grades 5 – 8

Principal	Mr. Patrick Mullen	918.543.0300
Assistant Principal	Mr. Tucker Thompson	918.543.0300

Inola High School

801 East Commercial
Grades 9 – 12

Principal	Mrs. Heather Ellis	918.543.0400
Assistant Principal	Mr. TJ Helling	918.543.0400

Administrative Offices

110 North Broadway

Superintendent	Mr. Jeff Unrau	918.543.0500
Assistant Superintendent	Mr. Paul Gruenberg	918.543.0500
Chief Academic Officer	Dr. Sharla Harris	918.543.0504
Special Services Director	Mrs. Tracy Mootry	918.543.0509
Athletic Director	Mr. Brett Thomas	918.543.0501
School Nurse	Lexie Beyer	918.543.0208

Instructional Calendar

To view the instructional calendar, please visit www.inola.k12.ok.us.

Notice of Non-Discrimination

There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities, and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

Inola Public Schools will take all necessary steps to ensure that each school and workplace in the District is free from unlawful discrimination or harassment.

The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues, and concerns:

For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Chief Academic Officer, Dr. Sharla Harris, should be contacted at 918.543.0504 or 801 East Commercial, Inola, Oklahoma, 74036.

For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Special Services Director, Mrs. Tracy Mootry, should be contacted at 918.543.0509 or 110 North Broadway, Inola, Oklahoma 74036.

For all student issues related to Title IX of the Educational Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression, or identity), the Title IX Coordinators, Dr. Sharla Harris and Mrs. Heather Ellis, at 918.543.0400 or 801 East Commercial, Inola, Oklahoma, 74036.

For issues related to accessibility to facilities, services, and activities pursuant to the Americans with Disabilities Act, the Special Services Director, Mrs. Tracy Mootry, should be contacted at 918.543.0509 or
110 North Broadway, Inola, Oklahoma, 74036.

For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, the Human Resources Officer, Dr. Sharla Harris, should be contacted at 918.543.0504 or
801 East Commercial, Inola, Oklahoma, 74036.

Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is included below:

Office of Civil Rights, United States Department of Education

One Petticoat Lane	Telephone: 816.268.0550
1010 Walnut Street, Suite 320	TTY: 877.521.2172
Kansas City, Missouri 64106	Fax: 816.823.1404
	e-mail: ocr.kasnsascity@ed.gov

In accordance with OKLA. STAT. tit. 70 § 24-163, the district uses the International Holocaust Remembrance Alliance's Working Definition of Antisemitism, as adopted May 26, 2016, to evaluate harassment and discrimination against Jews.

Philosophy

What We Believe

At Inola Public Schools, we believe every student deserves a learning environment where they are known, supported, and challenged to reach their full potential. We recognize that meaningful learning happens when students feel safe, valued, and engaged in work that matters.

What We Foster

We intentionally develop qualities that will help students thrive both in and beyond the classroom. At the heart of our work is a commitment to nurturing a hunger for knowledge, ownership for learning, resilience during challenges, natural curiosity, and a clear sense of purpose. These attributes are key to building confident, capable, and future-ready learners.

What We Commit To

We are committed to strong relationships, high expectations, and purposeful, student-centered instruction. Our staff work collaboratively to support each learner's journey—academically, socially, and emotionally—knowing that growth is a shared responsibility.

What It Means to be at Inola

Whether a teacher, support staff member, coach, administrator, or someone who works behind the scenes, all roles are essential to our mission. At Inola Public Schools, we believe every adult contributes to creating a safe, supportive, and empowering environment where students can thrive.

By fostering strong relationships, modeling high expectations, and upholding our shared values, students grow into confident, capable individuals. We hold ourselves and our students to high standards—raising expectations, raising leaders, and proudly raising Longhorns—because our collective efforts shape the future of every learner we serve.

Together, we shape confident learners and responsible citizens, ready for whatever comes next.

Mission Statement

At Inola Public Schools, we equip students to thrive beyond the classroom by building a hunger for knowledge, ownership of learning, resilience during challenges, natural curiosity, and a clear sense of purpose. Through strong relationships and intentional teaching, we prepare every learner to shape their future with confidence.

Motto

Raising Expectations. Raising Leaders. Raising Longhorns.

School Hours

School Hours: 8:00am to 3:20pm

Students are allowed access to the cafeteria at 7:40am. For students eating breakfast, school doors will open at 7:35am every day. Students are required to go directly to an identified area for supervision.

Dismissal of Students

At the end of the school day, walkers and those students who are picked up by car are encouraged to leave the school grounds as quickly as possible. If the route requires crossing a street, please cross at marked crosswalks and obey teachers. To ensure messages can be provided in a timely manner, the office must be notified no later than 2:30pm of any changes regarding a student's dismissal. Students who are picked up at school should be picked up at 3:20pm.

If students are not picked up by 3:30pm, the site will call all listed student contacts. If no contact can be reached to pick up the student, Inola PD may be called.

Bus transportation is limited to those students who live on designated routes. Other students are not eligible for courtesy bus services. Any questions regarding this policy should be referred to the transportation department at 918.543.0513.

Please refer to Inola Board of Education Policy CNAC at www.inola.k12.ok.us/page/board-policies for more information on Student Eligibility for School Transportation Service.

Enrollment

Kindergarten (5 year-olds) and Early Childhood (4 year-olds) pre-enrollment will be held in April and during new student enrollment in July. Immunization records, a certified Certificate of Live Birth, and proof of residency are required to enroll.

Student Residency

The Inola Public School District is established for the purpose of serving the educational interests of resident students. This policy is established to define the meaning of "legal residence for school purposes" in accordance with state law. The Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of 5 and 21, they are entitled to attend school free of charge in the district of residence.

Policy FD

Student Transfer

If you move out of the attendance area, you are required to complete a transfer request available at oklahoma.gov/education/services/school-choice/student-transfers.html.

It is also the intent of Inola Public Schools to allow non-resident children of district employees to attend school in the district pursuant to this policy. Open and emergency applications for non-resident children of district employees will be considered on an annual basis. Transfers for other non-resident students will be considered in accordance with state law.

Policy FE

Change of Address or Phone Number

To help the school handle emergencies, maintain communication and keep records current, please provide the school with two emergency numbers and proper authorization for individuals who are allowed to pick up your child. It is the parent's responsibility to see that the principal's office has accurate emergency contact numbers. If an emergency happens and the contact information is

inaccurate, the principal may ask school resource officers to go to the home or place of business and escort the parent to the school.

Change of Address: When a student's residential address changes, it is the parent/legal guardian's responsibility to update the Student Records Portal, available at oked.sylogist.com/Inola, and upload a proof of residence (current utility bill, current lease agreement, signed settlement statement) to the Student Records Portal or bring it to the school office located at 450 B Street NW.

Withdrawal from School

Students leaving the school to go to another school should have a parent or guardian contact the school site and arrange for withdrawal. All books and school property must be checked in, and all financial obligations must be taken care of before a student may withdraw. Grades to date of withdrawal will be listed; after final approval and clearance by the principal, the student will be given a copy of the withdrawal form to take to the new school.

Student Dress Code

Students are expected to dress appropriately and neatly while conducting themselves in a manner that will reflect credit to themselves, their families, and the school. Clothing worn by all students shall be clean and neat at all times. Students are to groom themselves and wear clothing appropriate for the educational environment.

Shoes will be worn at all times. No clothing bearing suggestive, vulgar, age inappropriate or unpatriotic wording or symbols is to be worn. Unacceptable dress will also include see-through clothing, halters, muscle shirts, and midriff apparel, pajamas, hats, caps, sunglasses, curlers, and scarves (except for medical or religious reasons or for special events.) Blouses and shirts should not allow any skin to show when standing or sitting in a normal posture. Students with chains attached to their billfolds should not exceed 6 inches in length and belts with extra tag end length should also not exceed 6 inches. Hair must be clean, neatly groomed, and out of eyes. Any dress or body adornment not listed will fall within the discretion of faculty and administration.

Note: clothing which is worn low and baggy as to reveal underclothing will not be tolerated. (e.g., baggy pants with long shirt to cover.)

Student Behavior and Discipline

The Board of Education of the Inola School District adopts the following policy and procedures dealing with student conduct and behavior:

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Inola Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person, for any reason, including his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any

telephonic, computerized or electronic message; or by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
3. Cheating;
4. Conduct that threatens or jeopardizes the safety of others;
5. Cutting class or sleeping, eating or refusing to work in class;
6. Disruption of the educational process or operation of the school;
7. Extortion;
8. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval;
9. Failure to comply with state immunization records;
10. False reports or false calls;
11. Fighting;
12. Forgery;
13. Gambling;
14. Harassment, intimidation, and bullying;
15. Hazings (initiations) in connection with any school activity;
16. Immorality;
17. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia or that unduly exposes the body; clothing, accessories, make-up, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations);
18. Inappropriate behavior or gestures;
19. Inappropriate public behavior;
20. Indecent exposure;
21. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
22. Obscene language;
23. Physical or verbal abuse;
24. Plagiarism;
25. Possession of a caustic substance;
26. Possession of obscene materials;
27. Possession, without prior authorization, of a wireless telecommunication device;
28. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
29. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances;
30. Possession of illegal and/or drug related paraphernalia;
31. Profanity;
32. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
33. Theft;
34. Threatening behavior (whether involving written, verbal or physical actions); in today's society, if you say it, we have to believe you. "I was just joking" is not a valid excuse for a threat.
35. Truancy;
36. Use or possession of tobacco in any form;
37. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;
38. Using racial, religious, ethnic, sexual, gender or disability-related epithets;

39. Vandalism;
40. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations;
41. Vulgarity;
42. Willful damage to school property;
43. Willful disobedience of a directive of any school official;
44. Taking and/or sharing of any picture or video that is an invasion of another student's privacy or used to insult or demean another person. Students may also be disciplined if they had foreknowledge of an event and choose to video it rather than report it (i.e. they know a fight is about to occur.)

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension.

Sample Disciplinary Options Applicable to Student Misconduct

Detention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a weekday or on a Saturday, as deemed appropriate.

Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignments to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

Corporal Punishment

Corporal punishment is administered to students according to the following policy:

1. Corporal punishment is a form of discipline when the infraction by the student is considered serious or is a repeated infraction of school rules.
2. Corporal punishment will be administered by a certified staff member in an office or designated area and in the presence of another certified person. Punishment must be applied to the buttocks only. The witness should be informed of the infraction in the presence of the student.
3. A written report shall be made for each student receiving corporal punishment. The report will describe the offence and the disciplinary action taken. The report is to be signed by the staff member involved and the witness.

Student Suspensions

The judicial extension of the Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the school district must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspensions" refers to removal out of school for a period not to exceed one calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. **Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve the due process procedures set forth within this policy.**

Reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

Reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility of student discipline.

Behavior or Conduct That May Result in Suspension

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the School or the District for:

a. violation of a school regulation;
b. immorality;
c. adjudication as a delinquent for an offense that is not a violent offense. For the purposes of this section, "violent offense" shall include those offenses listed as the exceptions to the term "nonviolent offenses" as specified in Section 571 of Title 57 of the Oklahoma Statutes. "Violent offense" shall include the offense of assault with a dangerous weapon but shall not include the offense of assault;
d. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, wireless telecommunication device without prior authorization, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
e. possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the School District's policy related to firearms.

In the event of a suspension in excess of five (5) days for any of the reasons listed above, an education plan as discussed in the Individualized Plans for Out-of-School Suspension section of this policy, below, shall be applicable for acts which fall within parts "a" through "d," above. As allowed by law, no education plan will be provided for acts which fall within part "e," above.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

School District's Obligation Applicable to All Out-of-School Suspensions

Alternative In-School Placements

Before the school district's designated representatives, building principal or assistant principal, recommend out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or correctional actions that may be used, if warranted as an alternative to out-of-school suspension. Students identified as disabled under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 and who are suspended out-of-school or receive disciplinary removal from the classroom may require additional procedural considerations.

Pre-Conference Applicable to Out-of-School Suspensions:

1. When a student violates board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in OKLA. STAT. tit. 57, § 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation which the student is charged with having violated and shall discuss the conduct of the student which is a violation of the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state that alternative in-school placement or other available options have been considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference:

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

Conferences With Parents:

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Tuesday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent of Schools, the Board of Education, or the out-of-school suspension review committee as provided by this policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a waiver of review.

Out-of-School Suspension Requirements:

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for

the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.

4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

Individualized Plans for Out-of-School Suspension:

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") which shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

Records and Reports:

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

Long-Term Out-of-School Suspensions for More Than Ten (10) School Days

Right of Appeal:

A parent or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Superintendent of Schools and, following the appeal to the Superintendent, to the Board of Education, or, if appointed by the Board, a Hearing Officer.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1) An appeal can be presented by letter to the Superintendent of Schools.
2) If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable.
3) The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Tuesday through Friday, with consideration given to the hours of working parents whenever possible.
4) At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.

5) At the conclusion of the conference the Superintendent of Schools or his/her designee will state whether he/she shall terminate or modify the out-of-school suspension. In all cases the parent shall be advised of the parental right to have the out-of-school suspension reviewed as determined by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or the Superintendent's designee, the parent shall be requested to sign a Waiver of Final Review by the Board.

Method of Appeal to the Board of Education or the Board's Hearing Officer:

1) An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2) If no appeal is received within five (5) calendar days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable.

Hearing the Appeal:

1) The Board will hear the appeal as soon as possible, or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and non-appealable.
2) The parent and student will be notified in writing of the date, time and place of the hearing.
3) The parent and student will have the right to an "open" or "closed" hearing, at their option.
4) Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing before Board of Education:

1) The Board President or the appointed Hearing Officer should:
   a. Announce that the next agenda item is an out-of-school suspension review hearing for the student. In order to protect the confidentiality and privacy of the student, the student's initials should be used and not the student's name.
   b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/child request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2) The Board President or Hearing Officer should advise the parents/child:
   a. That they are entitled to legal counsel, if they desire it.
   b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
   c. That the parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross- examination by legal counsel for the administration.
   d. That the Board or its Hearing Officer will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
   e. That the parents/child may ask any questions about the procedure.
3) Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4) Parents/child may call any witnesses and present any documents subject to cross-examination.
5) After each witness is presented School Board members may ask the witness any questions.
6) Parents'/child's closing statement.
7) Administration's closing statement.
8) Deliberate in private. (If the hearing is not in executive session, the Board or its Hearing Officer may deliberate in executive session only with permission of the parents or student.)
9) Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. If the hearing is before a Hearing Officer, no motions will be required as a part

of the hearing process; otherwise, the Hearing Officer will have the same obligations as the Board with respect to rendering a decision.

Attendance at School Pending Appeal Hearing:

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

a. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
b. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

Short-Term Out-of-School Suspensions: Ten (10) or Fewer School Days

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days. Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed, at the Superintendent's discretion, of administrators, teachers, or both. The composition of the committee shall be reserved to the School District's discretion.

Right of Appeal:

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parents have a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

Method of Appeal to the Committee:

1. An appeal to the committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision as provided by this policy for long-term suspension.

Hearing the Appeal:

1. The Superintendent of Schools shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee

who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.

2. The Superintendent of Schools shall schedule the committee hearing as soon as possible during regular school hours, Tuesday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and non-appealable.

Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Adopted the 8th day of March, 2004.

Attendance Policy

Perfect Attendance

To be considered for perfect attendance, a student must be in attendance 159 days with not more than two (2) unexcused tardies in any one quarter (9-week period). Students attending less than 80% of each 9-week period will be subject to being placed on probation, followed by notification of the District Attorney and Department of Human Services. Students missing more than 10 days during the semester will be subject to retention.

Excused Absences

1. In order for any absence (except those pre-arranged) to be excused, we must have a written note from the parents. When the absence is due to any form of medical reason (doctor, dentist, etc.), we would prefer a signed statement from the attending medical person. The note must be specific as to the nature of the absence. (Ex. "Please excuse John Doe for his absence" is not acceptable.)
2. Funerals or relatives in immediate family or classmates (excused for perfect attendance purposes)
3. Personal illness or disabling injuries (excused, work completed)
4. Certain special religious holidays (excused for perfect attendance purposes)
5. Certain other absences may be excused only if pre-arranged and approved in advance by the building principal. Parents wishing to "pre-arrange" an absence must report to the principal's office to get approval and make arrangements before the expected absence occurs.
6. Excused absences are still recorded as absences on the report card for State accounting purposes. Excused absences count against Perfect Attendance requirements (unless otherwise noted).
7. Absences for medical reasons of five (5) or more days will require a statement from the attending physician for the student to be re-admitted to school. Any extended absence of this nature should be reported to the building principal by the parents on or soon after the fifth day so that arrangements can be made to continue the student's education by alternative methods.

Not Counted Absent

The following is a list of situations when students are not counted absent:

1. Representing the school at a school sponsored activity, with pre-approval of the principal and/or superintendent
2. Regular bus riding students when the bus is unable to reach students due to mechanical problems or inclement weather.

Unexcused Absences

All absences other than those previously described will be unexcused absences.

Excessive Absences

1. Absences will be calculated for each nine-week period for excessive absence purposes.
2. Students with four absences (less than 90% attendance) in any nine-week period will automatically be placed on probation and the parents will be notified. We recommend a conference with parents at this time. A student's grades can be directly affected by poor attendance. Continued absence after parental notification will result in notification of the District Attorney and the Department of Human Services.

   Regardless of excused or unexcused, if more than 10% of instructional time is missed, parents may be required to meet with an administrative committee to discuss attendance issues.
3. Only hospitalization, contagious disease, or illness under the direct care of a physician may constitute an exception. The building principal must be contacted and arrangements made immediately to be considered for an exception.

Students who leave school before 2:00pm will be considered absent ½ day. Additionally, students must attend 80% of the scheduled school days in order to pass.

Checking Out during the School Day

Parents must come to the office when taking a student out of school during the school day. Students will not be released from school except to a parent, guardian, or person designated by the parent in writing to take the child from school. Parents and others picking up students must show a legal photo ID to check students out of school early. Please note that anytime a child is checked out it can hinder a child's attendance.

Unexcused Tardies

All tardies are unexcused unless caused by the school or school personnel. Work missed due to unexcused tardiness may not be made up and will be recorded as a zero. **Four (4) tardies will be counted as one (1) unexcused absence and recorded as such.** Excessive tardies will result in appropriate punishment at the administration's discretion.

Students not inside their classroom by 8:00 will be considered tardy. After 9:30, students will be counted ½ day absent.

Lunch

The district provides nutritious lunches for students. The lunch period allows for lunch and supervised free play on the playground.

Families are encouraged to fill out the free and reduced lunch form. For more information regarding the program and to access the online application visit the Child Nutrition page on www.inola.k12.ok.us.

Parents are welcome to eat lunch with their children periodically during the school year.

Parents/guardians are requested to support the district's wellness policy considering nutritional quality when selecting student meals from home and/or snacks that may be donated for special school or classroom events.

Deliveries to Students

No flowers, gifts, balloons, stuffed animals, or perishables for students will be accepted during the school day from vendors or others; this includes, but is not limited to, food delivery from food-delivery vendors. Parents may deliver lunch to their student through the main office only. Parents or others may only provide food or drink for their own student.

Media Center/Library

The media center serves as a support resource for classroom instruction and is arranged to facilitate large and small groups of students. While in the Media Center, students may use encyclopedias, almanacs, atlases, globes, special reference books, audio-visual material or computer programs assigned by their teacher.

The school district realizes that students are living in the information age. The Media Center is often described as the "hub" of the school. Teachers and the Media Specialist work together to plan and present units of study. Children learn to use various media as they gather, organize, and present information.

Curriculum and expectations for each grade level and subject area are presented to parents at Back to School night in the fall. The Oklahoma curriculum for elementary students consists of measurable statements concerning what students should know and be able to do. Oklahoma's Academic Standards for each area of the curriculum can be found on the State Department of Education website at www.oklahoma.gov/education.html.

Lost and Found

All sweaters, jackets, coats, hats, gloves, and lunch boxes should be labeled with the student's name. Students should check the lost and found for missing articles. Small articles, such as money, watches, rings, etc., are turned into the office. Unclaimed items are given to a charitable organization at the end of each semester.

Curriculum

Elementary and Early Childhood curriculum is appropriate for the developmental levels of students.

Please refer to the Inola Board of Education Policy EEP at www.inola.k12.ok.us/page/board-policies for more information on Curriculum.

Homework

All work assigned as 'homework' is expected to be completed and turned in to the teacher. The work will be graded and returned as appropriate. Homework grades may or may not be recorded in the grade book.

Make-Up Work Policy

Students are required to make up all assigned work due to an absence. Each child is given one (1) school day for each day missed to complete the work. Work not completed within this time frame may be subject to penalty. In the event of an extended illness, make-up work may be picked up at school after the end of a third consecutive absence. Arrangements may be made by calling the school office. Make-up work for absences less than three days will be given to students when they return to school.

Late Work Policy

Students are expected to turn in assignments in a timely manner. With the exception of long-term assignments, school assignments are usually due the next school day. Please check with your child's classroom teacher for policies regarding daily late work.

Grading Scale

Pre-K and Kindergarten: report cards will list objectives to be met throughout the school year

Grades 1 – 4: percentile grades will be given

For all grades, student acquisition of the mastery skills will determine recommendations for passage to the next grade level.

Progress Reports

Student progress will be reported to parents/guardians at the end of each nine (9) week period. Parents will be notified of the skills that must be mastered/acquired before a student will be recommended for passage to the next grade level.

Report Cards

Report cards will be distributed on Friday of the week following the end of the semester. Progress reports will be sent out at the end of the first and third nine (9) weeks. Parent/Teacher contacts and conferences need to be made or scheduled from 7:35 to 7:55 a.m. or 3:20 to 3:40 p.m. when possible. Parents can also keep track of grades on Sylogist at http://oked.sylogist.com/inola.

Parent-Teacher Conferences

Student progress will be discussed during conferences. Fall parent-teacher conferences are scheduled for every student no later than October 31st for the first semester. Spring parent-teacher conferences are scheduled during the third nine weeks of school for the spring semester. Conferences will also be scheduled as needed and by request of the teacher or parent. If further conferences are required, they may be scheduled with the child's teacher.

Visitors

All visitors, including parents and volunteers, must register through SchoolSafeID with a valid driver's license or state issued identification card and a reason for their visit. The principal has the authority to approve or disapprove of the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. Student visitors are not allowed on the campus or in classrooms unless approved in advance by the principal. Parents who schedule an appointment and are accompanied by an administrator may visit their student's classes for a short period of time (approximately 10 minutes) to observe their child. Parents are not there to observe the teachers. Only the principal is authorized to grant approval. The principal shall have the right to restrict or deny visitation to a classroom in order to not unreasonably interfere with the education of children. The visitor regulations pertain to all instructional rooms in the school, including the media center.

Please refer to Inola Board of Education Policy GJ at www.inola.k12.ok.us/page/board-policies for more information on the topic of School Visitors.

Authority to Order Non-Students to Leave Institution and Appeal Process

Please refer to Inola Board of Education Policy GJ-P at www.inola.k12.ok.us/page/board-policies for more information on Authority to Order Non-Students to Leave Institution.

Electronic and Digital Communication Policy

Student, parent, and staff communication is vital to student's academic success. All staff members follow our district electronic and digital communication policy to ensure student safety. Please review the district policies DHAB and DHAC at www.inola.k12.ok.us/page/board-policies.

Confidentiality

All individually collected records utilized for educational placement, including special education records, are maintained in a confidential folder separate from student cumulative records. The records are maintained in a secure manner, preventing unauthorized access.

Parental Involvement

The Parental Involvement Policy of Inola Public Schools will:

1. Involve parents in the planning process for all educational programs;
2. Provide assistance to parents in understanding national goals, state content standards, state performance standards, assessments, and information related to the education of their children;
3. Provide information concerning adult literacy and parental training;
4. Educate teachers and other staff in the value of parental contributions and how to work with parents as equal partners;
5. Coordinate and integrate parental involvement programs with other programs when appropriate;
6. Work with community based organizations and businesses in parental involvement activities;
7. Ensure that information concerning school programs be available in the language used at home;
8. Arrange meetings at a variety of times to maximize opportunities for parents;
9. Conduct, with the involvement of parents, an annual evaluation of the effectiveness of parental involvement activities and use findings of the evaluations to design new strategies for parental involvement.

The Parental Involvement Policy was made a policy of the Inola Board of Education March 8, 2004.

Parents Right-to-Know Letter

In accordance with the Every Student Succeeds Act, this is a notification from Inola Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

a) Information regarding the professional qualification of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
   - If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
   - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
   - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and,
   - Whether the student is provided services by paraprofessionals, and, if so, their qualifications (ESSA 1112(e)(1)(A)(i)-(ii))

b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by Section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. (ESSA 1112(e)(2)(A))

c) In addition to the above information, you will be notified if a teacher who does not meet the applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned has taught your student for four or more consecutive weeks. (ESSA 1112 (e)(1)(B)(ii))

If you have any questions or concerns, please contact the site principal at 918.543.0200.

Class Parties

Homeroom parties will be held for Christmas and Valentine's Day. Birthday parties shall be approved by teacher/administration prior to the regular scheduled date.

Invitations to individual student parties/gatherings should not be brought to school for distribution. School personnel are not allowed to give out student addresses or personal information. Remember that balloons and glass vases are not allowed on Inola school buses. Other arrangements must be made if balloons are sent.

Visitation Policy

All visitors must report to the principal's office. Classroom visitations without clearance through the office are prohibited. Any person desiring to visit a classroom will contact the principal's office in advance. This will include parents and relatives of Inola students. Children who are not enrolled in our school are not permitted to visit classes. Visitor's badges will be issued upon approval of visitation.

Parents taking their children out of school early are to check the students out through the office. The office personnel will send for the child to report to the office. Students arriving at school after the day has begun are to be checked in through the office.

Minute of Silence

Please refer to the Inola Public Schools Board of Education Policy EMI at www.inola.k12.ok.us/page/board-policies for more information on Minute of Silence.

Study/Field Trips

Students participating in school-sponsored activities and trips are required to travel both to and from the event on transportation provided by the school. The school will provide sponsors and/or chaperones.

Students attending activities (not participating) on school transportation will also be required to travel both to and from the event on the school provided transportation. The school will provide sponsors and/or chaperones. **Because of limited space on school transportation, parents participating in such activity will be asked to provide their own transportation. The school requests that only children enrolled in Inola Elementary School in the participating grade level attend activity trips.**

In both instances listed above, students using school provided transportation may be released from the trip to **parents only.** No exceptions to this other than prearranged situations (Proxy Parent Form).

The building principal and sponsor may prohibit any student from participating or attending any activity at any time. Regular bus rider rules apply on activity trips.

In the event a parent feels there is a need to prearrange alternate transportation for their son or daughter, the parent or legal guardian will need to meet with the respective building principal, the proxy adult (21 years or older) providing the alternate transportation, the student to be transported, and the activity sponsor. This meeting should be in the office of the principal at least 24 hours prior to the special event occurring.

Appropriate forms will be provided and must be signed by all parties mentioned above.

Conduct at School: Sponsored Activities

Supervision of students attending any school –sponsored activity is the responsibility of the school officials. Policies of student control apply to students attending school-sponsored activities after school hours the same as during the school day. Good conduct and attention of the audience at any activity is most important to persons performing. If a student athlete/scholar is disqualified from any event for unsportsmanlike conduct, they will be held out of the next scheduled activity. Any certified personnel have the authority to discipline students at any sponsored activity.

Homeroom Parties

Homeroom parties will be held for Christmas and Valentine's Day. Birthday parties shall be approved by teacher/administration prior to the regular scheduled date. *Invitations to individual students parties/gatherings should not be brought to school for distribution. School personnel are not allowed to give out student addresses or personal information.*

Remember that balloons and glass vases are not allowed on Inola school buses. Other arrangements must be made if balloons are sent.

Fundraising Programs

All organizations planning to organize money-raising programs must have them approved by the office (including online fundraisers). No soliciting or selling will be done in the school without the approval of the administration. Solicitation of school personnel is prohibited during school hours.

Student Safety

It is very important that we have up-to-date emergency telephone numbers for every student. **Parents, please make sure these numbers are provided.** The following are the playground rules that your child will be expected to follow at school. These rules are for your child's safety.

Playground Rules

1. The zero tolerance rule is observed on the playground.
2. Students are not allowed to leave the playground without permission from the person on duty.
3. Children will remain inside the fence.
4. The playground equipment should be treated with respect. Children should slide down the slide feet forward and on their bottoms.
5. **No throwing rocks.**
6. Lining Up: the teacher will blow the whistle for the students to get in line. Each class will form its own line in the designated area.
7. Any student needing to leave the playground for an emergency must enter the building from the south entrance. All others will be locked.

Safety Drills

Please refer to Inola Board of Education Policy CKC at www.inola.k12.ok.us/page/board-policies for information on Safety Drills.

Bicycles

All students who ride bicycles to school must conform to school regulations. Bicycle parking will be provided. Check with the teacher as to where to park.

Bicycle Regulations

1. All traffic laws must be observed
2. Bicycles will not be ridden during the noon hour or while school is in session
3. Bicycles are to be parked in the provided area. The school will not be responsible for bicycles.
4. Do not ride double on bicycles.
5. The school is not responsible for any damage or loss incurred to bicycles on school property.
6. Students riding bicycles will walk their bikes across school crossings. Upon arriving on school grounds, they will walk their bicycles to the designated parking area.
7. No skateboards or rollerblades.

Health Services

Authorization for Emergency Treatment

Every student must have a completed "Emergency Information/Authorization" form signed by the parents/guardians on file in the Inola Elementary Health Office. Emergency medical services, based on their criteria, will designate where emergency care will be received. This form is an online form that parents/guardians complete during new student enrollment and annually during the "Returning Student/Residency Verification" process.

Medication Taken at School

The term medication is used to describe all prescription and non-prescription substances, including the over-the-counter items such as vitamins, herbs, and nutritional supplements or homeopathic, vitamin, or herbal products.

Sharing of medication is strictly prohibited. No experimental or investigational drug without proper FDA approval or outdated medication will be administered at school. The student should be informed that it is his/her responsibility to come to the nurse's office when it is time to take the medication. Medications that have expired will not be administered at the school.

Please refer to Inola Board of Education Policy FFACA at www.inola.k12.ok.us/page/board-policies for information on Medication Taken at School.

Prescription and Non-Prescription Medication

Please refer to Inola Board of Education Policy FFACA at www.inola.k12.ok.us/page/board-policies for more information on Medication Taken at School.

Authorized Administration and Documentation

Only a certified school nurse and those employees authorized by the principal will be allowed to administer medication. Designated employees must be oriented by the certified school nurse annually. A certified school nurse will be responsible to inform the designated employees of any known or special needs or circumstances associated with administration of a medication to a student.

Note: *In accordance with Attorney General Opinion 98-24, licenses nurses may not delegate respiratory care therapy to unlicensed persons.*

Documentation of medication administration by school personnel will include the following:

- Student's name
- Medication name
- Date and time of administration
- Signature or initials with supporting signature of person administering
- Name and relationship of person giving permission (if required)

A certified school nurse will contact a parent or guardian if there is a major concern or question regarding administration of a medication. A certified school nurse's judgment will be used to determine if administration of a particular medication at school is in accordance with the school policies, the health and well-being of the student, and sound medical practice.

Transportation and Storage of Medication

Medications should be transported by a parent or guardian, if possible. All medication must be taken directly to the nurse's office. The request for administration of medication at school can then be discussed and any questions or concerns addressed.

Prescription medications must be in a container with a pharmacy label and should be accompanied by a count slip that has been dated and signed by the parent or guardian. The school nurse or designee will count the medication when it arrives at school. Any discrepancies will be reported to the parent and the principal.

Medications brought to school must be kept in the nurse's office. Prescription medication will be kept in a locked storage compartment. Medication will not be sent home with students. A parent/guardian must pick these medications up from the health office. Any medication left on the last day of school will be disposed of in a non-recoverable manner.

Medication on Activity Trips

Student medications may not be repackaged and dispensed from the school for activity trips. If a parent/guardian wants a student to receive medication while on an activity trip, the parent/guardian must provide health services personnel with only the amount of medication needed for the field trip in a properly labeled container as described previously in this policy. The parent/guardian must complete the medication administration section of the activity trip permission form.

Health services personnel will ensure the medication is given to the staff member designated by the principal to administer medication on the activity trip. Students may not carry or self-administer medications unless prior arrangements have been made as described below.

Student Carried Medication

Please refer to Inola Board of Education Policy FFACA at www.inola.k12.ok.us/page/board-policies

for more information on Medication Taken at School.

Self-Administered Inhaled Medications in the Absence of a Certified School Nurse

Please refer to Inola Board of Education Policy FFACB at www.inola.k12.ok.us/page/board-policies for more information on Self-Administered Inhaled Medications in the Absence of a Certified School Nurse.

Head Lice

It is the policy of Inola Public Schools to send a child home that is found to have head lice and/or nits (eggs). Determination of lice infestation is to be made by a teacher, counselor, nurse, or principal. Parents of infested children will be notified by telephone and will be required to pick their child up from school as soon as possible.

House Bill # 1550, passed by the Oklahoma Legislature on May 7, 1984, provides that "any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may enter school, certification from a health professional…or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice." **The parent needs to bring evidence that treatment was done.** Before being re-admitted to the classroom, the child must present the above stated certification to the building principal or nurse, stating that the child is nit free of head lice. During periods of infestation, all children are subject to check.

During periods of heavy infestation, as determined by the building principal, efforts will be made to disinfect the classrooms.

When a child has been sent home for head lice treatment, the parent/guardian must understand that the following day, he/she must present the child at the school for a recheck and remain present until the child has been cleared to re-enter. The trained school personnel may screen children following treatment for re-entry into the school. If significant improvement has occurred and no live lice and essentially no nits are found, the staff member may allow the child back into the facility. A note from a medical provider is not necessary to allow re-entry of the child under these circumstances, as the child has not been excluded. In this case, the parent must continue daily nit combing and the trained school staff may perform a recheck to ensure the child has remained free of nits and lice.

In cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, (reinfestation of the same child two times within six months), or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent should be referred to the county public health nurse or the family's physician/medical care provider for treatment. In such cases, the child should be excluded from attending school until the child is no longer infested. Depending upon the circumstances of the case, youth and family services or other local department of human services personnel may be contacted to assist the family.

In case of exclusion, a note from a representative of the public health department or the child's medical provider which declares the child to be lice and nit free is necessary to allow re-entry into the school.

Communicable Diseases

Oklahoma law states that any student who has a contagious disease or head lice may be prohibited from attending school.

Please refer to Inola Board of Education Policy FFA-R for more information on Pediculosis (Head Lice).

- Fever: Students who have a temperature of 100.4° or more must be picked up from school for the remainder of the day. For most childhood illnesses, temperatures are lowest in the morning. Student must be fever-free without medication for one full school day prior to returning to school.
- Vomiting: Students who vomit at school must be picked up for the remainder of the day.

Students must be symptom-free without medication for one full school day prior to returning to school.

- Rash: Students who develop an unidentified rash at school must be picked up for the remainder of the day. Students with unidentified rashes must have a physician's statement verifying they are not contagious in order to attend school. In order to attend school after having chicken pox, all blisters must be crusted over. This may take a week or later.
- Diarrhea: Students who have diarrhea at school must be picked up for the remainder of the day. Students must be symptom-free without medication for one full school day prior to returning to school.
- Conjunctivitis: (Inflammation or infection of the mucous membrane around the eye) Students with thick white, yellow, or green discharge from either eye must be picked up from school for the remainder of the day. In order to return to school, students must have received medication for a minimum of 24 hours, be symptom-free, or have a physician's statement verifying they are not contagious.
- Ringwork: Students who have ringworm on the face or scalp must have a physician's statement verifying receipt of treatment and that they are not contagious. Students who have ringworm on any other part of the body must be receiving treatment and have all lesions covered while at school.

Bodily Fluids and Toileting

It is recommended that students be toilet trained prior to entering school.

Should a student have a bowel or bladder accident while at school, the following protocol will be followed:

- If the bowel or bladder incident is minor, the student should have an extra set of clothing in their backpack, and the student can change their clothes independently, he/she will be permitted to change in a restroom which affords privacy. The parent/guardian will be notified of the incident.
- If the student requires adult assistance with cleaning and changing their clothes, the parent/guardian will be contacted and permitted to come to school and assist the student. Should it become necessary for school personnel to assist the student, the student will be brought to the school health office and assisted by health office staff and school personnel. Parents will be notified.
- In the event that a student does not have a change of clothes, the parent/guardian will be contacted.

Screenings

A variety of free health screenings are offered at Inola Public Schools. These may include vision and hearing screenings. If parents/guardians object to children's participation in any of these screenings, they may notify the school nurse or principal.

Vision Screening

The 50th Oklahoma Legislature passed Senate Bill 1795 to stipulate that children entering school should receive adequate vision care. The law stipulates parents/guardians of each student enrolled in kindergarten, first, and third grades at a public school must provide proof that their student passed a vision screening exam within the last 12 months. The district can provide this service with parent permission. More information can be found at www.health.state.ok.us or you can contact your child's nurse.

Diabetes

The Oklahoma Legislature has enacted House Bill 3737 codified as Section 1210.196 of Title 70 of the

Oklahoma Statutes. This law requires the State Department of Education, in coordination with other appropriate entities, to develop informational materials for parent/guardians of students upon enrollment and before entry into sixth grade. These materials must be made available through the Department's website.

IPS is providing the link below to the Oklahoma Department of Education's diabetes information to meet this requirement.

https://oklahoma.gov/education/services/standards-learning/safe-and-healthy-schools/school-health-services-resources/diabetes-informational-material-for-parents.html

Inclement Weather

If school is to be dismissed due to bad weather conditions, you may get needed information from the following news media: channel 2, channel 6, or channel 8, along with automated texts and emails.

Lunchroom Program

Persons who feel they are eligible for free or reduced meals are encouraged to fill out an application form, which is available from the principal's office. Only the Child Nutrition Director will review your application and will send you notice of approval or disapproval.

Breakfast and lunch charges are not allowed without approval of the Child Nutrition Director. Students who, for some reason, have charges beyond $7.50 will not be allowed to take a tray from the breakfast/lunch line.

Note: School breakfast and lunch programs are primarily designed for students; however, state guidelines do recommend that patrons, on an occasional basis, eat at the school cafeteria to see for themselves the quality and quantity of meals we serve.

The cafeteria is an extension of the classroom. Discipline will be handled accordingly.

Payment/Money Exchange Procedures

The elementary school office makes a daily deposit and cannot hold any monies overnight; therefore, it is impossible to make change. Payments for lunch should be separate from other items. Lunch, pictures, yearbook, fundraisers, etc. are all different accounts within the school accounting system. Payment for various items should be made solely for that item.

Student Lockers and Other School Property

First, second, third, and fourth grade students will be assigned a locker to use for the year. No other locker will be used other than the one assigned. All lockers are the property of Inola Public Schools and may not be abused in any fashion. No stickers, writing, or decorations may be placed on lockers. Inola Public Schools reserves the right to search lockers, book bags, desks, and backpacks by state law. Students have no reasonable expectations of privacy in school lockers, desks, or any other school property. These may be searched at any time without notice or reason. Locks on the lockers are not permitted.

Bicycles, Rollerblades, Skateboards, Scooters, Shoes with Embedded Roller Skates, Motorized Vehicles of Any Kind

Students riding bicycles should follow safety rules and laws while riding to and from school. Locks are recommended and all bicycles are to be parked in the bicycle racks during the school day. Motorized vehicles of any kind are not allowed on the school campus.

Bicycles, roller boards, shoes with embedded roller-skates, skateboards, and scooters are not to be ridden on school sidewalks, lawn areas, crosswalks or in the schools. The school is not responsible for stolen bicycles, rollerblades, skateboards, or scooters.

Reporting Students Under Influence/Possession of Controlled Substances, Alcoholic Beverages

It shall be the policy of the Inola Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of or said student has in his or her possession:

1. Non-intoxicating beverages; (i.e. "Beverages containing more than ½ of 1% of alcohol by volume, and not more than 3.2% alcohol by weight").
2. Alcoholic beverages; or a
3. Controlled dangerous substance or intoxicating substance; as the above are now defined by state law, shall immediately notify the principal and his or her designee of such suspensions.

Reference: O.S. Title 70 Section 133.

Any suspension and/or expulsion of said student shall be subject to any applicable school policy, state law or student handbook regulation.

Search of Students for Possession of Illegal Substances, Weapons, Related Items

1. In order to provide a safe environment for the students and staff of the Inola School District, the Board of Education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.
2. Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the School District.
3. For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.
4. For purposes of this policy, "possession of a dangerous weapon" includes, but is not limited to, any person having a dangerous weapon: (1) on his person; (2) in his locker; (3) in his vehicle (4) held by another person for his benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.
5. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, and any replica or facsimile of any of the foregoing items, any item or instrumentality which is used to threaten harm or is used to harm any person. **The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons.**
6. Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from

school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek criminal charges against the student.

7. If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the Principal or the Principal's designee who shall observe the following procedure:
   a. Immediately investigate the matter and contact the police, if appropriate.
   b. If not already confiscated by an employee of the School District and if it can be accomplished without risk of injury, the Principal or designee should take possession of the dangerous weapon or replica or facsimile.
   c. Notify the Superintendent of Schools or designee.
   d. Notify the student's parents.
   e. Cooperate fully with police.
   f. Attempt to transfer the confiscated weapon to the Police Department, if feasible.
8. A student, who has been suspended from another school district because of possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the School District.
9. An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use of demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the Principal, in consultation with the Superintendent of Schools, is required.
10. A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse in compliance with this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.
11. Notwithstanding any of the foregoing provisions, rights of due process for all students and right of disabled students must be observed in accordance with applicable law and School Board policies.

Possession and/or Use of Tobacco Products by Students

The use or possession of tobacco in any form (including cloves, bidis, kretks, and vapor smoking) is not allowed on school property.

School Service

School service provides an optional discipline for students. It consists of jobs for the betterment of the school.

1. School service will be done before school, after school, or during the noon hour.
2. School personnel will monitor students.

Students should be prepared and dressed to perform services for the school, such as picking up trash, scraping desk bottoms, washing cafeteria tables, etc.

Violations of Public Law While at School

Violations of public law while at school will result in a consultation with school resource officers to determine a course of action with the child that will assist parents and the child with understanding and remediating unlawful behavior.

In the most grievous situations or upon repeated offenses of school violence by a student, law enforcement may issue a violation of city ordinances.

Please take time to explain to your child the discipline plan of the elementary school and to discuss behavior that is appropriate at school.

Organizational Meetings

Any meetings or student activities that involve students of Inola Elementary School must be scheduled and approved through the Principal's office. Use of school facilities must be requested in writing and approved through the school office.

School Functions

The following policy pertaining to school sponsored functions, which take place on Inola Public Schools property after normal school hours, is to insure the safety and security of students and school property.

1. It is the responsibility of the parent or guardian to deliver and pick-up students for all school functions. Parents or guardians are responsible to insure that the student is dressed in accordance with school dress policy, is eligible to attend the function, has sufficient money for the function, and is aware of and willing to comply with all school rules and regulations.
2. Further, the parent or guardian is responsible to insure that the student is actually admitted to the event (not simply dropped off in the parking lot), that arrangements have been made to pick up the student after the event, and that the student has an emergency telephone number where parents or guardian may be reached should a problem occur during the event.
3. After being admitted to an event, if a student is required by a school administrator, or certified teacher event sponsor, to leave an event before the stated event ending time, then that school administrator/sponsor will telephone the parent/guardian at the emergency telephone number supplied by the student. The parent/guardian will be requested to pick the student up at the event entrance gate as soon as possible. If the student is a legal driver and has driven to the event, the administrator/sponsor will require the student to drive off from school property and the parents will be telephoned as above.
4. If the parent/guardian cannot be contacted, and the student is not a legal driver who has driven to the event, then the student will be required to sit quietly at a location designated by the school administrator/sponsor until the stated ending time of the event, at which time the student will leave the event. The parent/ guardian will then be contacted during the next regular school day and be informed of the problem at the event, the fact that the emergency telephone number was not usable, and that the student will not be allowed to attend the next similar event.
5. The parent or guardian is responsible if a student voluntarily leaves an event. Students will not be allowed to congregate or wander around outside of the area designated for the event; they will be required to leave the school property. Students will not be allowed to re-enter an event once they have left.

Emergency Situations

Fire, tornado, and any other emergency drills will be conducted each school year. Emergency warning signals and procedures will be posted and reviewed regularly. **Any instructional time missed due to a bomb threat will be made up.**

Bus Regulations for Students

Inola Public Schools provides transportation to and from designated bus stops. Students are expected to go to the nearest designated stop closest to their home for transportation to school and exit at the designated stop closest to their home for afternoon transportation. The transportation department reserves the right to assign students to a specific bus stop as needed. Only students residing within the district at the time transportation is needed are permitted to ride the school bus. Transfer students are not eligible for transportation.

Using this service is a privilege granted to students, and the district may suspend that privilege as discipline for inappropriate behavior when it is in the best interest of the school and/or to ensure the safety of students and staff. The decision to suspend transportation services is non-appealable.

Students are prohibited from engaging in the following conduct, activities, and behaviors. Discipline for violating the prohibitions may include in-school disciplinary consequences and/or transportation disciplinary action or suspension.

1. Ridership
    a. No courtesy transportation will be provided (overnight stays, birthday parties, sporting events, etc.)
    b. All students must have pre-approval from transportation, 918.543.0513, to ride another bus home or to get off at a different bus stop other than their assigned stop. The request must come from the parent or guardian. Written notes are not acceptable.
    c. Students may only load and unload at their designated school bus stop or school site.
    d. Students must be at the bus stop five (5) minutes prior to scheduled pickup time.
    e. Students must wait ten (10) feet from the bus stop and until the bus comes to a full stop before approaching the bus and once loaded remain seated while the bus is in motion.
    f. Due to scheduling, we are unable to come back to a bus stop and pick up students who have missed their bus at their scheduled pick-up time.
2. Proper Ridership Etiquette
    a. Students must sit properly on their pockets and face forward.
    b. Students must keep the aisle clear of all backpacks, band instruments, etc.
    c. Band instruments, backpacks, and/or materials for school projects must be stored under their seat or on their lap. If students are unable to store their instruments or hold them on their lap, the parent/guardian will need to transport the item to and from school.
    d. Students must keep their whole body inside the school bus. At no time should a student put their head, hands, or other body parts outside of the school bus window.
    e. Students may have to sit three to a seat and are not allowed to save seats. Students must be at the bus stop five (5) minutes prior to scheduled pickup time.
3. Lost or Stolen Items
    a. Students are responsible for their personal items. The school district is not responsible for any items left on the school bus. Parents may call the Transportation Department at 918.543.0513 to inquire about any items recovered.
    b. Theft, possession, distribution, or use of missing/stolen property from a student, a school employee, or the District may result in disciplinary action and/or legal responsibility.
4. Throwing Objects
    a. Throwing objects on or off a school bus is strictly prohibited. School bus rules generally emphasize maintaining a safe and orderly environment, and throwing objects can create hazards and disrupt the bus's operation. Students and parents may be held responsible for any damage caused by throwing objects.
    b. Students who violate this regulation can be suspended without prior warning.
5. Excessive Noise Levels
    a. Students must use appropriate voice levels while on the school bus. (No yelling, screaming, chanting inside the bus or out the windows.) Excessive noise, loud, or boisterous voices can distract the driver and could result in a serious accident.

b. There may be occasions when a driver needs to place limitations on talking/visiting in order to create a less distracting atmosphere. At times, a driver may restrict students from talking to other students, unless they are seated beside them or directly across the aisle.

6. Cell Phones
   a. Students are responsible for their cell phones. They should not become a distraction and headphones or ear buds should be utilized.
   b. Students should at no time take pictures or videos of any other students or district employees while on the school bus. At no time will any obscene photos, videos, or language be taken, shared, used, or displayed on Inola school buses.
7. Spraying of Aerosols
   a. Spraying of any aerosol is prohibited due to safety and health concerns. Aerosols can consist of perfume, cologne, deodorant, and not limited to hand sanitizer sprays.
   b. Students caught spraying aerosols can be suspended without prior warning.
8. Vandalism
   a. Intentional damage to any school district property (school buses or district vehicle) such as cutting, damaging, tearing, or writing on bus seats or any bus surface is prohibited. Students will be held financially liable for repair of damage and must be paid in full before ridership can be restored.
   b. Students who violate this regulation can be suspended without prior warning.
9. Food or Drinks
   a. Students should not eat on the bus, as this could cause a medical emergency, such as choking, without the driver being aware.
   b. Water bottles with screw top lids are permissible.
10. Bullying, Harassment, Intimidation, and Threatening Behavior
    a. Bullying, harassment, intimidation, and threatening behavior includes, but is not limited to, any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property or place another student in reasonable fear of harm to the student's person/property.
    b. Verbal threats will be taken seriously. Students riding a school bus shall exercise all restraint and avoid making any type of threats (jokingly or casually) that may be interpreted by any person as threatening. Insults, name calling, or abusive language are subject to disciplinary action. The district will not tolerate verbal/physical bullying or harassment of any sort.
11. Fighting or Retaliation
    a. Fighting, including physical acts and threats made in retaliation against the person who initiated a fight.
    b. Students who violate this regulation can be suspended without prior warning.
12. Tobacco/Alcohol or Illegal Substances
    a. The usage of any tobacco products (including e-cigarettes) is strictly prohibited on school property and school buses. Any student who violates this will be suspended from riding without prior warnings. Lighters, matches, or any other type of flammable devices are not allowed on the school bus.
    b. Possession, control over, use, sale, distribution, conspiring to sell or possess, or being in the chain of sale or distribution of tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling products that mimic tobacco

such as herbal snuff, e-cigarettes, personal vaporizers, electronic nicotine delivery systems or similar devices, and any cartridge, container, or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product, including any vapor product. For the purposes of this policy, the term "vapor product" shall have the same meaning as provided in the Prevention of Youth Access to Tobacco Act.

c. Using, being under the influence of, possessing, having control of, furnishing, distributing, selling, conspiring to sell, distribute or possess or being in the chain of sale or distribution of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e. 3.2 beer), illegal or illicit drugs, and/or drug paraphernalia. The term illicit drugs includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. Possession of a controlled dangerous substance(s) while selling, conspiring to sell, distributing, being in the chain of sale or distribution, or with the intent of furnishing illegal or illicit drugs or other mood-altering substances as defined in the Uniform Controlled Dangerous Substances Act.
d. Students who violate this regulation can be suspended without prior warning.

13. Student Identification
    a. Upon request of the bus driver, the students must supply correct identification.
14. Disrespect toward the Driver
    a. Willful disobedience of a directive by any school official is prohibited. Failure to cooperate with the school bus driver can result in an automatic suspension.
    b. Driver has the authority to enforce the bus rules and to correct any student on the bus for unsafe behavior.
    c. A driver has the authority to assign seats.
    d. Obscene/abusive language, refusing to follow directions of the bus driver can result in automatic suspension.
    e. Students who violate this regulation can be suspended without prior warning.
15. Weapons
    a. Bringing weapons on the bus and endangering other students are also grounds for school bus suspension. Attempting to endanger other students with said weapon is also grounds for school bus suspension and possible legal action by the victim and parent/guardian.
    b. Any common items such as pencils or sharpeners that could be used to inflict injury or threaten another can be considered a weapon.
    c. A weapon can be the following items but not limited to said items: gun, knife, any sharp object, airsoft gun, stick, or any object used in an aggressive manner toward others.
    d. Students who violate this regulation can be suspended without prior warning.

These statements are intended to describe the type of behavior expected on a school bus and are not intended to represent an exhaustive list of all possible misbehavior or unsafe actions.

If you have any questions or would like additional information, please contact the transportation department at 918.543.0513. Please refer to Inola Board of Education Policy CNAC at www.inola.k12.ok.us/pages/board-policies for more information on Student Eligibility for Transportation.

Use of Internet/Technology Devices

The district recognizes the education and safety benefits of the utilization of electronic and/or digital communication devices during the school day. Students are expected to use good judgment in all their electronic or digital communications – whether such activities occur on or off campus or whether the activity uses personal or district technology. Any electronic or digital communication that can be considered inappropriate, harassing, intimidating, threatening or bullying to an

employee or student of the district – regardless of whether the activity uses district equipment or occurs during school/work hours – is strictly forbidden. While using school devices, internet access, or software students and parents need to be aware that there is no legitimate expectation of privacy. Students can be denied access and/or use of school devices/software if they participate in prohibited activities.

Policy EFBCA

School Internet/Computer Use Policy

Students are provided with access to computers at school. The computers and internet access are to be used for legitimate school activities. Inappropriate or unauthorized usage of school computers and/or the internet will result in disciplinary consequences. The district is pleased to offer student access to the internet through the district's computer network, however, it respects the right of the parent/guardian to deny the use of the internet for his/her child. Therefore, a parent/guardian may deny his/her child's access to the internet at school by notifying the school, in writing. A form to deny your child's access to the internet is provided at the end of this handbook. Notification in writing to deny your child access to the internet must be made annually for each new school year.

Please refer to Inola Board of Education Policy EFBCA at www.inola.k12.ok.us/page/board-policies for more information Electronic Communication and Social Media.

Sexual Harassment Policy

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

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

B. Specific Prohibitions
   1. Administrators and Supervisors
      b. It is sexual harassment for an administrator, supervisor, and support employee or teacher to use his or her authority to solicit sexual favors or attention from students.
      c. Administrators, supervisors, support personnel or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions as described below.

C. Report, Investigation and Sanctions
   1. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the grievance policy.
      a. Students who feel that administrators, supervisors, support personnel, teachers or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

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

2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent has the responsibility of investigating and resolving complaints of sexual harassment.
3. Any employee found to have engaged in sexual harassment of students shall be subject to sanctions, including but not limited to, warning, suspension or termination subject to applicable procedural and due process requirement.

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

Chromebooks and/or Books

Chromebooks, textbooks, and workbooks are furnished at public expense in the classroom. Chromebooks and textbooks are the property of the school district, and children using such are responsible for them. If district-owned Chromebooks/books are lost or misused, the child is responsible and must pay for them.

Bullying Prevention

The Oklahoma Legislature established the *School Bullying Prevention Act* with the express intent of prohibiting peer student harassment, intimidation, and bullying. These terms include, but are not limited to any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

1. harm another student;
2. damage another student's property;
3. place another student in reasonable fear of harm of the student's person or damage to the student's property; or
4. insult or demean any student or group of students in such a way as to disrupt or interfere with the School District's education mission of the student or other students.

The Board has also adopted a policy prohibiting harassment, intimidation, and bullying which defines and explains this conduct and the School District's response to the legislative mandate.

There are a number of ways that kids can be hurtful to one another but not all of it is bullying. Sometimes it is simply unkind behavior.

Conflict is a normal part of life. And, learning to deal with it helps kids master the social skills they will need as adults. There are some distinct differences between bullying and peer conflict. Being able to identify these differences will help parents and teachers know how to respond.

When a conflict occurs, both people involved have equal power in the relationship. And, while both people are emotional and upset, neither one is seeking power or attention. They just happen to disagree.

Bullying Reporting, Investigation, and Sanctions

1. It is the express policy of the board of education to encourage student victims of bullying to come forward with such claims. This may be done through the grievance policy.
   a. Students who feel that other students are subjecting them to bullying are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.

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

2. In determining whether alleged conduct constitutes bullying, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The principal has the responsibility of investigating and resolving complaints of bullying.
3. Any student found to have engaged in bullying of other students shall be subject to sanctions, including but not limited to, warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

Most instances of peer conflict (that have not turned physical), can be resolved through mediation and discussion with administrators and counselors. An attempt at resolution through mediation will usually be the first step. After mediation has occurred, if the conflict continues to escalate, the consequences will also begin to escalate.

Reporting Suspected Child Abuse and/or Neglect

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services in the county in which such suspected abuse occurred by telephone or in person followed by a written report. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

FORM FFG-E can be obtained in any of the Inola Public Schools offices, including the Administration Office.

Cellular Phones, Toys, and Games

It is recommended that students do not bring cell phones or similar electronic devices to school. Inola public schools will not be responsible for these items if they are brought to the school; and use will not be allowed during regular school hours. Toys, games, footballs, basketballs are also not recommended, but are allowed. These items should be kept in a locker at all times.

Social Networking Policy

As a public institution of education, IPS supports and encourages students' rights to freedom of speech, expression and association, including the use of electronic tools and social networks. Students are responsible for complying with the District's Student Code of Conduct at all times, which includes online activity. Students will be held accountable for the content of their electronic communications, and failure to abide with this and all other policies applicable to students may result in disciplinary action. Electronic communication is prohibited, whether or not the 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.

In addition to those behaviors prohibited in the Student Code of Conduct, making demeaning statements, physical/ emotional threats to another person(s), and engaging in any other behavior that can be considered cyber-bullying is unacceptable. Illegal behavior is subject to punishment as appropriate and available to the District. Students who engage in cyber-bullying also risk civil and/or criminal charges and/or lawsuits that may be filed against them by their victim(s) family. Whenever necessary, the District will cooperate with the Cyber Crimes Units of local law enforcement agencies.

Leaving School Grounds

No student may leave the room or any class unless he has permission from the teacher. No student may leave the school grounds during school hours except by permission of the school principal and being properly signed out. Students leaving school grounds without permission will be considered truant and disciplinary action will be taken. **Elementary school students check out at the elementary school office. Parents are not to go get a student from a class without office clearance.** On the second offense for leaving school grounds without permission, a one-day administrative suspension will follow.

Educational Records

Elementary personnel will follow school policy and procedures that are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA).

Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's education record, in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and Welfare.
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

Annual Notice of FERPA Rights

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act (FERPA) and Inola Board of Education FL-R:

1. The right to inspect and review the student's education record

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

2. The right to exercise a limited control over other people's access to the student's education record

   To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. See Inola Board of Education Policy FL-R for more information.

   The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency according to the requirements set forth in Inola Board of Education Policy FL-R.

   The school district officials may release information from a student's education record if the student's parent or eligible student gives prior written consent for disclosure in accordance with Inola Board of Education Policy FL-R.

3. The right to seek to correct the student's education record, in a hearing, if necessary

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

4. The right to report violations of the FERPA to the Department of Education

   The name address of the office that administers FERPA is:

   Family Policy Compliance Office
   United States Department of Education
   400 Maryland Avenue, Southwest
   Washington, DC 20212

5. The right to be informed about FERPA rights

   Within the first three (3) weeks of each school year, the school district will publish a notice to parent and eligible students of their rights under the FERPA and this policy.

Annual Notice of Definition of Directory Information

The school district proposes to designate the following Personally Identifiable Information (PII) contained in a student's education record as "directory information":

1. The student's name, address, and telephone number
2. The names of the student's parents
3. The student's major field of study and class designation (i.e., first grade, tenth grade)
4. The student's extracurricular participation
5. The student's achievement awards or honors
6. The student's height and weight if a member of an athletic team
7. The student's photograph

8. The student's electronic mail address

Within the first two weeks of attendance for the school year, the parent or eligible student has the right to advise the school district in writing of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Policy FL-R

Student Surveys

The school district is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, included in the Goals 2000 Educate America Act for 1994. With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

- Make such materials available for inspections by parents upon request
- Students will not be required to participate in a survey, analysis, or evaluation that reveals private information.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, Southwest
Washington, DC 20202-5920
1.800.872.5327

Policy EK-R1

Special Education

If a student has a condition or disability that significantly interferes with participation in school, the student may require an accommodation plan in order to be successful. Inola Public Schools provides special education services to eligible children. If your child has a condition or disability that interferes with educational performance, please contact the principal to discuss your concerns for eligibility determination.

Policy EHBC

Child Find

Child Find involves the identification of students in need of special education due to an established or suspected disability defined by IDEA/Public Law. Child Find efforts include all individuals age 3-21 not enrolled in school, as well as those who attend public and private schools, head start programs, state institutions, and other child care or treatment facilities. Children not of school age must reside in the boundaries of Inola Public Schools to be included in the child find efforts conducted by the school district.

Inola Public Schools maintains a comprehensive screening and multidisciplinary referral, evaluation and eligibility process for the identification of children with suspected disabilities. Evaluation to determine eligibility for special education is available to the parent/guardian at no cost. Information regarding evaluation procedures may be requested by contacting the district's Special Services Director at 918.543.0509 or 110 North Broadway, Inola, Oklahoma.

As mandated by the Oklahoma State Department of Education, Inola Public Schools is required to fully inform parents that personally identifiable information is maintained on all children who are referred and evaluated under the provisions of Child Find. The types of information sought may include but is not limited to parent concerns, developmental, adaptive behavior, socio-cultural, health/medical, vision, hearing, motor, perceptual/processing, behavior, psychological, vocational, and information gained through observations in the classroom or other environment.

It is the responsibility of Inola Public Schools to inform parents/guardians of their rights under the Federal Education Rights and Privacy Act (FERPA). A copy of Parent Rights is provided at the time parent consent is obtained for evaluation.

Policy FL-R

Proficiency Based Promotion

Please refer to the Inola Board of Education Policy EIAE at www.inola.k12.ok.us/page/board-policies for more information on Proficiency Based Testing.

Teacher Qualifications

As a parent of an Inola Public Schools' student, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires the district to give you this information in a timely manner. Specifically, you have the right to ask for the following information about each of your child's classroom teachers.

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

In addition to the above, parents may request:

- Information on the level of achievement of the parent's child in each of the state academic assessments
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified

If you would like to receive any of this information, please contact Inola Public Schools at 918.543.0500 or 110 North Broadway, Inola, Oklahoma 74036.

Asbestos Notification

Inola Public Schools has inspected all classrooms for asbestos and each building has a management plan on file. There is a plan for all of the schools on file in the Superintendent's Office located at 110 North Broadway. The asbestos management plans are open for public inspection upon request to each building representative.

Parent/Guardian Form to
Deny Child's Access to Internet at School

I,_____, am aware that my parents have not given me permission to use the internet, and it is my responsibility to abide by that decision.

Student ID#_____

Student Signature_____ Date_____

I, _____, do not give permission for my child to use the internet.

Parent/Guardian Signature_____ Date_____