Skiatook Public Schools

District Student Handbook

And Policies for

SKIATOOK INTERMEDIATE ELEMENTARY

2026-2027



Title I School

Schoolwide

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SKIATOOK INTERMEDIATE ELEMENTARY

2026-2027

TELEPHONE NUMBERS

Skiatook Schools Main Office	(918) 396-1792
Marrs Elementary	(918) 396-2295
Skiatook Elementary	(918) 396-5737
Skiatook Intermediate Elementary	(918) 396-5745
Newman Middle School	(918) 396-2307
Skiatook High School	(918) 396-1790
Bus Barn	(918) 396-1320

SCHOOL HOURS

Doors Open	7:30 AM
First Bell	7:55 AM
School Starts / Tardy Bell Rings	8:00 AM
School Dismisses	2:50 PM

ACCIDENTS

Every accident in the school buildings, on the school grounds, or during school-sponsored activities must be reported immediately to the sponsor/teacher and to the principal's office. An accident report form needs to be filled out and turned in to the office.

AFTER SCHOOL

For monitoring and safety purposes, students who are picked up in a car or who ride the bus will remain on the campus they attend. Skiatook Intermediate Elementary students will not be able to go to the Middle School, nor will Middle School students be able to come to Skiatook Intermediate Elementary. If you have children at more than one site and are picking them up in a car, you will need to go to each site to get your children. Students cannot walk to Skiatook Elementary after school. They can shuttle to Skiatook Elementary, Marrs Elementary or Skiatook High School on a shuttle bus.

After school detention may be used a consequence for tardies and behavior from 3:00 to 4:00 PM on designated days.

APPEAL

Any parent or guardian of a student who has been suspended may appeal the suspension, pursuant to district policy.

ARRIVAL / DISMISSAL

School doors will open at 7:30 AM for students to enter the building.

Children on school grounds before 7:30 AM will be unattended and will not be the responsibility of the school.

School is dismissed at 2:50 PM. Students who are picked up by parents will go to the area in front of the school.

Bus riders will wait in their line in designated area on the SIE campus.

Bus riders or students picked up by parent are not to go to the Middle School or Skiatook Elementary

ATTENDANCE

Attendance Policy

According to the STATE LAW ON SCHOOL ATTENDANCE (70-10-105) it is unlawful for a parent of a child age 5 to 18 to neglect or refuse to cause or compel such child to attend some school and comply with its rules. Failure to do so can result in court action. It is also unlawful for a child over age 16 and under the age of 18 to refuse to attend some school and comply with its rules unless he/she has completed 4 years of high school or has signed an attendance waiver. Such waivers are only granted in extreme cases.

Good attendance is essential to success in school. Poor attendance habits create problems at school, at home as well as in future employment opportunities. Therefore, as established by local board policy, students entering the school system during a semester will be required to provide an attendance record from their previous school to be applied to this policy.

Student Absences

School law (70-10-106) also states that (1) a full and complete attendance record is to be kept by the school, (2) parents shall notify the school concerning the causes of a school absence, and (3) unless so notified the school shall "attempt" to notify the parent of the absence.

A student may not miss more than 9 days of school per semester.

The only absence that will not count toward the student's overall absences are school-sponsored activities.

All absences should be cleared by parent contact on the day(s) of absence. Absences can be cleared by calling 918-396-5745. Parents can call any time and are encouraged to leave a voicemail if necessary. If a parent/guardian does not call within 24 hours of the absence, the absence is considered unexcused.

Parents and students can expect to be notified of absences through the following actions:

- School Messenger phone calls
- Attendance Conferences with administrator as needed.
- Letters of notification at 4 absences.
- Letters requesting conferences at 6 absences.
- Certified letter for notice of excessive absences and referral to attend Osage County Truancy Board
- Notification to the district attorney's office for violation of Compulsory Education Law

Absence Codes

The following absences will count toward the 9 absences allowed each semester:

AE—Explained absences

Absences are coded as explained absences once a parent/guardian contacts the school to approve the absence for their student. Parents must contact the attendance office within 24 hours of the absence. School work requests will only be granted if the student will be out for two or more days due to illness.

AU- Unexplained Absence

Unexplained absences are those not documented by proper information regarding the student or those absences in which a parent or guardian does not contact the attendance office. Excessive absences or failure to comply with the proper procedure can result in a referral to the county truancy board. Absences due to unexplained absences are defined as absence from school, a class or an assigned area without the permission of the school or a parent/guardian. A student may not be permitted to make up assignments or tests due to an unexcused absence related to truancy. Detentions, Saturday school, In-house Placement or out-of-school suspension may be assigned as a disciplinary action for unexcused absences.

Repeated absences can lead to a referral to the county truancy board.

The following absences will not count toward the 9 absences allowed each semester:

EA—Activity absence:

Activity absences are documented through the attendance office and pertain to school-sponsored activities, such as field trips, competitions, and sporting events. The maximum number of days for activity absences is ten per year.

Attendance Appeals Procedure

Exceptions to attendance policies must have the approval of the principal and/or attendance appeals committee. Students missing more than 9 days must make an attendance appeal before credits can/will be given. All absences after the 9th absence must be explained as defined in sections A-G of the appeal procedure and an excuse for the absence must be on file with the attendance officer. School officials determine whether absences will be excused based on the District Attendance Policy. This policy states that absences from school may be excused for the

following reasons:

A. **Personal illness**-When attendance in school would endanger the health of others - verified by a note from a doctor, dentist or the health department.
B. **Death or serious illness**-In the immediate family, verified by parents. Immediate family is defined as parent, sister, brother, grandparent, or other relative residing in the home.
C. **Recognized religious holidays**-Observed by their faith, verified by parents and/or church officials. Church officials should give advance notice to the school's administration prior to the religious event.
D. **Legal/court appearance**-When mandated by order of government agencies, including pre-induction physical examinations for service in the armed forces.
E. **Hazardous conditions**-When conditions render attendance impossible or hazardous to student health or safety.
F. **Voting** - When a student is registering to vote or voting in a public election (limited to one day).
G. **Administrative approval**-Verified by principal. A written request must be made to an administrator prior to an absence for administrative absences to be granted.

All attendance appeals must be made within seven (7) calendar days of the end of the semester. The attendance appeals committee will consist of an administrator, the guidance counselor, and a designated faculty member.

Key Points on Attendance

a) One-half day's absence will be recorded if a student misses **45 minutes** or more per half day.
b) Students who arrive at school after 8:45 will be counted as half day absent.
c) Students who leave school before 8:45 will be counted absent a full day.
d) Students who arrive at school after 1:20 will be counted absent a full day.
e) Students will be dropped from enrollment when absences exceed 10 days in a row. **They must be re-enrolled upon return to school.**

BUS CONDUCT

A student who rides the bus is expected to follow the rules and behave in the same manner as they do in the classroom.

Bus Discipline Procedures are as follows:

1. Upon receiving the first substantiated discipline referral, the student will be verbally warned and placed on probation unless a major offense occurred, then it will be the principal's discretion from five (5) days to a semester plus one (1) semester of not riding.

2. On the second substantiated discipline referral, the student will lose riding privileges for a period of three (3) days unless a major offense occurred.

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3. On the third substantiated discipline referral, the student will lose riding privileges for a period of five (5) days unless a major offense occurred.

4. On the fourth substantiated discipline referral, the student will lose riding privileges for a period of ten (10) days unless a major offense occurred.

5. On the fifth substantiated discipline referral, the student will lose riding privileges for the remainder of the semester plus the possibility of the entire next semester.

Definition—Major Offense—Any act that places school property or another person in immediate danger such as, but not limited to: fighting on the bus, behaving in a manner which may cause the driver to drive unsafely, vandalizing the bus etc.

CELL PHONES

All cell phones or telecommunication devices (i.e. smartwatches) must remain OFF AND OUT OF SIGHT AND IN STUDENT'S LOCKERS from 7:30 AM until 2:50 PM.

They must remain in the student's locker from 7:30 AM until 2:50 PM. Locks are allowed on lockers.Students who bring electronic devices to school will do so at their own risk; the school will not be held liable for any lost or stolen items and will not be responsible to search for lost or stolen items.

No wireless internet access is allowed during school hours.

The following procedures are followed for cell phone violations:
First Offense: Phone sent to office and returned to parent only.
Second Offense: Phone returned to parent and loss of privileges at school.

Any violation after loss of privilege will be considered defiance and will result in disciplinary action which may include In School Placement or Suspension.

Taking photos or video recordings of any kind at school is not permitted and will result in automatic loss of privilege and may include suspension.

CHECK OUT

If a student is to leave before the end of the school day, he/she will need to be checked out through the office. Only those people that are listed on the student's enrollment sheet will be allowed to take a child from school. **Photo identification will be required.**

Students will not be called out of class until they have been signed out in the office. Please do not ask that we call your child out before you arrive.

Students should check back in through the office if they return to school before the end of the day.

COMMUNICATION BETWEEN HOME AND SCHOOL

The school and individual teachers work to try and provide regular communication regarding the students and activities. All staff have an email account and a phone extension. They also have a daily plan period if a face to face meeting is requested.

If a parent/guardian has a concern or problem involving his/her child, they should first contact the child's teacher(s) to discuss the concern.

DETENTION

Detention may be given for misbehaving at school. If assigned detention, a student will sit out from recess. A form must be signed and returned the following day or another detention may be assigned.

If a student receives four detentions in a month, that student may be assigned one day of In School Placement.

DISTANCE LEARNING

In the event the district, school site, or your child's grade level or class pivots to distance learning, please follow these guidelines:

- Instructions – During distance learning, students will be required to log in to Google Classroom daily to receive instruction for all classes. In the event your student does not have internet access, a paper packet will be provided.

- Attendance – Students are expected to login to Google Classroom and/or complete the paper packet in order to be counted present for the day. Packets must be returned when students resume in-person learning.

- Grades – Grades will be taken from distance learning assignments. Regular grading policies will apply.

DRESS CODE

Questions about the dress code should be referred to the principal. Final decisions about any dress code violation will be at the discretion of the administrator.

- A student must dress neatly and with discretion.

- Shoes must be worn at all times. House slippers are not permitted.
- No hats or other head coverings inside the building including but not limited to hats, hoodies, or bandanas.
- Skirts and shorts must be long enough to reach the tips of fingers when held down to their side.
- Shirts must have shoulder straps of at least two inches and should not go down too far below the arms. Inappropriately low necklines are not permitted.
- Bare midriffs when standing or sitting are not allowed. No skin should show between the bottom of the shirt and the top of the pants or skirt.
- Clothing or jewelry that is suggestive or symbolic of drugs, alcohol, guns or any other inappropriate activity / wording is not allowed.
- No clothing with rips or tears higher than fingertips when arms are to the side.
- Sunglasses will not be worn inside.

DRUGS / TOBACCO / E-CIGARETTES

Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution of illegal and/or drug related paraphernalia will result in discipline including but not limited to In School Placement and Suspension. This policy also includes tobacco, lighters, e-cigarettes or any piece of an e-cigarette device.

EATING LUNCH WITH YOUR CHILD

We welcome parents and guardians to eat lunch with their child. You will need to check in at the office and receive a visitor's badge. You will need to provide photo identification to enter the building.

You will need to wait in the office until lunch starts.

There is a designated area for you to eat in the cafeteria with your child. The duty teacher will show you when you arrive.

Only your child will be allowed to eat with you at your table. Friends will have to remain with their class.

Parents are allowed to bring food to their child only.

ENTERING AND EXITING

Students and visitors need to enter and exit the building through the main entrance doors. All other doors will be locked during the school day.

All visitors must sign in at the office before going to any part of the building each and every time they visit the school. Photo identification will be required to enter the building.

FREE AND REDUCED APPLICATION

Free and Reduced Meal Applications are available in the school office and business office. One application per household is required. All information must be COMPLETELY filled out to process applications. All information requested is necessary to process the form, and any information not given will delay the student from being approved for free/reduced meals. **If your child was eligible for meal benefits last year, you must complete a new application for this school year.**

If your child may be eligible for benefits, but does not intend to participate in the programs at this time, we ask that you complete and return an application. Skiatook Public Schools receive financial assistance from various state and federal programs based on the number of eligible students that are enrolled in the district. All information is kept confidential as required by federal regulations. You can pick up forms in the cafeteria or at the Business Office.

HEALTHY KID COALITION

We do follow the State Department's Healthy Kid Coalition's recommendations of limiting snacks and other food items during the school day.

Please do not send snacks to school for birthdays or other events.

If snacks are sent, they will be returned to the student who provided them to take back home. There will be some exceptions allowed for class celebrations and/or parties, however, these will be limited in number.

Any exception to the policy will have to receive approval from the principal.

HOMEWORK

Homework is assigned no more than three times per week (Monday, Tuesday, and Thursday) to reinforce skills.

Homework is not assigned simply for the purpose of keeping students busy. If you are in doubt as to how to help your child with homework, please consult with your child's teacher for ideas and suggestions.

Assignments not completed during the school day will come home to be completed. This is not considered homework, rather class work that needs to be finished, and can come home any day of the week.

Any assignments that are turned in one day late will receive at most 50%
Any assignments that are turned in two or more days late will receive a 0%

Any exceptions will be made by the building principal.

ILLNESS

Children who are sick, have thrown up or had diarrhea within the past 24 hours, running a fever, or who have had a fever within the past 24 hours are to remain at home.

When a child becomes too ill to remain in class, the parent will be contacted.

If a child is not running a fever, they will be asked to remain in class unless they are throwing up or have diarrhea.

INTERNET

Students will use the internet according to the terms and conditions in the district Student Internet and Usage Policy. Misuse of internet privileges can result in loss of privileges and/or discipline including but not limited to detention, in school placement, and/or out of school suspension.
A copy of the Skiatook Schools Internet Usage Policy will be given to each student.

INTERRUPTIONS

We do our best to not interrupt classes. Therefore, we will not call students out of the class to come retrieve items from the office that are not of immediate need. If you need to get something to your child, you may leave it in the office and we can get it to him/her when messages are delivered in the afternoon or before the item is needed, but at a time that is less disturbing to the class.

If you are bringing lunch to your child, it is best that they know it is coming prior to you bringing it. If we do need to notify a child that his/her lunch is in the office, then we will do so prior to their lunch period. Please make sure to write your child's name on the lunch.

LIBRARY

Students may check out books from the school library for a two week period. If books are damaged or not returned, students will be required to pay a fine or pay for a replacement.

LOCKERS

Each student will be assigned a locker for the keeping of books, school supplies, and clothing.

Lockers are expected to be kept neat. Inspections may be made by school officials.

Locks may be used. A copy of the key or combination must be given to the homeroom teacher.
If a student is not able to get a lock opened, then a school staff member will cut the lock off. The school will not be responsible for replacing the lock.

If the inside of the locker is decorated, it must be appropriate material. Also, no tape or stickers are to be used anywhere on the locker. Magnets may be used on the inside of the locker.

LOST AND FOUND

Please label items of clothing with some form of identification so that it can be recognized by your child. All articles found will be placed on the lost and found rack in the red hallway.
The school will not accept responsibility for lost articles placed into the lost and found area.

MAKE UP WORK

If a student is absent and the absence is explained, then the student will have one day for each day absent to make up the work. For example, if a child is absent on Monday and Tuesday they will have two days (Wednesday and Thursday) to do the work after returning to school, making the work due

on Friday. If the work is one day late, the most credit it will receive is 50%. If the work is two or more days late, it will receive a score of 0%.

Students must be absent two days before requesting missed work.

You may call to get your child's work collected for pick up if it has been more than two days. If you call before the teacher's plan period, the work will be ready for pick up after 2:00 PM of the same day. If you call after the teacher's plan period, the work will be ready for pick up the next morning at 8:00 AM.
Teachers are not able to stop teaching to get work collected. They will need to do it either during their plan time or after school.

MESSAGES FOR STUDENTS

Messages for our students will be given at the end of the day. It is advised that before children leave for school parents instruct them as to what they are to do or where they are to go when school is dismissed at 2:50 PM. We also recommend a note to the child's teacher regarding any changes in the child's after school routine.

Messages called to the office after **2:00 PM** are not guaranteed to reach your child before school is dismissed.

Please try to contact the school as early in the day as possible to make sure messages are able to be delivered.

NURSE

The school has a Registered Nurse on duty in the district during regular school hours. Her purpose is to take care of emergencies that happen at school, or children that become ill at school.

PARENT / TEACHER CONFERENCES

Two parent conference dates are scheduled during the school year. One per semester. These conferences are designed to promote understanding and cooperation between the home and school for the benefit of the students.
A parent may also request a conference anytime by contacting the teacher to schedule an appointment.

PARENT PICK UP / DROP OFF

When dropping off or picking up students at Skiatook Intermediate Elementary, we ask that parents be patient. We hope that by observing the following procedures we can speed up the process while keeping safety top priority.

- Parent pick up is in the parking lot on the North side of the campus.
- Please enter through the West drive and exit through the East drive.
- When picking up your child, please form three (3) lanes.
- For safety reasons and to help speed up the process, we ask that you please stay in your vehicle.
- Teachers will load students into the first few cars of each lane.
- When your child is in your vehicle and you are ready to leave, please turn on your left turn signal so the traffic director will know you are ready.
- To keep traffic moving, if you are in the front of the line and waiting on a student that is not yet out, you will be asked to circle around and come back in at the end of the line.

  If you do not have your car rider card displayed, you will be asked to park your car and then come to the office to show identification to pick your child up.

  You must have and show a car rider card for each child you are picking up. Only the legal guardian(s) may request replacement car rider cards. The guardian must show ID in the office to receive cards. Every student will receive two parent pick up cards. A maximum of four cards will be issued to each child upon request.

If you park your car and come to get your child you will need to cross at the front (east) end of the parking lot where the traffic director can signal you across when ready.

Do not cross through the middle of the lanes of cars to go to or from the building.

When dropping off your child in the morning, please use only the right lane. This will keep children from walking in front of cars unattended.

PARENTS / VISITORS

We ask that all visitors, including parents, stop in the office upon entering S.I.E. You will be able to sign in and receive a visitor's badge. You will then be "buzzed in" to the building through the office. You will need to provide government issued photo identification in order to enter the building.

When a visit with the teacher is necessary, we ask that all parents exercise courtesy by visiting before 8:00 AM, after 3:00 PM, or by scheduling an appointment with the teacher.

If you do need to visit with a teacher before school, please report to the office and we will bring the teacher down.They are available from 7:40 AM until 8:00 AM.

Classes begin promptly at 8:00 AM and teachers are not allowed to visit with parents/visitors after that time.

If you would like to visit with a teacher after school, you will still need to stop in the office first and receive a visitor's badge.

Absolutely no visitors will be allowed on the playground at any time.

PARTIES

There will be two parties for the year. Dates and times will be provided by the classroom teacher closer to time.
Only sealed, store bought items will be allowed.

Any person wanting to attend a party must be on the student's enrollment sheet and must provide photo identification. Any changes to enrollment form must be done in person.

School aged children will not be allowed to attend parties that are not for their assigned class.

PEANUT ALLERGIES

We have children with peanut allergies so SIE is now a reduced-peanut facility. We strongly encourage parents to not send peanut products to school with their children, as it could cause a life threatening reaction in some of our students. Please do not send anything made with peanut products to the school.

SAFETY DRILLS

We will conduct all required safety drills throughout the school year, including two of each of the following; fire drills, Lock Down Drills, Intruder on Campus drills, Tornado drills, and two additional drills based on needs of the current school year.

SCHOOL SUPPLIES

School supply lists are given out at the time of enrollment. Copies are also available in the school office or on the school website. Please make sure your child has the correct supplies needed to do his/her work. Supplies will need to be replenished throughout the year as needed.
Backpacks with wheels will not be permitted. They do not fit in the lockers properly and they scuff the floors.

SEARCHES

Pursuant to Okla. Stat. Tit. 70, S24-102 (2001), the Board of Education of the Skiatook School District has adopted a student search and seizure policy. The policy authorizes the school principal or a designee to detain and search any student and any property in the student's possession in which a reasonable suspicion of a violation of the law or school rules has occurred or is occurring. In addition, school personnel may open and search school lockers, desks, and other school property at any time. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property.

Student and campus safety is of the utmost importance. For this reason, students failing to comply with safety searches due to reasonable suspicion may be subject to school consequences and law enforcement notification.

TARDIES

The tardy bell rings at 8:00 AM. Students must be in their classroom by 8:00 AM in order to not be counted tardy. Being in the building but not in the classroom still counts as a tardy.

Any student arriving after that time will need to check in at the office and obtain an admit slip.

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

Students are also counted tardy if they leave between 2:05 PM and 2:50 PM.

All tardies including those excused by a parent/guardian will count towards the quarterly limit of five.

Tardy Consequences
1st Tardy No disciplinary action
2nd Tardy No disciplinary action
3rd Tardy Warning Letter sent home
4th Tardy No disciplinary action
5th Tardy Parent Meeting with administration
6th Tardy Lunch Detention

7th Student will serve 1 hour after school detention
8th Student will serve 1 hour after school detention
9th Student will serve In School Placement (ISP)
10th Student will serve In School Placement (ISP)

TELEPHONE / STUDENTS

Students will be allowed to use the phone only in the case of an emergency.

They will not be permitted to use the phone to call and ask for homework, lunch, backpacks etc. It is the responsibility of the students to have their materials for the day.

Students will not be allowed to call home to make new arrangements for after school (i.e. ―Can I call my mom to see if I can go home with my friend?). These arrangements need to be made in advance with the parents' consent. If such arrangements are made, please contact the office either by phone or with a note so we will know of any transportation changes.

TELEPHONE / VOICE MAIL

Skiatook Public Schools use an automated voice mail system. When contacting a school, a recorded message will give the extension of each teacher and office personnel. You may dial the extension of the person with whom you wish to speak or dial "0" for the school secretary.
Teachers have a limited number of breaks during the day, but will check their voicemail periodically throughout the day and will return calls as promptly as possible.

Any urgent messages or after school instructions for students should be left with the secretary before **2:00 PM.**

TOYS

Students may not bring personal toys,sporting equipment, electronic games, squishies, or trading cards to school. These items cause distractions in the classroom and can easily be lost or damaged. The school is not responsible for any lost, stolen, or broken personal items. If a student brings a toy for a specific activity like Show and Tell, it must remain in their backpack until that activity begins.

WEAPONS

The Gun-Free Schools Act, a federal law, states that any student who brings a firearm to school must be expelled from school for a period of not less than one year.

A student will not possess, handle or transmit any object that can reasonably be considered a weapon or be a reasonable facsimile of one:

1. on the school grounds, i.e. vehicles, lockers, backpacks, etc
2. off the school grounds at any school sponsored activity, function or event

This rule does not apply to normal school supplies like pencils or compasses unless these devices are used in a dangerous manner.

Examples of items prohibited by this policy include, but are not limited to:

- Guns and Rifles
- BB or Pellet Guns
- Martial Arts Weapons
- Clubs
- Slingshots
- Bow and Arrows
- Knives
- Swords
- Metal Knuckles
- Weapons or dangerous instrument related items such as but not limited to ammunition, scopes, or magazines
- Explosives
- Fireworks

Violation of the above rule may be recommended for suspension from all schools in the district for one calendar year.

WENGAGE ON-LINE GRADEBOOK

Skiatook Intermediate Elementary uses an on-line grading program, which may be accessed by the parent/guardian. It requires a password that the parent can obtain in the office.

Teachers will update grades no less than two times per week.

WITHDRAWAL FROM SCHOOL

Students moving to another school district must secure a withdrawal form from the counseling office. The form must be signed by the Principal, teachers, librarian, and cafeteria cashier and returned to the office for final withdrawal.

Skiatook Public Schools District Student Handbook Policies

Accidents

Every accident in the school buildings, on the school grounds, or during school-sponsored activities must be reported immediately to the sponsor/teacher and to the principal's office. An accident report form needs to be filled out and turned in to the principal's office AND Education Service Center within 24 hours.

Appeal of Suspension

Due Process

Students have:

- The opportunity to know these policies or any other school regulations or procedures.
- Been informed of the policy, rule or regulation allegedly violated.
- Sufficient opportunity to give his/her version of the alleged violation.
- The right to a conference with the principal.
- The right to appeal a suspension of ten (10) days or less to the Suspension Review Committee (SRC), and if over ten (10) days, to the Superintendent and the Board of Education.

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at wjoice@skiatookschools.org.

Appeal Processes

The student suspended out of school shall have the right to appeal the principal's suspension action by following the procedures outlined below:

THE OUT-OF-SCHOOL SUSPENSION IS FOR TEN (10) DAYS OR LESS (SHORT-TERM)

- A student who has been given a short-term out-of-school suspension and the student's parent/guardian have the right to appeal the out-of-school suspension decision to a building SRC.

- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student or the student's parent/guardian may request, in writing, a review by the building SRC. The SRC is composed of teachers and/or administrators.

- The SRC will meet to review the suspension action as soon as possible. The principal will notify the student's parent/guardian of the date, time and place of the hearing not less than 24 hours notice in advance of the hearing.

- The student and the student's parent/guardian will have a right to be present at the hearing and to present evidence and witnesses that support their position. Either party wishing to have legal counsel present must give the other party 24 hours in advance of the hearing.

- The SRC will sustain, rescind, or modify the out-of-school suspension action. THE DECISION OF THE SRC WILL BE FINAL AND NONAPPEALABLE.

THE OUT-OF-SCHOOL SUSPENSION IS FOR MORE THAN TEN (10) DAYS (LONG-TERM)

- A student and/or parent/guardian may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools and the Board of Education.

- Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the Superintendent. The Superintendent will schedule a hearing as soon as possible, notify the parent/guardian of the date, time and place of the hearing.

- The Superintendent will review the facts, determine the guilt or innocence of the student, the reasonableness of the term of the suspension and decide to sustain, rescind, or to modify the out-of-school suspension. The Superintendent will notify the student's parent/guardian of the decision at the conclusion of the hearing.

- If the student and/or parent/guardian is not satisfied with the action of the Superintendent, the student and/or parent/guardian may appeal that decision to the Board of Education by written notice to the Superintendent or Board Clerk within five (5) days after the Superintendent's decision. The student and/or parent/guardian will be notified in writing of the date, time and place of the Board of Education hearing at least 24 hours prior to the hearing. The student and the student's parent/guardian will have a right to be present in person at the hearing. Both the administration and the student or student's parent/guardian will have the right to present evidence and witnesses to support their position and to be represented by legal counsel. The Board of Education will determine the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Board will sustain, rescind or modify the out-of-school suspension action. THE DECISION OF THE BOARD OF EDUCATION WILL BE FINAL AND NONAPPEALABLE.

The appeal hearings are based on the following criteria:

- Is the student guilty or innocent of a violation of a school rule, policy, or regulation?
- Is the term of the out-of-school suspension reasonable and in keeping with the severity of the infraction?

A student with a disability and his/her parent or guardian are entitled to the procedural protections of Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act before the student's placement is changed for disciplinary reasons. For additional information about this process, contact the Special Services Director at 918-396-1792 or via email at wjoice@skiatookschools.org.

Bullying

Bullying or harassment is considered a repeated pattern of threatening, intimidating, or endangering behavior toward others. Harassment or bullying of others is forbidden. This includes but is not limited to bullying person-to-person, by proxy of another person or through technology. Students who harass or bully others will be subject to the same disciplinary actions imposed for other rule infractions which may include but are not limited to suspension and police intervention. Reports of bullying or harassment should be made to the principal or counseling office. The Skiatook Public Schools district bullying policy can be found at the Skiatook Public Schools website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

Bus Behavior Code

PERMISSION FOR ANY PUPIL TO RIDE IN A BUS IS CONDITIONED ON HIS/HER GOOD BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS. ANY PUPIL WHO VIOLATES ANY OF THESE WILL BE REPORTED TO THE SCHOOL PRINCIPAL AND CAN BE DENIED PERMISSION TO RIDE A BUS TO AND FROM SCHOOL.

1. The emergency door is not to be opened except at the direction of the bus driver. If the door is open, it could endanger the lives of the passengers.
2. No student is permitted to be out of his/her seat while bus is in motion.
3. All students are under the direct control and supervision of the bus driver while on the bus. Obey the driver's suggestions promptly.
4. Students are not to talk to the bus driver while the bus is in motion.
5. Keep all parts of the body inside the bus at all times after entering and until leaving the bus.
6. No food or drink to be consumed on the bus (bottled, canned or otherwise) will be permitted. (Exceptions will be made for the Vo Tech routes.)
7. No seat is reserved or may be held for another student.
8. No one should run toward a school bus while it is in motion.
9. Pupils who must cross the road after embarking from bus should pass in front of the bus at the direction of the bus driver. Pupils are not to cross behind the bus.
10. No tobacco of any kind is allowed on the bus.
11. Keep the bus clean.
12. Any complaints by the drivers, pupils, or parents should be reported promptly to the principal and/or Transportation Department. (Marrs - 396-2295; Skiatook Elementary – 396-5737; Intermediate Elementary - 396-5745; Newman Middle School - 396-2307: High School - 396-1790; or Transportation Director - 396-1792.)
13. Good behavior and manners are expected at the designated bus stop.

14. Flowers and balloons are not permitted on a bus.
15. Students can be denied permission to ride a bus to and from school.

RESPONSIBILITIES OF BUS DRIVERS, PRINCIPALS, AND PARENTS

1. The bus driver shall be responsible for the conduct of students on their bus. All infractions are to be reported to the principal of the school where the student is in attendance. The bus driver is authorized to assign seats.
2. It will be the responsibility of all principals to work with the bus drivers on discipline infractions and student suspensions from school buses.
3. All revocations and reinstatements of riding privileges will be handled through the principal of the school attended.
4. It is also the responsibility of all principals to discuss the Safety and Behavior Code for Bus Riders with students and to be sure each student and their parents receive a copy of the code.
5. It is the parent's responsibility to discuss with the student the provisions of the Safety and Behavior Code for Bus Riders and to support the principal in the enforcement of the code.
6. The parent must assume responsibility for the behavior of their child while riding the bus. IF PERMISSION TO RIDE THE BUS IS REVOKED, THE PARENT MUST PROVIDE TRANSPORTATION TO AND FROM SCHOOL FOR THEIR CHILD UNTIL SUCH TIME AS REINSTATEMENT MAY BE MADE.

THESE REGULATIONS AND LIST OF RESPONSIBILITIES SHOULD BE KEPT BY THE PARENT OR GUARDIAN FOR REFERENCE DURING THE ENTIRE TIME THE STUDENT IS IN SCHOOL.

Change of Information

It is of utmost importance that the school is notified throughout the year of any changes in pertinent information, such as address, home phone numbers, cell phone numbers, work phone numbers, and emergency contacts. In the event of an illness or emergency, current information is vital. Please contact the school office any time information changes.

Address or Contact Person Updates

- The parent/guardian must fill out a Change of Address Form to update information. Please contact your school to obtain the appropriate document.

- Proof of residency must be provided with address changes.

Phone Number or Email Updates

- The parent/guardian can update a phone number or email over the phone.

Child Find Notice

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) a federal law, and is an ongoing process of locating, identifying, and evaluating children who may need special education and related services. All children with disabilities, residing in Skiatook Public School District, whether attending public or private school or being homeschooled, should be identified, located and evaluated. This service is provided to children with suspected disabilities, free of charge. If you would like more information on Child Find, contact Skiatook Public Schools, Department of Special Education 918-396-1792.

Child Nutrition Program

Free & Reduced Applications

Free and Reduced Meal Applications are available in the school office and Education Service Center (355 S Osage). One application per household is required. All information must be COMPLETELY filled out to process applications. All information requested is necessary to process the form, and any information not given will delay the student from being approved for free/reduced meals. **If your child was eligible for meals last year, you must complete a new application for this school year.**

If your child may be eligible for benefits, but does not intend to participate in the programs at this time, we ask that you complete and return the application. **We need every family to fill this out, regardless if your family will use the benefit. Skiatook Public Schools receives financial assistance from various state and federal programs based on the number of eligible students that are enrolled in the district. All information is kept confidential as required by federal regulations.** You can pick up forms at the ESC, the cafeteria or in the Main Office.

Accounts & Charges

An account will be assigned to each student. The student's ID number will be his/her lunch account number. Students will be charged for meals when they present their ID number to the cashier. Money will be deducted from the student account or the student may pay for the meal daily. **Students are allowed to charge up to $10. You will be notified when this happens by the cafeteria. Adults are not allowed to charge meals.** All students purchasing a second meal will pay full price for breakfast and/or lunch. Students on the Reduced Meal Plan who charge will pay full price for breakfast and/or lunch.

Parents, legal guardians, or students may credit their accounts in any amount. Parents have internet accessibility through Sylogist Guardian Portal to credit or retrieve information on their child's account. The Sylogist Guardian Portal allows you to make payment to your child's nutrition account. To get started contact your child's school office and request a Sylogist Guardian Portal account login. There will be a 6% convenience fee on each transaction to offset the Sylogist Guardian Portal administrative costs.

Refunds should be requested in writing to the encumbrance clerk. You can contact the clerk at the Education Service Center at 355 South Osage Ave or (918) 396-1792. The refund request can

only be made by the parent or guardian of the child. Each refund request has to be approved by the Board of Education.

Student's account balances follow them throughout their time at Skiatook Public Schools. If they leave Skiatook Public Schools, they have 30 days to request a refund. If no refund was requested their account balances will be used as a donation to the Child Nutrition Program.

Child Nutrition Policy for Charging Meals: Students K-5 must maintain a balance of $25, students 6-12 must maintain a balance of $28, and adults must maintain a balance of $45, which is the equivalent of five (5) breakfast and five (5) lunch meals.

When the account reaches a low balance, a low balance notice will be issued to parents/guardians. When the account reaches $0, electronic phone calls and e-mails will be made to the household.

Daily Charges for Meals:

Elementary Student Breakfast (K-5) - $1.90	Elementary Student Lunch (K-5) - $3.10
Secondary Student Breakfast (6-12) - $2.00	Secondary Student Lunch (6-12) - $3.60
Reduced Meal Breakfast - $0.30	Reduced Meal Lunch - $0.40
Staff Breakfast - $3.80	Staff Lunch - $5.16
Adult Visitor Breakfast - $3.80	Adult Visitor Lunch - $5.16
Child Visitor Breakfast - $2.80	Child Visitor Lunch - $3.30
Extra Milk/Juice - $0.75	

Students are provided well-balanced meals that meet all state and federal guidelines. Parents are welcome to eat with their children at elementary sites. Please contact the Child Nutrition Director at 918-396-1792 for further assistance.

This institution is an equal opportunity provider.

Custodial & Non-Custodial Parental Rights

It is our policy that a parent who is awarded legal custody of a child by court action shall file a copy of the current court decree with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, an appropriate written instruction (such as a court order) should be filed with the school. Absent a court decree to the contrary, both parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent teacher conferences. Contact from the school to the parents will be primarily made through the custodial parent.

Electronic Device Confiscation and/or Search Policy

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, smartwatches, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected.

Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant.

FERPA Rights

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

1. The right to inspect and review the student's education records within 45 days after the day Skiatook Public Schools receives a request for access.
    - Parents or eligible students should submit to the school principal or Special Services Director 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 the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
    - Parents or eligible students who wish to ask Skiatook Public Schools to amend a record should write the school principal or Special Services Director, 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.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer

assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- [Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

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

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

FERPA Directory Information

Skiatook Public Schools School Board Policy states:

1. The School District proposes to designate the following information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

    A) The student's name;

    B) The names of the student's parents;

    C) The student's address;

    D) The student's telephone listing;

    E) The student's electronic mail address;

    F) The student's date and place of birth;

    G) The student's dates of attendance;

    H) The student's grade level (i.e., first grade, tenth grade, etc.);

    I) The student's participation in officially recognized activities and sports;

    J) The student's degrees, honors and awards received;

K) The student's weight and height, if a member of an athletic team;

L) The student's photograph; and

M) The most recent educational agency or institution attended.

2. Within the first three weeks of each school year, the School District will publish on our website the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.

3. After the parents or eligible students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent of Schools' office) of any or all of the items they refuse to permit the School District to designate as directory information about that student.

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

FERPA PPRA

Protection of Pupil Rights Amendment (PPRA)
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

* *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S.Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance,
administered by the school or its agent, and not necessary to protect the immediate health

and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Skiatook Public Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Skiatook Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Skiatook Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Skiatook Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

•Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
•Administration of any protected information survey not funded in whole or in part by ED.
•Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Gun-Free Schools

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearms or weapons will be confiscated and released only to proper legal authorities.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Medical Marijuana

Regardless of a student, employee, parent or any individual's status as a medical marijuana license holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

Definitions

The terms “marijuana” and “possession of marijuana” will be interpreted by the district in accordance with state and federal law. The term “marijuana” includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of “marijuana” or “possession of marijuana” will be interpreted in favor of federal law.

Nondiscrimination

There will be no discrimination in the district because of an individual’s status as a medical marijuana license holder.

Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district’s current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

Nondiscrimination

Skiatook Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, disability, veteran status, or age in its programs and activities and provides equal access to the Boy Scouts and other designated groups. Career and Technical Education training is offered to all students in Agricultural Education, Business and Information Technology Education, and in Family and Consumer Science Education.

The following person has been designated to handle inquiries regarding the non-discrimination policies: for questions about discrimination on the basis of race, color, national origin, age, disability, sex, or access for youth groups contact the Director of Special Education, at 918-396-1792. This individual may be contacted by mail at 355 S. Osage, Skiatook, OK 74070.

Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

Title IX Coordinator (for questions or complaints based on sex)

Name and/or title: Shane Azzopardi

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: sazzopardi@skiatookschools.org

Age Act Coordinator (for questions or complaints based on age)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

Boy Scouts Act (for questions or concerns based on access for youth groups)

Name and/or title: Special Services Director

Address: 355 S Osage Skiatook, OK 74070

Telephone number: 918-396-1792

Email: wjoice@skiatookschools.org

You can obtain a copy of the Skiatook Public Schools Grievance Procedure at the Education Service Center located at 355 S Osage, Skiatook, OK 74070.

Philosophy of Skiatook Public Schools

Skiatook Public Schools is committed to educating and empowering students to be successful citizens of tomorrow.

Reporting Suspected Child Abuse and/or Neglect

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. 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 school district shall report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made. The district reporting form should be used.

"Child Abuse and Neglect" shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;
7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;
8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;
9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;
10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;
11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;
12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;
13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;
14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes; and
15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes.

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 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.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Searches

Oklahoma Statute Title 70 § 24-102 (effective date July 2001) states:

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property (70-24-102).

Students who drive automobiles onto school property, by so doing, subject any such automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of one of the many circumstances that may substantiate reasonable suspicion. Identification by a drug dog does not necessarily constitute possession but does constitute reasonable suspicion.

Sexual Harassment

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

It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing, or e-mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

Student Health

Distribution of Medication

Parents/guardians must deliver the student's medicine to the school in its original container and complete and sign a Parental Authorization to Administer Medicine form allowing the school nurse or designated school employee to administer medication. Medication cannot be brought in or taken home by a student. No Exceptions. Any medication brought to school without a form signed by a parent or by a student will not be given. Any medication that is not in the original container will be disposed of. A note will be sent home with the student informing you that the medication policy was not followed. Medication that is in the original container will be held in the office for two days for an adult to pick up or to sign an Authorization to Administer Medicine form.

All prescription medication must have the pharmacy label that states the students name, dosage amount and instructions. Over the counter medication must be in the original unopened container with the student's name written on it.

Prescription medication will be logged in when brought into the school. Prescription medication will be in a locked cabinet. Prescription medication will be inventoried on a regular basis by the nurse or office personnel. A log sheet will be added to the back of the parental consent form. Keys to the cabinet will only be given to the school nurse and the main office personnel.

A maximum of 25 days of prescription medication may be kept at school for students. Keep the rest at home. An initial dosage of medication will not be given at school in case of an allergic reaction.

The school does not provide cough drops/cough medicine or non-Aspirin/ Tylenol products for students. These must be supplied by parents for an individual child.

Immunization Requirements

All children two months of age and older must present an immunization record or file for an exemption before they are allowed to attend child care or school in Oklahoma.

Meningococcal Disease & Vaccines

What is meningitis? Meningitis is an infection of the tissue lining and fluid that surround the spinal cord and the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and goes away without any special treatment, while meningitis caused by bacteria can be severe and may cause:

- Brain damage, Hearing loss, Amputation of arms or legs, Learning disabilities, or Death.

What types of bacteria cause meningitis? There are several types of bacteria that may cause meningitis, including:

- Neisseria meningitides, Streptococcus pneumoniae, Group B streptococcal disease, and Haemophilus influenzae type B (Hib).

This information sheet will focus on the disease caused by Neisseria meningitidis (Nay-sear-e-a men-in-git–itdis), which is rare but especially risky for people of certain ages. Disease caused by Neisseria meningitidis is usually referred to as "meningococcal disease" (men-INjo-kok-ul disease). Many persons are exposed to Neisseria meningitidis and carry the bacteria in their nose and throat for weeks or months and spread the bacteria to others, but do not become sick themselves. If the meningococcal bacteria invade the body, they may cause a rapidly spreading infection of the blood, lung infection, or meningitis. More information about the other kinds of bacteria that cause meningitis can be found at the web sites listed in the box at the end of this information sheet.

Who is at risk from meningococcal disease? Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available for babies. The risk of meningococcal disease increases for teenagers and young adults 15 through age 21 years of age, because of behaviors that spread the disease. On average, two or three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College students, military personnel, and other people living in close quarters or dormitory-style housing have a greater chance of contracting the disease than other persons their age. Other persons at increased risk include smokers or persons frequently exposed to second-hand smoke, those with immune system problems, those without a spleen, or international travelers going to countries where the disease is more common.

How is the disease spread? The disease is spread by respiratory droplets produced by a person harboring the bacteria and expelled a short distance by laughing, singing, coughing, or sneezing. The bacteria may also be spread by direct contact with the respiratory fluids of someone who is infected. That includes kissing, or sharing a water bottle, food item, cigarettes, lipstick, lip balm, mouth guard or anything an infected person touches with his or her nose or mouth

Why is meningococcal disease dangerous? Meningococcal disease is relatively uncommon with about 2,500 people affected every year in the United States. However, the infection can spread very quickly and 300 of those people die in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

For this reason, it is best to prevent the disease from occurring. Signs and symptoms of meningococcal disease may be confused with other infectious diseases. If your child has symptoms of meningococcal disease, contact your healthcare provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever

- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of purplish black-red dots or splotches
- Confusion
- Seizures

How can meningococcal disease be prevented? Vaccines can prevent approximately two-thirds of the meningococcal disease cases. There are two types of meningococcal vaccine available in the United States (MCV4 and MPSV4) that protect against four of the five most common disease-causing strains of the meningococcal bacteria.

MCV4 stands for meningococcal conjugate vaccine and MPSV4 stands for meningococcal polysaccharide vaccine. Two doses of MCV4 are recommended for:

- All adolescents 11-18 years of age, and Other people at high risk 2 through 55 years of age.

MCV4 should be given to all adolescents at age 11 or 12 years, unless they have received it before. A booster dose is due at age 16 years. For adolescents who receive the first dose at age 13 through 15 years, a onetime booster dose should be given at age 16 through 18 years.

Children 2 years of age and older and adults who are at high risk for meningococcal disease should receive 2 doses spaced 2 months apart. People at high risk include individuals who:

- Do not have a spleen, Have terminal complement deficiencies, HIV infection, or Will be traveling to countries with high rates of meningococcal disease.

Teens and young adults age 16 through 21 years who receive(d) their first dose of MCV at 16 years of age or older do not need a booster dose.

MPSV4 protects against the same types of meningococcal bacteria as MCV4 and is indicated for use in adults over 55 years of age who are at risk for meningococcal disease.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

Is this vaccine required to attend school in Oklahoma? Meningococcal vaccine is required for students who are enrolling for the first time in colleges and post-high school educational

programs and who will live in dormitories or on-campus student housing. This vaccine is not required for children in elementary or high school in Oklahoma, even though it is recommended for all adolescents 11 years and older.

Is the meningococcal vaccine safe? Yes, both types of vaccine are safe; however, there are small risks associated with any vaccine. About half of the people who receive a meningococcal vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small.

A few cases of Guillain-Barré Syndrome (GBS), a serious nervous system disorder, have been reported among people who received MCV4. However, GBS is such a rare disease that it is not possible right now to tell if the vaccine is a part of the cause or simply due to chance alone because a number of cases of GBS will occur every year even without the use of MCV4 vaccine.

Does the meningococcal vaccine work? Yes. A single dose of MCV4 meningococcal vaccine protects about 90 percent of the people who are immunized against meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease among teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis? No, it cannot provide protection against other causes of bacterial meningitis or type B meningococcal disease. Scientists have not been able to make a vaccine that will protect against type B.

Where can I get the vaccine for my son or daughter? If your child has health insurance, you can obtain the meningococcal vaccine from your regular healthcare provider. All county health departments in Oklahoma have the vaccine available at no charge for children 11 through 18 years of age who:

> • Have no health insurance, Are Medicaid eligible, Are Native American, or Have health insurance that does not pay for vaccines or does not pay for meningococcal vaccine; and for children 2 through 18 years of age who are at high risk from meningococcal disease.

Where can I find more information? For more information, contact your healthcare provider or local county health department or visit these web sites: National Meningitis Association at www.nmaus.org Centers for Disease Control and Prevention at http://www.cdc.gov/meningitis/index.htm

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention, and the Children's Hospital of Philadelphia. (Revised 3-11)

Various Conditions

- ***Communicable Disease***

Students suspected of having a communicable disease will be requested to obtain a statement from the County Health Department or a licensed physician concerning their current health status.

- ***Head Lice***

  If a student is sent home for head lice they are expected to receive a head lice treatment, have nits removed and return to school the next morning. Parents will be required to be present during the follow up head check. If no live lice are found, the student may return to class. The student will be rechecked within 7-10 days if there are still nits present. The parent will be informed that the nits will need removed to prevent re-infestation.

  In cases of severe infestation, inability of family to rid the child of infestation, chronic infestation, repeated infestation or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent will be required to keep child at home until they see a physician or county public health nurse and bring a note from a physician or nurse declaring they are lice and nit free.

Information on head lice treatment and nit removal is available in the nurse's office.

ILLNESS POLICY

Students need to remain at home if they have had the following symptoms:

o Vomiting and/or diarrhea during the past 24 hours

o Fever 100 degrees or higher during the past 24 hours

o An unidentified rash

o Open sores (minor sores must be covered with a dressing while the child is in school)

o Communicable diseases

- ***Pink Eye (Conjunctivitis)***

  Any discharge noted from the students eyes will result in the student being sent home for the day. To return to school they must have had 24 hours of treatment or present a note from the attending physician stating the diseased in no longer contagious.

- ***Scabies***

  Students may return to school by presenting a statement of diagnosis from the attending physician and ONE day after treatment is complete.

STUDENT INTERNET USAGE POLICY

The forms of electronic and digital communications change rapidly. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or personal electronic device.

As a part of the resources available to students, the district provides Internet access at each school site and at its administrative offices. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. This policy outlines the district's expectations regarding Internet access. The ability to access the Internet while on school property is a privilege and not a right. Access cannot be granted until an individual has completed an "Internet Access Agreement" and access may be revoked at any time.

In addition to Internet access, the district also provides each middle school and high school student with a laptop computer. This equipment is loaned to the student for the remainder of the school year for the express purpose of increasing educational opportunities. The student is required to return the laptop computer at the conclusion of the school year in the same condition the laptop computer was issued to the student, minus normal wear and tear. In the event the laptop computer is damaged, lost or stolen, the student's parent agrees to reimburse the district in accordance with the fee schedule attached to the "Parent/Guardian Technology Responsible Use Agreement."

Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Further, employees and students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators.

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 which 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. Students face the possibility of penalties, including student suspension, for failing to abide by district policies when accessing and using electronic or digital communications.

The Internet provides users the ability to quickly access information on any topic - even topics which are considered harmful to minors. The district's IT department has attempted to filter this access in order to protect students from harmful content. In the event inappropriate material is inadvertently accessed, students should promptly report the site to their teacher so that other students can be protected. No individual is permitted to circumvent the district's privacy settings by accessing blocked content through alternate methods. In the event an employee needs access to blocked content, he/she should make arrangements through the building principal or IT director.

Although the district's IT department has taken appropriate steps to block offensive material, users may unwittingly encounter offensive material. All users of the district's electronic resources are required to exercise personal responsibility for the material they access, send or display, and must not engage in electronic conduct which is prohibited by law or policy. If a student inadvertently accesses or receives offensive material, he/she should report the communication to the assigned teacher. If an employee accesses or receives offensive material, he/she should report the communication to the building principal or IT director. No individual is permitted to access, view or distribute materials which are inappropriate or create a hostile environment.

Internet Access - Terms and Conditions.

Acceptable Use - Students agree to access material in furtherance of educational goals or for personal leisure and recreational use which does not otherwise violate this policy. No student may make an electronic or digital communication which disrupts the education environment - even if that communication is made outside of school or on personal equipment. Types of electronic or digital communications which can disrupt the education environment include, but are not limited to:

- Sexting
- Harassing
- intimidating, threatening or bullying posts, tweets, blogs, images, texts,etc.
- Distributing pictures, recordings or information which is harmful or embarrassing

Students who engage in electronic or digital communications which disrupt the education environment are subject to disciplinary action, including suspension from school. Depending on the nature of the electronic or digital communication, students may also be subject to civil and criminal penalties.

Prohibited Use - Users specifically agree that they will not use the Internet to access material which is: threatening, indecent, lewd, obscene, or protected by trade secret. Users further agree that they will not use the district's electronic resources for commercial activity, charitable endeavors (without prior administrative approval), product advertisement or political lobbying.

Parental Consent - Parents must review this policy with their student and sign the consent form prior to a student being granted Internet access.

Privilege of Use - The district's electronic resources, including Internet access, is a privilege which can be revoked at any time for misuse. Prior to receiving Internet access, all users will be required to successfully complete an Internet training program administered by the district.

Internet Etiquette - All users are required to comply with generally accepted standards for electronic or digital communications, including:

A. Appropriate Language. Users must refrain from the use of abusive,discriminatory, vulgar, lewd or profane language in their electronic or digital communications.
B. Content. Users must refrain from the use of hostile, threatening, discriminatory, intimidating, or bullying content in their electronic or digital communications.

C. Safety. Students must not include personal contact information (name, address, phone number, address, banking numbers, etc.) in their electronic or digital communications. Students must never agree to meet with someone they met online and must report any electronic or digital communication which makes them uncomfortable to their teacher or principal.
D. Privacy. Users understand that the district has access to and can read all electronic or digital communications created and received with district resources. Users agree that they will not use district resources to create or receive any electronic or digital communications which they want to be private.
E. System Resources. Users agree to use the district's electronic resources carefully so as not to damage them or impede others' use of the district's resources. Users will not:
    - install any hardware, software, program or app without approval from the IT department
    - download large files during peak use hours
    - disable security features
    - create or run a program known or intended to be malicious
    - stream music or video for personal entertainment
F. Intellectual Property and Copyrights. Users will respect others' works by giving proper credit and not plagiarizing, even if using websites designed for educational and classroom purposes (See www.copyright.gov/fls/fl102.html) Users agree to ask the media center director for assistance in citing sources as needed.

Application and Enforceability - The terms and conditions set forth in this policy shall be deemed to be incorporated in their entirety in the Internet Access Agreement executed by each user. By executing the Internet Access Agreement, the user agrees to abide by the terms and conditions contained in this policy. The user acknowledges that any violation of this policy may result in access privileges being revoked and disciplinary action being taken. For students, this means any action permitted by the district's policy on student behavior. Education of Students Regarding Appropriate On-Line Behavior. In compliance with the Protecting Children in the 21st Century Act, Section 254(h)(5), the district provides education to minors about the appropriate use of the district's electronic resources, including interacting with others on social networking and chat sites, and cyber bullying. As a part of that education, guidelines on cyber bullying and internet safety for students are attached to this policy.

<u>Weapons and Dangerous Instruments</u>

A student will not possess, handle or transmit any object that can reasonably be considered a weapon or that is a reasonable facsimile of a weapon:

1. On school property, i.e. in vehicles, in lockers, backpacks, etc.
2. Off school property at any school sponsored activity, function, or event.

This rule does not apply to normal supplies like pencils or compasses.

Examples of items prohibited by this policy include, but are not limited to:

1. Guns and Rifles (See Gun-Free Schools)

2. BB or Pellet Guns (See Gun-Free Schools)
3. Martial Arts Weapons
4. Clubs
5. Slingshots
6. Bow and Arrows
7. Knives
8. Swords
9. Metal knuckles
10. Weapon or dangerous instrument related items such as, but not limited to, ammunition, scopes, clips, or magazines. (See Gun-Free Schools)
11. Explosives (See Gun-Free Schools)
12. Fireworks
13. Tasers
14. Pepper Spray
15. Realistic-looking facsimiles, including toy versions, of items 1-14.

Wellness Policy

The state requires all school systems to have a wellness policy. The Skiatook Public Schools district wellness policy can be found at the Skiatook Public Schools website (www.skiatookschools.org) under the District Policy Manual tab or at the Education Service Center (355 S Osage).

Skiatook Public Schools will provide a reasonable modification of student handbook policies as needed to meet the individual educational needs of any student identified as having a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

Skiatook Public Schools

355 South Osage
Skiatook, OK 74070-2017

918-396-1792 • Fax: 918-396-1799 • www.skiatookschools.org

PARENTS RIGHT-TO-KNOW
Parent Notification Letter

August 2026

Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act*/ PARENTS' RIGHT-TO-KNOW, this is a notification from Skiatook Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner:

information regarding the professional qualifications 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 qualification 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 teachers baccalaureate degree major, graduate certification, and field of discipline; and

Whether the student is provided services by paraprofessionals, and if so, their qualifications.

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)]

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

If you have questions or concerns, please feel free to contact the school principal at:

Marrs Elementary – Sherrie McGuckin, 396-2295

Skiatook Elementary – Christy White, 396-5737

Intermediate Elementary – Curtis Brown, 396-5745

Newman Middle School – Derek Scheihing, 396-2307

Skiatook High School – Mandy Lumbley , 396-1790