



**CANEY VALLEY  
ELEMENTARY  
HANDBOOK**

2025-2026

ACTIVITY TRIPS/FIELD TRIPS.....	20
ARRIVAL .....	5
ASSIGNMENTS OF STUDENTS TO CLASSES.....	10
ATTENDANCE.....	9
AWARDS.....	20
BEHAVIORAL EXPECTATIONS.....	4
BICYCLES .....	14
BREAKFAST .....	5
CANEY VALLEY BEHAVIOR EXPECTATIONS MATRIX.....	12
CANEY VALLEY ELEMENTARY SCHOOL CREED.....	4
CAPS/HATS .....	15
CELL PHONES AND ELECTRONIC DEVICES.....	14
CHANGE IN STUDENT DAILY ROUTINE.....	11
CHROMEBOOKS .....	6
CLASSROOM INCENTIVES AND STUDENT CELEBRATIONS .....	17
COMPUTERIZED GRADING PROGRAM .....	17
CONTAGIOUS DISEASE OR HEAD LICE LAW.....	16
CORPORAL PUNISHMENT.....	13
DAMAGED OR LOST SCHOOL PROPERTY.....	15
DIGITAL EDUCATIONAL ACCOUNTS.....	9
DISCIPLINE PHILOSOPHY.....	12
DISCIPLINE.....	12
DISMISSAL .....	5
DISTRICT WELLNESS POLICY.....	6
DRESS CODE.....	15
FINANCIAL OBLIGATIONS FOR STUDENTS .....	9
FOUR-YEAR-OLD PROGRAM.....	4
HOMEWORK .....	17
IDEAS FOR HELPING YOUR CHILD.....	19
ILLNESS/INJURY.....	16
INSURANCE.....	16
INTERNET USE POLICY.....	18
LEGAL DOCUMENTS.....	20
LIBRARY.....	16
LOST AND FOUND.....	15
LUNCH.....	5
MAKE-UP WORK.....	17
MEDIA EXPOSURE.....	20
MISSION STATEMENT.....	4
OKLAHOMA SCHOOL TESTING PROGRAM.....	18
PARENT COMMUNICATION.....	18
PARENT CONFERENCES.....	18
PLAYGROUND RULES .....	14
PRE-KINDERGARTEN ATTENDANCE.....	10
PROGRESS REPORTS.....	18
SAFETY DRILLS.....	11
SCHOOL-SPONSORED NIGHT ACTIVITIES.....	20
SEVERE CLAUSE.....	14
STRONG READERS ACT.....	19

TARDIES.....	10
TEXTBOOKS.....	16
TOILETING ACCIDENTS.....	16
TOYS/ALCOHOL/TOBACCO/DRUGS/ETC. ....	14
USE OF THE TELEPHONE.....	14
VISITORS/VOLUNTEERS.....	10
WELCOME.....	4
WITHDRAWING FROM SCHOOL.....	10

## **WELCOME**

The staff of Caney Valley Elementary welcomes you to our school! We look forward to another exciting and challenging year. As a citizen of this school, you are expected to follow the rules that are established for the welfare of the entire student body. Following the rules will help all students become better school citizens. This handbook is designed with the intent of providing pertinent information to the students of Caney Valley Public School. This is a handbook; therefore, it is not intended to replace the Laws of Oklahoma. A document of this nature cannot cover every circumstance that may be encountered in the diverse, complex, social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and appropriate learning environment may find it necessary to use options and procedures not covered in this handbook.

Because this is a student handbook, you will have the opportunity during this year to influence the handbook contents through your sincere participation in school elections, school activities, and daily school life.

## **MISSION STATEMENT**

Caney Valley Schools mission is to provide a positive and secure learning environment where all students are prepared with the knowledge and skills to be productive, life-ready citizens.

## **CANEY VALLEY ELEMENTARY BEHAVIORAL EXPECTATIONS**

**1. Be Respectful**

**2. Be Responsible**

**3. Be Safe**

## **CANEY VALLEY ELEMENTARY SCHOOL CREED**

I am a Caney Valley Elementary Trojan.

I am a smart and capable student.

I will be responsible for my own actions, respectful to all others, safe in all that I do and strive to do better today than I did yesterday.

## **FOUR-YEAR-OLD PROGRAM**

Children who are at least four (4) years of age on or before September 1 are eligible to attend a full day Pre-Kindergarten (Pre-K) program in the Caney Valley School District. A parent or guardian must accompany his/her child during enrollment. Also, they must present a valid birth certificate and an up-to-date copy of his/her immunization record. Please refer to the enrollment/immunizations section that will specify the appropriate immunizations. All 4 year olds should be potty trained before starting school.

## ARRIVAL

As students arrive each morning they should report to the cafeteria. Students should arrive from 7:30 am to 7:45 am to allow for time to eat breakfast. Please do not bring your child earlier because proper supervision is not available. **Parents are NOT allowed to walk their students into school and into their classrooms.** If you are dropping your child off at the school in the morning, use the car loop to do so. **IN A EFFORT TO MAINTAIN THE SAFETY OF ALL OF OUR STUDENTS, THE CAR LOOP WILL BE A NO PASSING ZONE. WE ASK THAT YOU DO NOT PASS THE CAR IN FRONT OF YOU THAT IS UNLOADING AFTER DROPPING YOUR CHILD OFF.** The teacher parking lot is not a drop off spot. For safety reasons, do not park and walk your child to the front doors. If arriving tardy, you may use the bus loop so students may enter the building at the front door and check in to the office.

## DISMISSAL

Early bus riders and SLAM students are dismissed at 2:55 pm daily. Car riders, walkers and late bus riders are dismissed at 3:00 pm. **For the safety of students and staff, parents picking up students MUST utilize the car pickup line in order to retrieve their student.** PreK through 2nd grade students without older siblings will be picked up in the bus loop. Students in 3rd through 5th grades, along with their younger siblings will be picked up in the car loop. Parents are NOT allowed to walk up to the school to pick up their student and must stay in the vehicle. Teachers and staff will ensure the students are loaded into the vehicle in the appropriate car line. Students who need an early release must be picked up before 2:30 pm. After 2:30 pm, the car lines will need to be used.

## BREAKFAST

All Caney Valley Elementary students, regardless of qualifications, are offered a free breakfast daily. Breakfast is served starting at 7:30 AM in the cafeteria. Students are not required to eat breakfast at school, however, all students should report to the cafeteria as the designated area to start the school day. Food is to be eaten in the cafeteria and can not be taken to the morning assembly.

## LUNCH

All students must go to the lunchroom with their class at the time the class is designated to be in the lunchroom. The eating area to which each class is assigned must be cleaned before students are dismissed. Food is to be eaten in the cafeteria unless special permission is given. Parents/guests are not allowed to eat lunch with their student(s) unless it is a school-wide event.

**It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reason why the child cannot drink milk.** Any food allergies for a student must also have a doctor's note on file in the office and the cafeteria. All food must be eaten in the cafeteria. Lunches brought from home cannot be shared with other students.

## DISTRICT WELLNESS POLICY

Students in elementary schools will not have access to FMNV (foods of minimal nutritional value) except on special occasions for classroom parties three times per year. These times coincide with the special holidays of Halloween, Christmas and Valentine's Day. Party plans are under the control of the school. Details are established during the school year. Classroom teachers may occasionally have celebrations periodically throughout the year that coincide with learning opportunities. These celebrations will not include birthday parties for students. **NO BIRTHDAY PARTIES WILL BE ALLOWED AT SCHOOL.** Students are allowed to bring birthday snacks, but those must be approved by the classroom teacher. Snacks can be dropped off in the office. **Parents will not be allowed to deliver the snacks to the classroom and stay for the duration.**

## CHROMEBOOKS

### Grades Kindergarten-5th

The Chromebook is a personal computer designed to work through with Google Apps for Education (GAPE) web-based applications. The District chose this device as the best fit for the needs of the students in terms of processing speed, ease of operation, productivity, and cost-effectiveness. The District will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or Internet in keeping with District Technology Policy.

#### **Assignment of the Chromebooks Grade Kindergarten - 5th**

Each teacher in grades **Kindergarten-5th** will have a set of Chromebooks in his/her room. The teacher will assign a Chromebook to each student, to be used by that student during class, for the year. The assignment of the Chromebooks will take place at the beginning of the school year. A student will be assigned a device only if a parent or guardian has signed the Student Technology Responsible Use Agreement. The device will stay in the classroom, but it will be the student's responsibility for its safety and care.

#### **District Responsibilities for the use of the Chromebook**

The District will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the Chromebook and/or the Internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at the District's expense. The District will have devices available that can be checked out to students whose devices are being repaired or replaced.

#### **Chromebook Periodic Welfare Check**

Every 9 weeks a Chromebook check will be done by the Caney Valley Teachers to assess for damage that needs to be addressed on each student's Chromebook device. The teachers will have access to a Google form shared with them on Google Drive. Once the Chromebook check has been completed students will be called to the Library to check in their Chromebook for repair.

### **Kindergarten - 5th Parent and Student Responsibilities**

As with any District-owned property (ex.: textbooks), parents and students will be responsible for the assigned Chromebook and charger being in good working condition at the end of the year. The student and his/her parent or guardian will be responsible for replacing or repairing a lost or damaged Chromebook and/or charger due to inappropriate use or neglect of the device through the Library. Plan B Co-Pay Insurance, which is highly recommended, for the device will be offered to those parents who choose to purchase coverage.

### **Plan B: Co-Pay Insurance for Kindergarten -5th grade students**

Chromebooks are a necessary teaching resource just as important to our students' education as a textbook or library book (which a student would have to pay to replace if damaged or lost).

Due to a disproportionate number of repairs in the previous school years, students in 1st-5th grades will be assigned a Chromebook that will be kept at school. We have implemented this 1-stay policy so that we can more easily hold students accountable and responsible for their actions.

Because the Chromebooks are staying in the classes we will utilize the following insurance plan B: All students that want insurance Plan B will pay \$10 to have the insurance. This insurance must be paid for during the enrollment process. If or when students damage/break their class assigned Chromebook they will need to pay a \$10 copay to get it fixed and \$10 copay every time that their device needs to be repaired, up to the amount of replacing the device which would be \$300. At that time the student will be considered to have met their "deductible". If insurance Plan B is not taken the student will have to pay the full amount of each repair.

Because the Chromebook is an Internet-based device, the student will need Internet access either at home or at public places that offer wi-fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all CVS technology policies as well as federal, state and local laws. In addition, students should follow the "Digital Citizenship Tips for Teens" (from [commonsensemedia.org](http://commonsensemedia.org)).

### **Damaged Chromebooks**

Students with damaged or malfunctioning Chromebooks may take them to the Office and borrow a device while theirs is being repaired or replaced.

### Chromebook Care Guidelines

DO...	DO NOT...
always carry the device with care and a closed lid	deface the device with writing, drawings, stickers, labels, etc.
keep the Chromebook in the district-issued protective case	lift by the screen or place heavy objects on the device.
carefully insert cords, cables and removable storage devices	deface or remove any district labeling
only clean the screen with a soft, dry microfiber cloth or anti-static cloth	lift the device by the screen or close the device with pens inside
report any damage or issues immediately to the Media Center	use cleaning solvents or other liquids on the screen
charge the Chromebook every night	place the device in a backpack at any time
remember it is your responsibility to protect and care for the device at all times	place food or drink near the device

### Guidelines for Appropriate Use

With the opportunity afforded by using District technology comes the responsibilities to use that technology responsibly. Failure to use District devices, networks or other resources responsibly may result in disciplinary action.

#### Students will

- Use the Chromebook and other district technology resources only for academic purposes during instructional time.
- Use appropriate language and graphics, whether posting and publishing from home or school, when using blogs, podcasts, email or other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.
- Remember that making illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following the "General Care" guidelines provided in this handbook.
- Report the loss or damage of the device immediately to the Library.
- Charge the device at home and have it ready to use every day, every class period.

- Leave their Chromebook charger at home to prevent it from being lost or stolen.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.

### **Students will NOT**

- Allow other people to use their assigned device.
- Remove their Chromebook from the protective carrying case.
- View, use or copy passwords, data, or networks to which they are not authorized.
- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or logged in to any District-managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by the District.
- Attempt to override, bypass or otherwise change the Internet filtering software, Google Management, GoGuardian or other network configurations.
- Reset or wipe their device.

### **DIGITAL EDUCATIONAL ACCOUNTS**

Caney Valley Schools will be creating digital educational accounts for your child in grades Pre-K through 12th grade. CVS utilizes several computer software applications and web-based services, operated not by this school, but by third parties. In order for our students to use these programs and services, certain personally identifying information, generally consisting of the student's name and e-mail address, must be provided to the web site operator. Example digital accounts may include but are not limited to: Google accounts which includes most Google services, Sumdog, Quizlet, Prodigy, Renaissance Learning, Edmentum, CK-12.

### **FINANCIAL OBLIGATIONS FOR STUDENTS**

1. Library: Books are checked out for two (2) weeks. Books not renewed or turned in at the end of that two week period are overdue. Books that are damaged or lost are assessed fines according to the damage or replacement cost of the book.
2. Classroom supplies such as pencils, pens, paper, etc., are the student's responsibility.
3. Chromebook Plan B insurance for Kindergarten-5<sup>th</sup> grade students.
4. Fundraising: Students participating in board approved fundraising activities will be responsible for monies and items being sold. The misuse of fundraising money may result in legal charges being filed.

### **ATTENDANCE**

A child must be present a minimum of 90% of the time to be considered for promotion to the next grade. To receive the maximum benefit from the classroom and instructional participation, it is important that a child report to school each day. When it is necessary for a student to be absent, he/she must (a) have the parents or guardian call the principal's office the morning of the absence and (b) give a specific reason for the absence. Phone 918-535-2205 to

report the absence. Students who are not in attendance 90% of the time will be reported to the Washington County Truancy Court System. Please provide a doctor's note when possible.

### TARDIES

Tardiness interferes with individual progress and classroom procedures. Students should arrive at school ready for class no later than 7:50 am each morning. Students arriving after 7:55 am will be reported as tardy. Students who are tardy MUST report to the office. Students who intend to eat breakfast should arrive early enough to allow plenty of time to eat and make it to class by 7:55 am. The morning session is from 7:55 am until 11:00 am and the afternoon session is 11:30 am until the end of the school day. In order for a student to be counted present all day, he/she must be present a minimum of two hours in both sessions. Please note that habitual tardiness greatly impacts the learning of your student. Teachers begin classroom instruction as soon as students arrive to the classroom after the daily morning assembly, so it is imperative that students be in class ready to work when the day begins.

### PRE-KINDERGARTEN ATTENDANCE

Regular attendance is required for a child to show progress. Pre-Kindergarten students will be expected to follow the same attendance policy as the other elementary students. However, excessive absenteeism may result in dismissal from the program. Parents will be notified in writing when a child is nearing excessive absences. Parents must respond within five days to the elementary office of reason for absences or the child may be dismissed.

### WITHDRAWING FROM SCHOOL

Students who move or must otherwise withdraw from school will secure a withdrawal form from the principal's office. No student will be allowed to withdraw without consent of parents/guardians. All school property must be returned before final clearance will be approved or records forwarded.

### ASSIGNMENTS OF STUDENTS TO CLASSES

Room placement is made by the principal in collaboration with teachers and special education service personnel. Some factors considered in placement are social traits, work habits, student's ability and achievement, comments by special services, a balanced classroom and recommendations of teachers. After careful review of the information on each child, placement is made with a teacher who will provide the best opportunity for learning. Our staff of teachers is highly qualified and demonstrates the utmost concern for the well being of our students. **Parent requests for a specific teacher for their child will no longer be accepted. THE FINAL DECISION ON CLASS LISTS RESTS WITH THE PRINCIPAL.**

### VISITORS/VOLUNTEERS

Parents are always welcome at our school; however, **ALL VISITORS MUST CHECK IN AT THE OFFICE FIRST. A VISITORS' BADGE WILL BE ISSUED AND MUST BE WORN IN THE BUILDING AT ALL TIMES.** All visitors should observe the following guidelines.

Caney Valley School encourages visitation by parents, guardians, and interested citizens and asks that these guidelines be followed:

1. All visitors must register in the administration office and state the purpose of such visitation.

2. The building principal and/or his/her designee will have the prerogative to approve or disapprove a visit based on the stated purpose of the visit.
3. No visitor is permitted to see a student or teacher in the classroom.
4. All visits by pupils from other schools or persons interested only in personal visits with Caney Valley students or teachers are prohibited.
5. Students will not be called from class to see visitors.

### **SAFETY DRILLS**

One long continuous ring of the bell denotes a TORNADO DRILL. There will be two tornado drills held each year. A series of three repeating rings of the bell denotes a FIRE DRILL. One fire drill is conducted each semester. A LOCK DOWN DRILL and a LOCKOUT DRILL will be held twice each school year. Two additional drills will be held in addition to these consistent with the risks assessed for the sites. When the alarm rings or instructions are read over the intercom, follow the directions of your teacher.

In case of a tornado, students will all be moved to the basement of the three story building and placed in designated rooms on the west side. Students will kneel and cover their faces.

In case of fire, students will move in an orderly manner to the exit that has been assigned to their room: STAY WITH YOUR GROUP.

### **CHANGE IN STUDENT DAILY ROUTINE**

Students will not be allowed to ride a different bus or go home with a friend unless we have verification from parents. These changes can be made in the form of a signed parent note to the office or a parent phone call. Students riding a different bus will be required to have a bus pass.

If a change in student daily routine is necessary, please call the office to make the change and refrain from messaging the classroom teacher. Teachers are not always available to receive the message in time for dismissal. PLEASE NOTE: changes MUST be made BEFORE 2:15 PM to ensure the delivery of the message unless it is an emergency.

# DISCIPLINE

## DISCIPLINE PHILOSOPHY

Students are expected to conduct themselves in an orderly manner during the school day, on extracurricular trips and other school activities. Students are responsible for their behavior. The CVE Behavior Expectations Matrix is as follows:

### CANEY VALLEY BEHAVIOR EXPECTATIONS MATRIX

Expectations	Setting									
	Classroom	Hallway	Bathroom	Cafeteria	Assembly / Gym	Recess/ Playground	Bus	Library	Computer Lab	Arrival/ Dismissal
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Come prepared</li> <li>Use all equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>Walk on right side</li> <li>Go straight to destination</li> <li>Respect hallway displays</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands</li> <li>Flush toilet</li> <li>Dispose of paper products appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Clean up area</li> <li>Only take what you are going to eat</li> </ul>	<ul style="list-style-type: none"> <li>Sit in assigned location</li> <li>Walk on black line</li> </ul>	<ul style="list-style-type: none"> <li>Line up with proper behavior</li> <li>Take care of personal property</li> <li>Line up when whistle blows or bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Keep your body and belongings to yourself</li> <li>Stay seated while bus is moving</li> </ul>	<ul style="list-style-type: none"> <li>Return book when due</li> <li>Leave space neat and tidy</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Leave space neat and tidy</li> </ul>	<ul style="list-style-type: none"> <li>Have everything you need</li> <li>Go straight to designated area and stay until dismissal</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use manners</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands to self</li> <li>Keep voices off</li> <li>Keep hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>Respect privacy of others</li> <li>Take care of school property</li> <li>Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Use my one-seat voice</li> <li>Listen to and speak clearly to adults</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Be a good listening audience</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Show good sportsmanship</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Listen to the bus driver</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Follow Library rules</li> <li>Be quiet and raise hand</li> </ul>	<ul style="list-style-type: none"> <li>Follow Computer Lab rules</li> <li>Be quiet and raise hand</li> </ul>	<ul style="list-style-type: none"> <li>Follow all adult directions</li> <li>Wear your coat and backpack</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Keep body and objects to self</li> <li>Walking feet</li> <li>Remain in assigned location</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Be where you are supposed to be</li> <li>Go in and out correct door</li> </ul>	<ul style="list-style-type: none"> <li>Keep feet on floor</li> <li>Do business and return to class</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Sit facing table on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>Sit on bottom</li> <li>Do not jump or climb on bleachers</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment correctly</li> <li>Report unsafe equipment and behaviors</li> <li>Leave nature where you find it</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in an orderly fashion</li> <li>Stay in your seat</li> <li>Report any incidents</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Keep body and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Keep body and objects to self</li> <li>Sit on bottom in chair</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Be aware of your surroundings</li> <li>Wait for adult assistance</li> </ul>

Student behavior greatly impacts the learning environment of every classroom. Each teacher sets classroom expectations, rules, procedures, and consequences to ensure a safe, orderly, and productive learning environment. When student behavior does not follow what is

expected, the learning experience for all students suffer. All teachers and certified employees of Caney Valley School shall have the same rights as a parent or guardian to control and discipline students during the time they are on authorized school functions. Teachers have the authority to administer discipline according to the discipline plan.

Student behavior is categorized by the teacher/staff member as either a MINOR infraction or a MAJOR infraction. Minor infractions can be categorized as, but not limited to, the following: aggression/harassment, defiance/disrespect/insubordination, disruption, inappropriate language, property misuse, teasing, cheating/lying, not prepared for class, and lack of participation. Minors are managed in the classroom and correction follows the teacher's classroom discipline hierarchy. Teachers will contact parents/guardians in order to address any behavior issues. If issues continue, the student may be given an Office Discipline Referral (ODR) and reported as a major behavior infraction. Major behavior infractions can be categorized as, but not limited to: three minor classroom infractions, aggressive behavior (physical/verbal), defiance/disrespect, instigating conflict/disruption, forgery/theft, harassment/bullying, threatening behavior, property damage/vandalism, and technology violations. Majors require an office discipline referral (ODR) and a visit to the principal's office where the infraction is investigated and consequences are given.

Repeated student behavior infractions that negatively impact the classroom and compromise the safety of the misbehaving student, the other students in the classroom, and/or the teacher will immediately invoke the severe clause of the discipline policy. Consequences assigned will follow the following hierarchy. Please note, a step in the hierarchy may be skipped depending on the severity of the infraction at any time.

- Removal from class
- Referral to school counselor and/or outside counseling services
- Alternate In-School Suspension placement
- Out-of-school suspension (1 day for 1st offense, 3 days for 2nd offense, 5 days for 3rd offense, 10 days for 4th offense)
- Placement in Virtual Instruction

### **CORPORAL PUNISHMENT**

The use of corporal punishment shall be the same as used by a parent or guardian to control and discipline such child during the time the child is in attendance of, in transit to or from the school, or any other school function authorized by the school district or classroom presided over by the teacher.

1. A standard paddle, approved by the principal, may be used but only as a last resort after all other means have failed and certain guidelines have not been followed.
2. If the paddle is to be used, the teacher must take the student to the principal's office. Parents may advise the school district at any time that they do not want corporal punishment administered to their child. Either the principal or the teacher may administer the paddling, provided a witness is present.
3. Corporal punishment will be used only on the buttocks region of the body.
4. A report of any paddling should be kept in the principal's office. Extreme cases should be reported to the Superintendent.

## SEVERE CLAUSE

In the event of severe misbehavior such as repeated instances of defiance/disrespect, misuse or destruction of school property, vandalism, defying a teacher, rude gestures, foul language, truancy, leaving school grounds without checking out through the office, stealing, drug and/or alcohol use, tobacco use, weapons, or interrupting the functioning of the class, fighting, assaulting a teacher or other school employee, etc., the discipline hierarchy no longer applies. Students may be suspended for any of the above offenses at the discretion of the principal. Students suspended from school will be responsible to complete all make up work. A student who is suspended will not be allowed to attend school or any school sponsored function or activity (including extracurricular activities) during the suspension.

## PLAYGROUND RULES

Playground rules are an important part of the school day. They aid in the physical as well as the social development of the child. Misbehavior or any conduct that is unsafe or hazardous to another student will not be tolerated. Staff personnel will apply the school discipline policy during playground use. Rules will be posted in the classroom.

## BICYCLES

Bicycles are not to be ridden during school hours except for those students leaving early with permission from the office. The school cannot be responsible for any lost or damaged bicycles. All bicycles should be locked with padlocks when they are parked in the rack.

## TOYS/ALCOHOL/TOBACCO/DRUGS/ETC.

Toys, radios, beepers, alcoholic beverages, tobacco, drugs, drug paraphernalia, and weapons are not to be brought to school. Such items will be confiscated. Drugs, drug related items, alcoholic beverages, weapons, and beepers, as well as students possessing them, will be turned over to the Washington County Sheriff. Use of tobacco in any form by students on the school grounds or during school activities is prohibited. Tobacco will be discarded by the school officials.

## CELL PHONES AND ELECTRONIC DEVICES

Cell phones are prohibited for students in grades pre-k through 5 unless there are extenuating circumstances and the school and parent agrees possessing a cell phone is allowable. **Otherwise, Cell phones and electronic devices are not to be brought to school.** These items will be confiscated and taken to the office where they will have to be picked up by the parents or guardians. Consequences for continued violation of the rules to be decided by school administration.

## USE OF THE TELEPHONE

Students will not be called to answer a phone call except in the case of an emergency. Students may use the telephone only between classes or at noon – and only with the principal's permission.

## CAPS/HATS

Caps, hats, doo rags, kerchiefs, bandannas are not allowed to be worn in the school building. They should be removed before entering the building.

## DRESS CODE

Students are expected to dress properly and reflect a neat appearance that is acceptable to the orderly operation of the school. Any article of clothing or jewelry, style, attachment, or modification of such that disrupts, distracts, or disturbs the process of teaching and learning, or jeopardizes student safety is not allowed.

The following items are not approved:

1. That which promotes or displays drugs or drug paraphernalia, vulgarity, sexual implications, or profanity.
2. Shorts, skirts, dresses, etc., that are not of a reasonable cut, form, fit, or mid-thigh length. Shorts, dresses, and skirts should be midway between the thigh and knee.
3. Fishnet, bare midriff, slit under arm, tank tops with less than 3 adult finger width straps, racer-back tank tops, muscle shirts, mesh shirts, shirts with cut-off sleeves, and revealing shirts.
4. Sunglasses in the classroom.
5. Skate shoes or rubber flip flops/shower shoes are NOT recommended.

NOTE: For ALL shirts/tops, the straps must adhere to the 3 adult finger rule (3 adult finger width in diameter). Shirts with cut-off sleeves, spaghetti strap/racer back tank tops and mesh shirts are still unacceptable.

Face masks are also acceptable attire. However, face mask cloth design must be school appropriate and not display drugs or drugs paraphernalia, vulgarity, sexual implications, or profanity. Face masks may be required at any point in the school year to ensure the health of our students and staff.

Students who violate provisions of the dress code and who refuse to correct the violation may be disciplined by being sent home.

**SHORTS WILL BE ALLOWED, WEATHER PERMITTING, YEAR ROUND. PLEASE NOTE THAT STUDENTS WILL NOT BE PROVIDED WITH PANTS TO CHANGE INTO IN THE EVENT THAT THEY GET COLD. PARENTS, PLEASE USE DISCRETION WHEN ALLOWING YOUR STUDENTS TO WEAR SHORTS DURING COLDER MONTHS.**

## LOST AND FOUND

A lost and found area is maintained in the east hall. Items not claimed by the end of each semester will be donated to a charitable cause. **The school is not responsible for lost or stolen articles. PLEASE PUT YOUR CHILD'S NAME IN ALL JACKETS, ALL COATS, AND HIS/HER PE SHOES!!**

## **DAMAGED OR LOST SCHOOL PROPERTY**

Students responsible for damaging or losing school property will be billed for the replacement or repair costs. Failure to pay the bill within sixty (60) days will result in the school taking action to initiate payment. If lost materials are returned during the school year, the price of the items, minus any costs or fines incurred in the item's absence will be refunded.

## **TEXTBOOKS**

Students are provided free textbooks for all classes requiring textbooks. Once a student is issued a textbook, the student is expected to keep and be responsible for the condition of the book until the book is returned. In the event a textbook is lost/destroyed, another will not be issued until arrangements are made to pay for the lost/destroyed book.

## **LIBRARY**

The library is provided to the students in an effort to enhance opportunities for studying, reading, and exercising research techniques. Kindergarten-1st grade students may check out 1 book at a time. Second grade-5th grade students may check out 3 books at a time. To provide the best opportunities for all the students, books may be checked out for a two (2) week period. Late fees may be charged for overdue library materials after two weeks of the material not being returned or renewed. Students who do not return their library materials after a 60-day late period will pay the cost of the late fees as well as the cost of the book to be replaced.

## **CONTAGIOUS DISEASE OR HEAD LICE LAW**

Any child afflicted with a contagious disease or head lice, may be prohibited from attending Caney Valley Schools until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice must be checked by school personnel and/or Washington County Health Department and proclaimed free of head lice before the child may re-enter school.

This statement is taken out of the Caney Valley School Board Policy.

## **ILLNESS/INJURY**

Students who become ill or injured at school will be cared for temporarily by the school staff, and parents will be notified. It is imperative that the school be furnished with an emergency form for each student. Please notify the school immediately concerning information change. Current correct information will help the school personnel provide the care students and parents want for students in case of injury or illness.

## **TOILETING ACCIDENTS**

In the case of toileting accidents parents will be called to bring clean clothing and assist in clean up. It is strongly encouraged for PreK and Kindergarten students to have an extra pair of clean clothes in their bags.

## INSURANCE

Students are not automatically covered. Accident/Health insurance on the student is a responsibility of the home. Parents will have the opportunity to purchase accident insurance for their children. An information sheet explaining the program will be given to every student.

## MAKE-UP WORK

Students are expected to get all their make-up work completed within a reasonable time regardless of the reason for the absence. It has been determined that a "reasonable time" shall be as follows:

Days Missed: one to two  
Time Allowed: two days for every one missed.

Days Missed: In excess of two  
Time Allowed: one day for each one missed.

I.e., a student missed two days (Tuesday and Wednesday). He/she will have four (4) days to make up the work (Thursday, Friday, Monday, Tuesday).

A student misses four days (Tuesday, Wednesday, Thursday, Friday). He/she will have six (6) days to make up the work (Monday, Tuesday, Wednesday, Thursday, Friday, Monday).

The philosophy behind this policy is to encourage the student to return to school as soon as possible. While recognizing he/she will be ill occasionally, we are also aware that some students have used "absent" as an excuse for not doing work. The above policy makes it necessary to get homework completed.

## HOMEWORK

Your child may have homework daily. There are several reasons for this homework:

1. To provide extra practice on learned skills.
2. To provide further learning in areas covered in the classroom.
3. To provide an opportunity for students to learn good work habits.
4. To provide an opportunity for growth in responsibility
5. To provide your child with an opportunity to see what he/she is studying and how well he/she is doing.

We think learning is important and that learning should continue after school hours. The daily homework is in no way to be viewed as punishment, but rather as a way for encouraging and extending learning. Our commitment to students is for the homework to be pertinent. We will allow class time for students to clear up any reasonable misunderstanding of the assignment.

## CLASSROOM INCENTIVES AND STUDENT CELEBRATIONS

**Though not required**, your child's teacher MAY choose to employ classroom incentives and/or student celebrations for meeting educational goals throughout the course of the school year. In order to receive the reward, the student **must meet the goal set forth by the teacher**. The principal will approve all incentives and celebrations.

## COMPUTERIZED GRADING PROGRAM

Caney Valley Elementary has enlisted the service of a computerized grading program to give parents information regarding their child's lessons, homework, and grades. Please call the school and speak with the secretary or principal to receive your password to access this system. The internet address is also available on the school website.

## INTERNET USE POLICY

We believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Caney Valley public Schools by facilitating resource sharing, innovation, and communication. All students, staff, and parents will be provided an Internet Use Policy. Students will not be allowed to use the Internet until this agreement is signed and returned by the parent.

## PARENT COMMUNICATION

The importance of communication between school and home cannot be overstated. Research shows that students with engaged families earn higher grades and test scores, adapt more quickly, attend school more regularly, have better behavior and social skills and go on to graduate. School personnel will utilize School Status to communicate with parents. This communication may be delivered in the form of phone calls, text messages, and/or emails. The phone call or text message will be delivered from a number that is NOT the school phone number, but the number displayed is specific to the teacher, secretary, or administrator. All communication in School Status is recorded. It is important to ensure your phone number and email are current to keep these lines of communication open for everyone. Teachers will respond to any correspondence through email or school status during their school contracted hours when they are able to do so. Please direct all calls/messages concerning a change in daily routine for your student to the office at 918.535.2205.

## PROGRESS REPORTS

Teachers will send out progress reports periodically to keep parents informed of their child's academics and citizenship. Please sign and return these to your child's teacher the next day.

## PARENT CONFERENCES

Parents are encouraged to have conferences with the student's teacher or principal to receive a more complete report on the progress of the student. When the progress reports indicate, "**Conference with Parent Requested,**" parents are especially encouraged to respond to the request. Parents are encouraged to contact the teacher or principal for an appointment in order that adequate time be made available for the conference without interference with the teacher's class. Teachers will not be called out of scheduled instruction time for parent conferences. Generally the best time for parent/teacher conferences is after school hours.

**School is dismissed once during the first and second semester for Parent/Teacher conferences. (See School Calendar)**

## OKLAHOMA SCHOOL TESTING PROGRAM

The Oklahoma School Testing program is carried out by the Caney Valley School District. Each year achievement tests will be given to students in grades 3-5 in order to evaluate academic achievement and to determine if our students are meeting standards as set forth by the state of Oklahoma. These tests are mandated and given to all students each spring in all public schools in Oklahoma. No student due to being tardy or absent will be excused from testing. These tests are criterion-referenced tests that measure student attainment of skills established by the state of Oklahoma. Public schools are under very stringent academic requirements according to the federal legislation of the Every Student Succeeds Act. There will be significant consequences to those schools not making adequate yearly progress.

## STRONG READERS ACT

### THE STRONG READERS ACT PURPOSE:

70 O.S. § 1210.508B(B)

The Strong Readers Act aims to **strengthen literacy** among Oklahoma's students by **integrating reading proficiency into the criteria for grade progression, ensuring appropriate instructional support, and maintaining clear communication with families** about student progress.

### ASSESSMENT REQUIREMENTS

- Every student in kindergarten, first, second and third grades shall be assessed at the beginning, middle, and end of each school year for the acquisition of reading skills (phonics, phonemic awareness, vocabulary, comprehension, and reading fluency) for the grade level in which enrolled with a screening assessment approved by the State Board of Education.
- Each student who does not meet the grade-level target on the beginning of the year screener must be screened for risk of characteristics of dyslexia.
- Any student assessed and found not to be meeting grade-level targets shall be provided a Student Literacy Intervention Plan (SLIP) designed to enable the students to acquire the appropriate reading skills.
- Any student who does not meet the grade-level target on the screener should be given a diagnostic assessment to determine the focus of the intervention and supports that will be provided.
- Students that are on a Student Literacy Intervention Plan (SLIP) should be given progress monitoring assessments regularly. Recommended frequency: Tier 2 - monthly, Tier 3 - weekly.

## IDEAS FOR HELPING YOUR CHILD

It is vital to understand that some homework will be given during the school year. Here are some tips to help make this experience easier.

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books, and supplies).
3. Reserve a time for homework and turn off the TV.
4. Encourage your children, but avoid undue pressure.
5. Show interest in what your children are doing, but do NOT do the work for them.
6. Understand that the school expects homework to be completed and returned.

A child will improve his/her study habits by observing the following:

1. Be sure he/she understands each assignment.
2. Forms the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Has necessary materials at hand.

5. Tries to develop the skill of working independently.
6. Spends enough, but not too much time on each subject.

### SCHOOL-SPONSORED NIGHT ACTIVITIES

Students are required to abide by the rules and regulations outlined in this handbook while attending school-sponsored night activities. Students shall not be permitted to leave the gym or field during athletic events. The student must repay to re-enter. All teachers have the same authority over all students.

All students entering school property should conduct themselves in a manner that is reasonable as determined by the sponsors in charge.

### ACTIVITY TRIPS/FIELD TRIPS

During the year a number of activity or field trips may be taken. The school sponsors these trips and has a direct responsibility to the parents for the safety and well-being of students who make these trips; for that reason no student can be excused to remain in the town visited, go, or return by any other means of transportation except that provided by the school or by the parents. It is the responsibility of the parent to notify the proper sponsor at the conclusion of the activity if the student is to ride home with the parent. Each student shall participate directly in the activity for which the trip is made. No student not actually participating in the activity for which a trip is made will be excused from classes to make a trip. Any absence from the school incurred because of infraction of this regulation will be charged unexcused.

**Students who have failing grades, large amounts of missing work, or several office referrals due to poor or inappropriate behavior on previous field trips may potentially not be allowed to attend class trips.**

Each sponsor will be responsible for the maintenance of a sign-out sheet. Sign-out sheets must be completed by the parent(s) of the student in question before the student is allowed to leave the student group. Due to liability ONLY trip participants and sponsors will be allowed to ride in school vehicles.

### AWARDS

At the end of the school year, an awards day is held. At this time, various awards are presented to students who excel in various areas such as sports, music, or academics.

### LEGAL DOCUMENTS

It is the intention of the Caney Valley Public School to honor all legal documents that pertain to issues of custody. It is the responsibility of the parent or guardian to provide the school a copy of the legal document.

### MEDIA EXPOSURE

Caney Valley Elementary promotes our students and their activities through various means including but not limited to: Yearbooks, school websites, district and/or class Facebook pages, and local newspapers. If for any reason your child's name or picture should not be included in these publications you must notify the school via the media release completed during enrollment.



## Caney Valley 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*

- The Student has
  - 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 918-535-2205 or via email at [klongan@caneyvalleyschool.org](mailto:klongan@caneyvalleyschool.org).

#### *Appeal*

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 918-535-2205 or via email at [klongan@caneyvalleyschool.org](mailto:klongan@caneyvalleyschool.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 is not limited to suspension and police intervention. Reports of bullying or harassment should be made to the principal or counseling office. The Caney Valley Schools district bullying policy can be found at the Caney Valley Schools website ([www.caneyvalleyschool.org](http://www.caneyvalleyschool.org)) under the District Policy Manual tab or at the Education Service Center (620 Wyandotte Ave., Ramona).

## **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. (Exception will be made for the Career Tech routes if needed.)
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 bus clean.
12. Any complaints by the drivers, pupils, or parents should be reported promptly to the principal and/or Transportation Director.
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.

#### **Bus Behavior Code**

The following discipline policy will be used for bus violations\*\*:

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – Bus privileges suspended for 5 days.
- 3<sup>rd</sup> Offense – Bus privileges suspended for 10 days.
- 4<sup>th</sup> Offense – Bus privileges suspended for the remainder of the year.

\*\* Serious infractions may be dealt with more severely, including permanent removal from the bus and contacting law enforcement.

#### **Change of Information/Enrollment**

Students new to Caney Valley must:

1. Have a parent or guardian accompany them during enrollment
2. Have an up-to-date copy of their immunization record (See Guide to Immunizations in Oklahoma later in this document).
3. Copy of withdrawal grades from previously attended schools.



4. Pre-K, Kindergarten and First grade must have a valid birth certificate.
5. Enrollment will include completion of enrollment form, discipline form, record release form, field trip waiver, medication form, and bus assignment.

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 new colored enrollment sheet to include updated 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 Caney Valley 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 Caney Valley Schools, Department of Special Education 918-535-2205.

### **Child Nutrition Program**

#### ***Free & Reduced Applications***

Free and Reduced Meal Applications are available in the school office and Education Service Center (620 Wyandotte Ave., Ramona). 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. All information is kept confidential as required by federal regulations. You can pick up forms in 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 \$50. You will be notified when this happens by the cafeteria.** 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. Refunds should be requested in writing to our Child Nutrition Director. You can contact her at [rshivel@caneyvalleyschool.org](mailto:rshivel@caneyvalleyschool.org). 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 Caney Valley Schools. If they leave Caney Valley 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.



#### Daily Charges for Meals:

- Student Breakfast – PK - 12 - Free
- Student Lunch - PK - 12 - \$3.75
- Student Reduced Priced Lunch – PK – 12 - \$.40
- SLAM After School Snack – Free
- Adult Breakfast - \$2.00
- Adult Lunch - \$4.25
- Extra Milk/Juice/Water - \$0.50

Students are provided well-balanced meals that meet all state and federal guidelines. Please contact the Child Nutrition Director at 918-536-2500 for further assistance.

This institution is an equal opportunity provider.

### **Custodial & Non-Custodial Parental Rights**

Child custody and/or domestic relations disputes cannot and will not be resolved by schools. School teachers and administrators are neither qualified nor in the business of interpreting custody decrees and statutes.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at the school; and to participate in parent and teacher conferences (not necessarily together in the same conference). To the maximum degree possible, both parents are encouraged to be involved in making educational decisions relative to their children. As a matter of practice, the District will rely on the custodial parent to direct the District with regard to what last name to call the child (on official records, the legal name must be shown unless directed by legal document) absences, emergency numbers and the like.

If the custodial parent does not wish for the child or children to be released to the non-custodial parent, an appropriate written instruction and a copy of the custody decree should be filed with the school. All staff members are instructed to refer any questions to the appropriate building principal. The non-custodial parent will have to make arrangements with the custodial parent if he/she desires to pick the child up at school. If such arrangements are made, the custodial parent must notify the District. In the event the District has not received such notice, the District will notify the custodial parent should an attempt be made by someone else to pick up the child.

### **Electronic Device Confiscation and/or Search Policy**

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, 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 Caney Valley Schools receives a request for access.
  - o 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 Caney Valley 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.
  - 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 Caney Valley 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**

Caney Valley 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 student's grade level (i.e., first grade, tenth grade, etc.);
  - C) The student's participation in officially recognized activities and sports;
  - D) The student's degrees, honors and awards received;
  - E) The student's weight and height, if a member of an athletic team;
  - F) The student's photograph; and
- 2) Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of 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.

## **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 firearm or weapon 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 licenses 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**

Caney Valley 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, and in Business and Information Technology 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 Superintendent, at 918-536-2500. This individual may be contacted by mail at PO Box 410, Ramona, OK 74061.

- **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: Steven Cantrell  
Address: 620 Wyandotte Ave. Ramona, OK 74061  
Telephone number: 918-536-2500  
Email: scantrell@caneyvalleyschool.org
- **Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin)**  
Name and/or title: Steven Cantrell  
Address: 620 Wyandotte Ave. Ramona, OK 74061  
Telephone number: 918-536-2500  
Email: scantrell@caneyvalleyschool.org
- **Title IX Coordinator (for questions or complaints based on sex)**  
Name and/or title: Steven Cantrell  
Address: 620 Wyandotte Ave. Ramona, OK 74061  
Telephone number: 918-536-2500  
Email: scantrell@caneyvalleyschool.org
- **Age Act Coordinator (for questions or complaints based on age)**  
Name and/or title: Steven Cantrell  
Address: 620 Wyandotte Ave. Ramona, OK 74061  
Telephone number: 918-536-2500  
Email: scantrell@caneyvalleyschool.org
- **Boy Scouts Act (for questions or concerns based on access for youth groups)**  
Name and/or title: Steven Cantrell  
Address: 620 Wyandotte Ave. Ramona, OK 74061  
Telephone number: 918-536-2500  
Email: scantrell@caneyvalleyschool.org

You can obtain a copy of the Caney Valley Public Schools Grievance Procedure at the Education Service Center located at 620 Wyandotte Ave, Ramona, OK 74061.

### **Philosophy of Caney Valley Schools**

The mission of Caney Valley Schools is to provide a safe and positive learning environment where all students are prepared with the knowledge and skills to be productive, life-ready citizens.

### **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 employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. 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 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***

All medication for students must be brought in by an adult. Medication cannot be brought in or taken home by a student. No Exceptions. Any medication brought to school without a form signed by 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.

Either a parent or person having legal custody of the student must complete and sign a Parental Authorization to Administer Medicine form allowing the school nurse or designated school employee to administer medication. 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 students name written on it.

Prescription medication will be logged in when brought in to 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***

The immunizations in the chart below are required in the time-line provided.



# Immunization Requirements for Oklahoma School Year 2025-2026

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. Please read the back page for essential information.

## Recommended Immunizations

• Seasonal Influenza

## Required Immunizations with Cumulative Doses

**Child Care (Birth To Three Years)**  
4 x DTaP  
1-4 x PCV  
1-4 x Hib  
1 x MMR  
1 x Varicella  
3 x IPV  
2 x Hep A  
3 x Hep B

• Seasonal Influenza  
• Second Varicella dose at four years old  
• IPV on or after fourth birthday

**Preschool (Four Years)**  
4 x DTaP  
1 x MMR  
1 x Varicella  
3 x IPV  
2 x Hep A  
3 x Hep B

• Seasonal Influenza  
• Second Varicella dose at four years old  
• IPV on or after fourth birthday

**Kindergarten To 6<sup>th</sup> Grade**  
5 x DTaP  
2 x MMR  
1 x Varicella  
4 x IPV  
2 x Hep A  
3 x Hep B

• Seasonal Influenza  
• 2-3 x HPV  
• 1-2 x MCW  
• 2-3 x Men B

**7<sup>th</sup> to 12<sup>th</sup> Grade**  
1 x Tdap  
5 x DTaP  
2 x MMR  
1 x Varicella  
4 x IPV  
2 x Hep A  
3 w Hep B

**LEGEND**

DTaP - diphtheria, tetanus, pertussis  
 PCV - pneumococcal  
 Hib - Haemophilus influenzae type B  
 MMR - measles, mumps, rubella

Tdap - tetanus, diphtheria, pertussis  
 HPV - human papillomavirus  
 MCW - meningococcal ACWY  
 Varicella - chickenpox

IPV - polio  
 Hep A - hepatitis A  
 Hep B - hepatitis B  
 Seasonal Influenza - flu

### 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 meningitidis*, *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-itidis), 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-Barre 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](http://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)

## **Mental Health**

Caney Valley Schools supports student health and wellness protocols to include mental health supports. It is the policy of Caney Valley to align access to mental health support by providing community resources for students and guardians focused on mental health treatment options and crisis response intervention. It is also the policy of the Caney Valley Schools to provide mental health and crisis response training to school personnel. This process will involve consistent collaboration between Caney Valley and community mental health partnerships. This policy shall extend to all schools in Caney Valley Schools.

### ***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/Bed Bugs***

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 bed bugs or a severe lice 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:

- Vomiting and/or diarrhea during the past 24 hours
- Fever 100 degrees or higher during the past 24 hours
- An unidentified rash
- Open sores (minor sores must be covered with a dressing while the child is in school)
- 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 state 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**

### ***Terms and Conditions for Use of Internet***

Internet access is available to students and teachers in the Oklahoma public school districts. We are very pleased to bring this access to Caney Valley and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Caney Valley Public Schools by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- Communication with people all over the world, information and news, public domain and shareware of all types, discussions groups on a plethora of topics ranging from diverse cultures to the environment to music to politics, and access to many university catalogs.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Caney Valley Public Schools and Oklahoma State Department of Education have taken available precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct to the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Caney Valley Public School user violates any of these provisions, their access will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### ***Internet – Terms and Conditions***

A). Acceptable Use – The purpose of the NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited. Use for commercial activities is generally not acceptable.

B). Privileges – The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Caney Valley Public School faculty member pertaining to the proper use of the network. The system administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access.



C). Netiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Your messages should not be abusive to others
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language
- Do not reveal your personal address or phone number or the addresses and/or phone numbers of students or colleagues
- Illegal activities are strictly forbidden
- Do not use the network in such a way that you would disrupt the use of the network by other users
- All communications and information accessible via the network should be assumed to be private property

D). The Caney Valley Public Schools and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied, for the service it is providing. The Caney Valley Public Schools and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Caney Valley Public Schools, or the Oklahoma State Department of Education is at the users own risk. The Caney Valley Public Schools is not responsible for the accuracy or quality of information obtained.

E). Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to access Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

F). Vandalism – Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. If a student causes vandalism or influx of viruses or commits cyber-crimes, that violation could also be addressed in a discipline matter. Consequences for negative behavior in regards to computers could widely range with the cancellation of privileges to the possibility of suspension from school for serious offenses.

G). – Due to the high influx of data destroying viruses and other cyber-crimes, Caney Valley's policy must be no checking, transmitting, or receiving of personal e-mail, no use of instant messengers or chat rooms, and no student outside disks or CD's may be brought into the Caney Valley district and loaded onto computers that are the property of Caney Valley schools. No outside personal devices may be used to access the Caney Valley network system or internet. Likewise, no downloading of material of any kind onto computers that are the property of Caney Valley schools. The Internet is for educational purposes only. Violation of this policy will result in Internet access privileges being revoked and/or appropriate school disciplinary action being taken.

H). – Exception of Terms and Conditions –All terms and conditions as stated in this document are applicable to the Caney Valley Public Schools, the Oklahoma State Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the state of Oklahoma, and the United States of America.

### **Weapons and Dangerous Instruments**

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.

Any violation of this policy may result in an out of school suspension of up to the remainder of the semester plus the next semester, or for one calendar year for a violation of the Gun-Free School policy.

### **Wellness Policy**

The state requires all school systems to have a wellness policy. The Caney Valley Public Schools district wellness policy can be found at the Caney Valley Public Schools website ([www.CaneyValleyschools.org](http://www.CaneyValleyschools.org)) under the District Policy Manual tab or at the Education Service Center (620 Wyandotte Ave.).

---

*Caney Valley 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.*