

# **Cimarron Elementary**

## **Student Handbook**

**2018-2019**



Home of the

**CIMARRON TRAILBLAZERS**

**Colors: blue, silver and white**

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## **WELCOME**

Welcome to the 2018-2019 school year. The Administration and Cimarron School Board would like to extend an invitation to students, parents/guardians, patrons and school personnel to join together in having a productive and memorable school year.

Cimarron Public Schools tradition of successful academic and extra curricular activities will continue because of the dedication from everyone in our school district. We hope that all students will participate in the learning process and in school activities enhancing their abilities in preparation of becoming productive citizens in our community and state.

Our staff is committed to providing quality education for all students in our school district. Certified teachers and support staff are professionals setting examples for students to follow. In turn, students will learn to respect themselves and others, so that they may become mature young adults who will make our school district and communities proud.

The administration would like to welcome everyone to Cimarron Public School. Our hope is that this is a successful school year for all students. Good Luck and may everyone achieve their goals for the year.

Sincerely,

Chuck Anglin, Superintendent  
Ron Sunderland, Principal

Note: Any situation not covered in this handbook is left to the discretion of the administration.

**CIMARRON PUBLIC SCHOOL**  
**STUDENT HANDBOOK**  
2018-2019

To: K-6<sup>th</sup> Grade Parents:

Cimarron School strives for excellence in education and for the welfare of all students. The administration and faculty want the most positive experience possible for the Cimarron Elementary Student body in this school year. One aspect of that positive experience can be that students accept the responsibilities and obligations of good citizenship in the elementary school and thus become better prepared to be effective members of society.

To aid in accomplishing these goals – excellence in education, the good of each students, and the development of good citizens for our nation – the policies and information contained in this student handbook have been carefully drawn up. Adherence to these guidelines will help students to adjust to our school and will help to keep the year running smoothly. If any questions arise, students and parents should discuss them with the teachers and the principal. On any matter, the School Board Policy Book is always the final authority.

As the first step for the school year, parents need to read the handbook and help your child/children understand what it contains.

- You have received a copy of the handbook.
- You have read and been informed of its content.
- You agree to abide by the school's policies in all respects.

Please sign the provided forms stating you have read the handbook.

## **CIMARRON ELEMENTARY SCHOOL POLICIES**

### **ARRIVAL TIME**

Children should NOT arrive at the school earlier than 7:30 A.M. Upon arrival students go to their respective classrooms or to breakfast. Adult supervision is available inside. NO lingering outside the building or on the playground. Students arriving early are placed in a study hall and given extra assignments.

### **BREAKFAST**

Breakfast is served from 7:30 A.M. to 7:55 A.M. Exception is bus riders who have encountered problems on the route.

### **DISMISSAL TIME**

Elementary students are dismissed at 3:40 P.M. All students K-6 leave through the southwest door. Children being picked up wait at the picnic tables on the southwest side. If there is a change in schedule for bus riders the school needs to be contacted or a note needs to go to the teacher and/or bus driver.

### **SCHOOL DISMISSAL**

School cancellations due to inclement weather are made by the superintendent. Please do not call a teacher, principal or superintendent. Watch OKC news channels or listen to local radio stations for school cancellations. Announcements will be made by 7:00 A.M.

### **ATTENDANCE**

Compulsory attendance age in Oklahoma is five-years-old to under the age of 18. The Cimarron Board of Education appoints an attendance officer to monitor unauthorized absences. Notify the office of all absences. Four or more unexcused absences in a four-week period will result in official notification and/or conference with the parents. Excessive unexcused absences could result in children being taken into temporary state custody. (HB 1539)

### **EXCUSABLE ABSENCES**

Excusable absences are when a student is at a school sponsored function, or the parent provides a valid reason for the absence. Any absence from a class period voids perfect attendance.

1. Death in the immediate family (grandparents, mother, father, sister, or brother).
2. Illness of the student (with note or phone call from parents)
3. When a family is leaving town and desires to take the student with them provided that:
  - The school is notified in advance of the absence.
  - All makeup tests, etc., are made up at the direction of the teacher.

**UNEXCUSED** absences are any absences with no justifiable excuse. Students must make-up assignments.

### **MAKE-UP WORK**

Students are required to make-up all work missed. Students have one school

day to make-up work for each day they are absent. It is the student's responsibility to meet the teacher(s) to obtain make-up work. Parents wishing to pick-up work on the day a student is absent should call the school office before 9:00 A.M.

**TARDY POLICY-** Three tardies equal one unexcused absence.

### **EMERGENCY NOTIFICATION**

We must have a local name and number to contact in the event of an emergency if you cannot be reached. We do not have the facilities or staff to properly care for an ill child for any length of time.

#### **Lockdowns**

Lockdown drills are held to prepared for emergencies. During lockdown, classrooms are locked and students are not allowed to leave until the administration informs the teacher to resume classes. Two lockdown drills are held each school year. (SB 103) Lockdowns are held while drug dogs are inside the school and/or during emergencies.

#### **Intruder Drills**

Intruder drills will be conducted each year as an alternative plan to the lockdown method.

### **VISITORS**

Visitors must check in with the office before going to the classroom. Please provide a 24-hour notice to approve visitors. This will be subject to approval of both the administrator and classroom

teacher(s). We ask parents not to allow brothers, sisters, or friends to visit with students in the classroom.

### **PERMISSION TO LEAVE SCHOOL**

Students must stay on the school campus during school hours. If your child has an appointment or will be missing school please call to inform the teacher so they are able to prepare any missed lessons for him/her. You must also call the school if **someone** other than a parent is picking the child up. If your child is going home with a friend or changing his/her usual routine, a parent must call the school or send a note to his/her teacher.

### **DISCIPLINE**

The Cimarron Board of Education has adopted a discipline plan, based on classroom rules and specific consequences for disobeying the rules. This plan provides for rewarding good behavior. Teachers post copies of their individual plans, which include the rules and consequences for the classroom.

A student shall not make use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any conduct to intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

A student who fails to comply with directions of any authorized school personnel while he/she is under the authority of the school is in violation of school rules and regulations.

Students who have violated school and/or classroom rules will receive

disciplinary action appropriate for the offense. Efforts will be made to communicate **with** parents to help prevent further misconduct by students. Each time students commit an offense against established rules they will proceed through one or more of the following steps:

1. Student conference with administrator.
2. Assignment of one or more of the following:
  - Detention
  - Paddling
  - Expulsion
  - Parents attend school with student
  - Students may be removed from a class or activity temporarily or permanently
3. Parent Contact
  - Letter
  - Phone
  - Conference

**Repeated Misconduct:** Severe misconduct or repeated misconduct at school activities or going to and from school will result in more severe consequences. Parental support for school assigned consequences is extremely important in the process of modifying student behavior.

Students failing to serve any assigned consequences will receive additional consequences until the original consequence is served.

**Corporal Punishment:** This is used as a form of disciplinary action when other methods have been ineffective. It shall be administered with discretion and in the presence of another faculty member.

Corporal punishment will not be used without parental permission. A provided form allows parent/guardians to indicate their preference on the use of corporal punishment.

**Prevention of Behavior Problems:** There must be personal communication between parents and children. Suggestions for parents:

- Listen to your children
- Hear their needs
- Be positive
- Be honest
- Discipline when necessary

## CONDUCT DEFINED

All students are expected to behave in a manner acceptable to everyone concerned--other students, teachers, administrators, and society in general. All students are under the authority of the principal, teachers, and bus drivers. In serious disciplinary cases, students may be suspended from school in accordance with existing state laws for misbehavior or for other sufficient reason. Expulsions may be for the current and following semesters.

## STUDENT RULES OF CONDUCT:

- Students will not threaten, intimidate, or cause bodily harm to any school employee or any student. Physical contact is not tolerated.
- Students will not throw dangerous or inappropriate objects.
- Students must have teacher permission to leave classrooms.
- No running in halls or classrooms and noise should be kept to a minimum.



- Students will not use, possess, or distribute tobacco, alcohol, or drugs in the building and/or school property, including buses and bus stops. This includes ALL school activities.
- No matches, lighters, knives.
- No nuisance items (Homemade sling shots, dart guns, etc.), or weapons.
- Students will not leave the school grounds without permission from office.
- No foul language and/or gestures.
- No vandalizing, damaging or stealing school or private property.
- No inappropriate displays of affection.
- Students must attend and be on time for all classes unless officially excused.
- Students are not to bring gum or candy to school.
- Students do their own work. No Cheating.
- Students must comply with the Cimarron Elementary school dress code.

**Bullying and Sexual Harassment** is not tolerated at Cimarron Public School. This includes school facilities, premises and non-school property if the student is at a school-sponsored, school-related event or function (i.e. field trip or competitive athletic events) where students are under the supervision of staff.

**Bullying defined:** Bullying happens when someone with more power unfairly hurts someone with less power over and over again. Power may be physical strength, social skill, verbal ability, or

another resource. Examples include name calling, racial slurs, pushing, crowding, hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, giving the finger, taking things without permission, making fun of someone's educational ability and hazing.

**Sexual Harassment defined:** Touching someone in ways that are not okay with him/her, making fun of someone's private parts, passing notes about sexual things, making slurs about someone's sexual orientation or gender, pressuring someone for sex, rumors relating to one sexuality/sexual activity.

### **USE OF TOBACCO**

According to STATE LAW students shall not possess, smoke, dip or chew tobacco on the school grounds or on school sponsored trips. Cimarron School will follow state guidelines.

### **DRUGS AND ALCOHOL ABUSE**

Any student who sells, possesses, uses or is under the influence of illicit/counterfeit drugs, narcotics, or intoxicants of any kind while in any way connected with school during regular school hours, including buses, may be:

- Reprimanded and parents consulted.
- Expelled from school.
- Shall be reported to the appropriate law enforcement agencies.
- Expected to complete a rehabilitation program.

## **WIRELESS TELECOMMUNICATIONS DEVICES RULES**

Students may possess wireless telecommunications devices on school property, however they are not to be used, seen or heard. Wireless telecommunications devices include, but are not limited to, beepers, pagers, and cellular telephones.

A student may request permission to possess a wireless telecommunications device for medical or other appropriate circumstance by receiving written permission from the student's parent or guardian and the superintendent or designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

- Medical emergency.
- The device is attached to an automobile as equipment or an accessory.
- The device is turned off and is unable to receive in-coming communications while in the possession of the student.
- The device is deemed necessary for the student's safety while commuting between home and school.

The teacher/school authority will confiscate any telecommunication device or electronic device visible to the staff or one that is heard during the school day. The student may pick it up from the office at the end of the school day.

If a student has any such device taken a second time; then the device will be released only to the parent/guardian.

Violation of any of these rules are grounds for suspension pursuant to 70 O.S. 24-101.3.

Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits. These devices will be released only to a parent or legal guardian.

## **DANGEROUS AND ILLEGAL WEAPONS**

No student will possess any gun or weapon on school grounds, school vehicle or on a school sponsored trip. Students may not possess any object deemed threatening to a student or teacher in any form.

The penalty for the violation is either suspension from school until the end of the current semester or the penalty is at the discretion of the administration.

## **VANDALISM**

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will pay for losses or damages. If students willfully destroy school property, suspension and expulsion may be necessary. If you damage something by accident, report it to the teacher or the office immediately.

## **SEARCH OF STUDENTS**

The superintendent, principal, teacher or other personnel of Oklahoma schools have the authority to detain and search any pupil or pupils on any school ground premises for illegal drugs, as defined in

the Uniform Controlled Dangerous Substances Act. This includes students while in transit under the authority of the school or any sponsored function. The superintendent or principal authorizing such search will be responsible for obtaining any warrant or other authorization necessary to conduct such search. The search will be conducted by a person of the same sex as the person being searched.

### **SCHOOL LOCKERS**

Student lockers are the property of the school and are assigned to students for storage of school/personal property. Lockers will not be opened for inspection by the administration or other members of the faculty unless approved by the administration for reasonable cause.

If there is reasonable cause to believe drugs or weapons are stored in a student's locker, the principal will authorize a search in the prescribed manner. The police department may be notified if the situation warrants it.

### **BUS RULES**

Bus transportation to and from school is a privilege. It is the responsibility of students to behave in an orderly and courteous manner to ensure the safety and well-being of all passengers.

Students should obey the bus driver at all times and treat them with the same courtesy they show their classroom teacher. Bus rider rules are clearly posted in each bus. Students should review these rules regularly and ask the bus driver for clarification of the rules if

needed. The driver has right to assign seats.

Parents will be notified of any misconduct by a Cimarron Elementary School student on the bus. If such misconduct continues the students' bus riding privilege may be suspended by school authorities.

- Be on time to the bus stop.
- Stay off the road at all times while waiting for the bus.
- Never walk toward the bus when it is moving.
- No food or drink to be consumed on the bus.
- Help the driver by being quiet on the bus.
- Keep your head, hands, and feet inside the bus at all times.
- After leaving the bus, walk straight home.
- Do no talk to strangers when walking to or from the bus stop.
- When crossing the street in front of the bus, a rider should walk at least 10 feet in front of the bus, stop, check traffic, watch for the driver's signal, then cross the road.
- If a rider drops something while getting off the bus, he should wait until the bus is gone to go back for it. The driver cannot see beside the bus.
- Do not throw objects from the bus windows.
- Do not bring alcohol or other illegal substances on the bus, nor attempt to board the bus if you are under influence of alcohol or controlled substance.
- Do not use profane or obscene language on the bus.

- Do not bring animals or other pets on the bus.
- Refrain from use of any form of tobacco on the bus.
- Bus riders should never tamper with the bus or any of its equipment.
- Keep books, packages, coats, and all other objects out of aisles.
- Bus riders are not permitted to leave their seats while the bus in motion.
- Horse-play is not permitted around or on the school bus.
- Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistant.
- Keep absolute quiet when approaching a railroad crossing stop.
- In case of road emergency, students are to do as the bus driver says.

The Principal of the school has the following responsibility for bus behavior:

- The responsibility for the school, which includes the necessary interaction between the school and patrons and other community groups. The basic function is the enforcement of school of discipline on the buses.
- The publication of rules and regulations relating to bus behavior that are necessary for the school in addition to those contained herein.
- Make every effort to ensure that every student who rides the bus is informed of all rules and regulations. The student should be informed that the bus is very

similar to a classroom and that violation of rules may result in a summary punishment or a lengthy suspension.

Bus transportation is provided for students enrolled in the Cimarron schools as follows:

- For students residing more than one and one half (1 1/2) miles from school.
- For any other purpose designated as being of benefit to the total program of the school and as approved by the Superintendent\Principal.

#### **Cimarron School regulations:**

The administration is responsible for establishment of bus routes and the designation of bus stops. Bus stops will be established during the first week of school and as needed.

Violations of rules and regulations contained herein may result in loss of bus riding privileges in addition to other disciplinary action

#### **Extra-Curricular trips:**

The above rules apply to any trip under school sponsorship. Students may be given the privilege of eating and drinking on the activity bus when necessary. The students and sponsor must clean the bus before it runs on the next regular route.

#### **Travel in non-school owned vehicles:**

No student will travel on school trips in any vehicle not owned and insured by the district unless prior permission has been secured from the parent and authorized by the principal. Students must return on the bus unless released to the parents. If someone other than the

parent/guardian is to sign for the child, the parent/guardian must make arrangements in advance with the coaches/teachers and also sign for the child to have him/her released to them.

Parents may be used as drivers on school trips at the discretion of the principal and sponsor. Certified drivers (by the State Department of Education) should drive the cars, if at all possible and must be certified in buses.

## **SAFETY**

We make every effort to have a safe year through proper supervision. We ask your support and cooperation. If your child walks to school, please instruct him/her to walk along the side of the road, not to chase after cars, to be careful crossing street and not to linger on the playground before or after school. Above all, advise him/her not to accept rides from strangers.

## **BICYCLES**

If your child rides a bike to school, it is to be parked in the bicycle rack. It must remain parked until he/she leaves school for the day. Students may not leave until the buses have left the school. To prevent unauthorized use or loss, we recommend it be locked to the rack during the day.

## **TORNADO AND FIRE DRILLS**

There will be tornado and fire drills held during the school year. The signal used for a **fire drill is a loud CHIRPING over the intercom with flashing lights**. It is important that you leave the building as quickly as possible. Once

outside go directly to your designated area for roll call.

The signal for a **tornado drill is a SIREN over the intercom**. All students go to the designated areas. The all-clear sign is one continuous ring.

Fire and Tornado drill plans/maps are posted throughout the school.

## **ASSEMBLY ETIQUETTE**

Special assembly programs will be scheduled from time to time. Classes will sit together in the assigned areas with their sponsors. All students should be courteous toward speakers. Although a program may not be of interest to some students, there may be others who are interested. Applause is the correct and appropriate way of showing your approval of a program or a speaker. Stomping, yelling, or whistling are not in good taste and will not be tolerated.

## **STUDENT APPEARANCE**

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted.

Students that don't abide by the following rules will be put in ISS for the remainder of the day or until the parent/guardian brings the student a proper change of clothing. All students will be fully clothed, clean and well groomed.

- No clothing advertising alcoholic beverages, tobacco, or with inappropriate words, designs, or comments.
- No large frayed holes in jeans.
- No cotton sweatpants.
- All students shall wear footwear. NO house shoes.
- No bare back or bare midriffs shirts. No spaghetti strap tops or sleeveless shirts.
- No see through clothing, or showing underwear.
- No short shorts, boxer shorts, spandex biker shorts or any other distracting item. (frayed cutoffs are unacceptable.)
- Hat, headbands, or caps will not be worn inside the building.

**(Special events such as pep week hat days are acceptable.)**

- Gang related attire is unacceptable while at school, school activities, or on school grounds.
- No pajamas.
- No chains or chain wallets.
- No body piercing that would be considered as a distraction or safety issue by the administration.

**Shorts, skirts, and skorts should be no shorter than one inch below finger tip.**

**Pk-4<sup>th</sup> grade girls must wear shorts under a dress or skirt so they will be covered when playing on the playground (K-4<sup>th</sup>)**

### **ELEMENTARY GRADE SYSTEM**

The Elementary grades (4th -6th) use an A,B,C,D,& F. system of grading  
 A - 100 - 90 Superior Work  
 B - 89 - 80 Good Work

C - 79 - 70 Average Work  
 D - 69 - 60 Danger of failing  
 F - below 59 Failing

Elementary grades (K-3rd) may use an E,S,N,U system of grading

E - Excellent  
 S - Good, average  
 N - Needs improvement  
 U - Unsatisfactory

Specific comments are made as necessary to clarify grades

Grade check is done weekly and turned into the office to abide with the NO PASS/NO PLAY RULE. Parents of students who are failing at this time will be notified through the mail. It would be advisable to confer with your child's teacher at time of notification. Please sign and return the progress report back to the teacher to acknowledge you received the progress report.

### **ELIGIBILITY REQUIREMENTS**

To be eligible for athletics, cheerleading, music and academic contests involving other schools, a student must be passing all subjects and meeting the guidelines set up by the State Activity Association NO PASS/NO PLAY rule.

The students must be attending classes at least 80% of the time. This applies to all students in any school activity. Any student dismissed from school or regular class will not be eligible to represent the school in any activity between schools. (This includes in-house suspension).

Any person absent during the day of the activity must have the absence accounted for prior to being eligible. If the absence is considered to be a

“hookey” by the administration the student must attend at least one day of school and satisfy the requirements of the same before again becoming eligible.

Any student who is under discipline or whose conduct or character is such as to reflect discredit upon the school is not eligible. Fans, school personnel, and students must conduct themselves in a true sportsmanlike manner.

The Principal must reinstate any student rejected from a game. The student must have a conference with the principal and understand that a letter reporting the incident will be forwarded to the Oklahoma Secondary Activities Association.

If a second offense occurs the student will be held out of the following game and should there be evidence that the students cannot conduct him/herself in a good sportsmanlike manner the principal shall remove the student from the team for the rest of the season.

Cimarron students will follow the 10 day State Department of Education guidelines for both athletic and non-athletic events. Grade check will be taken every week of the school beginning the third week of the semester.

## **HOMEWORK**

There is a certain amount of skills, practice and reinforcement necessary. Whether it is done in school or at home depends a great deal on how effectively the student uses available work time in the classroom. You can help build a positive attitude toward schoolwork. Encourage your child to use class time

effectively and to ask questions if he/she doesn't fully understand a problem or unit work.

## **PARENT-TEACHER CONFERENCES**

Parent/teacher conferences are at the end of the first and third nine weeks periods. You will be provided with further details at a later date. We want very much to maintain an effective channel of communication. We will not hesitate to call on you if necessary; so please contact us if you feel the need to do so. *We would ask that you talk first with your child's teacher, and then the Principal, if necessary.*

Teachers may not be able to answer telephone calls immediately. Please leave a message, we will get back to you as soon as possible. Also, please schedule your “in person” conferences so we can conduct them in an atmosphere least disruptive to classroom activities.

## **SCHOOL ACTIVITIES**

Following are some of the school activities, which require special comment:

- **Parties** - Grades K-5th will have a Fall and Spring Party. Birthdays will not be celebrated in the classroom past the 3rd grade. Party invitations are not to be distributed at school. School personnel cannot give addresses and phone numbers to students.
- We will not participate in Christmas gift exchanges in the classroom.

- **Awards** - There are several events and activities throughout the years in which students have an opportunity to earn awards. There will be an Awards Assembly at the end of the year. Announcements will be made and parents are welcome to attend.
- **Basketball games** will be played in the 5th and 6th grades. Some of the games will be played in the afternoon and some will be played before the 7th-8th grade games.

5th and 6<sup>th</sup> grade students are expected to dress out for P.E. This includes shirt, shorts, socks, and shoes. No tank tops, cut-offs, or cut T-shirts are allowed. Students going to away ballgames are expected to ride the bus to the game unless arrangements are made in advance. Students may be released to parents if a parent signs them out in person, by phone or sends a note.

### **MEDICAL RELEASE FORM**

All students must have a medical emergency treatment form signed by a parent. It must be on **file** for medical treatment of any kind to be administered. Said teacher or employee must keep a record of medication given to the student.

It is the policy of the Cimarron Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer medication or if circumstance exist that indicate it is in the best interest of the student, the nonprescription medication be dispensed

to that student by the principal, or the principal's designee.

**Prescription medication** must be in a container that indicates the following:

- Student's name.
- Name and strength of medication.
- Dosage and directions for administration.
- Name of physician or dentist.
- Date and name of pharmacy.

The medication must be delivered to the principal's office. The medication must be accompanied by written authorization from the parent, guardian, physician, or dentist that indicates the following:

- Purpose.
- Time to be administered.
- Termination date of the medication.
- Other appropriate information requested by the principal or the principal's designee.

**Nonprescription medication** may be administered only with the written permission of a parent or guardian. The medication is administered in accordance with label directions or written instructions from the student's physician. Tylenol is dispensed only if the medical release is signed and on file listing that medication.

1. The administrator or designee will:
  - Inform appropriate school personnel of the medication being administered
  - Keep an accurate record of the administration of the medication
  - Keep all medication in a locked cabinet
  - Return unused prescription to the parent or guardian only.



The parent/guardian of the student is responsible for informing the designated official of any change in the student's health or change in medication. The school district retains the discretion to reject requests to administer medication.

### **CHILD FIND**

Free testing and screening is provided for children ages birth through five years of age by the Cimarron Public School. If a parent is concerned that there may be a problem with the development of a younger child they should contact Cimarron School Principal at 796-2204.

### **FERPA RIGHTS**

On July 1, 1993, the School Board of the Cimarron Public School adopted a student records and procedures policy for the school district. This policy is designed to meet the provisions of the Family Education Rights and Privacy Act (FERPA). A copy of this policy is kept in the superintendent's office, principal's office, and counselor's office. Copies may be obtained at the superintendent's office.

In the course of a child's education, the Cimarron School District keeps records as deemed necessary to provide programs to meet his/her needs and interest. A parent has the right to inspect and review any and all records, files, and data related to his/her child. These records are available for such review at any time during the regular school day.

If you have any **concerns** regarding the accuracy or appropriateness of any information or records maintained by the school, please do not hesitate to inform your child's principal of that concern.

It is the right of a student's parents or an eligible student to seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request. The procedure for this is part of the student record policies and procedures policy.

It is the intent of the Cimarron School district to limit the disclosure of the information contained in a student's educational records except:

- By the prior written consent of the student's parent or the eligible student
- As directory information
- Under limited circumstance, as permitted by FERPA

The Cimarron School District proposes to designate the following personally identifiable information contained in a student's education record as "directory information", and it will not disclose that information without prior written consent:

- The student's name.
- The names of the student's parents.
- The student's date of birth.
- The student's class designation. (i.e., first grade, etc.)
- The student's extra-curricular participation.
- The student's achievement awards or honors.
- The student's weight and height if a member of an athletic team.
- The student's photo.

- The school or school district the student attended before he or she enrolled at Cimarron.

In case a parent of a student, a student or foreign student 18 years old, or a citizen of the Cimarron School District believes that the district is violating the Family Educational Right and Privacy Act (FERPA), that person has right to file a complaint with the US Department of Education. The address is:

The Family Edu. Rights and Privacy Act Office  
 US Department of Education  
 Room 4511 Switzer Building  
 Washington, D.C. 20202  
 Phone: 202-732-2058

A translation will be provided for anyone unable to read and/or understand the policy.

### **LIBRARY MEDIA CENTER**

All library books are checked out for one week. Books may be rechecked twice if it is not on the waiting list. The fine for overdue books is five cents per day. Lost and damaged books are paid for by the student who checked the book. Library hours are 8:30 A.M. to 4. 00 P.M. daily.

### **LIBRARY DISCIPLINE**

Media centers are to be quiet, orderly places for study and research. Students should be respectful of equipment, staff, materials, and facilities. Disorders/disruptive students will be removed from the Library Media Center. Food and drinks will not be permitted in the Media Center.

### **PUBLIC NOTICE**

State law makes theft or destruction of library materials a crime. Any person shall be guilty upon conviction of library theft who willfully:

- Removes or attempts to remove any library materials from premises of library without authority.
- Mutilates, destroys, alters or otherwise damages, whole or part, any library materials.
- Fails to return any library material which have been lent to said persons by the library within 7 days after demand has been made for the return of the library materials

### **RESOURCES**

The letter “R” above the call number designates reference books, such as dictionaries, encyclopedias, and yearbooks. They must be used only in the library. Copies will be made for loan and must be returned.

Periodicals and Newspapers - The latest issue of our periodicals is displayed on the current periodical racks. Back issues are shelved with the bound volumes. Periodicals are to be used only in the library. To locate back issue, submit the title, date, and page number to the librarian. Copies will be made for loan and must be returned.

Study areas are available for students' usage. Interlibrary loan is provided. Cost is postage to return. Internet terminals for student research (mainly high school).

**STUDENT INITIATED BOOK REQUESTS** - A student may request a book to be purchases for the library's

collection. A form is available at the circulation desk. Please check the card catalog to be sure that the item being suggested for purchase is not already in the collection. Suggestions will be considered when they meet our selection policy.

## **ASBESTOS**

To comply with the requirements of the Asbestos Emergency Act of 1987, the Cimarron Board of Education employed Air and Earth, Inc. of Oklahoma City, OK, to conduct a complete survey of all school facilities. This survey included visual inspections and samples of each area at the school sites. (All inspected were certified and licensed by the Oklahoma State Department of Labor.) Building management plans were written and trained personnel, employed by the District, carry out the necessary maintenance and operations.

In accordance with the Asbestos Hazard Emergency Response Act of 1987, inspections and management plans are available at the administration office at Cimarron Public School, Lahoma, OK. Any parties interested in the plans or implementation will be notified of steps taken to eliminate any asbestos containing any material, which may be harmful to occupants at school sites.

## **CIVIL RIGHTS ACT**

Cimarron Public Schools does not discriminate on the basis of race, color, national origin, gender, age or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Cimarron Public Schools also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

**Name/Title:** Chuck Anglin, Superintendent  
**Address:** 3rd and Main  
Lahoma, Ok. 73754  
**Phone #:** 580-796-2205  
**Days:** Monday - Friday  
**Hours:** 8:00 A.M. to 4:00 P.M.

This notice is available from the compliance coordinator in large print. Upon request this notice will be made available on audiotape.

## **PARENT CONCERNS**

In the event that parents have questions about what is going on in the classroom, there is a chain of command that should be followed:

First, talk to the teacher. Many times the teacher can explain exactly what the situation is in their classroom. If you are still not satisfied, contact the principal. His role is to run the daily operation of the school. If you still have concerns, feel free to contact the superintendent. We will strive to reach a decision that is fair and should be in the best interest of the students and school system.

## **DISCIPLINE ACTION**

Corporal punishment will be used as a form of disciplinary action.

Corporal punishment shall be administered with discretion and in the presence of another faculty member.

**Parents may choose whether a child is to receive corporal punishment or not.** Please sign the appropriate form indicating your choice.

**If behavior warrants corporal punishment and we do not have permission to use it the student is subject to suspension.**

**CORPORAL PUNISHMENT IN MOST CASES WILL BE USED AS A LAST RESORT.**

### **CIMARRON SCHOOL INTERNET ACCEPTABLE USE POLICY**

Internet access is now available to students and teachers in the Cimarron School District. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. Access to the Internet enables students to explore thousands of libraries and databases.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of education value in the context of the school setting. Families should be warned that some material obtained via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. Cimarron School District has taken precautions to restrict access to

controversial materials. However, on a global network it is impossible to control all materials and an industrious users may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

The purpose of this agreement is to ensure that use of Internet resources is consistent with the district's states mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a Cimarron School District user violates any of these provisions, his or her usage will be terminated and future access could be denied in accord with the rules and regulations set forth in this document.

To gain access to the Internet, all students must obtain parental permission. The parent and student must sign permissions forms which are kept on file. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

### **INTERNET TERMS AND CONDITIONS**

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway.

General school rules for behavior and communications apply.

2. The network is provided for students to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific users.
3. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political campaigning, e-mail, or chat rooms.
5. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer network intentionally will result in cancellation of privileges.
7. Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
8. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to logon to the Internet as anyone but yourself may result in cancellation of user privileges.
9. Cimarron School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district assumes no responsibility or liability for phone charges, line costs or usage fees, nor any damages a user may suffer. Use of any information obtained via the Internet will be at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
10. All communication and information accessible via the computer resources shall be regarded as private property. However, system administrators may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

## **PUBLISHING STUDENT WORK ON THE SCHOOL WEBSITE**

The Cimarron Public School District recognizes that our students are often deserving of recognition. Therefore, when appropriate, we would like to publish their photograph and/or work on our school's website. Photographs and/or work of the students will be released. We encourage teachers to submit information regarding their classes and/or subjects to be published on the school's website. At certain times, a teacher might want to place a student's photo, a group photo, or samples of work performed by the student (all positive in nature, of course). We will send notes home with the students when our website is up and running.

## **MEDICATIONS**

Medications will be given only with your written/verbal permission. This will include Tylenol or any prescription sent with instruction. Only school personnel is able to distribute such medication.

## **CHILD NUTRITION PROGRAMS**

This policy is developed concerning the failure to pay for meals and refunding unused prepayments for meals served at Cimarron Public School.

### **Failure to Pay for Meals**

The school food authority (Cimarron School) is not required to provide meals if payment is not made for the **CURRENT** day's meals or if funds in the student's account are not sufficient to cover the cost of the meal.

Each student will only be allowed to charge up to \$40.00 at any period of time. When the student's account has reached the limit of charges, that student will be given an alternate meal until payment on the student's account reduces the balance to less than \$40.00. The alternate meal will consist of a sandwich and milk for lunch and cereal for breakfast.

**No charges to a student's meal account, regardless of balance, will be allowed after April 25.** A meal account can be paid in advance or on a daily basis. If a student's meal account is not current, that student will be given an alternate meal.

If a family does not pay for **CHARGED** meals, they will be encouraged to complete an Application for Free and Reduced-Price meals. If the family does not wish to complete the application or if they do not qualify for meal benefits after completing the application, Cimarron School is not obligated to continue providing meals without receiving payment. We will provide an alternative meal and milk for any child who does not pay.

### **Refunding Unused Prepayments for Meals**

Any prepayments left at the end of the fiscal year must be repaid to the family **IF REQUESTED**. If a request is not made the money will be put into the student's account for the next fiscal year after closing the current fiscal year out with a zero balance. When the balance is \$5.00 or less, the money will be used as a donation to the Child Nutrition Program (CNP). If the student leaves the school district without requesting a refund, the money will be used as a donation to the CNP if it is \$5.00 or less. If the amount is more than that, it will be forwarded to the known address of the

student. . If the envelope is returned unopened, the money will be treated as a donation to the CNP.

#### **BREAKFAST COST**

Pre-Kindergarten – 12<sup>TH</sup> Grade - \$1.50.  
Breakfast is served from 7:30a.m. until 7:55a.m.

#### **LUNCH COST**

Pre-Kindergarten -3<sup>RD</sup> Grade - \$2.00  
4<sup>TH</sup> – 12<sup>TH</sup> Grade - \$2.30  
Milk and Juice are \$0.30 each.

#### **VISION SCREENING**

Senate Bill 1795 (70 & 1210.284) became effective November 1, 2006. Beginning with the 2007-2008 school year, the parent or guardian of each student enrolled in Kindergarten, first, and third grades at a public school must provide proof that their student passed a vision screening within the last twelve months. We provided you this basic information in June of 2006, but need now to give you specifics about reporting this data to the State Department of Education (SDE).

Responsibilities of the school district include:

- Notify parents or guardians of this requirement.
- Report to the SDE by district the number of Kindergarten, first, and third grade students whose parents or guardians provided certification of a completed vision screening or who received a vision screening provided as a service by your school district.
- Report the number of Kindergarten, first, and third grade students who received a referral to an eye care professional as a result of a vision screening done by a

certified vision screener or vision screening provided as a service by your school.

- Report the number of comprehensive eye examination reports received from an eye care professional for students in your district as the result of a referral made from a vision screening.

#### **Student Self-Administration of Inhaled Asthma Medication and Anaphylaxis Medication**

Pursuant to O.S. 1-116.3, the Board of Education at Cimarron Public School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

**“Medication”** means a metered dose inhaler or a dry powder inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.

**“Self-administration”** means a student’s use of medication pursuant to prescription or written direction from a physician.

#### **Requirements for Parents and Students:**

1. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each

subsequent school year only upon fulfillment of the requirements of this policy.

2. The parent or legal guardian of the student must authorized in writing permission for the student's self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:
  - Permission authorizing the student to self-administer asthma medication or anaphylaxis medication.
  - A written statement from the student's physician stating that the student has asthma or anaphylaxis and is capable and instructed in the proper method of self-administration of the medication.
  - Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication or anaphylaxis medication and knowledge that the District has this information in writing to the parent or legal guardian.
  - A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, Dispensing Medications.

## **Diabetes Management Plan**

A Diabetes Medical Management Plan is available by request.



