

GROVE UPPER ELEMENTARY

2020-2021

Grove Public Schools Notice of Nondiscrimination

Grove Public Schools does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, alienage, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

The following person has been designated to handle inquiries or complaints regarding the district's nondiscrimination policies, including requests for accommodations or access to district buildings and programs:

Compliance Coordinator for Section 504/Title II of the Americans with Disabilities Act (for questions or complaints based on disability) and Compliance Coordinator for Title VI, Title IX, and the Age Discrimination Act (for questions or complaints based on race, color, national origin, sex, pregnancy, gender, gender expressions or identity, and age):

Rebecca Mease, Special Services Director
800 Center Street
P.O. Box 450789
Grove, Oklahoma 74345
9180786-3003, ext. 1005
rmease@ridgerunners.net

Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may also contact Rebecca Mease, Special Services Director.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri, 64106, (816) 268-0550 (voice), or (877) 521-2172 (TDD), or ocr.kansascity@ed.gov (E-mail), or (816) 268-0599 (Fax).

Additional information, including the District's anti-discrimination policies, grievance procedure, and discrimination complaint form, is provided on the Grove Public Schools website at www.ridgerunners.net

Grove Public Schools

BOARD OF EDUCATION

Dr. James Rutter – President
Clara Mills – Vice President
Karen Dyer – Clerk

Terry Jones – Member
Jerry Crossley – Member

ADMINISTRATIVE OFFICERS

Pat Dodson – Superintendent
Charla Matthews – Principal
Aaron Clemons – Assistant Principal
De Manning – Counselor
Cindy Weaver – Indian Ed Director

Rachelle Hargis – School Nurse
Becky Mease – Director of Special Services

MISSION STATEMENT

"Our mission at Grove Public Schools is to always champion for our children, education, and community. We will do this by providing a safe and supportive learning environment where all students have the opportunity to develop to their fullest potential."

MESSAGE FROM YOUR PRINCIPAL

Dear Parents and Students,

Welcome to Grove Upper Elementary! We are happy to have you as a part of our school and are excited to work together this school year. This handbook is provided to help students and parents understand the expectations of students, parents and school personnel. Our primary function is to provide the best education for our students. To do this it is necessary that certain guidelines and practices are established and communicated to all of us involved in the process. The safety and health of our students is always at the forefront of our decisions and in the creation of these guidelines. Parents, please take the time to go over this handbook with your child. We feel it is key that we all work together to help your students be successful! Students, as your teachers and parents go over these guidelines with you, ask questions, and listen carefully. You need to know what we expect of you in order to succeed! This school year may look and feel a bit different than any other year, however, our goal remains the same: to champion for our children, their education, and our community. We will do this by providing a safe and supportive learning environment where all students have the opportunity to develop to their fullest potential. Again, welcome! We are looking forward to a great school year!

Charla Matthews

Principal

TABLE OF CONTENTS

Notice of Nondiscrimination	Inside Cover
Board of Education/Administrative Officers/Mission Statement/Message from Your Principal	2
Table of Contents	3
Schedule	4
Morning Drop Off	4
Classroom Deliveries/Gifts	4
Telephone	4
Grades	4
Visitor Passes	4
Posters and Similar Materials	5
Class Parties	5
Suggestions For Parents and Students	5
General Rules	5
Code of Conduct	5-6
Bicycles	6
Lockers	7
Lost and Found	7
Money	7
Asbestos and Other Hazards	7
Cameras	7
Cellphones/Smartwatches	7-8
Student Attendance Information	8
Absence and Make-up Work	8-9
Types of Absences	9
Discipline Policy	9-10
Suspension Policy of the Grove School Board	10-11
Student Dress Code	11-12
Weapons	12-13
Smoking	13
Use or Possession of Alcohol - Drugs on School Property or School Events	13
Drug-Free Schools	14
Student Bullying	14-15
Sexual Harassment	15-16
Emergency Procedures	16
Transportation	16-17
Bus Rider Rules	17-18
Bus Routes	18
Bus Schedule	18
Permit to Leave School	18
Enrollment	18-19
School Attendance of Child Afflicted with Contagious Disease - Head Lice	19
Health Services Department	19-20
Student Records	21
Permanent Withdrawal	21
Lunch Room	21
Child Nutrition Information for Families	21-23
Rights to Review Student Records	23
Help Find Handicapped Children	24-25
Notice of Directory Information	25-26
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	26-27
McKinney-Vento Homeless Assistance Act	27
Parent Involvement Policy	27
School-Parent Compact	27-28
Parents Right to Know	28
4-H and FFA Academic Guidelines	28-29
Harassment/Bullying Incident Report Form	30
Phone Numbers and Important Information	31
Parent Signature Sheet	32
Social Media/School Closings/Weather Reports	Back Cover

SCHEDULE

OFFICE HOURS

8:00 – 4:00

CLASSES

August – December 8:15 – 3:30

January – May 8:15 – 3:10

MORNING DROP OFF

Students may be dropped off in front of the building on 7th Street or at the crosswalk on Center Street beginning at 7:45am. All students who are not transported to school through Grove Public Schools Transportation, are to enter the building through the main entrance. Students are **not** to be dropped off on the south side of the building near the cafeteria.

CLASSROOM DELIVERIES/GIFTS

We will not accept deliveries for students.

TELEPHONE

Students will not be called to the telephone during class periods unless it is an emergency. Messages will be taken by the office and delivered to them before they leave school. Students are not to be excused to use the telephone except when sick or for an emergency. They must have the teacher's permission prior to coming to the office.

GRADES

Grades shall be recorded using the following coding:

"A" = Excellent

"I" = Incomplete

"B" = Above Average

"S" = Satisfactory

"C" = Average

"U" = Unsatisfactory

"D" = Below Average

"F" = Failing

VISITOR PASSES

All visitors will check with the building principal/attendance officer upon arrival to school. All visitors, including parent/legal guardians, must report to a school office before going anywhere else in the building. This procedure is a student safety necessity. Parents/legal guardians should be made in advance through the principal's office. Students are not permitted to have child visitors in classes.

POSTERS AND SIMILAR MATERIALS

Students are reminded that permission must be obtained from the office to post materials of any type at school. When permission is granted, materials are to be posted in areas designated for this purpose. Each student is responsible for disposing of material that he posts. No items are to be sold at school without approval from the office.

CLASS PARTIES

During school hours must be approved by the administration. Classes may have birthday parties at the discretion of the teacher. All food must be store bought. No homemade items can be distributed.

SUGGESTIONS FOR PARENTS AND STUDENTS

Place names in all coats, sweaters, hats, gloves and other items which could be lost or misplaced.

Students should bring only the amount of money to school which is required to meet their obligations. Extra money often creates extra problems.

Report all changes in telephone numbers, addresses, and people who can be contacted in case of accident or illness as soon as possible.

GENERAL RULES

1. No gum in school.
2. Students must remove hats when inside the building
3. No trading/selling of personal items at school or on the bus.
4. Students should receive permission from their teacher prior to bringing items other than school materials (i.e. iPods, toys, radios, skateboards, etc.).
5. It is the student's responsibility to obtain information relative to rules or regulations not covered in the handbook or rule changes which may become necessary during the school term.

CODE OF CONDUCT

School Wide

1. Be in designated areas.
2. Follow directions of school personnel.
3. No physical aggression and/or fighting.
4. No profanity, abusive language, or obscene gestures.
5. Obey rules for specified areas.
6. No articles which are hazardous or disruptive to others.

Classrooms

Each teacher will have a set of classroom expectations and a discipline plan. This plan will be:

1. Approved by the building principal.
2. Sent home to the parents.

Hall and Restroom

1. No running or excessive noise.
2. Do not jump and hit exit signs, tops of doors, ceilings, etc.
3. Do not play or climb in the restroom.
4. If you see someone abusing a restroom, please call a teacher.

Playground

1. Play in designated areas only.
2. Play games that are not dangerous.
3. Throw nothing on the playground except authorized playground equipment designed to be thrown.
4. Report strangers on or around the playground to school personnel.

Cafeteria

1. Good manners are important.
2. Speak softly.
3. Be excused before leaving the table.
4. No food or drink is to be taken from the cafeteria.
5. No pop or juice with trays.

Bus Line

1. Students riding the bus are to go directly to their bus lines immediately after school.
2. Stay in your bus line until your bus arrives.
3. Do not play or make excessive noise.
4. Wait for the bus duty teacher to tell you to get on the bus.

Car Pick-up

1. Students to be picked up by car are to go directly to the assigned area immediately after school, have a seat on the wall, and watch for their car.
2. Wait for your car to stop in front of the sidewalk.

Consequences - Discipline Reports - Students who choose to break a rule will be given a discipline report. The assistant principal will keep records of reports for students in the office. If a student receives a discipline report they will be called to the office for consequences.

BICYCLES

Parents should consider the following recommendations:

1. Bicycles should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked upon arriving at school and not ridden again until school is dismissed.
4. The school is not responsible for stolen bicycles. We suggest padlocks on bicycles.
5. SKATEBOARDS ARE NOT ALLOWED AT SCHOOL.

LOCKERS

Students will be assigned a locker by their homeroom teacher. Students are not to share lockers. State law requires that students be informed that they have no reasonable expectation of privacy on school property.

LOST AND FOUND

All articles found are to be placed in the lost and found boxes. Please check the boxes when you lose something. Many articles are not claimed. Articles not claimed will be given to some charitable organization at the end of the school year. Please use name labels or some form of identification on items of clothing so that the child will recognize it.

MONEY

When it is necessary to send money to school, please send a check if possible. If cash must be sent, please send the correct change in a sealed envelope.

ASBESTOS AND OTHER HAZARDS

The Grove Public Schools have building materials that contain asbestos. Information on asbestos and the dangers of lead hazards in the environment can be obtained from the Director of Maintenance at 918-786-5386.

CAMERAS

Grove Public Schools have security cameras in various locations for the added safety of students and property. The school district shall keep video for a minimum of two weeks, where it may be erased after that time period.

CELL PHONES/SMART WATCHES

Any student having a wireless telecommunication device must keep the device turned "off" and not visible during the time the student arrives on campus until the student leaves campus. Devices must remain "off" and stored in a locker, backpack, purse, pocket, or other place where it is not visible. If school staff observes such a device, it may be confiscated until redeemed by a parent or guardian. An exception to the policy may be granted by the site administration for purposes relating to the health needs of a student. Teachers have the authority to allow wireless devices in class if used for academic purposes. Privileges may be revoked at any time for inappropriate use.

If smart watches are used for communication during the school day they will fall under the same procedures as a cell phone not turned off.

NOTE: The school is not responsible for the theft or loss of any student's wireless communication device.

STUDENT ATTENDANCE INFORMATION

Absence is the cause of many of the failures in school. Unless health forbids or a serious emergency arises at home, students should be at school. Parents or guardians of a student missing four or more days, or parts of days, during any four week period will be notified. A copy of notification will be sent to the District Attorney's office to keep truancy at a minimum. Responsibility for making up work lies entirely with the student. The student should talk with teachers to ascertain the missed work. The student assumes the entire burden of getting this work done and handed in to the teachers. Students who are absent and fail to request assignments will receive a zero. Punctuality and regular attendance are essential to success in school and later on the job. Parents should notify the attendance clerk as soon as possible by calling the office at 918-786-2297 EXT 5. Parents may call at any time and speak directly to the attendance clerk or leave a message.

ABSENCE AND MAKE-UP WORK

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

The state of Oklahoma considers a student "chronically absent" if he/she is in attendance less than 90% of the time. This means that a student may miss no more than 8 days per semester. The only absence that will not count toward the student's overall absences are school sponsored activities. A student will not receive credit or be in compliance with the school law on attendance if he/she misses more than 8 days in a semester. It is the responsibility of the school to notify the district attorney if the law is not being followed.

Students missing more than 8 days in a semester must submit an attendance appeal form before credits can be restored or for parents to be considered in compliance with state compulsory attendance laws. Documentation for missed days, such as medical notes or court documentation must be submitted with the form to the office for review. All appeals must be made by five school days prior to the first semester exam day of the applicable semester for secondary sites and within 5 days from the last day of the semester for elementary sites. The appeal process will be limited to a maximum of twice during a student's high school career.

All absences should be explained by parent contact on or before the day of the absence. Parents can call anytime and are encouraged to leave a voicemail if necessary. Students may be

considered truant if the absence is not explained. Parents can expect to be notified of absences through school phone calls, letters of notification, and letter for notice of excessive absences with referral to Delaware County District Attorney.

For each day absent the student will be allowed two school days to make up work missed. For each day absent due to scheduled school activities, the student will be allowed one school day for each day missed to make up work assigned while absent from those classes. Students who go over the allowed eight days absences per semester may attempt Attendance Remediation by attending Saturday school. One served Saturday school will give the student one day of credit for any/all classes. A student will have the ability to attend as many Saturday schools as arranged by the Administration.

TYPES OF ABSENCES

Unexcused: Any absence that is not a school sponsored activity. Explanations of all absences are still required to comply with state truancy laws.

Excused: This is a school sponsored or sanctioned activity. It does not count against the eight allowable absences.

DISCIPLINE POLICY

Pursuant to 70 O.S. 6-114 as amended by the Oklahoma legislature, the Board of Education has adopted the following policy for the control and discipline of all children attending this school. The parent or guardian of every child attending this school shall be notified of the adoption of this policy and they may receive a copy of the policy if they so request.

In response to the legislative call, Grove Public Schools has drafted a Discipline Action Schedule. The intent of this schedule is to provide Students with a definition of the limits of acceptable behavior and to equip school personnel for their disciplinary responsibilities.

Nothing in this discipline schedule shall be construed to deny the student's right to fair and orderly hearings, appeals, counsel, and due process in cases which may end in suspension.

The principals will have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

Grove Upper Elementary has high expectations of student behavior. Individual teachers have their own classroom expectations and consequences (which have been approved by the building principals) to guide students in their behavior. The student then has the choice of following expectations or experiencing consequences.

Additional behavior requirements for students may be enforced throughout the school year as determined by the grade level teachers and the principal. These behavior expectations may result in the students being excluded from class/grade level activities - an example, reward recesses, student assemblies, programs, field trips, class trips and other such special events that

may take place through-out the school year. Explanations will be sent home, via each student in the grade level, for parent signature of receipt.

SUSPENSION POLICY OF THE GROVE SCHOOL BOARD

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The policy of the School District must be consistent with the due process right of students & must provide proper machinery for fair & consistent treatment of students. Assignments will be provided for suspended students. **Short Term Suspension (less than 10 days):** *Parents must make arrangements to gather students work.* **Long Term Suspension (more than 10 days):** *An education plan will be developed during long term suspensions.*

A student may be suspended by the principal when such a student is found to be guilty of any of:

1. Willful violation of any published regulation for the student conduct adopted or approved by the BOE.
2. Conduct which substantially disrupts, impedes, or interferes with the operation of any public school.
3. The use and/or possession of alcohol, non-intoxicating beverages (as defined by state law), or narcotics.
4. Conduct which substantially infringes upon or invades the rights of others, or
5. Disobedience of an order of a teacher, peace officer, school security officer, or other school authority when such disobedience can be reasonably anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material infringement upon or invasion of the right of others.
6. Willful destruction or theft of any property belonging to the school, other students, or school personnel.

Pre-Suspension Conferences

1. When a student violates board policy or a school rule or regulation, the principal will conduct an informal conference with the student.
2. At the conference with the student the principal will read the policy, rule or regulation which the student is charged with having violated and will discuss the conduct of the student which is a violation of the policy, rule or regulation.
3. The student will be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension.
5. The principal will immediately notify the parent by phone or in writing that the student is being suspended from school by the principal. Students will not be dismissed before the end of the school day without advance notice to the parent.

Immediate Suspension without a Pre-Suspension Conference

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

STUDENT DRESS CODE

The Board of Education of the Grove Public Schools believes that a student dress code is appropriate to maintain good order and decorum as an essential part of the school district's educational mission. Students are expected to dress appropriately and to conduct themselves in a manner that will bring credit to themselves, their families and the school. Although it is impossible to identify and label every variation in student attire as acceptable or unacceptable, the School District provides these guidelines concerning student attire at school, at school-sponsored or authorized functions and on school vehicles.

Clothing must conceal undergarments at all times. No halter tops, strapless tops or dresses, spaghetti straps, or low cut tops will be permitted. Tank tops or dresses that have thin shoulder straps must measure 2 inches across at all parts of the strap. Muscle shirts, undershirts, or cut out sleeves are not to be worn. All shirts must be able to be tucked in when the arms are extended above the head. Shirts, sweaters, tops, etc. must cover the front and rear end completely if leggings are worn.

Students will not wear hats, caps, sunglasses, or any other type of headgear in school buildings. Exceptions to the requirements concerning hats/caps and sunglasses may be made by the building principal for medical reasons on instructions from the student's physician or a legitimate affiliation with a recognized and established religion.

Pants, shorts, skirts, and dresses must be no shorter than 6" from the seat of a hard chair with the student's knee bent placed in the chair. Holes, rips or tears must be below this area. Pajama pants are not acceptable.

Students will not wear clothing or accessories that display symbols, pictures, lettering or numbering that is profane, vulgar, repulsive, obscene, sexually suggestive or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items, drug paraphernalia, tobacco, or other items or activities that are illegal for the general population or for minors.

Hairstyles, jewelry/body jewelry or piercings and makeup should not cause a distraction in the school environment or cause a health or safety hazard for the student or other students. Facial,

tongue, or body (lip) piercings (with the exception of the ears) are limited to the “stud” variety and of a modest size. Extreme make-up and the wearing of inappropriate accessories will not be allowed.

For safety reasons, students will not wear heavy chain necklaces or chains that would not break when grabbed, including wallet chains.

Students participating in activities which represent the school are required to meet dress regulations, as directed by the sponsor and administration.

School administration may deem attire as inappropriate as they see it causing a disruption or distraction to learning or causing concern for the student’s safety. Students in violation will be asked to change their attire on the first offense. If they cannot reach someone to bring them new clothing they will be detained in ISI until the dress code violation is corrected. Future violations will result in Administrative discretion.

WEAPONS

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

1. 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. Firearms are defined in Title 18 of the United States Code, Section, 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearms or weapons will be confiscated and released only to proper legal authorities.
2. Oklahoma Status, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers a weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword can, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates Section 2 of this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Students with disabilities are subject

to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. 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. 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. The superintendent or principal, teacher, or security personnel upon reasonable suspicion shall have the authority to detain and search or 21 authorize the search of any pupil or property in the possession of the pupil when said pupil is on any school premises. (Section 492)

REFERENCES: 18 U.S.C. 921, 21 O.S. 1280.1 CROSS-REFERENCE: Section 10 GPS BOE Policy manual.

GUN FREE POLICY - The Grove Public School Board of Education has adopted a zero tolerance "Gun Free Policy", which is available for review upon request in the office of the principal. Note: The district is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, & the type of weapons.

SMOKING

Smoking and/or possession or use of other forms of smokeless tobacco will not be permitted. AS DEFINED BY STATE LAW, IT IS UNLAWFUL FOR MINORS TO BE IN POSSESSION OF TOBACCO PRODUCTS. E-Cigarettes/Vapors or any resemblance are also prohibited. It is the policy of the Grove Public Schools to contact local law enforcement when state law has been violated on school property.

USE OR POSSESSION OF ALCOHOL – DRUGS ON SCHOOL PROPERTY OR SCHOOL EVENTS

The Board of Education will, to the full extent of its legal powers, attempt to insure the control of the use of alcohol, non-intoxicating beverages (as defined by state law) or narcotics on school properties and at school events. The possession or use of non-intoxicating beverages (as defined by state law), alcoholic beverages or narcotics of any description on school premises, school buses, or at any school-sponsored activity will be grounds for immediate suspension from school for up to two semesters. The Grove Public School and Board of Education believes in following a ZERO Tolerance Policy towards this violation.

DRUG-FREE SCHOOLS

It is the policy of the Grove Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education prevention program for grades Kindergarten through twelve (K - 12). Students are hereby notified the use, possession, or distribution of illicit drugs, non-intoxicating beverages (as defined by state law) and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs, non-intoxicating beverages (as defined by state law) and alcohol by students on school premises or as part of any of its activities. A School Resource Officer (SRO), accompanied by a school administrator, will from time to time conduct searches on school premises with a trained Drug Dog to help maintain a drug free school. Disciplinary sanctions will be imposed on students who violate the standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office. The standards of conduct and disciplinary sanctions imposed by this policy will be part of the required notification to parents and students which will include the following: "The Drug Free Schools and Communities Act Amendments, P.L. 101-226 requires that State, as well as local educational agencies, must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees." (Federal Regulations can be examined through the school office.)

REFERENCES: Public Law 101-22670 O.S. 1210.221, et.seq. CROSS REFERENCES: Section 10 GPS BOE Policy Manual.

STUDENT BULLYING

Statement of Legislative Mandate and Purpose: This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 Okla. Stat. 24-100.2 et seq. ("Act"). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in Section 10 of the GPS BOE Policy Manual.

Definition of Terms

- A. Statutory definition of terms: "Bully" means any pattern of harassment, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

- B. The "Reasonable Person" standard: What a "reasonable person" should recognize as an act placing a student in reasonable fear of harm from both an adult and child's point of view.
- C. General Display of Bullying Acts: Physical Bullying, Emotional Bullying, Social Bullying, Sexual Bullying
- D. Student Reporting: Students are encouraged to inform school personnel if they are the victims of or a witness to acts of harassment, intimidation or bullying.
- E. Staff Reporting: An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating or bullying. Employees whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment or bullying, to complete a report form. Staff members who witness such events are to complete reports and to submit them to the employee designated by the principal to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation or bullying, are to report all relevant information to the building principal or his/her designee.
- F. Parental Responsibilities: Parents/guardians will be informed in writing of the District's program to stop intimidation, harassment and bullying. An administrative response to a reported act of intimidation, harassment or bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for the students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to: (1) Report bullying when it occurs; (2) Take advantage of opportunities to talk to their children about bullying. (3) Inform the school immediately if they think their child is being bullied or is bullying other students. (4) Watch for symptoms that their child may be a victim of bullying and report those symptoms, and (5) Cooperate fully with school personnel in identifying and resolving incidents.
- G. Monitoring and Compliance: In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, the district has identified High School Assistant Principal, Bobby Kreutz as the district "Bullying Coordinator". He will assist in investigating bullying reports and serve as the district's contact responsible for providing information to the State Board of Education.
- H. For a more complete view of the district's Student Bullying Policy please log on to the school website at www.ridgerunners.net

SEXUAL HARASSMENT

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

Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions

to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

REFERENCE: Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e-2, 29 C.F.R. 1604.1, et seq.
CROSS-REFERENCE: Section 9 and 10 GPS BOE Policy manual.

EMERGENCY PROCEDURES

FIRE – When instructed, students will move outside in a line to a safe distance from the building, remain quiet for roll check and additional instructions.

TORNADO – When instructed, move in a line to the designated area. Take cover under tables or furniture if available; otherwise kneel, cover head with book or clasped hands. Remain quiet for further instructions.

LOCKDOWN – Move quickly and quietly to the designated area instructed by the teacher. There should be no talking and students shall remain out of sight from all windows and doors as best as they can. All doors shall remain locked, lights are off, and all movement inside the building is stopped, unless instructed by administration or teachers. Remain silent for further instructions.

SHELTER IN PLACE – Students shall remain in their classroom and teachers will conduct normal classroom instruction. There is no movement outside of the classroom. All teachers and students remain in the classroom until further instructions by administration.

TRANSPORTATION

All buses used by Grove Public Schools meet State Department of Education requirements and operate in cooperation with their regulations.

Students who ride the school bus to and from home and on school trips should be careful about loading and unloading. Always wait for the bus to STOP. Safety is stressed at all times. Students are urged to regard the bus as a classroom as far as conduct is concerned; the driver is to have absolute authority and is expected to maintain discipline in order to prevent serious accidents.

No student is to depart from the bus until it reaches the school. Students must have permission from the principal's office to change buses or get off the bus at points other than home or school.

Students are only allowed one bus in the afternoon. Switching buses is not allowed unless it is a permanent change. To make other arrangements regarding your child's transportation, please call the office before 2:00P.M.

Riding a school bus is a privilege and the privilege may be removed for not following the bus rider rules.

BUS RIDER RULES

Prior to loading student should:

1. Be on time at the designated bus stops – keep the bus on schedule.
2. Be careful in approaching bus stops.
3. Respect people and their property while waiting for the bus.
4. Stay off the road at all times while waiting for the bus.
5. Do not enter the bus loading zone until the bus has been brought to a complete stop.
6. Wait until the bus comes to a complete stop and the bus driver indicates to load the bus.
7. Receive proper school official authorization to be discharged at places other than the regular bus stop.
8. Make other arrangements for bulky items which might obstruct the driver's vision or limit space, such as floral or balloon bouquets, etc. These items are to be picked up by family or someone designated by the parent/guardian before school is dismissed. These items are not allowed on Grove Public Schools buses.

While on the bus students should:

1. Follow all physical distancing procedures.
2. Keep all parts of the body inside the bus.
3. Refrain from eating and drinking on the bus.
4. Refrain from the use of any form of tobacco, alcohol, or drugs.
5. Assist in keeping the bus safe and clean at all times.
6. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Treat bus equipment as would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
8. Never tamper with the bus or any of its equipment.
9. Maintain possession of books, lunches, or other articles and keep the aisle clear.
10. Help look after the safety and comfort of small children.
11. Remain in their seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to their safety.

After leaving the bus students should:

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

Extracurricular Trips:

1. The above rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.

BUS ROUTES

Regular bus routes for the school year have been established and approved by the Transportation Division of the State Department of Education.

Proposed route changes for the purpose of bringing the bus nearer to the pupil's home should be made in writing and submitted to the superintendent. No changes for the above mentioned purpose are to be considered for this school year. Such requests will be considered at the regular board of education meeting in June of each year.

BUS SCHEDULE

Oklahoma School Law Article VI Section 155: Control & Discipline of Child: The teacher Or a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to local policies during the time the child is in attendance or in transit to or from school or any other school function authorized by the school district or classroom presided over by the teacher. (70-6-114)

PERMIT TO LEAVE SCHOOL

A student who leaves the school at any time during the day must check out at the office with the permission of the attendance officer or the principal. If he/she returns before school is dismissed, he/she must check in at the office. Parents or someone the parents designate (indicated by a note brought to the office) must come in person to check students out. Any absence should be verbally confirmed by the parent or legal guardian. If a student becomes ill the school nurse will use their discretion to call a parent or guardian to pick up their child. Any student with a fever will be required to be checked out by a guardian or designee.

ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code." Those requirements are as follows:

1. Except as otherwise provided by law for underage students, a kindergarten child must have attained the age of five (5) years on or before September first (1).
2. Except as otherwise provided by law, a first grade child must have attained the age of six (6) years on or before September first (1).

3. A birth certificate or hospital record must be presented at the time of enrollment.
4. A child entering school for the first time (kindergarten, pre-school, first grade or students transferring from one school to another) must present a certification form signed by a physician or authorized representative of the State Department of Health stating that the child is adequately protected against tetanus, whooping cough, diphtheria, rubeola (7-day hard measles), rubella (3-day German measles), polio and mumps.
5. Except as otherwise provided by law, the compulsory school age requirement is five (5) years of age.

SCHOOL ATTENDANCE OF CHILD AFFLICTED WITH CONTAGIOUS DISEASE - HEAD LICE

- A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time the child is free from the contagious disease or head lice.
- B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. (70-1210.194) C. Students will be medically excused from school for head lice for no more than one day.

HEALTH SERVICES DEPARTMENT

Grove Public schools is strongly committed to providing a safe environment for staff and students in relation to communicable diseases.

As required by paragraph (c) of the occupational health standard for blood borne pathogens (29 C.F.R. 1910. 130, "The Standard") promulgated by the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, Grove Public schools has an Exposure Control Plan in place.

Certain Body Fluids have been recognized by the Centers for Disease Control (CDC) as is directly linked to the transmission of the Hepatitis B Virus (HBV) and/ or Human immunodeficiency Virus (HIV). Body Fluids include:

- | | | |
|-----------------------|----------------------|----------------------|
| ● blood | ● synovial fluid | ● pleural fluid |
| ● pericardial fluid | ● amniotic fluid | ● vomit |
| ● blood products | ● vaginal secretions | ● urine |
| ● cerebrospinal fluid | ● saliva | ● feces (with blood) |
| ● semen | ● peritoneal fluid | |

*concentrated HBV and HIV Viruses

Blood borne diseases can enter the body in a variety of ways including:

- Acne
- open cuts
- skin abrasions
- dermatitis
- nicks
- the mucous membranes of your mouth, nose, eyes, rectum, male and female reproductive organs

SHOULD A STUDENT OR A STAFF MEMBER BE EXPOSED TO A BODY FLUID, OR LEAD TO A BODY FLUID EXPOSURE TO ANOTHER STUDENT OR A STAFF MEMBER, FURTHER EVALUATION WILL BE REQUESTED. HOWEVER, YOU HAVE THE CHOICE TO DECLINE FURTHER EVALUATION. IT IS IN YOUR BEST INTEREST, THOUGH, TO BE INFORMED AND COMPLETE THE EVALUATION PROCESS.

If you have any questions, please contact the school nurse at 918-786-5573 / 918-786-6013.

Illness – School children sometimes complain of illness at school but are able to continue with their class work without going home. Feeling that parents may wish to know what criteria is used in making decisions about whether to send a child home or return a child to class, we are sending this list of GUIDELINES to you.

A child with a temperature of 100 degrees or above is sent home.

A child who vomits at school is sent home.

A child who reports diarrhea and states that he/she is having difficulty getting to the restroom on time is sent home.

A child with a questionable rash is sent home.

A child with “pink eye” and who has discharge in the eye is sent home.

Any child who is so uncomfortable that he/she is not able to function in school is sent home

Students should have a temperature of less than 100 without medication before returning to school. We try to take into consideration a child’s report of having been sick at home or of illness in other family members. PLEASE MAKE SURE YOU GIVE US YOUR CURRENT PHONE NUMBERS IN CASE WE NEED TO CONTACT YOU. If you have questions, please contact the school nurse at 786-2297 ext. 1117.

Medication – If it is necessary for medication to be given during school hours, the medication must be brought to school in its original container (both prescription and non-prescription medication with original label intact.) Written signed authorization and/or “Request to Give Medication” form must be filled out by the student’s parent or guardian. Please include student name, medication name, dose, time to be given, stop date, special instructions, and parent or guardian signature. (All medication is kept in the nurse’s office or front office in a locked cabinet.)

IF MEDICATION IS NOT PROPERLY LABELED AND WITHOUT WRITTEN SIGNED AUTHORIZATION, IT WILL NOT BE GIVEN.

Students are not allowed to carry medication with them without appropriate written authorization from parent/guardian and/or physician. If there are questions, call the school nurse.

STUDENT RECORDS

It is the policy of this board of education that the principal of each school will be the legal custodian of all student records for that school.

PERMANENT WITHDRAWAL

A student moving out of the school district is required to withdraw formally. The student's parents or legal guardian should come in person to withdraw the student. A copy of the final form and a copy of the student's immunization record will be provided to the student and their transfer school upon its completion, payment of dues or fees, and proof that all text and library books have been returned.

LUNCH ROOM

All students may enjoy a free breakfast each day. A lunch is provided for the benefit of all students. Students are urged to take advantage of the Type A hot lunch served daily.

The regular student charge is \$2.00 per meal; additional cartons of milk are .35 cents each. The regular breakfast is free for all students.

Lunches are to be eaten at scheduled lunch times in designated areas.

Students from low income families may receive free lunches or a reduced rate for school lunches. For additional information contact the director of food services at 918-786-3546.

CHILD NUTRITION INFORMATION FOR FAMILIES

All district students may, but are not required to participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition programs:

- *National School Lunch Program (NSLP)*
- *School Breakfast Program (SBP)*
- *Fresh Fruit & Vegetable Program (FFVP)*
- *Farm to School*
- *Breakfast in the Classroom*
- *Grab 'n' Go Breakfast*
- *Sack Lunch*

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any

individual who wishes to obtain more detailed information about the district's programs may contact the Cafeteria Manager.

Cafeteria Use

Except under special circumstances, all students will eat in the cafeteria or other designated location.

Guests must be cleared by the building principal prior to joining a student in the cafeteria. Non-district individuals or groups who wish to use the cafeteria must also be cleared by the building principal.

Meal Costs

The Child Nutrition Department will establish the cost for meals prior to the beginning of each school year. Meal costs will be widely publicized and posted in the cafeteria.

Meal Payments

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Students may pre-purchase meals. Multiple options for payment can be found in the cafeteria packet distributed to all students at the beginning of the school year.

The district provides several options to keep parents informed of their student's meal account balance. The district will send a daily e-bill to parents when a child's account balance is negative.

Parents may also check their child's account balance online through the parent information system. Parents are also welcome to call the cafeteria clerk's office to check their lunch account balance.

Free and Reduced Price Meals

All families will have the opportunity to submit an application for free and/or reduced priced meals. A new application must be filled out each school year for families who wish to apply. The Cafeteria Clerk's Office will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. Cafeteria Clerk's Office is responsible for reviewing applications and determining eligibility. The Cafeteria Clerk's Office is responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the board clerk. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc.

Students receiving free/reduced price meals will not:

- Use a separate cafeteria or area of the cafeteria
- Use a separate serving line
- Enter the cafeteria through a different entrance
- Eat meals at a different time
- Work for their meals Use a different method at the checkout
- Eat a different meal

Charging Meals

Students in grades PK-12 who do not qualify for free meals may charge a maximum of \$10.00 per family at school prior to May 1st. No charges will be permitted after May 1st. All meals which are charged will be a reimbursable meal. Students who have exceeded the charge limit and students who are without lunch funds after May 1st will receive alternate meals if they do not have money to pay for their meals. The cost of these meals will be added to the family's delinquent account balance. The alternate meal will be presented to the student as a sack lunch.

Collecting Debt

The district must work to ensure that its child nutrition services are run in a fiscally responsible manner. Families will be notified when their child's account balance is negative so that the account can be replenished. If a child's account has a negative balance, the following steps will be taken:

The Cafeteria Clerk's Office will attempt to contact families via phone, email, or through other personal contact. If the account remains delinquent despite these efforts to collect the debt, the Superintendent will assess the situation to determine whether the account should be referred to an outside collection agency. Superintendent is also responsible for determining whether the debt should be reclassified as bad debt and how the funds will be restored to the child nutrition program.

No student will be permitted to participate in any extracurricular activities if their account is \$30.00 delinquent. Lunch prices: Upper Elementary Student - \$2.00, Adults \$4.00, extra milk .35, Breakfast is Free for all students, Adults \$2.50.

RIGHTS TO REVIEW STUDENT RECORDS

The Grove School District hereby notifies parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records under the Federal Educational Rights and Privacy Act (FERPA).

- 1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 is inaccurate. Parents or eligible students may ask the district to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them 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 consent to disclosures of personally identifiable information contained in 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); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the schools district 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, D.C. 20202-4605

HELP FIND HANDICAPPED CHILDREN

Any parent who resides in the Grove School District and who suspects their child to be handicapped and that child is not presently involved in school should contact the Office of the Superintendent of Schools.

The Bureau of Education for the Handicapped under Public Law 94142 and P.L. 101- 476 provides that Public School shall be responsible for the education of handicapped children age 0-21, regardless of the handicapping condition.

The child is considered handicapped if physically, emotionally, and/or intellectually impaired to such an extent that without the aid of special facilities, care, and methods, may not be able to function in a manner similar to that of other children not so impaired. Grove Public Schools

would appreciate contact from parents, patrons, and any person who has knowledge of any child who needs this kind of help.

If you know of a Handicapped Child (age birth to 21 years) not receiving a free public education, please call 918-787-5208 or write to Rebecca Mease, District Special Services, Grove Public Schools. P.O. Box 450799 Grove, Oklahoma 74345.

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Grove Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Grove Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Grove Public School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production or musical event;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

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 school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about that student.

Grove Public Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received

- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

The district may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.

The district shall effectively notify parents or eligible students who are disabled.

The district shall effectively notify parents who have a primary or home language other than English.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Grove – PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) 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 and 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 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) And 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.

The Grove Public School District has developed and adopted policies, in consultation with parents regarding rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify parents and eligible students, such as through U.S. Mail, or email at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in : collection, disclosure, or use of personal information for marketing, sales or other distribution; Administration of any protected information survey not funded in whole or in part by ED; Any non-emergency, invasive physical examination or screening as described above. Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If your family lives in any of the following situations:

- 1) In a shelter, motel, vehicle or campground
- 2) On the street
- 3) In an abandoned building, trailer, or other inadequate accommodations or
- 4) Doubled up with friends or relatives because you cannot find or afford housing,

then you may be eligible for services through the McKinney-Vento Homeless Assistance Act. The Student Enrollment Questionnaire is used in helping to determine eligibility. It can be obtained from the school office or counselor. School staff will work with the students and families to assist with any barriers to education for those meeting the eligibility requirements. For more information contact Cindy Weaver, Homeless Liaison for Grove Public Schools, at 918-786-3003 Ext. 1107.

PARENT INVOLVEMENT POLICY

In addition to the information provided in this handbook, Grove Public Schools has developed a District Wide Parental Involvement Policy – Parents’ Bill of Rights and Title I – Part A Programs. These policies can be accessed on the school website, at the principal’s offices, or at the Grove Public Schools Administration Office.

SCHOOL-PARENT COMPACT

Each Title I school within the district completes a School-Parent Compact at the beginning of each year. This compact outlines how parents, school staff, and students will share the responsibility for improved student academic achievements and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. The School-Parent Compact forms are located in the main office at each school site.

PARENTS RIGHT TO KNOW

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

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

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

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

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

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

4-H AND FFA ACADEMIC ELIGIBILITY GUIDELINES

The following academic eligibility guidelines have been developed by the State 4-H Office, Oklahoma FFA, State Fairs, and State Livestock Show Officials to provide for appropriate participation in both educational and extra-curricular activities by 4-H and FFA members. These

are not State 4-H policy, but these standards have been recommended for use by all Oklahoma youth livestock show committees.

1. Youth who have been declared ineligible to participate in extra-curricular activities by their local school administration will be declared ineligible to participate in this show.
2. Youth who are eligible on the first day of the show will be considered eligible through the duration of the show. Similarly, youth who are ineligible on the first day of the show will be considered ineligible through the duration of the show.
3. If an exhibitor is ineligible to participate in the show for any reason, including rules of the Oklahoma Secondary Schools Activity Association (OSSAA), the animals owned by the exhibitor are also ineligible for the show.
4. Ineligible youth who participate in the show will forfeit all show and/or sale premiums and awards; and will be subject to disciplinary action as provided by the local school policies.
5. It will be the responsibility of the local school administration to notify the student's family and the show management or OSSAA if a particular student is ineligible to participate.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment alleged:

Racial _____ Sexual: _____ Religious: _____ Other: _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

- | | |
|--|---|
| <input type="checkbox"/> Name Calling | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Demeaning Comments |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Staring/Leering | <input type="checkbox"/> Damaging Property |
| <input type="checkbox"/> Writing/Graffiti | <input type="checkbox"/> Shoving/Pushing |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Hitting/Kicking |
| <input type="checkbox"/> Taunting/Ridiculing | <input type="checkbox"/> Flashing a Weapon |
| <input type="checkbox"/> Inappropriate Touching | <input type="checkbox"/> Intimation Extortion |
| <input type="checkbox"/> Other _____ | |

Describe the incident:

Witnesses present: _____

Physical evidence:

Graffiti: _____ Notes: _____ Email: _____ Websites: _____ Video/audio tape: _____

Other: _____

Staff Signature _____

Parent(s) contacted: Date _____ Time: _____

Administrative response taken:

PHONE NUMBERS AND IMPORTANT INFORMATION

Grove Upper Elementary
918-786-2297

School Nurse
918-787-2529

Director of Food Services
918-786-3546

My Child's Bus Number

My Child's Homeroom Teacher

My Child's Locker Number

My Child's Login Information

S Number: _____

Google username: _____

Google Password: _____

Parent/Guardian signature certifies receipt of Student Handbook of Guidelines and Policies for Students and Parents which includes district policy relating to adoption of a drug prevention program for students.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____



children.education.community

“Follow the Ridge Runners”

Facebook: Grove Public Schools, OK

Twitter: @groveschoolsok

Instagram: grovepublicschoolsok

YouTube: Social Media

Bad Weather - Please listen to the following stations:

Station	Location	TV	Radio
KGVE	Grove		FM 99.3
KJRH	Tulsa	Ch 2	
KOTV	Tulsa	Ch 6	
KTUL	Tulsa	Ch 8	
KOAM	Joplin	Ch 7	
KODE	Joplin	Ch 12/16	