

Policies and Regulations
of the
Plainview Public Schools

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2023-2024

Dear Students, Parents and Patrons:

A new school year is upon us, and our campus is bustling with activity to prepare for our students to arrive. To get things started, it is our pleasure to present you a copy of the 2023-2024 comprehensive student handbook. Many topics relevant to the daily operation of our buildings are included. Please take a moment to read the general and building level portions of the handbook, as many state and federally required annual parent notifications are included, as well as board policy notifications.

We strive to provide each student with a learning experience that will maximize his or her abilities, as each of our students is a member of the Plainview family. The Plainview teaching staff, administrators, and support staff welcome your suggestions to improve the delivery of education to every student.

Sincerely,

Karl Stricker
Superintendent

**POLICIES AND REGULATIONS
OF THE
PLAINVIEW PUBLIC SCHOOLS**

GENERAL INFORMATION

Notice of Rights (Under the Family Education Rights and Privacy Act of 1974 – FERPA)

The Family Educational rights and Privacy Act (FERPA) affords parents and students over 18 years of age “eligible students” certain rights with respect to the student’s education records. They are:

- (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 (or appropriate school official) 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 are inaccurate or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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 District 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 District 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 interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District 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 District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

Notice for Directory Information
(Family Educational Rights and Privacy Act- FERPA & No Child Left Behind Act 2001)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Plainview Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. **However Plainview 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 Plainview Public Schools 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;
- 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 (LEAs) 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.**¹

If you do not want Plainview Public Schools to disclose directory information from your child's education records without your prior written consent, you must annually notify the District in writing by September 1 or within two (2) weeks of enrollment if the student is enrolled after September 1. Plainview Public Schools has designated the following information as directory information:

The student's name;
The student's class designation (i.e., first grade, tenth grade, etc.);
The student's extracurricular participation;
The student's achievement awards or honors;
The student's weight and height if a member of an athletic team;
The student's photograph.

¹These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L.107-107), the legislation that provides funding for the Nation's armed forces

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

Testing Program and Third Party Student Surveys

The federal law No Child Left Behind Act of 2001 requires that any parents must approve their student's participation (minor children under 18), prior to the survey, analysis or evaluation in which the primary purpose of the survey is to reveal information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems of the student or the student's family;

3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); or
8. Religious practices, affiliations, or beliefs of the student or the student's parent.

The parents have the right to opt out of any of the above mentioned surveys. Any parent not wanting their child to participate in one the above mentioned surveys should notify their child's building principal in writing prior to the start of each school year. Should a parent /guardian wish to inspect a survey given by a third party, the parents/guardians shall, upon their request, before the survey is administered or distributed by a school to a student be allowed to review the survey. Such requests shall be made in writing with a response to be at least two weeks in advance of any survey to be given.

Parents Rights to Access Teacher and Paraprofessional Qualifications

Under the federal "No Child Left Behind Act of 2001" the Plainview School is required to provide annual notice to parents/guardians upon request, the following regarding the professional qualifications of classroom teachers. The parents/guardians are entitled to receive the following information in a timely manner:

1. Whether or not the teacher has met state certification requirements.
2. Whether or not the teacher is teaching under emergency or other provisional status.
3. The bachelor's degree major of the teacher, any other certification or degrees held by the teacher, and the subject areas of the certification or degrees.
4. Whether the child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Under the "No Child Left Behind Act" the Plainview Schools must notify parents when a child is placed in a class for four weeks or longer that is taught by a teacher who is not highly qualified.

Invasive Physical Examinations

Under the federal law "No Child Left Behind Act of 2001" the parents/guardians of a student shall have the right to "opt their student out of participation by placing in writing, their desire to not have their child exposed to an "invasive physical examination". An **"invasive physical examination"** *means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.*

Weapons Free School

It is the policy of Plainview 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 or more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities.

2. Oklahoma Statutes, 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 any weapons as defined below:

“...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, 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 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.

Federal Title IX Non-Discrimination Statement Regulation at 34 C.F.R 106.9

It is the policy of the Plainview Schools that no student or employee will be discriminated against on the basis of gender in any education program, employment, school admission, or activities that the school's operate. Should a student, student's parents/guardian, or employee have a concern regarding this policy, they may contact the Plainview Schools' Title IX coordinator, the Superintendent of Schools, at 1140 South Plainview Road, Ardmore, Oklahoma 73401. The telephone number for the superintendent's office is (580) 223-6319. The contact for the Office of Civil Rights (OCR) is the U.S. Department of Education, 1999 Bryan Street, Suite 2600, Dallas, TX 75201. The telephone number for OCR is (214) 880-3082.

Plainview Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries concerning this policy contact Superintendent, Plainview Public Schools, 1140 S. Plainview Rd., Ardmore, OK 73401. Phone 580-223-6319.

Asbestos Hazard Emergency Response Act (AHERA)

Following a mandate issued by the United States Congress in 1986, the U.S. Environmental Protection Agency has established the Asbestos Hazard Emergency Response Act (AHERA) rule. The AHERA rule provides guidelines for indemnification, monitoring, and management of asbestos containing materials (ACM) in all public and private schools from kindergarten through twelfth grade.

The Asbestos Inspection and Management Plan is designed to identify any presence of ACM, to provide a program to control asbestos containing materials, and to prevent any risk to building occupants. The inspection results and the Management Plan are on file for public review and may be examined by visiting the administration office at 1140 S. Plainview Road between the hours of 9:00 a.m. and 3:00 p.m., the days school is in session.

Should you have any questions, do not hesitate to call. By our actions to comply with the AHERA rule, we have taken every measure to continue to provide a safe and healthy environment for our students, employees and patrons

Returned Check Policy

Plainview has adopted the following policy in regard to insufficient checks:

The school district will notify the individual who submitted the insufficient check by letter giving them 7-days to contact the school district and rectify the insufficient check. Failure to clear-up the returned check within the seven day grace period will result in the following procedure for handling non-sufficient fund checks. If a check is dishonored or returned for any reason, your account will be debited **electronically** for the amount of the check plus a processing (recovery) fee of **\$30.00** (or legal limit).

Non-custodial Parent Access to Student Records

An Oklahoma statute and a federal law mandate that any information or record relating to a minor child which is available to a custodial parent shall, upon request, be provided to the non-custodial parent unless this right is restricted by a court. The terms "records" and "information" are defined to include information and records maintained by the child's school.

Sexual Harassment

Sexual harassment will not be tolerated in any form. Reports will be investigated, parent(s) notified of the complaint, and disciplinary action taken. Sexual harassment can lead to removal from school. (Long-Term school removal can be appealed to the Board of Education – See Rules for Appeal). During the investigation the individual making the complaint may come forward with their parent(s) so that the individual being investigated may hear the complaint and respond. All parties are encouraged to get involved to stop any act of harassment.

Minute of Silence

It is the policy of the Plainview Public Schools that each school site shall observe a minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. (Note: This provision is in compliance with legislation as passed during the 2002 regular legislative session.)

Vision Screening

The parent or guardian of each student enrolled in kindergarten, first, or third grade shall provide certification to school personnel that the student passed a vision screening within the previous twelve months or during the school year. The screening shall be conducted by personnel listed on the statewide registry maintained by the State Health Department. (Note: This provision is in compliance with legislation as passed during the 2006 regular legislative session.)

No Student shall be prohibited from attending school for a parent's or guardian's failure to furnish a report of the student's vision screening.

Bullying Policies

“Harassment, intimidation, and bullying,” as defined by Oklahoma Statutes at 70 O.S §24-100.2, means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic stature, or any other distinguishing characteristic.

“At school” means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation, and bullying are specifically prohibited by the Plainview Public Schools district. Students violating the prohibitions set forth in this policy shall be subjected to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation, and bullying behavior by students shall be addressed by the district in its safe schools committees pursuant to 70 O.S. §24-100.

Athletic and Extra-Curricular Activities Contests, Practices, and Scrimmages Held During Christmas and Spring Break

The Plainview Board of Education realizes that Christmas and Spring Break are often scheduled times for family and other organizational activities. The Board also realizes that this has historically been a time for school extra-curricular activities to be scheduled such as practices, scrimmages, extra games, and special incentive trips for extra-curricular participants. The Board **is sensitive to the needs of both groups** and has adopted the following procedure to provide for excellence in the extra-curricular activities while protecting the student who is unable to participate due to family, church, and other commitments during these holidays.

Games/Practices/Scrimmages: There shall not be any home games scheduled during the Christmas or Spring Break vacations. Practices and/or scrimmages may be scheduled during these vacation periods. Away games may be scheduled during these periods with the approval of the athletic director.

Trips: Any extra-curricular trip that will be taken during the Spring Break or Christmas Break period must be approved by the Plainview Board of Education a minimum of six (6) months prior to the time the trip will be taken. These extra-curricular trips may include the scheduling of athletic contests if listed in the request and approved by the Board of Education.

Student Penalty for Failure to Participate:

Students will not lose a position on the team for failure to participate during the Christmas or Spring Vacations. However, the student athlete must realize that other student athletes who choose to participate in voluntary practices or other learning opportunities during these vacation times may improve their skills and may move ahead of the students who choose not to participate in voluntary games, practices, or scrimmages.

Wireless Telecommunication Devices (Cellular Telephone Use at School)

It is the policy of the Plainview Board of Education that an employee or student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school.

Students cannot have cellular telephones turned on when in the classroom during the normal academic day, unless prior approval is given. Students should keep their cellular telephones concealed if on their person. A cellular telephone not concealed on the student's person should be kept in the student's locker or in the student's automobile during the school day. Students may use their cellular telephones at Plainview extracurricular events on the Plainview school campus. Any student who abuses this policy may have his/her right to bring a cellular telephone on campus revoked. Any school employee may take up the cell phone if used in the academic buildings and take it to the principals office.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices (pagers). Any student found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action.

Oklahoma State Attendance Laws

Section 70-10-105 states, "It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. Kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is resident by certified mail prior to enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age. A program shall require that any teacher employed on and after January 1, 1993, to teach a kindergarten program within the public school system shall be certified in early childhood education. All teachers hired to teach a kindergarten program within the public school system prior to January 1, 1993, shall be required to obtain certification in early childhood education on or before the 1996-97 school year in order to continue to teach a kindergarten program.

It shall be unlawful for any child who is over the age of sixteen (16) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.."

Section OK 70-10-106 states **"It shall be the duty of any parent, guardian or other person having charge of any child of compulsory attendance age to notify the child's teacher concerning the cause of any absence of such child.** It shall be the duty of the principal or head teacher to notify the parent, guardian or responsible person of the absence of the child for any part of the school day, unless the parent, guardian or other responsible person notifies the principal or head teacher of such absence. Such attendance officer and teacher shall be required to report to the school health officer all absences on account of illness with such information respecting the same as may be available by report or investigation; and the attendance officer shall, if justified by the circumstances, promptly give to the parent, guardian or custodian of any child who has not complied with the provisions of this article oral and documented or written warning to the last-known address of such person that the attendance of such child is required at some public, private or other school as herein provided. If within five (5) days after warning has been received, the parent, guardian or custodian of such child does not comply with provisions of this article, then such attendance officer shall make complaint against the parent, guardian or custodian of such child in a court of competent jurisdiction for such violation, which violation shall be a misdemeanor.

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer

shall notify the parent, guardian, or custodian of the child and immediately report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to the Title 10 of the Oklahoma Statutes.

Attendance

A school district shall excuse a student from attending school for the purpose of observing religious holy days. Before the absence, the parent, guardian, or person having custody or control of the student must submit a written request for the excused absence. The school district shall excuse a student for the days on which the religious holy days are observed, and for the days on which the student must travel to and from the site where the student will observe the holy days. (3.18-6b of the Accreditation Standards and Regulations)

School Board Meetings

School Board meetings are scheduled on the second Monday of each month at 6:30 p.m., unless this date falls on a holiday. These meetings are conducted in the Administrative Center. An agenda is posted at the administration building, and on the school's website, www.plainview.k12.ok.us, in advance, and a copy is sent to The Ardmoreite.

The Plainview Public Schools welcome input from its patrons and parents regarding all educational programs and services provided to its students. It is the intent of the Plainview Schools to provide programs and services to all students, regardless of sex, race or national origin, in a fair and equitable manner, and to remain in compliance with all state and federal laws and regulations.

All regular, special, and emergency board meetings are open to the public. The Board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system.

To be placed on the agenda of a regular board meeting, the person or group requesting to be heard should complete a form, "Request to Address Board of Education", no later than noon on Wednesday preceding the scheduled board meeting date that the party wishes to address the Board.

Extracurricular Activities Conduct Code

Students who are involved in the various programs offered in the Plainview Public School System are expected to conduct themselves in an appropriate manner at all times.

The student is expected to be modest in victory, gracious in defeat, and maintain control of his/her behavior at all times (The use of profanity will not be tolerated).

The following guidelines will be used in dealing with circumstances that may occur in any activity situation:

- 1st Offense:** Warning and disciplinary measures set by the instructor. (Activities Director and building Principal notified and a written report filed by the AD).
- 2nd Offense:** Conference with instructor and Activities Director with disciplinary measures set by the instructor and a possible one activity suspension dependent upon severity of violation. (Building Principal and parents will be notified and a disciplinary report will be filed by the AD).
- 3rd Offense:** Conference with the instructor, Activities Director, Principal, and parents required. Disciplinary measures set by the instructor and a mandatory two activity suspension. (Disciplinary report will be filed by the AD).

4th Offense: **Automatic Suspension** from that activity program. (Disciplinary report will be filed by the AD).

(Note: If the student violates the policy in any other activity program after they have been suspended from a program, the first violation will revert to the fourth offense.)

Athletic Practices

All Plainview School sponsored athletic practices must be conducted under the supervision of a Plainview Schools' certified employee. Such practices shall be conducted on school grounds, in school facilities or other safe areas as approved by the Plainview School Administration and supervised by Plainview employees.

In the past some parents and guardians have chosen to allow their children to run on public sidewalks, streets of Ardmore or other public roads during non-school hours in organized student group runs. It is impossible to ensure student safety during this type of practice runs. Should the parents wish to allow their children to participate in these non-school sanctioned runs, they are required to complete a release form with the Plainview Public Schools acknowledging that the Plainview Public Schools does not sanction these runs nor will the Plainview Public Schools be liable for any accident or injury that occurs during these runs on public sidewalks, Ardmore City Streets or other public roadways during non-school hours.

Graduation and Classroom Activities/Instruction

Closing classroom work early for seniors for commencement or other activities is prohibited by the State Board of Education. Any school district which does not require students to attend school for the full term shall be in violation of the State Board of Education policy, and shall be cited for the violation on the final accreditation report as presented for approval by the State Board of Education for the upcoming school year. (3.18-6c of the Accreditation Standards and Regulations)

Classroom activities and instruction shall continue until the end of the school term. Students given excused absences during examination periods, for sickness or any other reason, shall not be counted as being in attendance. (3.18-6d of the Accreditation Standards and Regulations)

Food Service

Lunch charges will be determined prior to enrollment.

Bus Regulations

1. The driver has the right and responsibility to correct passenger behavior. All of Plainview Public School Rules apply to the bus.
2. It is the parents/guardians' responsibility to ensure the safety of the student from home to the bus stop and from the bus stop to home; students must load and unload the bus at their respective school building.
3. Passengers are subject to being video/audio taped while on the school bus.
4. Taking pictures or video recoding **by students** is strictly prohibited.
5. Bus riders should be at the bus stop 5 minutes prior to the scheduled pick up time. They need to wait for the bus to come to a complete stop before trying to board the vehicle. Bus riders also need to wait for the driver to signal them to cross any road and need to cross at least 10 feet in front of the bus. Once a school bus is in motion, students will not be allowed to board the bus.
6. After boarding, the bus riders shall be seated immediately and remain properly seated for the duration of The bus ride. All students must ride their assigned bus to and from school. **BUS RIDERS ARE REQUIRED TO RIDE TO THEIR ASSIGNED BUS STOP OR THE BUS STOP NEAREST TO THEIR HOME.**
7. No bus rider is to leave school by any other means of transportation unless permission is given by the

- Parent and is cleared through the principal's office.
8. Students needing to ride a bus other than their own must have a parent/guardian call the transportation office prior to boarding the bus. Short term changes for a bus rider must be approved by the transportation office and shall be granted in cases of emergency or hardship only. Hand written notes will not be accepted. The transportation office will notify the bus driver of changes. Buses will not be delayed for any last minute approval of a change.
 9. Adults, other than district officials, are not allowed to ride district vehicles except as sponsors.
 10. When necessary, there may be up to three riders in a bus seat at a time. The practice of "saving seats" for Other bus riders is not allowed. **BUS RIDERS ARE REQUIRED TO SIT FACING THE FRONT OF THE BUS** in their assigned seat.
 11. Aisles should be clear of items such as musical instruments, school projects, etc. Personal items should be Held in the bus rider's lap or stored under the bus seats.
 12. Any student causing damage to a district vehicle or equipment will be held responsible for the damage.
 13. At no time should a bus rider put hands, head, or any body part out of a window.
 14. Bus riders need to be silent at all railroad crossings.
 15. There is to be no behavior that is distracting to the driver. This includes excessive noise and the throwing/ Spitting of objects.
 16. Selling items on the bus or at the bus stop is prohibited.
 17. Fighting, harassment, intimidation, bullying, offensive language or gestures, possession and/or use of drugs, alcohol, weapons, tobacco, etc., any unsafe, uncooperative, or disrespectful behavior to district officials, and/or any behaviors listed under the "Discipline Code" of the school handbook may result in the loss of the privilege of riding district vehicles as well as other disciplinary actions.
 18. Any student who observes or is the victim of any harassment, intimidation, and/or bullying behavior should report any such incident to the driver when it happens. If a student is not comfortable reporting such incident on the bus, the student should make a report as soon as possible to his/her school administrator, counselor, or parent/guardian.
 19. Eating and/or drinking, and gum chewing on the bus is not allowed. All food and/or drink must be disposed of before boarding the bus. All passengers are responsible for keeping the bus clean.
 20. School dress code must be followed while on the bus, including face coverings, if required.

Student Misconduct on School Buses

School bus transportation is a privilege provided for students who obey the bus rider rules. Failure of students to obey the rules could result in the bus driver's attention being distracted. This in turn could result in a bus accident. Students are to obey the request of the bus driver as they would a teacher. Failure to follow the bus rider rules will be dealt with as follows:

1st Offense

Driver's Warning - The driver will talk to the student and explain the importance of the bus rider rules.

2nd Offense

The student's misconduct will be reported on an approved bus misconduct report to the Director of Transportation. A conference will be held with the Transportation Director, the student involved and the bus driver (if possible). The seriousness of the student's actions and the disciplinary consequences that will occur if the misconduct is not curtailed will be explained. Parental contact may be made at this step.

3rd Offense

The student's misconduct will be reported on an approved bus misconduct report through the Director of Transportation to the respective student's building principal. Punishment at this level could include any or all of the following: removal of bus privileges for one to five school days, or other disciplinary actions appropriate to the act of misconduct. Parental contact will be made at this step.

4th Offense

The student's misconduct will be reported on an approved bus misconduct report through the Director of Transportation to the respective student's building principal. Punishment at this step

will include the student's loss of bus riding privileges for not less than one school day nor more than 10 school days. A parental conference may be held.

5th Offense

The student's misconduct will be reported on an approved bus misconduct report through the Director of Transportation to the respective student's building principal. Punishment at this level will include the loss of bus riding privileges for not less than 20 school days nor more than 90 school days.

Note: The Director of Transportation or the building principal may omit any of the above steps and immediately suspend bus riding privileges of any student depending upon the seriousness of the offense. This does not preclude the student's right to a hearing. It does, however, allow for the immediate removal of the student until such reasonable time that a hearing can be set (not to exceed three school days).

HEALTH

Plainview Public Schools desires to enhance the academic success of your student by promoting health and wellness. Please keep the school updated with any important health information or changes in order to provide the best care for your child during their school day. It is the responsibility of the parent to notify the school of any temporary or permanent health problem that might restrict your student from participating in school activities. Children returning to school following a long-term illness or surgery must return with a release from a physician including any restrictions or accommodations necessary.

It is important that the school has your correct address and phone number. Please notify the office as soon as possible of any changes so that we may update your child's information in case of illness or injury. If both parents are to be out-of-town, please call the school with the name and phone number of the person that should be contacted in case your child becomes ill or injured.

MEDICATION

We suggest that you adjust your child's schedule to eliminate the need to take medication during the school day.

Only medication that has been prescribed for a student by a licensed medical professional will be administered at school. Medication must be in a prescription container with the pharmacy label attached with the directions for administration of the medication clearly stated. Dosage of medication cannot be changed unless a note from the licensed medical professional is on file.

Non-prescription medication must be in the original container and accompanied by the **licensed medical professional's written request** and instructions for administration at school. This includes Tylenol, Ibuprofen, cough drops, nasal sprays, etc. **No over-the-counter medications will be given at school without a licensed medical professional request.** Physician/Parental Authorization for Medications forms are available in each school office.

Inhalers must have the pharmacy label on the inhaler. Self-administration of inhaled asthma medication by a student for treatment of asthma or anaphylaxis medication used to treat anaphylaxis is permitted with a written statement from the licensed medical professional stating the student is capable of, and has been instructed in the proper method of, self-administration of the medication. Without a written statement from their licensed medical professional, inhalers and anaphylaxis medications will be stored in the nurse's office or campus main office for administering by school personnel.

If a student must take a prescribed pain medication that affects their ability to learn, it is recommended they stay home until the side effects subside.

ILLNESS

Students who are sent home for the following conditions; fever (100.4 or higher), vomiting, and/or diarrhea are required to stay home the next day for observation. Students must be symptom free for at least 24 hours without the use of medications. The same policy applies if your student develops any of the conditions at home.

If your student was diagnosed with a contagious infection in which antibiotics were prescribed, they must be on the prescribed antibiotics for 24 hours before returning to school.

LICE

A student will be sent home from school when inspection of the scalp or hair reveals live lice. The student should be picked up from school as soon as possible and be treated with lice killing shampoo per package directions. Before re-entry to school, the student must be inspected by the school nurse or non-health professional designate of the principal. A student may return to school when treatment has been completed and no live lice are present. In order to prevent re-infestation, it is important to remove all nits (eggs), wash combs, brushes, head gear, and linens in hot water. Carpet, sofas and mattresses must be vacuumed.

In case of accident to a student on the school grounds or buildings, the nurse, principal or designee will render such services as he thinks necessary, including calling the parent, administering first aid, calling the physician, or taking the child to the hospital emergency room.

The school does not assume any financial responsibility

Pre-Requisites for Attendance

1. Birth Certificates

State law requires a birth certificate be presented upon entering school for the first time. Students will not be allowed to enter school without proof of age. Hospital statements are not acceptable. Children who are 5 years of age on or before September 1 are required to attend kindergarten unless it is determined by a readiness test that this is not developmentally appropriate for the child. Children who are 6 on or before September 1 shall be entitled to attend first grade.

2. Immunizations

State law requires parents of students entering school for the first time to present a copy of immunizations certified by the doctor or health department before they attend school. Required immunizations for school year 202-2024:

PRESCHOOL

4 DTP/DtaP/Td
3 POLIO
1 MMR
3 HEPATITIS B
2 HEPATITIS A
VARICELLA (CHICKEN POX)

7TH AND 8TH GRADE

5 DTP/DtaP/Td
1 Tdap (Booster)
4 POLIO
2 MMR
3 HEPATITIS B
2 HEPATITIS A
VARICELLA (CHICKEN POX)

K-2 THRU 6TH GRADE

5 DTP/DtaP/Td
4 POLIO
2 MMR
3 HEPATITIS B
2 HEPATITIS A
VARICELLA (CHICKEN POX)

9TH THRU 12TH GRADE

5 DTP/DtaP/Td
1 Tdap (Booster)
4 POLIO
2 MMR
3 HEPATITIS B
2 HEPATITIS A
VARICELLA (CHICKEN POX)

3. Social Security Numbers

It is requested that all students have a social security number on file in the office.

Admission of Non-School Personnel to Schools

Citizens other than school personnel, such as parents, may enter schools to attend public functions or on other legitimate business, providing that their presence does not interfere with the functioning of the school and that they have received appropriate permission as specified by the superintendent or by this policy.

Parents wishing to contact their children during the school day should report to the office of the building principal to request permission to see the student.

Students are not allowed to bring visitors or brothers or sisters to school.

Permission to enter school by personnel of other governmental agencies shall be in writing from the superintendent of schools, except for routine working relationships established with mutual consent of the school district and the agency involved.

Violation of this policy shall be reported to the office of the superintendent immediately, through established administrative channels, together with sufficient information for appropriate action to be taken.

Inclement Weather

Parents/Guardians will receive a One-Call alerting them of school closures due to inclement weather, as well as TV stations.

DO NOT call the station or the school during severe weather. Students will not be dismissed from school unless the parent/guardian arrives at school to pick them up. Phone dismissal during severe weather will not be accepted (this includes high school students that have their own transportation). The radio and TV will broadcast information as soon as it is received from the school officials and/or civil defense. If severe weather requires, all buses will be held until such time that they can safely take the students to their homes or drop off points. The safety of your child is utmost on our minds.

Please do not tie up school phone lines during severe weather. The school's link to weather stations, civil defense and police could be delayed at a critical time. Your help and understanding in this matter is appreciated.

Complaints

If a patron has a complaint to lodge against some member of the school personnel, it is expected that such complaint should come through the principal's or superintendent's office. If an adjustment, an explanation or

an understanding is sought that involves a teacher, the problem should first be presented to the teacher and then if not satisfactorily solved, to the principal, then to the superintendent.

Appointments in advance with the teacher concerned should be scheduled between 3:00 and 3:30 p.m., or at the teachers conference time. At no time should they be scheduled during class time.

School Pictures

All school pictures taken **are listed as a fund raiser** for each individual school. It is understood that a portion of the price charged for student pictures is deposited into each building activity fund.

Student Insurance

Student insurance is available and may be purchased by any student. Information will be distributed to students at the beginning of each school year.

The Plainview Schools in **no way assumes the payment of insurance/accident claims** and receives no funds or commissions from said company from written policies.

Bomb Threat Procedure

If a campus at Plainview Public Schools receives a bomb threat, procedures have been developed for an evacuation, or search in place. You can help in the bomb threat procedure by not calling the campuses. A one-call communication will/may provide additional information as needed. We respectfully ask that you leave students in our care so that we may return to classrooms once the buildings receive clearance. If you choose to pick up your student, the student will be released only to those who are approved prior to the date of evacuation.

Gang-Related Issues

Students who show any gang affiliation (e.g., tattoos, gang slogans, gang-related clothing or bandanas, gang-related statements or gestures) may be suspended pending a parent conference and/or hearing.

Policy Changes

This comprehensive handbook is not all inclusive of the rules, regulations, and policies of the Plainview School District. They may be changed by the administration and/or school board and notice will be given to the student body, verbally or in writing, of the change. If a student or parent/guardian is not sure about a rule or regulation, or has not seen it in writing, they should ask before moving forward.

Meningococcal Meningitis

Senate Bill 1467, which becomes effective November 1, 2006, requires school districts to provide information about the health risk of meningococcal meningitis to parents and guardians of students. It also directs the State Department of Education and the State Department of Health to develop resources and information for local school boards on the prevention of meningococcal meningitis.

This bill states: Information shall be distributed at the beginning of the school year to all parents of students in Grades six through twelve. This information shall include causes, symptoms and the availability, effectiveness, and risks of vaccination.

Important Information for Parents About Meningococcal Disease and Meningococcal Vaccines from the Oklahoma State Department of Education and the Oklahoma State Department of Health

What is meningococcal disease?

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitidis*. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococcemia, a serious infection of the blood.

Who is at risk from meningococcal disease?

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

How is the disease spread?

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

Is meningococcal disease dangerous?

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Signs and Symptoms of Meningitis

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Sensitivity to light
- Rash of small purplish black-red dots

How can meningococcal disease be prevented?

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

Adolescents entering high school (15 years of age),
College freshmen who live in dormitories,
Other people at high risk 11- through 55-years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2- through 10-years-old and adults over 55 who are at risk.

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

Is the meningococcal vaccine safe?

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

A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

Does the meningococcal vaccine work?

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

Does the meningococcal vaccine prevent all cases of meningitis?

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Web site listed in the box in the next column.

Where can I get the vaccine for my son or daughter?

If your child has health insurance you can obtain the meningococcal vaccine from your health-care provider.

Local county health departments have the vaccine available now at no charge for all children who:

- Have no health insurance,
- Are Medicaid eligible,
- Are Native American,
- Or whose health insurance does not pay for vaccines,

and are either 15 through 18 years of age, or who do not have a spleen, have certain immune system problems, or who will be traveling to certain parts of the world.

Is this vaccine required to attend school in Oklahoma?

This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing.

Where can I get more information?

For more information contact your healthcare provider or local county health department or visit these Web sites:

National Meningitis Association at www.nmaus.org

Immunization Action Coalition at
<http://www.vaccineinformation.org/menin/index.asp>

Institute for Vaccine Safety, Johns Hopkins
Bloomberg School of Public Health at
<http://www.vaccinesafety.edu/cc-mening.htm>

National Network for Immunization Information at
<http://www.immunizationinfo.org/>



Oklahoma
State
Department
Of Education



Oklahoma
State
Department
of Health

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