

Introduction

This handbook has been prepared to provide general information to parents and students in the Kiowa Public Schools.

You are welcome and strongly encouraged to visit our school and to present your questions to the principal and teachers who work with your children. With your understanding and support we can be sure that the Kiowa Public Schools will make a larger contribution to the growth and achievement of every student who enrolls each year.

Board of Education

**President.....Karla Hall
Vice-President.....Rick Sartor
Clerk.....Ryan Toby
Member.....Wade McMath
Member.....Coreen O'Brien**

Administration

**Superintendent.....Rick Pool
High School Principal.....Sam Rhyne
Elementary Principal.....Keith Quaid**

Board of Education

The Board of Education is elected by the voters of the Kiowa School District. They are the governing body of the Kiowa Public School System. They are charged with the responsibility of determining school policies, hiring school personnel, approving financial transactions, and many other administrative duties.

It is the duty of the students and all concerned to respect and obey school board policies. The Board hires the Superintendent and charges him with the actual responsibility of selecting teachers and in general the entire operation of the school.

Spirit

School spirit is the established harmony and enthusiasm in the student body. You cannot see it or touch it, but you can feel it. It is in each player giving his/her very best to win. It is in the stands as you urge your team on with cheers. It is in your library and classrooms as you try to improve yourself. It is in the halls, on the buses, in towns, always protecting Kiowa's name and reputation. It is your honest effort to profit from your years in school. It is careful observation of duty and discharge of your obligations, your self-respect, and high esteem of yourself and for your school. It is your mode of acting in the presence of others. It is your enthusiastic loyalty and the love you feel and always feel and always feel for your school.

Respect

The development of a good self-concept, self-respect, and respect for others is essential in the development of a healthy personality. It is the philosophy of the staff of Kiowa School to consider each student as a unique and important individual worthy of the best in academic and social experiences. Likewise, students are to show self-respect and respect for fellow classmates, school personnel, and others they come in contact with both in and out of school. Students are to refer to school personnel as Mr., Mrs., or Miss in a respectful manner. Respect for others is one of the greatest lessons taught or learned.

Flag Etiquette and Moment of Silence

Students are authorized to recite the Pledge of Allegiance to the United States Flag and participate in a Moment of Silence. However, students not wishing to participate shall not be required to do so, but they must show reverence while the other students participate.

School Hours

Classes are in session from 8:15 a.m. until 3:00 p.m. Students may not leave school during the school day without permission from their parents. If it is necessary for a child to leave school before the end of the school day, the parent should come to the Elementary Office to sign the student out of school. We will get the student from their classroom and bring him/her to the office. PLEASE DO NOT GO TO THE CLASSROOM, AS THIS DISRUPTS THE CLASS.

The building will be open in the morning by 7:45 a.m. and close by 4:00 p.m. Those students remaining in the building after 3:30 p.m., must be supervised by an adult, preferably a member of the faculty.

Severe Weather

School closings in case of severe weather will be announced on the McAlester Radio Stations, KTEN Channel 10 in Ada, and KTUL Channel 8 Tulsa.

Immunizations

Listed below are the immunization requirements for school entry during the 2014-2015 school year.

Pre-K	4 DTP, 3 Polio, 1 MMR, 3 Hep B, 2 Hep A, 1 Varicella**
Kdg-6th	5 DTP, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A, 1 Varicella**
7th	5 DTP, 4 Polio, 2 MMR, 3 Hep B, 2 Hep A 1 Var, 1 Tdap

**** If the 4th dose of DTP and/or 3rd dose of Polio are given on or after the child's 4th birthday, then the 5th dose of DTP and/or 4th dose of Polio are not required.**

***A parent's statement of a history of the disease is acceptable.**

DTP- Diphtheria, Tetanus, Pertussis	Hep B-A Hepatitis
Polio-either oral or injectable	Varicella-Chickenpox
MMR-Measles, Mumps, Rubella	Tdap-booster to DTP

All students attending school at Kiowa Elementary School must have on file, proof of proper immunization. Students who have not received proper immunizations after having adequate time, will be excluded from school. Students may be allowed to attend school, if they have received the first dose in the series of any multi-dose vaccine, but must complete the series on schedule.

Health Policies

Keeping the school environment a safe place for students is a great concern for school officials. It becomes necessary, occasionally, to call parents to come to school to pick up a child suspected of being ill with a communicable disease, or with an infestation of head lice or nits. Parents are requested to cooperate with school officials in helping to keep the school as free from communicable diseases as possible. Children that have been determined to have a communicable disease, or an infestation of lice MUST have a release from a doctor or county health nurse stating that they are free of such, before returning to school.

In cases of infestations of lice, the student will be required to be cleared by the Pittsburg County Health Department or school nurse before returning to school. (There is no reason for a student to miss more than a day to be treated and cleared to return to school).

Age and Entrance Requirements

Any beginning Early Childhood student must be four years of age by September 1 of that school year.

Any beginning Kindergarten student must be five years of age by September 1 of that school year.

Any beginning First Grade Student must be six years of age by September 1 of that school year.

A birth certificate is required for all students beginning Early Childhood, Kindergarten, and First Grade.

Excusing Students from School

Students shall be excused from class through the office of the Principal.

Students shall not be excused to leave with a person who has not been identified as one authorized to take the child.

Students being excused by the Principal to leave school during regular school hours will NOT be allowed to walk home. They must be picked up by the parent or by one authorized by the parent.

Students having to be excused from class for dental appointments or for extended absences due to illness, must have a confirmation of appointment and/or illness submitted to the office.

Visitors to the School

No visitor will be allowed to enter the school!

All visitors must "Check In" through the Principal's office.

Parents are always welcome, but they must check in through the office before going to see teachers or students.

Students are not allowed to bring visitors to school other than their parents.

Unsponsored strangers on the school grounds or in the building will be asked to leave the school grounds and/or the police will be notified.

Attendance

Regular attendance contributes more to the student's progress in school than any factor. Parents must assume the responsibility of the child's attendance in school unless the child is ill.

Parents are expected to call the school office during the morning of the absence before 10:00 a.m. Taking students out for pleasure trips, shopping, etc., is strongly discouraged. If the parent does not call school to report absence, a written excuse must be submitted following the said absence.

Students who are not in attendance at least 80% of the school year will be recommended for retention and referred to the retention committee.

Any student having excessive absences, except in case of extended illness, or other unavoidable situations, and after all available resources have been used to establish good attendance, shall be directed to corrective agencies.

FIVE TARDIES will result in an absence. All tardies will be recorded by the teacher and turned into the office when a total of five has been reached.

Students who arrive at school before 10:00 a.m. and remain at school all day will be counted a whole day present. If after 8:15 a.m. they will be counted tardy.

Students who arrive at or leave school between 10:00 a.m. and 1:00 p.m. will be counted one-half day absent.

Students who miss more than four hours of the day will be counted absent for the entire day.

Upper Elementary students who change classes and teachers will be counted absent for each class they miss.

The Kiowa Police Department will assist the school in keeping a check on any student reported as being truant. Extended unexcused absences will be reported

House Bill 1975, effective 7-1-95, provides that, if a child is absent without valid excuse for four days or parts of days within a four week period, the parent will be notified, or if a student is absent without an excuse for 10 days or parts of days within a semester, the attendance officer must notify the parent and the District Attorney.

Curriculum – Instruction

The core curriculum shall be designed to assist students in achieving the Oklahoma Academic Standards developed by the State of Oklahoma. Instruction is based on the selection and implementation of activities which enable each student to achieve the goals and objectives of the curriculum. The written curriculum shall include the Oklahoma OAS and Core Curriculum Objectives and shall be appropriate to and sequenced for the grades and age levels served. Extra-curricular and co-curricular activities may be implemented to enhance the educational process, but are not essential to the achievement of the OAS objectives.

Homework is an integral part of the instructional program of the Kiowa Elementary School in determining the extent to which individual students are achieving the goals and levels of competence of the OAS objectives. Each classroom teacher will be responsible for initiating a homework program appropriate to grade and age level served which reflects the philosophy and learning theories of the Kiowa Elementary School. This program shall be reviewed frequently and adjustments made in accordance with student needs and the Oklahoma Academic Standards.

Make-Up Work

It is the student's responsibility to obtain all make-up work from the teacher upon return to school following an absence or tardy. This work will be done at the time and discretion of the teacher. Saturday school might be used to make-up the work needed. *Work not completed during the required time will result in grades being lowered accordingly.*

Grading Policy

Listed below is the grading policy of the Kiowa Elementary School which includes the range of numerical scores and the letter grade given for each.

Kindergarten will use a check-list report card and the grades 1 through 6 will use the grading scale below:

100-97	A+	79-77	C+
96-93	A	77-73	C
92-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
		59-0	F

The letter grade shown refers to your child's progress.

A- Excellent	F-Failing
B-Above Average	S-Satisfactory
C-Average	U-Unsatisfactory
D-Below Average	I-Incomplete

The number shown below refers to your child's working level.

1-Below Grade Level	3-Above Grade Level
2-On Grade Level	4-Work has been modified

Report Cards-Progress Reports

Students will receive report cards the Thursday following the end of the quarter. Since report cards are computer generated, there is no need for parents to sign and return them to school. Parents, please feel welcome to make an appointment and come to the school to discuss grades with your child's teacher.

Progress reports will be sent home at the mid-point of each quarter. If the parent/teacher conference falls close to the mid-point, progress reports may be given at the conference.

Promotion-Retention

Attendance and satisfactory completion of work required will be used as factors in retention.

1. Any student who makes a failing (F) grade in two or more of the subjects for the year will have this situation reviewed by the retention committee. Factors to be considered, besides grades, will be achievement test scores, attendance, age, physical size, maturity, social development, etc.

2. Students who miss 20% or more of the school year will be recommended for retention. When absences exceed 18 days, the principal will give parents written notification of the number of absences, inform them of the recorded absences, determine reason, and give a plan of action to assure attendance. In cases of extended illnesses, a doctor statement and appropriate homebound instruction will be required to waive the 80% attendance requirement.

Honor Roll

All students who maintain “A” grades in all subjects for the quarter will be on the “Superintendent’s” Honor Roll. Students who maintain grades no lower than a “B” will be on the “Principal’s” Honor Roll. Students will be honored for their efforts at an Academic Awards Program on the last day of school.

Fire and Tornado Drills

Each teacher will have a copy of the emergency evacuation plan in their room. Teachers will instruct the students at the beginning of the year and periodically throughout the year as to the proper evacuation in case of a drill or emergency.

Telephone Usage

Students will not be allowed to use the phone except in case of emergency, illness, or school business. (Forgotten books, assignments, and supplies are not emergencies).

Students will not be called to the office telephone except in cases of extreme emergency.

All student usage of a telephone (incoming and outgoing calls) must be done through the office phone. No cell phones are to be used by any student during normal school hours. Cell phones are to be kept in lockers, turned off, and are not to be taken out during school hours for any reason.

All students must have a request form filled out and signed by a parent, if their child is to bring a cell phone to school.

Electronic Devices

In order to maintain an educationally sound environment, students are requested not to bring any item which may cause a distraction from the learning environment. Thus, electronic games, I Pods, cameras, etc., will not be allowed to be brought to school or on school activities.

Dress Codes

It is impossible to list everything that a student can or cannot wear to school. Consequently parents should use discretion in allowing only proper fitting clothes and shoes with regard to weather conditions and the season of the year. The student is expected to dress in attire that is proper to the setting of the school and in such a manner that will reflect good judgement and pride in himself/herself, classmates, and school.

Shorts should be worn with regard to weather conditions and season of the year. Shorts worn during activities such as gym must be neat and of a length as to not raise question. No shorts with split sides or tears will be allowed.

Shirts must have some sleeve, no tank tops, low cut shirts, or questionable printing on shirts.

Shirts must be worn at all times including activities in the gym, etc. Shoes must be worn at all times for the safety of the child. Proper shoes are necessary when participating in activities such as basketball, track, etc.

Students should be dressed modestly and should use discretion as to appropriate school wear. Attire should be conducive to study and should not in any way interfere with the educational process. Hair should be short enough in front so that the eyes may be seen, well-groomed, and kept clean at all times.

The following items of dress are prohibited:

Hair coloring sprays

Intentionally ripped or torn clothing that may show body parts that should not be shown.

Hats or caps are not to be worn in the building.

Jewelry or accessories pertaining to drugs or pornography

Clothing with emblems/lettering depicting offensive slogans.

Clothing with beer, liquor, or tobacco advertising

No see-through clothes.

No strapless or open backed garments

No short-shorts, crop tops, or clothes that expose the midriff

Sleeveless shirts that do not have sufficient closure to cover shoulders and armpits should not be worn.

We feel that it is the parent's responsibility to see that their child is clean and properly dressed for school, conforming with the above mentioned regulations. Students who are inappropriately dressed will be required to change clothing before returning to class. If they have no suitable clothes at school, the parent will be called to bring proper clothing for their child.

If girls wear dresses to school, we recommend they wear shorts underneath the dress for playing on the playground.

Lunchroom

Teachers will supervise their classes through the lunch line and during the time of eating to help develop good table manners and to keep excess noise down. Students are not to take food or drink from the lunchroom.

Athletic and Extracurricular Eligibility

Students in the third, fourth, fifth, and sixth grades must be making passing grades during the week before and the week of an athletic or extracurricular contest to be eligible to participate. Any student may be ineligible one week and work hard to make passing grades to become eligible the next week.

Students of all grades may be excluded from athletic or extracurricular activities because of disciplinary reasons resulting from the student's behavior.

Bus Rules

Students who live on the west side of Highway 69 must ride the bus to and from school unless parents choose to transport the student to and from school. Students in grades Pre-K through sixth are not allowed to walk if they have to cross Highway 69. Those students on the east side of Highway 69 will be offered the opportunity to ride the bus to and from school.

Proper behavior is required while riding the bus for the safety of our children. Any improper behavior will not be tolerated!! Riding a school bus is a privilege and the privilege may be removed for not abiding by the Bus Rider Rules!!!

If you have a child that normally rides the bus home and you have a bus change or they are not to ride on a given day, please notify the office by 2:45 p.m. if at all possible.

While on the bus, students should:

Keep all parts of the body inside the bus.

No eating or drinking on the bus.

Absolutely NO use of alcohol, drugs, or tobacco

Assist in keeping the bus safe and clean

Remember that loud talking and laughing are

unnecessary and might divert the driver's

attention and may result in a serious accident.

Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.

Never tamper with the bus or its equipment.

Maintain possession of books, lunches, or other articles and keep the aisle clear.

Help look after the safety and comfort of small children.

Do not throw objects in or out of the bus window or door.

Remain in your seats while the bus is in motion.

NO HORSEPLAY AND /OR FIGHTING ON THE BUS

Be courteous to fellow pupils and bus driver.

Remain quiet when approaching railroad crossings and intersections.

Remain in the bus during road emergencies except when it may be hazardous to the safety of the riders

As the bus approaches the unloading zone, remain seated until the bus comes to a complete stop.

After leaving the bus in the afternoon, students should go at least ten feet in front of the bus, stop, check traffic, and wait for the bus driver's signal, then cross the road.

Go home immediately staying clear of traffic.

Parent-Teacher Conferences

Parent-Teacher conferences are encouraged when it is felt by either the parent or teacher, that such would be beneficial. There will be two days scheduled for conferences, however, if you feel there is a need to meet with your child's teacher, feel free to arrange a conference when necessary.

Family Educational Privacy Rights (FERPA)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy. The right to:

Inspect and review the student's educational record.

Exercise a limited control over other people's access to the student's educational record.

Seek to correct the student's educational record in a hearing if necessary.

Report violations of the FERPA to Department of Health, Education and Welfare

To be informed about FERPA right

All rights and protection given under the FERPA and this policy, transfer to the student when he/she reaches the age of 19 or enrolls in a post-secondary school. The student then becomes the "eligible" student.

Project Child Find

Project Child Find is a project designed to comply with Public Law 94-142, the Education for all Handicapped Children Act. The goals of Project Child Find are:

-To locate and identify unserved handicapped children, ages birth to twenty-one who live in the Kiowa School district.

-To increase the general populations awareness of public school services for school age children.

-To work with the Oklahoma State Department of Education in assessing the need for future programs and in planning programs which will provide for a free and appropriate education for all children with handicapping conditions.

If you know of a handicapped child who does not attend school, call Kiowa Elementary School at (919-432-5822).

Use of Tobacco or Tobacco Products

Effective, November 3, 2003, smoking or the use of smokeless tobacco products will not be permitted in the school building, on school grounds, on the bus, or at any school sponsored activity by members of the staff, students, parents, and members of the public.

House Bill 1104, State Legislature, 1985-Prohibits the furnishing of cigars, cigarettes, snuff, chewing tobacco, or other tobacco products to minors, and requires minors to furnish the source of such products to law enforcement officials or teachers.

Child Abuse and Neglect

House Bill 1022- Oklahoma Legislature requires that every teacher of any child under the age of 18 years and every other person having reason to believe that a child under the age of 18, has had physical injuries inflicted upon him/her by other than accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter promptly to the county office of the Department of Human Services in the county wherein the suspected injury occurred.

Policy on Dispensing Medication

House Bill 1550-Oklahoma Legislature defines “medicine”:
The term “Medicine” in the policy means non-prescription medicine and filled prescription medicine. “Filled Prescription Medicine” must be in the vial with a label which correctly states the name and address of the pharmacy, date of filling, name of patient, name of doctor, prescription number, name and strength of medication, and directions for administering.

Only authorized school personnel will be allowed to administer the medicine at school.

No medicine shall be administered unless the parent/guardian has given the school written authorization to administer the medicine. The parent/guardian of the student requiring medication during school, shall bring the medication to the school nurse and complete and sign a “Parent Authorization”

A record will be kept of any student that medicine is administered. The record shall state the name of the student, date administered, name of person administering the medication, type of medication, the dosage, and the time the medicine was administered.

The Board of Education adopted this policy pursuant to provisions to OS701, 1984-116.2. Under this statute, the school, administrator, or designated school employee is not liable for damages for personal injuries to the student as a result from administering medicine pursuant to the provisions of this statute.

Nondiscrimination Statement

It is the policy of the Kiowa Public Schools to provide equal opportunities without regard to race, color, creed, national origin, sex, age, handicap, or veteran in its educational program and activities.

Drug Free School Communities Act Amendment Of 1989 P.L.101-226

In recognition of the clear danger resulting from illicit drug and alcohol abuse and in a good faith to promote health, safety, and well-being of students, employees, and community as a whole, Kiowa Board of Education has implemented a developmentally based drug and alcohol education and prevention program for the school.

Students are hereby notified that the use, possession, or distribution of illicit drugs, and alcohol is wrong and harmful.

Standards of conduct that are applicable to all Kiowa School students, prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by the previous paragraph, will be consistent with local, state, and federal laws, up to and including probation, suspension, and expulsion, 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 re-entry programs will be made available through the school office.

Standards of conduct and disciplinary sanctions as outlined above as well as:

Notification to parents and students-“The Drug Free Schools and Communities Act Amendment”, P.L. 101-226 requires that state, as well as local educational agencies, must rectify 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.

Parties at School

The school will recognize and help plan for parties at Christmas, Valentine’s Day, and Easter. Parties will begin at 2:00 p.m. and may last until school is out at 3:00 p.m. In the event school is dismissed early on a party day, the party will be held during the last hour of that school day.

We require that parents who bring birthday cupcakes and refreshments for their child's birthday, to do so after 2:30 p.m. This will allow for the least amount of disruption of the learning process. It will be the parent's responsibility to provide cups, plates, spoons, forks, napkins, individual drinks are a must, etc., and serve the refreshments.

Lunchroom Food Substitutes

School may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis and must be supported by a statement by a licensed medical authority (e.g. Physician, Physician's Assistant, Nurse Practitioner, or a Registered Nurse, or other health professional. This provision covers those children who have food intolerance or allergies, but do not have life-threatening reactions when exposed to the food(s) to which they are allergic.

In all situations, the medical statement must include:

-An identification of the medical or other special dietary need that restricts the child's diet.

-The food or foods to be omitted from the child's diet.

-The food or choice of foods to be substituted.

Pre-Pay Policy for School Meals

Kiowa Public Schools has adopted a pre-pay policy for school meals. Prior to the beginning of the school year, each parent or guardian will need to send money to the Child Nutrition Program c/o Janet Quaid, to begin a balance to operate from (recommended amount: \$30.00 per child). In emergency cases credit will be extended for up to 5 days. Parents/Guardians will be notified after 3 days have been purchased on credit for the child/children. Regular meal privileges SHALL BE TERMINATED after the 5th day meals have been charged. An alternative meal will be provided if needed.

Elementary Basketball Policy

Competitive basketball will be available to students in grades three through six. The following is the policy adopted by the Kiowa Board of Education on September 6, 1999.

Teams will be divided by grade level for half (4) of the matched games. We will attempt to match games with their respective grade levels.

Teams will be together for the other half (4) of the matched games. This will provide practice of the students playing together for tournaments.

Teams will be together for tournaments since it could place the lower grades at an unfair disadvantage in the tournament bracket.

On the days that the 3rd and 4th grades are playing separate, the 5th and 6th will not be attending the games. They will stay in class and do work. When the 5th and 6th grades are playing separate, the 3rd and 4th will be staying in class and do work.

When the teams are divided by grade, the games will be only 4 quarters long. When the games are played with the teams together, we will play 5 quarters when it is agreeable with the other team. This is an effort to get everyone more playing time.

Every student will get to play during matched games. We will not be highly concerned about winning matched games. The tournament games will be played to win and there may be some students who do not get to play.

Third and fourth grades will play 4 minute quarters.

Fifth and sixth grades will play 5 minute quarters.

THIS POLICY IS SUBJECT TO CHANGE DEPENDING UPON ENROLLMENT.

Loading and Unloading of Students

In an effort to provide a safe environment for the children of Kiowa Schools, those students who ride to and from school with their parents or others, are to be dropped off and picked up in FRONT of the school building. This will help in relieving the traffic congestion and safety issues that we were having in the rear of the Elementary School.

All vehicles are to enter the school through the WEST gate off Highway 63 and exit the school grounds through the EAST gate onto Highway 63. This will provide for ONE-WAY traffic and reduce the risk of an accident.

The school will have personnel on duty at both the front and rear of the school to help insure the safety of your children when loading the bus in the afternoon.

Bullying, Hazing, and Harassment

It is the policy of this school district that no student or employee of the district shall participate in or be members of secret organizations that is in any degree related to the school or to a school activity.

No student will be subject to bullying, hazing, or harassment, or any other form of persecution by students or employee whether connected to any fraternity or organization.

For the purpose of this policy, hazing is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult, or humiliating tasks.

For the purpose of this policy, violence is defined as any work, look, sigh, or act that hurts a person's body, feelings, or things.

For the purpose of this policy, bullying is defined as a type of violence that occurs when someone uses his/her power unfairly and repeatedly to hurt someone else.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

REFERENCE: 21 O.S. Sec. 1190

Facility Usage Policy

1. Cafeteria and Multi-Purpose Building-

Contact Mr. Pool to schedule. Give as much advance notice as possible. Details on gaining entrance to the building will be worked out after scheduling.

2. GYM-

The use of the gym or weight room is the same procedure used for the cafeteria & weight room. In addition, it will be open for public use on Wednesday nights from 8:00 to 9:30 p.m. and on Sunday nights from 7:00 to 8:30 p.m. A school employee will be at the gym during these times to allow students an opportunity to play basketball. All other times must be scheduled by a parent using normal procedures. Scheduling for use of the facility must occur during school hours 8:00 a.m. to 3:00 p.m. In addition to the above, a parent must accompany and be present for the entire scheduled time when using the facility except when it is open for public use on Wednesday and Sunday nights.

Student Self-Administration of Inhaled Asthma Medication

Pursuant to 70 O.S. Sec. 1116.3, the Board of Education of Kiowa School District permits students to self-administer inhaled asthma medication in accordance with the following conditions and guidelines:

Definitions:

1. “Medication” means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label.

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

Requirements of Parents and Students

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

2. The parent or legal guardian of the student must authorize in writing permission for the student’s self-administration of inhaled asthma medication. Such written permission shall include the following:

A. Permission statement authorizing the student to self-administer inhaled asthma medication.

B. A written statement from the student’s physician stating that the student has asthma and is capable of, and has been instructed in the proper method of self-administration of the medication.

C. Acknowledgment from the student’s parent or legal guardian that the district and its employees and agents shall incur no liability as a result of any injury arising from the

student's self-administration of asthma medication and acknowledgment that the district has provided this information in writing to the parent or legal guardian.

3. Prior to the district granting permission for the student to self-administer inhaled asthma medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy for Dispensing Medication.

The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication pursuant to this policy shall be permitted to possess and use a prescribed inhaler at all times.

General Rules and Guidelines For Student Behavior

1. Students shall show respect for authority at all school functions and shall conduct themselves in a creditable manner.

2. Classroom attitudes shall be such that it does not disturb the class and shows respect for the instructor. Students are to be attentive and studious.

3. Parents shall assume responsibility for damages for school property done by their children.

4. Textbooks are furnished on a loan basis. Free textbooks should be given the best possible care. They should not be defaced in any manner. Lost books or books damaged or willfully mutilated will be paid for.

5. There is to be no public display of affection among the students.

Kiowa School District Policy on Student Behavior

The Board of Education of the Kiowa School District adopts the following policy and procedures dealing with student conduct and behavior:

General Expectations

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Kiowa Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules.

Discipline Code

The following behaviors at school, while on school property, or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

- 1. Arson**
- 2. Attempting to incite or produce imminent violence against another person because of his or her race, color, religion, ancestry, national origin, disability, gender, or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message.**
- 3. Cheating**
- 4. Conduct that threatens or jeopardizes the safety of others**
- 5. Cutting class or sleeping, eating or refusing to work in class**
- 6. Disruption or the educational process or operation of the school**
- 7. Extortion**
- 8. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval**
- 9. Failure to comply with state immunization records**
- 10. False reports or false calls**
- 11. Fighting**

- 12. Forgery**
- 13. Gambling**
- 14. Harassment, intimidation, and bullying**
- 15. Hazing (initiations) in connection with any school activity**
- 16. Immorality**
- 17. Inappropriate attire (clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs,¹ drug related items or paraphernalia or that unduly exposes the body: clothing, accessories, make-up¹, hair styles, or arrangements or decorations worn or displayed on the body that are likely to cause a substantial and material disruption of school operations)**
- 18. Inappropriate behavior or gestures**
- 19. Inappropriate public behavior**
- 20. Indecent exposure**
- 21. Intimidation or harassment because of race color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to (a) assault and battery, (b) damage, destruction, vandalism, or defacing any real or personal property, or threatening, by word or act, the acts defined in A or B**
- 22. Carrying or using weapons with intent to do bodily harm. (These illegal items will be confiscated.)**
- 23. Any type of threat to kill or do bodily harm to others.**
- 24. Possession or use of narcotics or alcoholic beverages**
- 25. Membership in secret societies within the student body**
- 26. Willfully defacing or damaging school property**
- 27. Stealing property of fellow students, school personnel, or while on school-sponsored activities.**

28. Possession or use of tobacco on school property or on school sponsored activities.

29. Serious acts of defiance to a teacher or school personnel.

Students under suspension are also suspended from all school activities for the same period of time. Students that have been sent to the office FIVE times or more during the school year, will lose their end of school trip and possibly other extracurricular activities.

Policy on Discipline and Control of Students

All students enrolled in the Kiowa Elementary School will be expected to abide by the rules and regulations set forth by the Board of Education, Administration, and teachers while in attendance at school and school sponsored activities. Any student who is found to be disobeying the rules, showing disrespect for any teacher or other school personnel, or damaging school property, will be subject to disciplinary action. The disciplinary action to be taken will depend upon the severity of the violation and/or the number of times the student has broken the regulations.

In administering discipline, consideration should be given to alternative methods of punishment to insure that the most effective disciplinary action has been taken. The administration should be mindful of the fact that they are dealing with individual personalities. The administration should consider consultation with parents on disciplinary measures that might prove effective in particular instances.

Some possible alternative punishments are:
Before school and after school detention
Conference with the parent
Conference with the principal
Contact with the parent
In-school suspension
Temporary removal from the class
Withholding of privileges

Corporal Punishment: Teachers have the right, when necessary to discipline children. Oklahoma State Law protects that right. While corporal punishment is not prohibited by the Board of Education, it is recommended for use as a final measure. When corporal punishment is administered, it must be administered by the principal his/her designee and must not be administered in the presence of other students. A witness must be present.

If a parent does not agree with the use of corporal punishment for their child, they must so state on the enrollment forms completed at the beginning of the school year or at the time of enrollment. The alternative to corporal punishment will be suspension.

The student will accept the disciplinary action, as designated by the administrator or teacher, or be suspended from school until a parent/guardian returns with him/her for a conference with the administration and teacher involved.

Items not Covered in Handbook

We realize that many things not mentioned in this handbook could arise at school. Whenever this happens, action taken will be based on information available. Any action will depend on the nature of the unacceptable behavior. We also solicit parent's contribution and suggestions for the improvement of this student handbook.